

Subject: Fax List Management Tips
Topic: **How to add a '1' to the Fax Number using Microsoft Access®**

Fax numbers destined to the US or Canada need to be preceded with a '1'.
If the fax numbers in your list don't have the '1', then Access is a good way to add them.

To import your existing list into Access, your list can be in one of these file formats: .csv, .txt, .xls, .tab, .dbf or some others.

[Open Microsoft Access.](#)

Import the file: Under the **Objects** list, highlight **Tables**, then click on **File / Get external data / Import.**

Find your data file, then double-click on it to begin importing it into Access. Follow the prompts to identify the fields in your list. **Name your fax number field faxno**, and name your list (Table) whatever you wish.

Add new field: Highlight the new table, then click on **Design**
In the Field Name column, under the last field, add a new field, called... **faxnumber**

Close the Table, then click to save the changes

Create a Query: Under the **Objects** list, highlight **Queries**, then click on **New / Design View / OK.**

Highlight the name of your Table, then click to select it into the query, then

Double-click the new **faxnumber** field
Double-click the original fax number field, **faxno**

At the top of the screen, click on **Query**, then on **Update Query**
Click in the **Update To** cell under **faxnumber**
Type the following exactly, using double quotes around the 1: **"1"&[faxno]**

At the top of the screen, click on the .
The prompt will tell you how many records will be updated, and ask if you want to save.
Click .

Close the Query. You may want to save the Query for future reference.

Look at your data: Under the **Objects** list, highlight **Tables**, then double-click on your Table. Look to confirm that the new **faxnumber** field has the same fax number as the **faxno** field, and preceded with a '1'.

If so, your fax numbers are now ready for faxing!