

# Exporting Data from Meeting Maker on a Windows PC

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 are 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:**

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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**

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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.

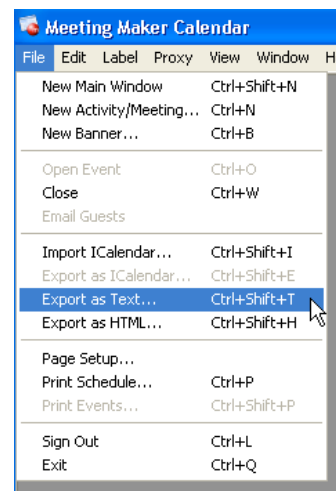
**You CAN only do this if you are LOGGED INTO their account. You CANNOT export all their old calendar data being a PROXY to their calendar. EVEN if you have READ/WRITE access, viewing their calendar as a PROXY will NOT allow you to export more than a couple of years of recent calendar data.**

**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 **Files of type:** select **All Files (\*.\*)**.
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** 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.

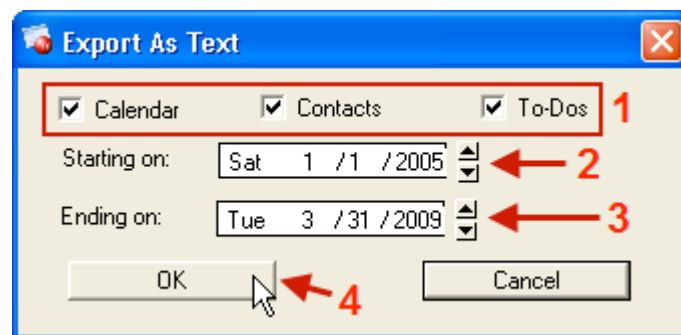
## Exporting Meeting Maker Calendar Data to a Text File and then Importing into Microsoft Excel (Long version of the instructions)

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

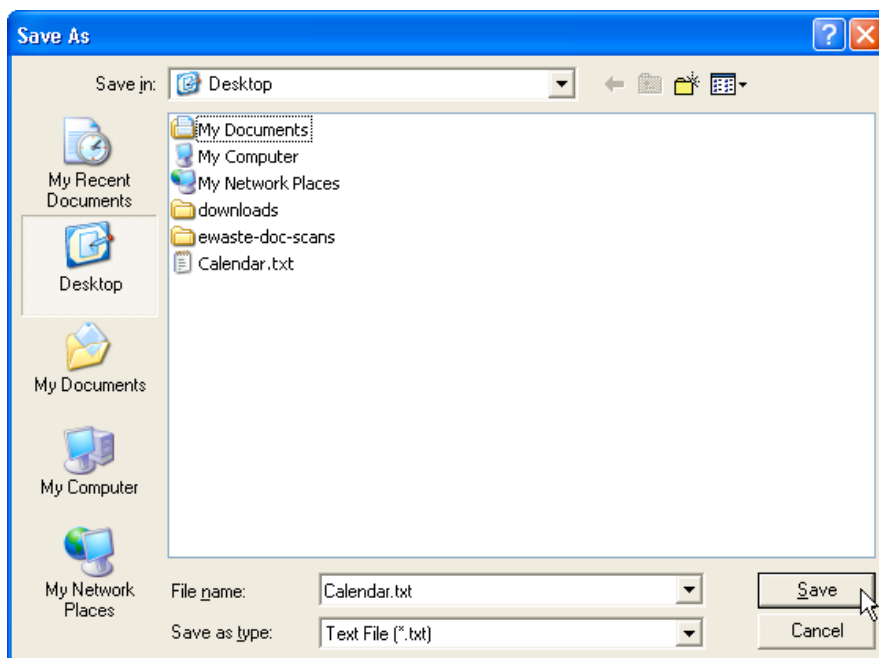


2. (1) Select which items to export. (2) Then choose a start date. And (3) end date. (4) Next, click the 'OK' button.

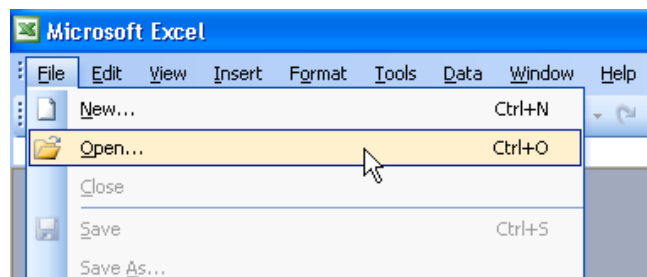
You can choose a start date as far back as the database allows, although FHDA data only goes back as far as the year 2000.



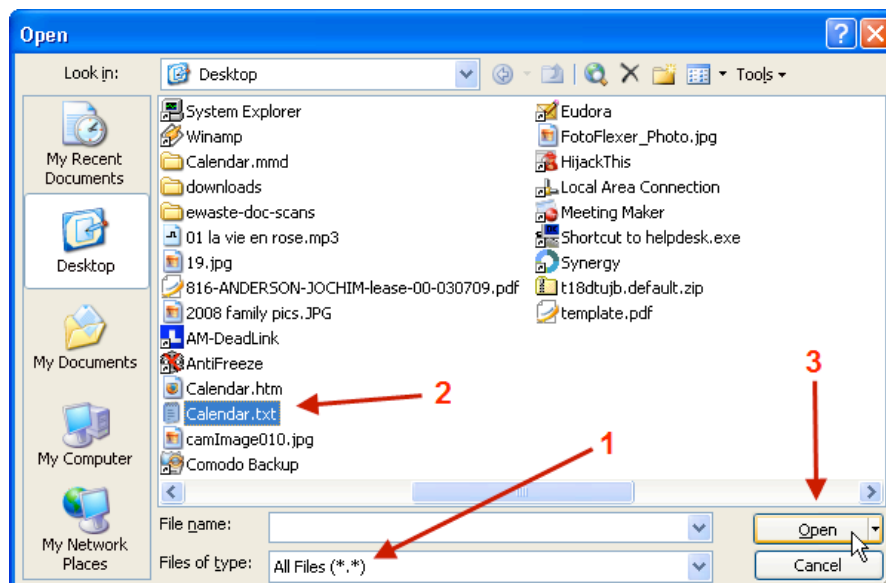
3. A window appears allowing you to choose a location of where to save the file. You have the opportunity to rename the file from the default of **Calendar.txt**. It is best to create a unique file name to reduce the risk of over writing the file at a later time. Be sure to retain the **.txt** extension. Then Click on the 'Save' button. NOTE: It may take a few seconds for the save to complete.



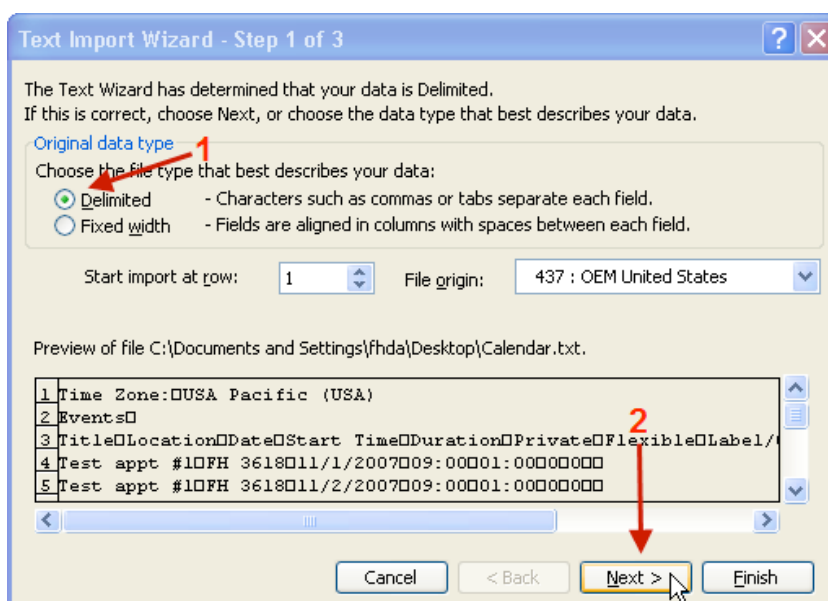
4. To import the .txt data file into Excel, first start the Excel application. Under the File pull down menu select 'Open'.



5. (1) Under 'Files of type:' choose 'All Files (\*.\*)'. Then browse to wherever your exported .txt file resides (in example to the right, it is on the Desktop). (2) Select the file. (3) Next, click on the 'Open' button.



6. The Text Import Wizard opens. Select (1) 'Delimited' as the data type. (2) Now, click 'Next' button.



7. (1) In the next window click once in the box next to: 'Tab'. (2) Now click 'Next'.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☒ Tab ☐ Semicolon ☐ Comma ☐ Treat consecutive delimiters as one

☐ Space ☐ Other:  Text qualifier: "

**Data preview**

Time Zone:	USA Pacific (USA)				
Events					
Title	Location	Date	Start Time	Duration	Priv
Test appt #1	FH 3618	11/1/2007	09:00	01:00	0
Test appt #1	FH 3618	11/2/2007	09:00	01:00	0

Cancel < Back **Next >** Finish

8. In the next window, click the 'Finish' button.

**Text Import Wizard - Step 3 of 3**

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

**Column data format**

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

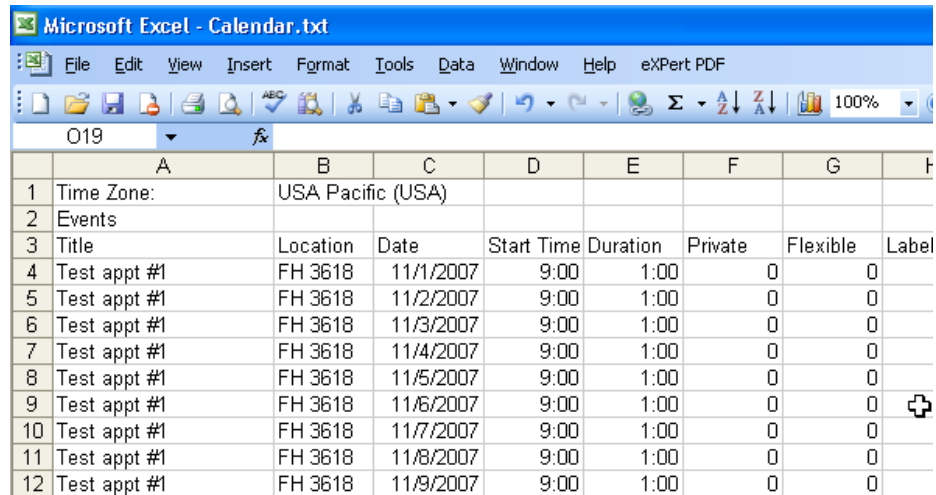
**Data preview**

General	General	General	General	General	Gene
Time Zone:	USA Pacific (USA)				
Events					
Title	Location	Date	Start Time	Duration	Priv
Test appt #1	FH 3618	11/1/2007	09:00	01:00	0
Test appt #1	FH 3618	11/2/2007	09:00	01:00	0

Cancel < Back Next > **Finish**

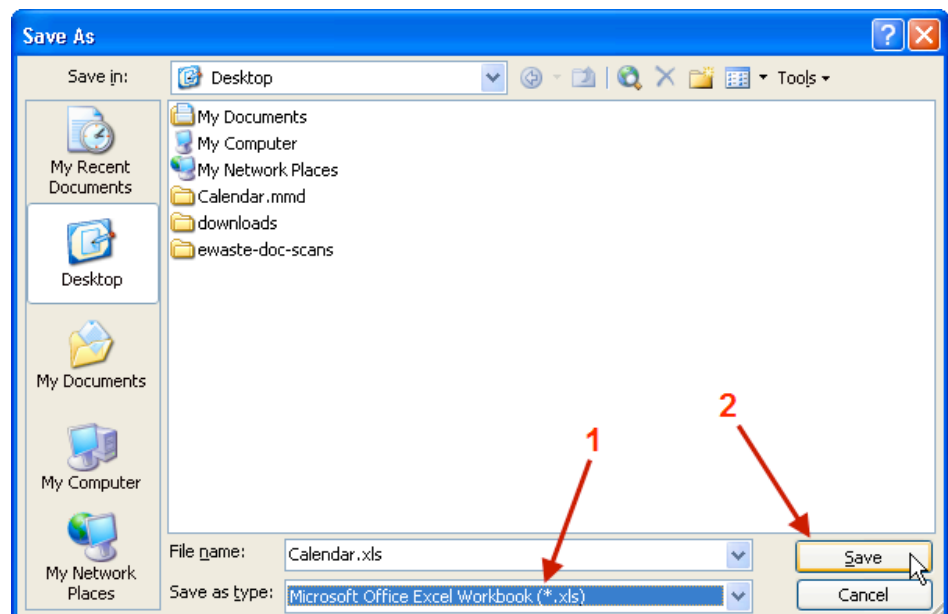
9. Your exported calendar data will be displayed in Excel. (Note, your data may not appear this organized, due to the amount of information in the title and agenda.)

Please Note your To Do items and contacts will be at the end of the spreadsheet data.



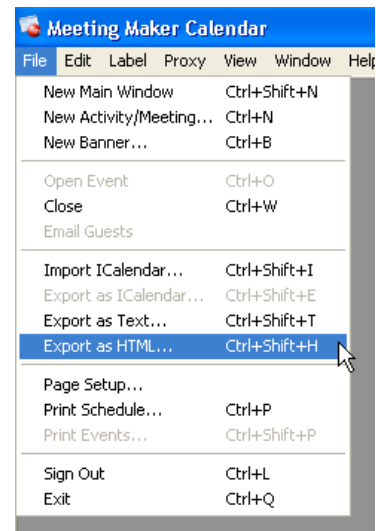
	A	B	C	D	E	F	G	H
1	Time Zone:	USA Pacific (USA)						
2	Events							
3	Title	Location	Date	Start Time	Duration	Private	Flexible	Label
4	Test appt #1	FH 3618	11/1/2007	9:00	1:00	0	0	
5	Test appt #1	FH 3618	11/2/2007	9:00	1:00	0	0	
6	Test appt #1	FH 3618	11/3/2007	9:00	1:00	0	0	
7	Test appt #1	FH 3618	11/4/2007	9:00	1:00	0	0	
8	Test appt #1	FH 3618	11/5/2007	9:00	1:00	0	0	
9	Test appt #1	FH 3618	11/6/2007	9:00	1:00	0	0	
10	Test appt #1	FH 3618	11/7/2007	9:00	1:00	0	0	
11	Test appt #1	FH 3618	11/8/2007	9:00	1:00	0	0	
12	Test appt #1	FH 3618	11/9/2007	9:00	1:00	0	0	

10. You should now save your exported text file as an Excel spreadsheet. Go to the File pull down menu and select 'Save As...'. Next, change the file type to an (1) Excel Workbook. Only save with extension .xls or no extension. (2) Now click on the 'Save' button. Note: You may want to modify the file name and the location where you save the file. This example is on a Windows PC computer.

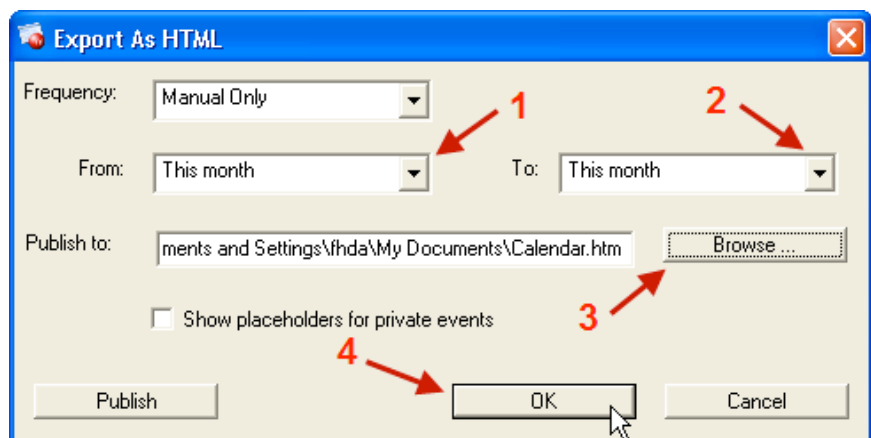


## Exporting Meeting Maker Calendar data to an HTML (web page format) file

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



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.**

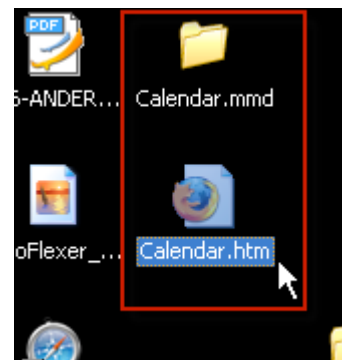


(3) Choose where to save the HTML file by clicking on the 'Browse' button. You can change the name of the file to whatever you desire. It is best to make it unique to reduce the risk of over writing the file in the future.

(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.htm' in this case), it will also create an .mmd folder by the same name (in this case called 'Calendar.mmd'). You must keep the HTML 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.

**John Atkins / Calendar**

April 2008							May 2008							June 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5

July 2008							August 2008							September 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4

October 2008							November 2008							December 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3

January 2009							February 2009							March 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31	1	2	3	4

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<http://www.meetingmaker.com>

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.