

## CREATING A DO AND DS FILE IN MSACCESS

1. Make an Access table for the DO (you will do the same for the DS) file, using Design view, and create the column headings and field widths as outlined in the data submission document for the DO (<http://www.regents.state.oh.us/hei/datasubdoc/oln/production/dofile.html>).
2. Format all the fields as TEXT fields.
3. Once your table is filled with data, you then want to export it as a text file by selecting “File” then “Export” then selecting “Text Files” from the “Save as Type” drop down box. The Export Text Wizard will appear
4. Define the format in the “Export Text Wizard” as “Delimited, and then click on “Advanced” at the bottom of the window.
5. Define your “field delimiter” as a tilde (~) and your “text qualifier” as none.
6. Click OK, and then click next on the text wizard and continue through until you have your text file to send to HEI.
7. The file will just need a header record added to it (<http://www.regents.state.oh.us/hei/datasubdoc/general/fileheader.html>)
8. Submit it using the Data Input site at <http://hei.regents.state.oh.us/heidis/>

