

MS-Word Forms to MS-Access DB Reader

There are many instances where it is desirable to read the contents of an MS-Word Form and Read the data into a database. This utility allows you to read a directory full of MS-Word Forms, and put the data it reads into a corresponding MS-Access database.

1 Configuration

You can configure the utility to read forms in one directory, process them, add the field information to a database and move the forms to another directory.

The utility is designed to get information from one particular form format and put it into a specific database and table. You will need a copy of the utility for each form – table combination you have. You should have a separate directory structure for each form-table combination you have.

The utility consists of two tabs:

- The Control Panel Tab
- The Field Map Tab

1.1 Control Panel Tab

The Control Panel Tab is where you set up where everything is located. Enter in information In the green shaded cells

New Forms Directory	C:\Documents and Settings\Dan\My Documents\Home\Projects\Form Reader\New Forms
Old Forms Directory	C:\Documents and Settings\Dan\My Documents\Home\Projects\Form Reader\Old Forms
Unprocessed Forms Directory	C:\Documents and Settings\Dan\My Documents\Home\Projects\Form Reader\Unprocessed Forms
Database Location	C:\Documents and Settings\Dan\My Documents\Home\Projects\Form Reader
Database Name	MyDatabase.mdb
Table Name	tbl_Names

Process Files

- New Forms Directory: This is the directory in which the utility will look for new MS-Word files to process. Put all new forms here.
- Old Forms Directory: This is the directory to which all successfully completed forms will be moved.
- Unprocessed Forms Directory: If there is a problem with processing the form, the form will be placed in this directory instead of the Old Forms Directory. An error log will also be created in this directory.
- Database Location: This is the directory containing the database to be updated.
- Database Name: This is the name of the database to be updated.
- Table Name: This is the name of the table to be updated.

1.2 Field Map Tab

The Field Map Tab is where you tell the utility what field on the form corresponds to what field in the database table.

You must provide a database field name for each field in the MS-Word form. If the field does not have a corresponding database field name, leave it blank. Define field names in the order in which they occur on the MS-Word form.

Word Field	Database Field
1	First Name
2	Last Name
3	Gender
4	Occupation
5	Date of Birth
6	
7	Yes / No

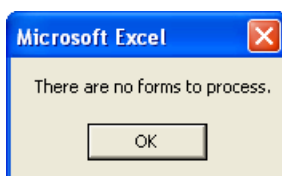
In this example, there are 7 fields on the form. The 6th field will not be looked at for inclusion in the database.

It is very important to name the database field names *exactly* as they are defined in the database. Also if the data type in the database is Boolean (Yes/No or True/False), the corresponding field type should be a checkbox and *not* a dropdown box or text field to accept a string of "Yes" or "No."

2 Operation

The utility is easy to operate. Once configuration is complete, put the forms to be added to the database in the New Form Directory. Then click on the Process Files button.

If there are no files in this directory, the following message is displayed.



Otherwise a summary of the operation is displayed.



The first line shows the number of forms that were successfully processed and added to the database. These files are moved to the Old Forms Directory.

The second line shows the number of forms that had an error and were not processed. These files are moved to the Unprocessed Forms Directory. An error log is also written to this directory.

The third line shows the number of files that were skipped. These are non-MS-Word files. These files remain in the New Forms Directory.