

Advanced Access To RTF Table Converter

Product Information Page:

http://www.advancedreliablesoftware.com/advanced_access_to_rtf_table_converter.html

Advanced Access To RTF Table Converter is a utility that allows execution of SQL (Structured Query Language) queries on Microsoft Access database files. Resultsets returned by select SQL queries are automatically persisted as RTF table files to a directory of your choice.

Step 1 – Input Microsoft Access File

Select Microsoft Access version of your input database. Click the “Select Input Microsoft Access File” button and browse to your input database.

Step 1 - Input Microsoft Access File

Select Input Microsoft Access File Access 2007 Access 97 - 2003

C:\Documents and Settings\Administrator\Desktop\sample.mdb

Step 2 – SQL Select Query

Enter your SQL select query. Enclose any column names that contain space character in “[”, “]” brackets.

Examples:

Select all columns from table named “Employee”.

select * from Employee;

Step 2 - SQL Select Query

```
select * from Employee;
```

Select columns with column names “LastName”, “FirstName”, “Title” from table named “Employee”.

select LastName, FirstName, Title from Employee;

Step 2 - SQL Select Query

```
select LastName, FirstName, Title from Employee;
```

Select columns with column names "Last Name", "First Name", "Title" from table named "Employee".

select [Last Name], [First Name], Title from Employee;

Step 2 - SQL Select Query

```
select [Last Name], [First Name], Title from Employee;
```

Step 3 (Optional) – Column Headers

Check the "Insert Column Headers" check box to include table column headers in your output RTF document. Define one header for each column in your SQL query. To add new column header enter desired information in the input field and click the "Add Column Header" button. To remove specific column header select it in the grid and click the "Remove Column Header" button.

Step 3 (Optional) - Column Headers

Insert Column Headers

| Column Headers |
|----------------|
| Last Name |
| First Name |
| Title |

Add Column Header

Remove Column Header

Sample RTF output file table column headers:

| Last Name | First Name | Title |
|-----------|------------|-----------------------|
| Davolio | Nancy | Sales Representative |
| Fuller | Andrew | Vice President, Sales |
| Leverling | Janet | Sales Representative |

Step 4 – Output RTF File Properties

Define properties of the output RTF document: page size, page orientation, font, font size.

Step 4 - Output RTF File Properties

RTF Page Size: Letter

RTF Page Orientation: Portrait Landscape

RTF Font: Arial

RTF Font Size: 12

Step 5 – Output Directory

Click the “...” button to assign output directory path. The application will automatically persist your most recently used output directory path for future reference.

Step 5 - Output Directory

... C:\Documents and Settings\Administrator\My Documents

Step 6 (Optional) – Output RTF File Name

Assign custom name for your RTF output file.

Step 6 (Optional) - Output RTF File Name

Output RTF File Name: client_contacts.rtf

Step 7 – Execute SQL Query / Generate RTF Output

Click the “Execute SQL Query / Generate RTF Output” button to execute SQL query on your input file and generate an output RTF document. Your RTF output document will be created in the directory defined in Step 5.

Step 7 - Execute SQL Query / Generate RTF Output

Execute SQL Query / Generate RTF Output

Sample RTF output:

| Last Name | First Name | Title |
|-----------|------------|-----------------------|
| Davolio | Nancy | Sales Representative |
| Fuller | Andrew | Vice President, Sales |
| Leverling | Janet | Sales Representative |