**Northwest Digital Archives**
Directions for Exporting Data from Access 2007 in XML
Created by Michele DeSilva, COCC
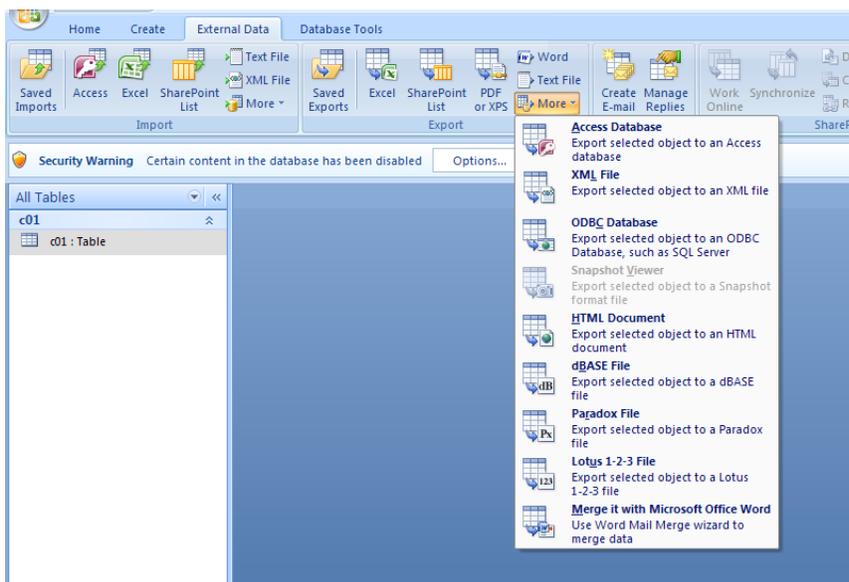**Edited by Nathan Georgitis, Standards Working Group**
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1. Create a table in Access with needed fields.
        Note: Field names will end up as XML tags, so name and capitalize field names
accordingly.
2. Fill in data.
3. Click on the "External Data" tab in Access.
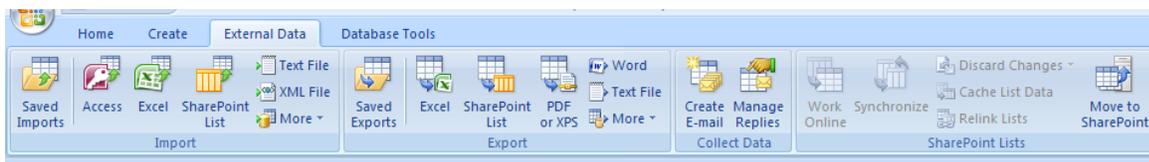
4. In the "Export" menu, click on the "More" drop down menu. In the drop down menu, select
the second option, "XML File."

5. The next window will ask you to choose a location to which to export the file.
    Another window gives you export options. Check the box beside "Data (XML)" and click
OK.
    Access will ask you if you want to save your export options; then, it should tell you the data
     has been successfully exported.

6. You may have to clean up the XML to make it valid; e.g. erase the line of Microsoft code at
     top, add attribute and attribute values, insert <did>s, and adjust component hierarchy. You

can do this by opening the file in XMetaL or oXygen and executing find and replace operations. You may want to save a backup copy of the original file before you begin.

Here's an example of a very short container list (based on the finding aid we used at the training):

The table I created, "c01," in design view:
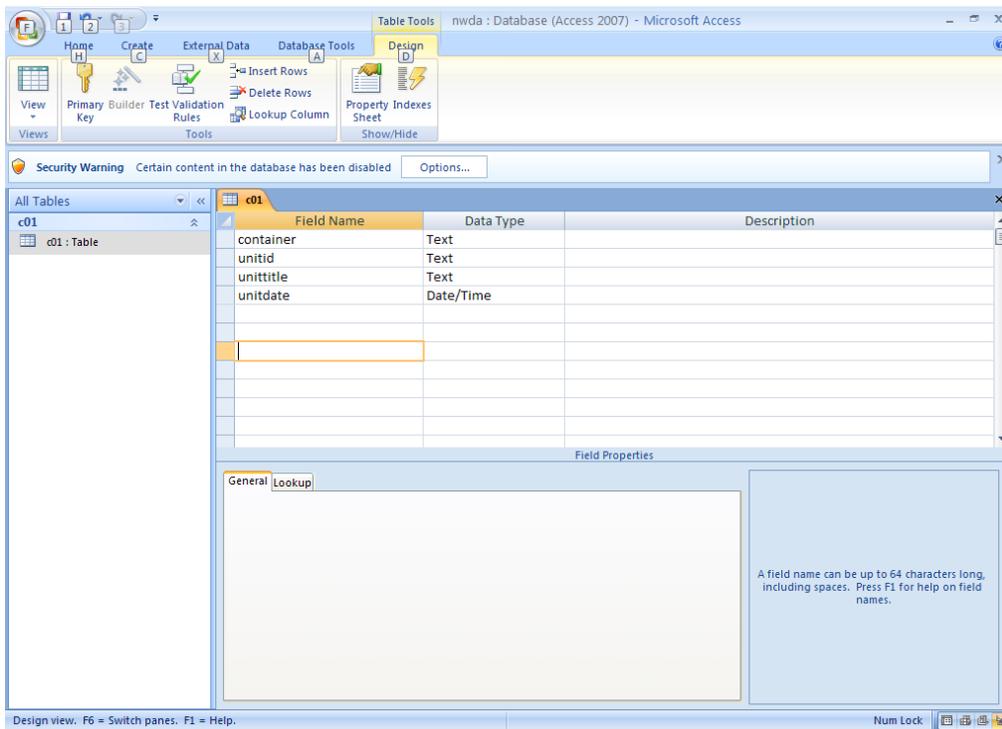
…in datasheet view:

This is the XML I got after exporting (Each row of data is wrapped in a <c01></c01> tag because that's the table name. It's easy to go through and change the 1's to 2's, etc., as needed):

```
<?xml version="1.0" encoding="UTF-8" ?>
- <dataroot xmlns:od="urn:schemas-microsoft-com:officedata" generated="2008-04-
    28T07:33:23">
- <c01>
  <unitid>Series I</unitid>
  <unittitle>Personal Papers</unittitle>
  <unitdate>1912-1930</unitdate>
    </c01>
- <c01>
  <container>1/1</container>
  <unittitle>Musical Programs</unittitle>
  <unitdate>1926-1930</unitdate>
    </c01>
- <c01>
  <container>1/2</container>
  <unittitle>Diary</unittitle>
  <unitdate>1912-1930</unitdate>
    </c01>
- <c01>
  <container>1/3</container>
  <unittitle>Midwifery work</unittitle>
  <unitdate>1920-1930</unitdate>
```

```
        </c01>
      </dataroot>
```

Here's the cleaned up version (some attributes added – others can be added using the NWDA DTD after pasting it into oXygen or XMetal; Microsoft stuff erased; <c01>'s changed to <c02>s as appropriate.) It doesn't give you the <did> tags, but you add most of those in a find and replace operation on the <c01>s and <c02>s; or you could set up your institutional template so that you could copy and paste the pertinent information into existing <did> tags.

```
    <c01 level="series">
  <unitid>Series I</unitid>
  <unittitle>Personal Papers</unittitle>
  <unitdate normal="1912/1930">1912-1930</unitdate>

<c02 level="file">
  <container type="box/folder">1/1</container>
  <unittitle>Musical Programs</unittitle>
  <unitdate normal="1926/1930">1926-1930</unitdate>
      </c02>
<c02 level="file">
 <container type="box/folder">1/2</container>
  <unittitle>Diary</unittitle>
  <unitdate normal="1912/1930">1912-1930</unitdate>
      </c02>
<c02 level="file">
 <container type="box/folder">1/3</container>
  <unittitle>Midwifery work</unittitle>
  <unitdate normal="1920/1930">1920-1930</unitdate>
</c02>
      </c01>
```