Chapter 5

Exporting Data from Access and MySQL

Skills you will learn: How to export data in text format from Microsoft Access, and from MySQL using Navicat and Sequel Pro. If you are unsure of the basics of using these programs, please see the tutorials

Exploring the Microsoft Access User Interface and Exploring Navicat and Sequel Pro, and refer to chapter 5 of *The Data Journalist*.

Exporting from Access

With a table or query open, go to the External Data ribbon. Click on Text File in the Export area of the ribbon.

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e Tools	Fie	lds	Table	Q Te	ll me w	hat you	want to do
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In the dialogue that opens, enter the details for the export. Normally, you will only need to provide a directory path and file name for the text file.

Export - Text File	?	×
Select the destination for the data you want to export		
Specify the destination file name and format.		
Eile name: C:\Users\Owner\Documents\Donations.txt	Browse	
Specify export options.		
Export data with formatting and layout. Select this option to preserve most formatting and layout information when exporting a table, query, form, or	r report.	
Open the destingtion file after the export operation is complete. Select this option to view the results of the export operation. This option is available only when you export fo	ormatted data	э.
Export only the selected records. Select this option to export only the selected records. This option is only available when you export formattee have records selected.	d data and	
ОК	Cancel	

Click OK. If the file name already exists, you will be asked if you wish to overwrite it. A new dialogue will open that is similar to that used to import text data into Access.

Export Text Wizard	×
This wizard allows you to specify details on how Microsoft Access should export your data. Which export format would you like?	
Delimited - Characters such as comma or tab separate each field Fixed Width - Fields are aligned in columns with spaces between each field	
<pre>Sample export format: 1 1, "Smith", "Joanne", "O", "22 Any Street", "Calgary", "AB", 77, "F", 2016-8-21 0:00:00, \$1, 500 4 2 2, "Jones", "Steve", "", "57 Moneybags Court", "Toronto", "ON", 21, "M", 2016-2-3 0:00:00, \$3, 00 3 3, "Leblanc", "Carole", "X", "212 Tormentine Cape", "Dieppe", "NB", 34, "", 2016-5-19 0:00:00, \$ 4 4, "Johnson", "Gerald", "F", "55 Nonexistent Way", "Calgary", "AB", 55, "M", 2016-10-21 0:00:00 5 5, "Stephenson", "Brenda", "", "21 Anywhere Avenue", "Brandon", "MB", 49, "F", 2016-2-17 0:00:00 6 6, "Tremblay", "Monique", "O", "16 Rue Vide", "Montreal", "QC", 38, "F", 2016-4-24 0:00:00, \$3, 7 7, "Calhoun", "David", "", "99 Apex Landing", "Hamilton", "ON", 22, "M", 2016-9-13 0:00:00, \$1, 8 8, "Mills", "Harold", "R", "65 Atlantic Lane", "Halifax", "NS", 89, "M", 2016-8-29 0:00:00, \$1, 2 9, "White", "Mel", "D", "27 Sandstone Bluff", "Charlottetown", "PE", 27, "", 2016-9-19 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "Wanda", "U", "55 Assini-Red Fork", "Winnipeg", "MB", 72, "F", 2016-1-3 0:00:00, 10 10, "Silvers", "W</pre>	<
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Choose whether to export as a delimited text file or as a fixed width file. We will choose delimited, the usual option. Click next for options for the delimited file.

Da	tabase Tools	Fields	Table	↓ Tell me what	you want to (do				-		
t I	😑 Export Text	Wizard									×	Γ
IL >re	What delimi	ter separates	; your fields	? Select the appropri	ate delimiter ar	nd see how y	our text is affect	ed in the previe	w below.			
	Choose th	ne delimiter th	at separate	s your fields:								F
D	$\bigcirc \underline{I}ab$	_ <u>S</u> emic	colon	<u> </u>	Space (O Other:						or
_	∠ Indude f	ield Names o	n First Row		Text <u>Q</u>	ualifier:	~					
	"Donor_ID	", "Donor	_Last",	"Donor_First'	", "Donor_"	Initial"	, "Donor_Ad	dress","Do	onor_City	/", "Dono	^	
	2, "Jones", 3, "Lebland 4, "Johnson	, "Steve", c", "Caro: n", "Gera:	,"","57 le","X" ld","F"	Moneybags Co ,"212 Torment ,"55 Nonexist	Surt", "To: tine Cape cent Way"	oronto"," ","Diepp ","Calgar	ON",21,"M" e","NB",34 y","AB",55	,2016-2-3 ,"",2016-3 ,"M",2016-3	0:00:00,00, 5-19 0:00 -10-21 0:	\$3,000. 0:00,\$2, 00:00,\$	1	
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These options are the same as the options you have when importing a text file. You can choose the field delimiter, whether to include the field names in the first row, and whether to enclose text fields in quotation marks so any delimiter characters inside fields will not be treated as column dividers. In most cases, you will export a file either as comma-delimited (csv file) or tab delimited.

Click Next and you will be given the opportunity to confirm the exported file's name.

:	🔳 Export Text Wizard	-	×	
L re		That's all the information the wizard needs to export your data. Export to File: ENGRERYOWNEYDocuments/Donations_Est		D.C.
	Advanced	Cancel < <u>B</u> ack ∐ext > Einish		

Clicking on the Advanced button on this and previous pages allows you to set additional options, as well as save the export specifications to use again with a future export.

Donations_ Exp	ort Specificati	on		×
File Forma <u>t</u> :	<u>D</u> elimited Fi <u>x</u> ed Width	<u>F</u> ield Delimiter: Text <u>Q</u> ualifier:	, v * v	OK Cancel
Language:	English		~	Save As
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Dates, Times, and	Numbers -			
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Field Name Donor_ID Donor_Last Donor_First Donor_Initial Donor_Address				
Field Name Donor_ID Donor_Last Donor_First Donor_Initial Donor_Address Donor_City				
Field Name Donor_Last Donor_List Donor_Initial Donor_Initial Donor_Address Donor_City Donor_Province				
Field Name Donor_ID Donor_Last Donor_First Donor_Initial Donor_Address Donor_City Donor_Province Donor_Age				

To exit the advanced dialogue, click OK.

Then click Finish to export your file. If you wish to save the export to use again, without requiring the wizard, you can do so on the final page of the wizard.

Access has similar wizards for exporting to Excel and other formats.

Exporting from MySQL using Navicat

To export a table, double click on the table to open it in a tab. Click on the Export icon.



You will be asked if you would like to export all the records, or the currently displayed records. Choose the option you prefer. Usually, you will want to export all of the records.

In the next dialogue, you choose what type of file to export to. Usually, you will pick Text File to export to a delimited text file, or csv to specifically export to a commadelimited text file.

We will choose the text option.

Click Next to choose the name for the exported file. Click Advanced if you would like to control the encoding used for the file and to add a timestamp. Click Next to open a dialogue in which you can reaffirm the choice of source table and, if you uncheck All Fields, choose which fields to export.

📑 Export Wizard					-		×
You can choose wha	at columns to expo	rt. (3/5)					
Source Table:	donations						~
Available Fields:							
Donor_ID Donor_Last Donor_First Donor_First Donor_Address Donor_City Donor_City Donor_Gender Donor_Gender Donotion_Date Pontion_Amount PartyCode							
Select All	Unselect All	🗹 All Fields					
Save 💌		<<	< Back	Next >	>>	Car	ncel

When you have made your choices, click Next.

You can now choose whether to add the field names to the top of the file, whether to append the output to an existing table, the end-of-row record delimiter to be used, the field delimiter to be used, and whether there will be a text qualifier.

📑 Export Wizard			-	
You can define some ac	lditional options. (4/5)		
🗹 Include column titles				
Append				
Continue on error				
Record Delimiter:	CRLF ~			
Field Delimiter:	Tab \checkmark			
Text Qualifier:	• ~			
Formats				
Date O	rder: YMD 🗸			
Date Delin	niter: -			
Zero Padding	Date: No 🗸			
Time Delin	niter: :			
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Binary Data Enco	ding: Base64 🗸			
Save		<< < Back	Next > >>	Cancel

You can also control such things as the order for the elements of dates, the delimiter to use between elements in dates, the time delimiter and the symbol to be used for decimal places. Typically, you will leave these options unchanged.

Click Next when you have made your choices.

Finally, click Start to complete the export.

The process to export the results of a query are essentially identical. With a query open in a tab, choose Export Result, and follow the wizard's steps.

Exporting from MySQL using Sequel Pro (Mac only)

In Sequel Pro, exporting to a text file is a simple, two-step process.

With a table open for viewing, choose Export from the File menu.



This will open the export dialogue. In the csv tab, set the file path for the exported file, choose the field delimiter (Terminate), the text qualifier (Wrap) and the end-of-row terminator.

The choices for field delimiter are a comma, semicolon, or tab. The choice for qualifier is a set of double quotation marks. The line terminator can be the new line value typically used by modern Macs, the combination of carriage return and a line feed used by Windows, or a carriage return only.

You can also choose what to write to a field if it has a null value. NULL is the default choice. Check put field names in first row to write the headers to the file.

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Click Export to complete the export.

The process for exporting query results is identical.