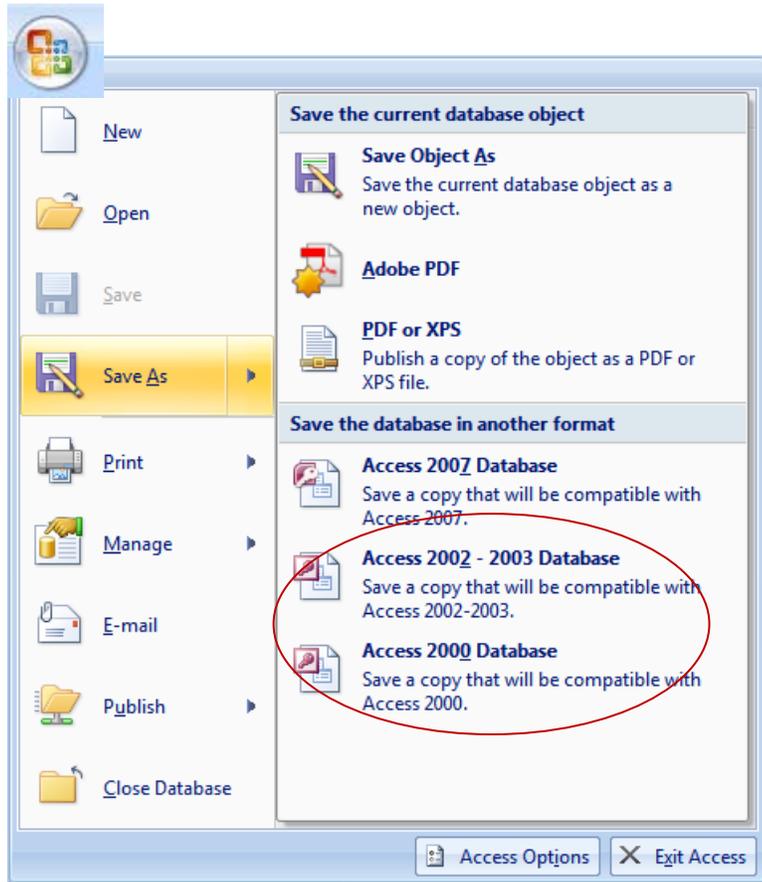


Best Practices –Preparation of Access Data for Use in GIS

Access files in the Office 2007 format (.ACCDB) are not recognized in ArcView. You can save the 2007 version to the older versions (either 2000 or 2002/2003).



Click the Icon in the upper left to activate the menu options.

Select Save As > Access 2002 – 2003 Database

OR

Access 2000 Database.

This will allow you to save the file back to the format (MDB). Specify a file name that is the same (or very similar) to the original file name.

The file will now be available for use in ArcView.

File Preparation – Access

Here are some guidelines for making your Access table 'GIS ready':

- Tables in Access should have a field (suggested name ID) defined as an AutoNumber and set as the primary key.
- Don't use punctuation characters in the column headings (- & % # / etc). There is one exception; you can use _ (underscore).
- Headings should start with a letter, not a number.
Example: 2002rate should be changed to rate02 or rate2002
- Field names should be in all UPPER case or all mixed/proper; either is OK, as long as it is consistent.

- Remain consistent with your capitalization. If you have multiples tables, they should contain data in all UPPER case (e.g. COLE, OSAGE, BOONE) or all mixed/proper case (e.g. Cole, Osage, Boone).
- If the data contains coordinates, make sure these fields are defined as Number, with a field size of Double.
- There are several field names that are reserved and should not be used in Access. They can be found at: <http://support.microsoft.com/default.aspx?scid=kb:EN-US;q248738>
- **Data that was copied from a web page** should always first be saved in the TXT file format. This will remove any formatting (HTML) that was copied along with the data. You can then import the text file back into Access again.

Here are some things to watch for in files of county data:

- Suggested field name for county names is County or COUNTY.
- Make sure there are no misspellings in your county names. The most common misspellings are:
 - Daviess – sometimes has the 2nd ‘S’ missing
 - DeKalb, McDonald – The ‘K’ and ‘D’ should be capitalized
 - Ste. Genevieve – sometimes is missing the ‘E’ in Ste.
- Do not include the word ‘County’ in the name of the county.
- For St. Louis – it is St. Louis and St. Louis City – you should not add the word ‘County’ after St. Louis to denote the county of St. Louis.
- All of the county names that start with Saint should be abbreviated as St. (be sure and get the period at the end). The abbreviation for Sainte Genevieve is Ste. (feminine form of the saint abbreviation).
- If you have the Federal Information Processing Standards or FIPS code, this may be used instead of the county name.
- St. Louis City is equivalent to a county for Federal and State government purposes. Consequently, St. Louis City is both a city and a county. Kansas City is NOT a county or equivalent. Kansas City actually falls within four separate counties

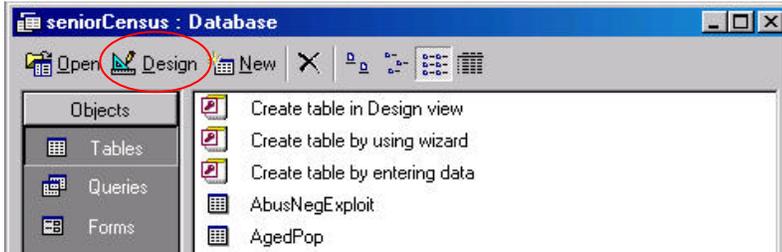
Here is something to watch for in files of ZIP code data:

ZIP codes should be stored as text field types. The same goes for any ID code that has only numbers and may have a zero as the first character, such as three digit county FIPS codes. The leading zero will be lost if the field is stored as a numeric field (integer, float, single or double).

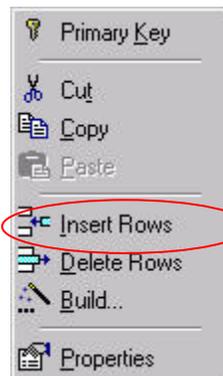
How to convert text to all upper case or mixed case – Access

If you need to convert your county names, or other data to all upper case to create consistency, this can be accomplished with an update query in Access.

Add a new field for your modified data.

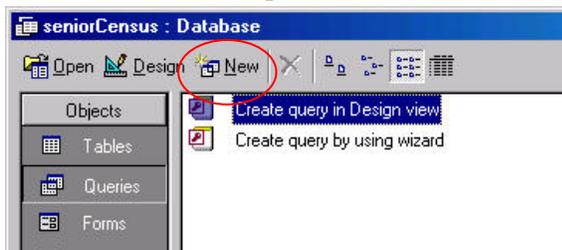


Open the Table in Design View

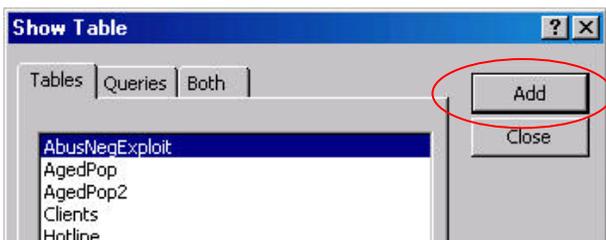


Add a new row under the field name you wish to modify. Suggested field name is <originalName>2 (just add a '2' to the end of the field name). Save your changes and close the Design View.

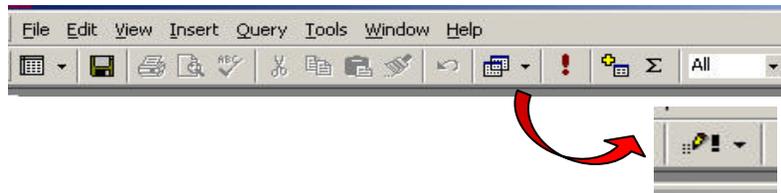
Select the Queries option and then select New.



Select the table name from the list of available tables and click Add.

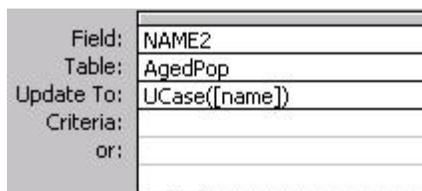


By default, all new queries in Access are Select Queries. You must change from a Select Query to an Update Query. Click on the down arrow next to the Select Query icon and select Update Query (shown as a pencil).



Click the new field you created and drag it to the dialog at the bottom of the Query window. This will add the field name with the source table name below it.

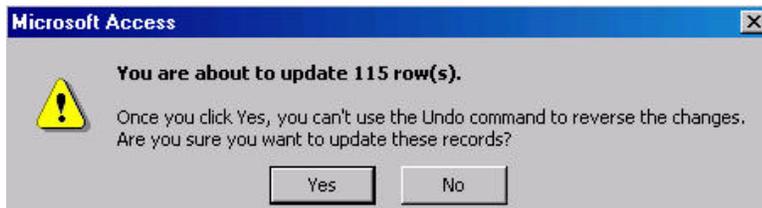
In the next row, type in the function UCase([myfieldname2]), substituting your field name for myfieldname2.



Click the Run icon.



A dialog about updating ## rows will appear. Select Yes.



There is no Access function to convert upper case text to mixed/proper case. You can export the table to Excel in order to use the function Proper, described in the previous section 'How to convert text to all upper case or mixed case – Excel'.

