

Exporting Data from Meeting Maker on an Apple Macintosh

Educational Technology Services (ETS)
Foothill-DeAnza Community College District

Export of Meeting Maker Data: Two Options

Data from Meeting can be exported in two different formats. One is as an **HTML** (webpage) file and the other is in the form of a **text** file.

The exported HTML file can be opened in any web browser (Firefox, Internet Explorer, etc.) that is pointed to open it. A limitation of this export is that only the last 11 months of data can be exported. This is the bad news since this will not solve the issue of saving calendar data older than two years prior to the purge and conversion to the new version of Meeting Maker after 8 PM on May 14th, 2009. The other bad news is this format only exports calendar information. Contacts and To Do items cannot be exported. Following the conversion to the new Meeting Maker version and purge of old data, this HTML file export may be more useful to you.

The good news is, Meeting Maker data back to the year 2000, can be exported in text file format. The text file itself can then be imported into Microsoft Excel to provide an easy-to-read spreadsheet of your events, contacts, and to-do items. To Do items and Contacts are listed at the end of the file.

Limitations For Use of Exported Meeting Maker Data

Data exported from Meeting Maker is not intended to be re-imported back into Meeting Maker, imported into a different calendaring application, or imported into any other application except possibly Microsoft Excel (as shown below). It is intended to be simply a data archive file.

Data exported in either format is already searchable in its native format; so there is little need to import the data into another application. While it might be possible to import your Meeting Maker data into another program other than Excel, support for such a task is not available from ETS.

HELPFUL HINTS

Based on users feedback, we have added these Helpful Hints. They may not make sense until you have actually performed the export.

HELPFUL HINT #1:

As you know, when Meeting Maker is upgraded this Sunday Night, May 17th, the calendar database will be **purged of data older than January 1, 2007.**

If you want access to the purged calendar data YOU MUST EXPORT the data YOURSELF to a file stored on your own computer BEFORE THE UPGRADE OCCURS. Once this data is purged from the database ETS will NOT be able to restore your calendar data.

Once the data has been exported to a txt (text) file and is on your computer, it would be wise to save (burn) a copy of the file onto a CD or DVD and store the CD or DVD in a safe place. This way, if something happens to the hard drive or the data on the hard drive, you will have a backup copy/archive on other media. You should be regularly backing up your data anyway.

HELPFUL HINT #2

If you are an Administrative Assistant or filling in for someone on leave, you may be asked to export/archive the old calendar data for that employee.

You CAN only do this if you are LOGGED INTO their account. You CANNOT export all their old calendar data being a PROXY to their calendar. EVEN if you have READ/WRITE access, viewing their calendar as a PROXY will NOT allow you to export more than a couple of years of recent calendar data.

HELPFUL HINT #3

If you are an **APPLE MACINTOSH** user using **EXCEL 2008**, when you Import the exported calendar text (txt) file into EXCEL, you will receive an **error message of: FILE NOT LOADED COMPLETELY**

It will appear as if the data imported into EXCEL properly, but it does not load all the data, it is truncated. If you use older versions of EXCEL on your Apple Macintosh computer or you are using a Windows PC computer, you will not have a problem. If you would like your txt calendar file imported into EXCEL and you are having this problem, please contact the Call Center at ext. 8324 and ETS will assist you in solving the problem. Remember you will always have the calendar.txt file as your source/original and this is **why it is important you save (burn) a copy of the calendar.txt file onto a CD or DVD for safekeeping.**

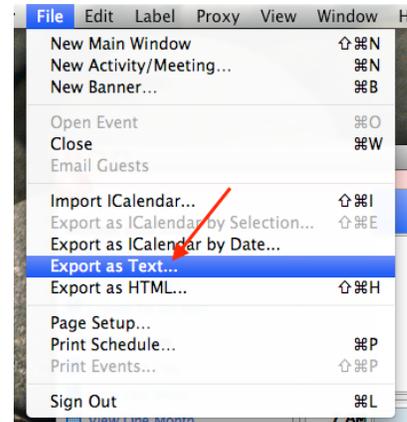
Exporting Meeting Maker Calendar Data to a text file and then importing into Microsoft Excel

(Short version of the Instructions)

1. Open the Meeting Maker application on your computer. Under the File pull down menu select: **Export as Text...**
2. In the window that appears, select which items to export: point and click in the box to produce a check mark.
3. Next to **Starting on:** select a date.
4. Next to **Ending on:** select a date.
5. Click on the **OK** button.
6. In the next window, select a location to save the file.
7. It is optional to rename the file from the default name of *Calendar.txt*. Example: **Calendar042409.txt**, which includes a date. Reduces possibility of over writing the file.
8. Click on the **Save** button.
9. Start the MS Excel application.
10. Under the **File** pull down menu, select **Open**.
11. In the window that appears, next to **Enable:** select **All Readable Documents:**
12. Locate and select the exported .txt file you saved.
13. Click on the **Open** button.
14. In the window, select **Delimited** as the data type (point and click on the radio button).
15. Click on the **Next** button.
16. In the window that appears, point and clicks on the box next to **Tab** and **Semicolon** so that a check mark appears.
17. Click on the **Next** button and in the next window, click on the **Finish** button.
18. Your exported calendar data will be displayed in Excel. You may want to 'save as' with a unique file name.

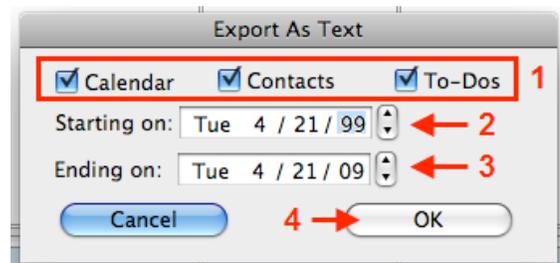
Exporting Meeting Maker Calendar Data to a text file and then importing into Microsoft Excel (Long version of the instructions)

1. Open the Meeting Maker application on your computer. Under the File pull down menu select: Export as Text...

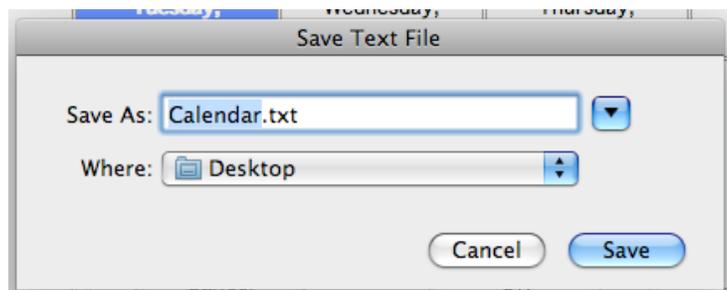


2. (1) Select which items to export. (2) Then choose a start date. And (3) end date. (4) Next, click the 'OK' button.

You can choose a start date as far back as the database allows, although FHDA data only goes back as far as the year 2000.

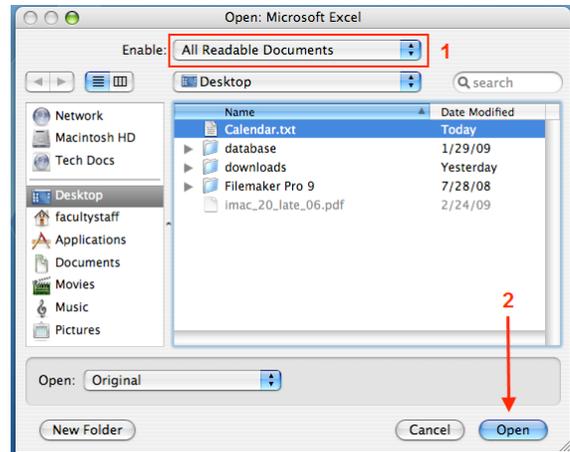


3. A window appears allowing you to choose a location of where to save the file. You have the opportunity to rename the file from the default of **Calendar.txt**. It is best to create a unique file name to reduce the risk of over writing the file at a later time. Be sure to retain the **.txt** extension.

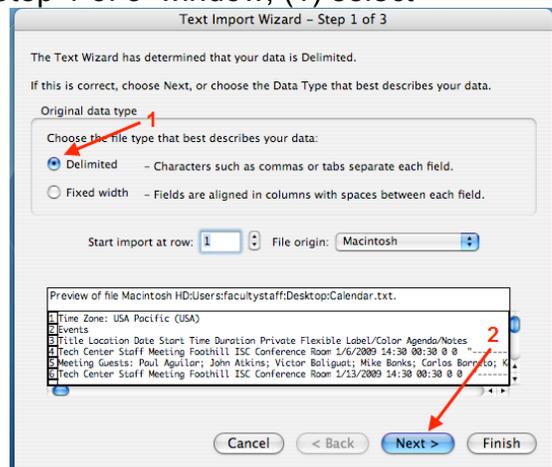


Then Click on the 'Save' button. NOTE: It may take a few seconds for the save to complete.

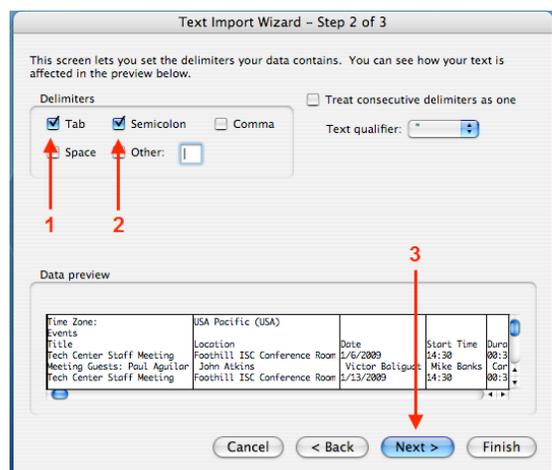
4. To import the .txt data file into Excel, first start the Excel application Under the File pull down menu, select Open. (1) Next to 'Enable:' select 'All Readable Documents'. Locate and select the text file you just exported. Next (2) click the 'Open' button.



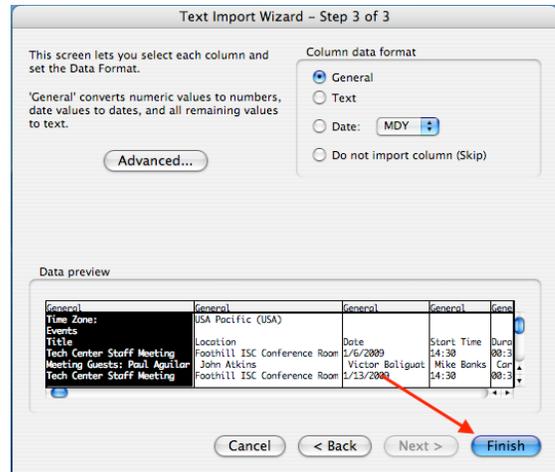
5. The 'Text Import Wizard' will now open. In the 'Step 1 of 3' window, (1) select 'Delimited' as the data type, then (2) click the 'Next' button.



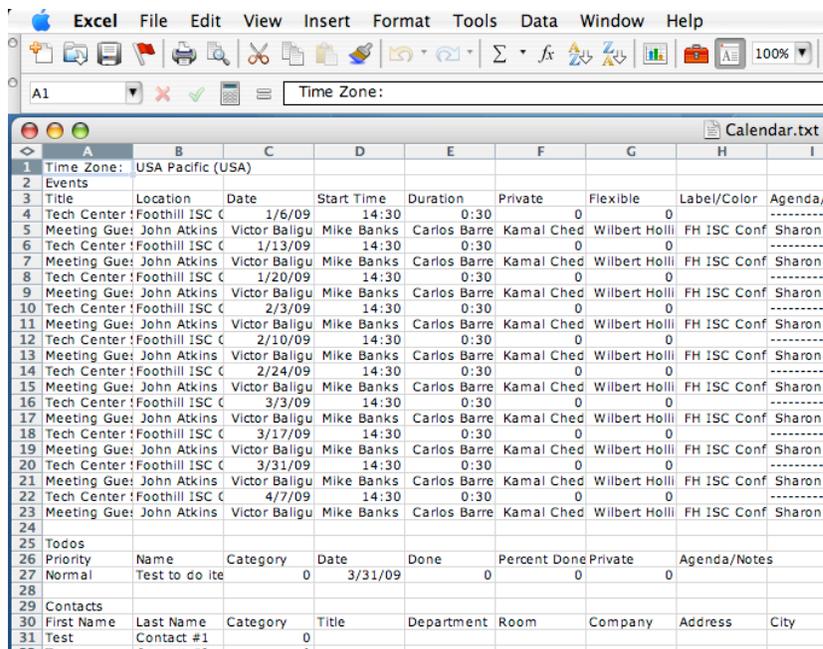
6. In the 'Step 2 of 3' window, select both (1) 'Tab' and (2) 'Semicolon' as delimiters, then (3) click the 'Next' button.



7. In the 'Step 3 of 3' window, simply click the 'Finish' button.

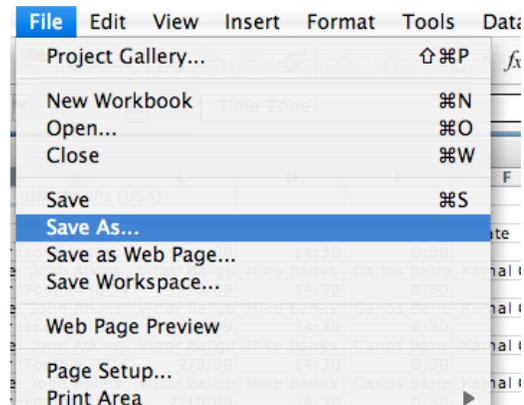


8. Your exported data will be displayed in Excel as a spreadsheet.

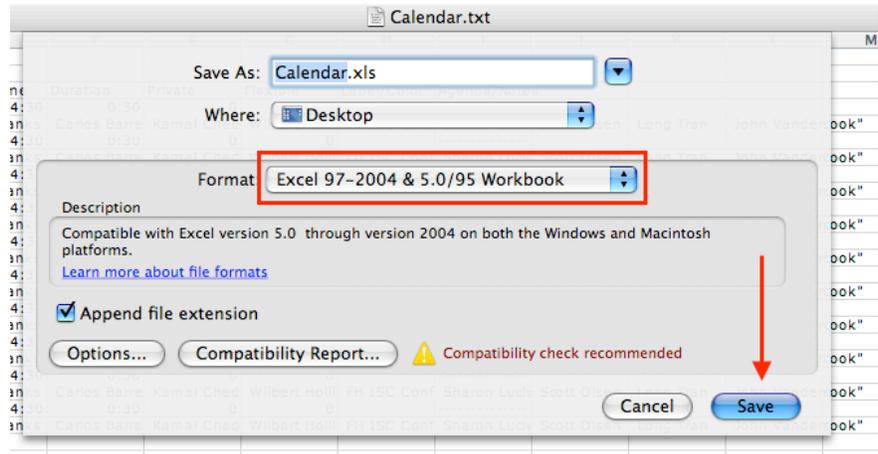


9. You should now save your exported text file as an Excel spreadsheet.

Under the File pull down menu, select Save As...

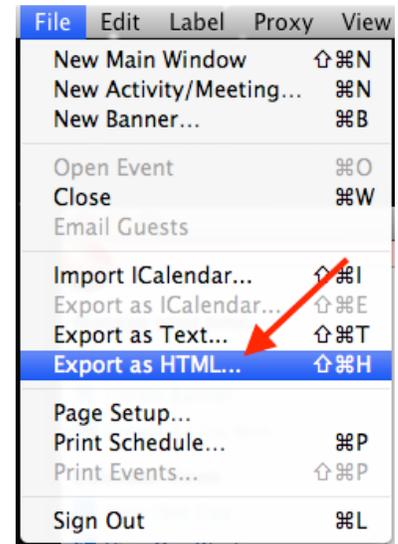


10. Change the 'Format' field to read 'Excel 97-2004 & 5.0/95 Workbook'. You may also wish to give your new Excel spreadsheet a more descriptive title (seen in the 'Save As:' field), so you won't accidentally over write it later. Now click on the 'Save' button.



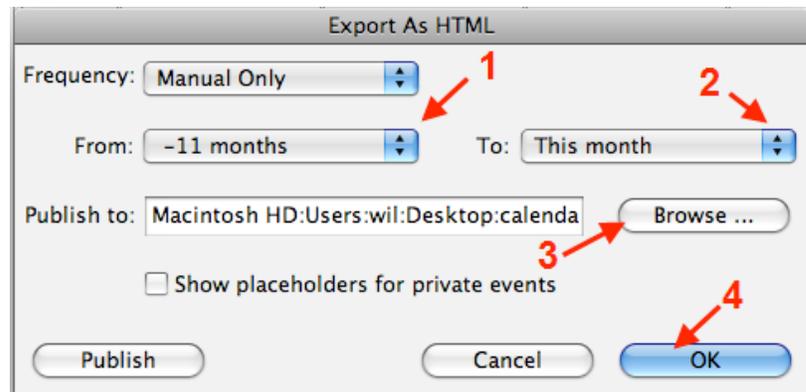
Exporting Meeting Maker Calendar data to an HTML (web page format) file

1. Open the Meeting Maker application on your computer.
Under the File pull down menu select: Export as HTML...



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2. (1) Next to From: choose the month in the past that you wish to begin the export of your information. (2) Next to To: leave the month to end the export as 'This month'. **You will only be able to export data from the last 11 months.**



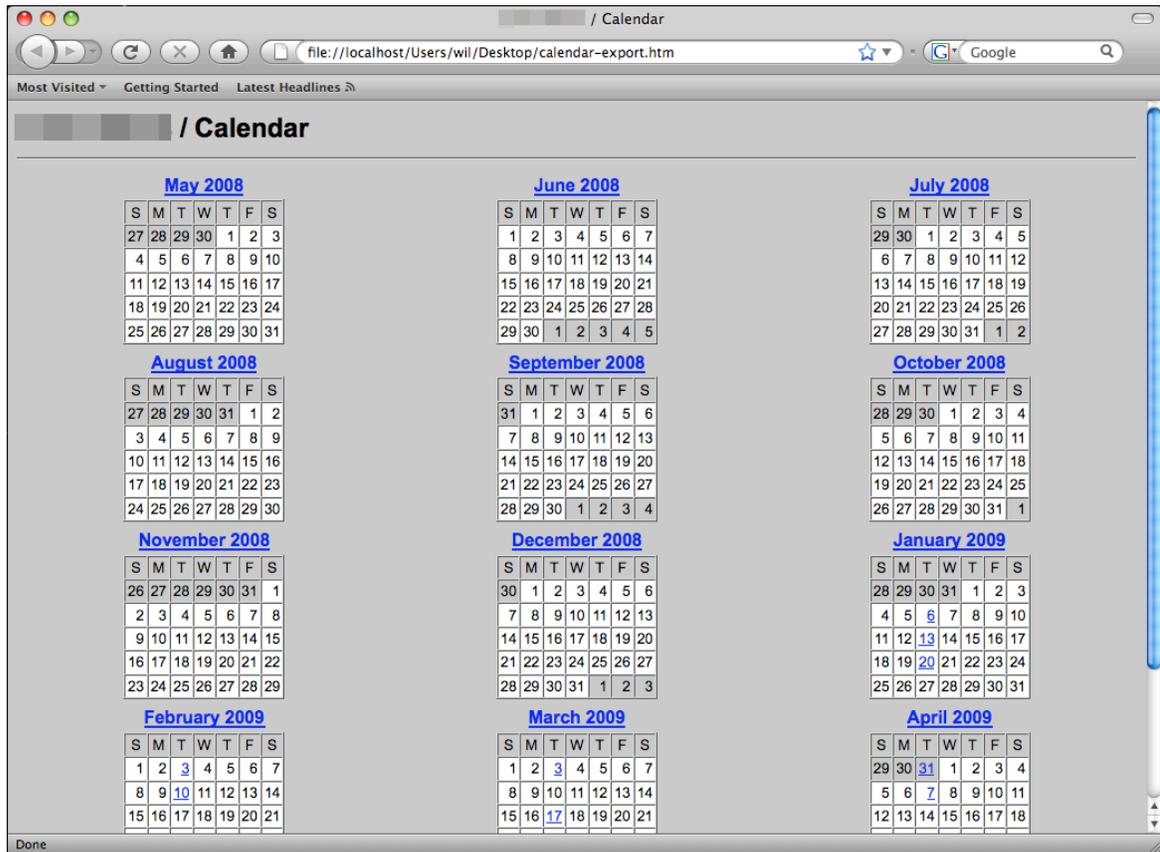
(3) Choose where to save the HTML file by clicking on the 'Browse' button. You can change the name of the file to whatever you desire. It is best to make it unique to reduce the risk of over writing the file in the future.

(4) Press the 'OK' button to finished the process.

3. Warning: The step above will not only create the HTML (webpage) that includes the exported Meeting Maker calendar data (named 'calendar-export.htm' in this case), it will also create an .mmd folder by the same name (in this case called 'calendar-export.mmd'). You must keep the HTM file and its corresponding .mmd folder together and you must not change the names of the files, the folder, or any of the files in the .mmd folder; if you do, the webpage will not look right. You should not have any need to open or view the files inside the folder.



4. When you double-click on the HTML file, you will be presented with a webpage of your exported data.



You can now browse your Meeting Maker data as you would any website by clicking on the hyperlinks. Simply double click on any day and a window will open up with the associated details of that calendar date.