

Rough Notes on Importing CAMEOfm Export Files to Access and Excel

Read this first: CAMEOfm's export utility automatically creates a *.zip file. This compressed archive contains individual files with the extension *.mer that contain the exported data. These files are actually in ASCII text format and are easy to work with. Learning how to work with these files will give you a lot of flexibility in using your CAMEO data outside of the CAMEO application.

Your first step, of course, is to export the CAMEOfm data you want. (Use File>Import/Export>Export.) You can even export a single record. Once you have done this, use WinZip to extract the files. You can use them "as-is" but you'll find it more convenient to rename them as described below.

Microsoft Access

Before you begin: The function you must use to import data into Access will not recognize an *.mer file so you must copy or rename the *.mer file so that it has a *.txt extension.

Steps/screens:

1. Open Access & create a blank database. (Access does this automatically if you let it.)
2. Select the folder in which you want to save your new database & click "Create."
3. Double click on "Create a table by entering data."
4. With your new, blank table displayed, go to the File pull-down menu & select "Get External Data>Import."
5. In the "Import" dialog box, set the "Files of Type" option to "Text Files (*.txt, *.csv, *.tab, *.asc)"
6. Still in the Import dialog box, use the "Look In" scroll window at the top to locate and select the file you wish to import, e.g., Contacts.txt, then click on "Import."
7. In the "Import Text Wizard" dialog box, verify that Access has chosen to import the data- "Delimited."
8. In the second "Import Text Wizard" dialog box, verify that Access has chosen to import the data as comma-delimited. Be sure to mark the checkbox labeled "First row contains field name."
9. In the third "Import Text Wizard" dialog box, allow Access to store data "In a New Table."
10. In the fourth "Import Text Wizard" dialog box, accept the defaults. (Later, when you do this on your own, you can practice selecting an index field and choosing fields NOT to import.)
11. In the fifth "Import Text Wizard" dialog box, let Access generate keys. (Once you become more familiar with this procedure you can set your own values.)
12. In the last "Import Text Wizard" dialog box, select the table to which you want to Import and click Finish.

Microsoft Excel

Steps/screens:

1. Open the *.zip export file you made in CAMEOfm and extract the file(s) you want to use, e.g., Contacts.mer.
2. Change the file extension from *.mer to *.csv, e.g., Contacts.mer becomes Contacts.csv. (Excel will now recognize the file.)
3. Open the file with Excel. The first row shows the field names from your original CAMEOfm database.