

Subject: Fax List Management Tips

Topic: **How to purge records from your list using Microsoft Access®**

This is particularly useful if you need to remove a list of DoNotSend fax numbers from a new fax list. In the procedure we describe here, Access doesn't actually remove the records from your list, we run a Query which identifies the records to be removed, then you can delete them manually.

First, if your two lists (DoNotSend list and new fax list) are not already in one Access database, you need to import them into the same Access database. Your lists can be imported from one of these file formats: .csv, .txt, .xls, .tab, .dbf or some others.

Import the files: Open Microsoft Access. *For each file:* Under the **Objects** list, highlight **Tables**, then click on **File / Get External Data / Import**. In the Import window, select your input file type from the 'Files of type' list. 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 **faxnumber**, and name your lists (Tables) whatever you wish.

Add a new field to your fax list: Highlight the new table, then click on **Design**. Add a new field called **remove**, then Close the window.

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

1. Highlight your new fax list Table, then click the **Add** button to select it into the query. Do the same for the DoNotSend list Table. **Close** the Show Table window. Scroll down the field list in each table for the **faxnumber** fields. If they are both named **faxnumber**, then there will be a line connecting them.
2. Now click on **Query**, then **Update Query**. In the window for the new fax list, double-click on the **remove** field – this places it in the work area of the Query. In the column under **remove**, and to the right of **Update To**, type in "YES" (with the quotation marks).
3. Click the red exclamation point (!) to run this Update Query. It will tell you how many records it is going to Update (it will add the text **YES** into the **remove** field for each record that has a match in both Tables). Click **OK**. **Close** the Query.

Remove the DoNotSend records: Under the **Objects** list, highlight **Tables**, then double-click on the new fax list Table to open it. Using the bar at the bottom of the window, scroll over to the **remove** field. Place your cursor on the word **remove** then click to highlight the column. Sort the column in descending order (Z to A). This places the records to be removed (with a 'YES' value) at the top of the list. In the very left column of the Table window, click and hold the first record to be removed, then drag the cursor to the last record to be removed. When the correct records are highlighted, just hit the Delete key on your keyboard, then Yes to confirm. Don't close the window yet – you need to Export the list.

Export your list: Click **File / Export**. In **Save as type**, select **Text files**. In your file name, end it with **.csv**. This will save it on your hard disk in a csv file format.