Exporting Data from Meeting Maker for Windows
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. Also, this format only exports calendar information. Contacts and To Do items are cannot be exported.

All Meeting Maker data (including data older than 11 months), 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 **appointments**, **events, contacts, and to-do items**. To Do items and Contacts are listed at the end of the file.
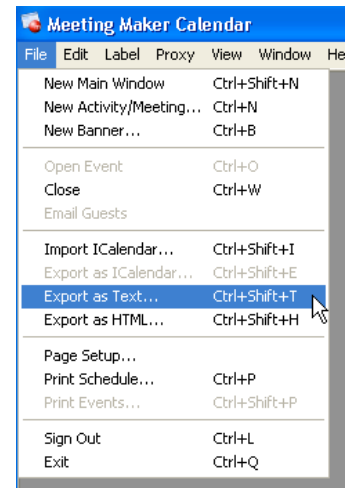
Limitations For Use of Exported Meeting Maker Data

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.
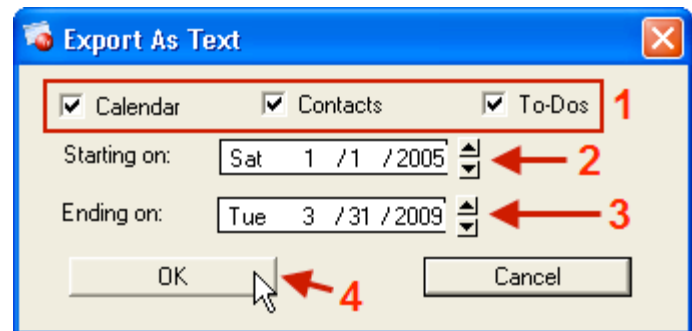
Exporting Meeting Maker Calendar Data to a text file and then importing into Microsoft Excel _(Note: Screen shots below are from a Windows PC)_

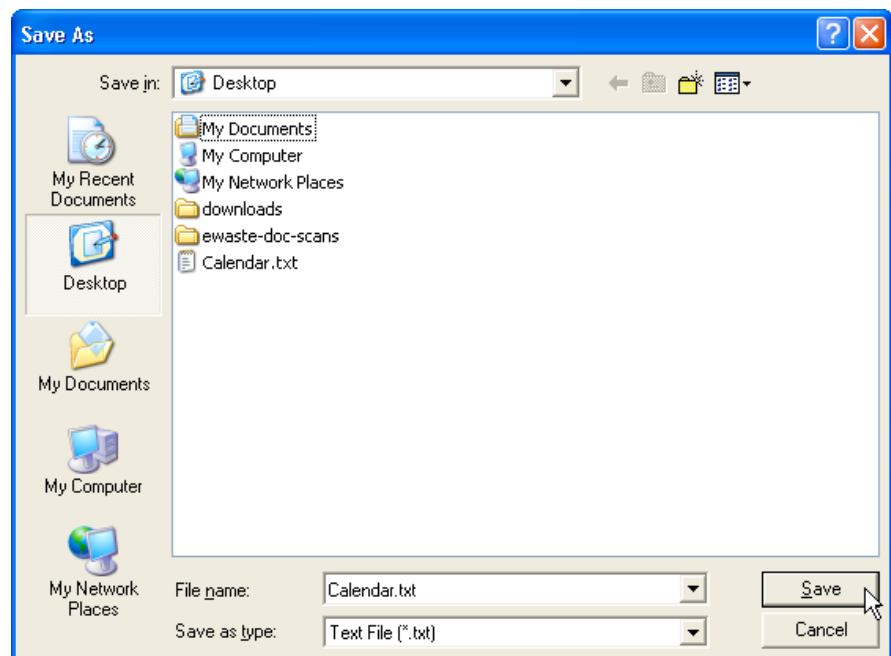1. Open the Meeting Maker application on your computer. Under the File pull down menu select: Export as Text…

Meeting Maker Calendar	
File Edit Label Proxy View Window He	
New Main Window	Ctrl+Shift+N
New Activity/Meeting…	Ctrl+N
New Banner…	Ctrl+B
Open Event	Ctrl+O
Close	Ctrl+W
Email Guests	
Import ICalendar…	Ctrl+Shift+I
Export as ICalendar…	Ctrl+Shift+E
Export as Text…	Ctrl+Shift+T
Export as HTML…	Ctrl+Shift+H
Page Setup…	
Print Schedule…	Ctrl+P
Print Events…	Ctrl+Shift+P
Sign Out	Ctrl+L
Exit	Ctrl+Q

2. (1) Choose 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.

   Export As Text

   ☑ Calendar   ☑ Contacts   ☑ To-Dos   1

   Starting on: Sat   1 /1 /2005   ← 2

   Ending on: Tue   3 /31 /2009   ← 3

   OK   ← 4   Cancel

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.

   Save As

   Save in: Desktop

   My Documents
   My Computer
   My Network Places
   downloads
   ewaste-doc-scans
   Calendar.txt

   My Recent Documents
   Desktop
   My Documents
   My Computer
   My Network Places

   File name: Calendar.txt   Save

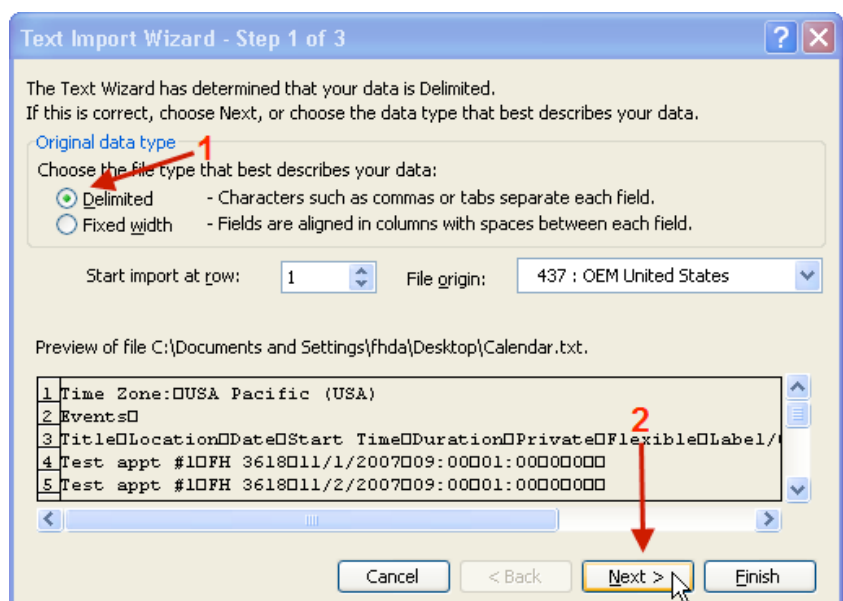   Save as type: Text File (*.txt)   Cancel

4. To import the .txt data file into Excel, first start the Excel application. Under the File pull down menu select 'Open'.
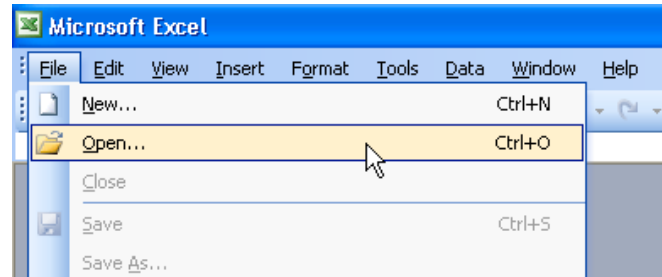
5. (1) Under 'Files of type:' choose 'All Files (*.*)'. Then browse to wherever your exported .txt file resides (in example to the right, it is on the Desktop). (2) Select the file. (3) Next, click on the 'Open' button. *Note: This example is on a Windows PC computer.*
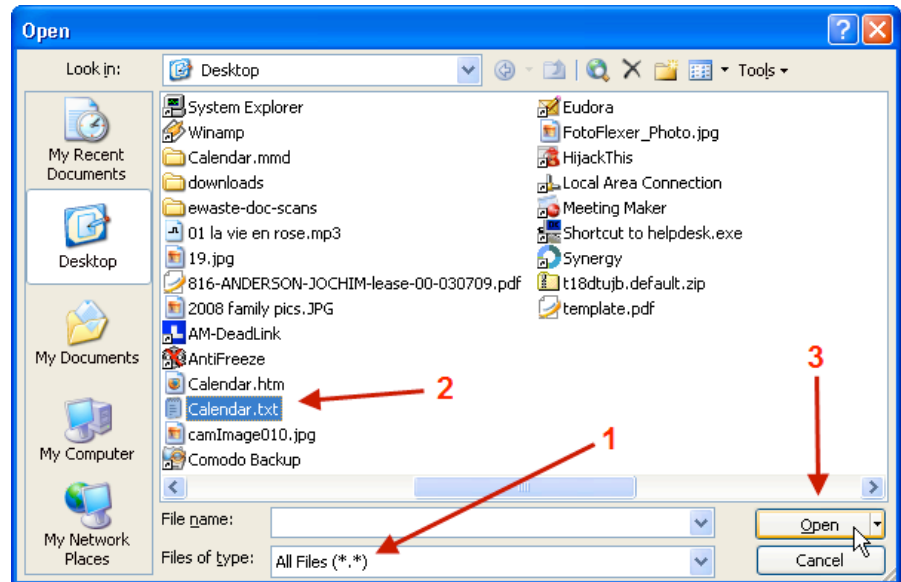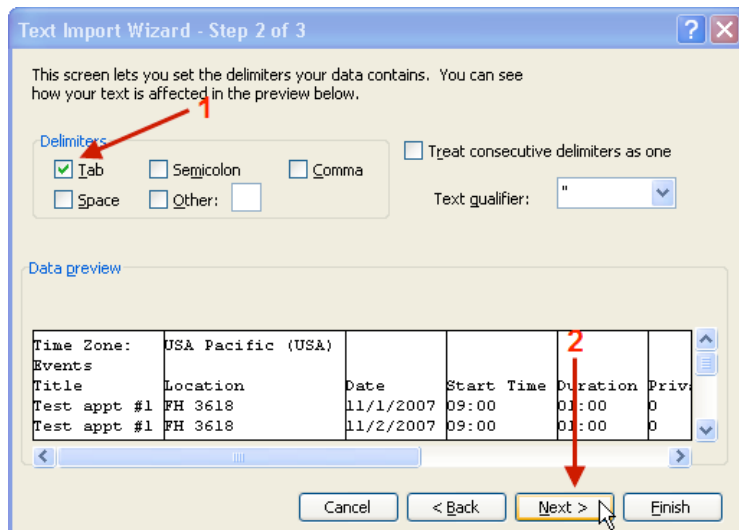
6. The Text Import Wizard opens. Select (1) 'Delimited' as the data type. (2) Now, click 'Next' button.

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

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

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.
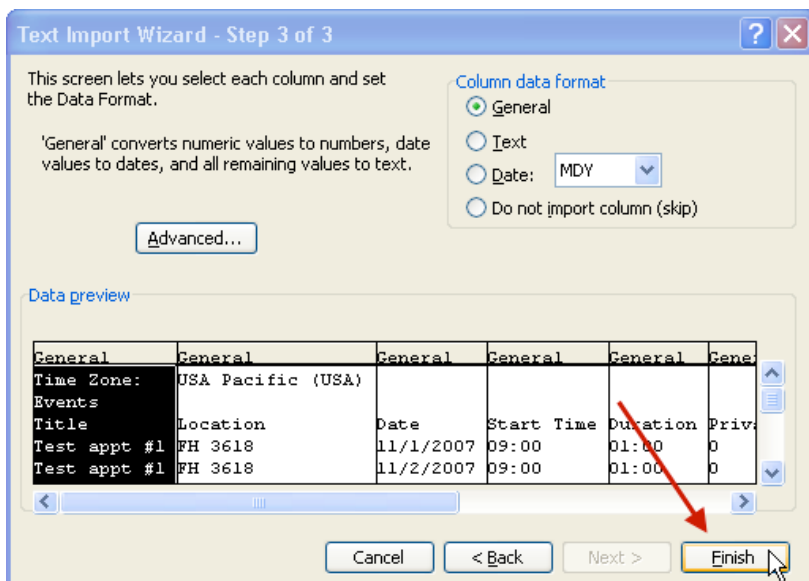
	A	B	C	D	E	F	G	H
1	Time Zone:	USA Pacific (USA)						
2	Events							
3	Title	Location	Date	Start Time	Duration	Private	Flexible	Label
4	Test appt #1	FH 3618	11/1/2007	9:00	1:00	0	0	
5	Test appt #1	FH 3618	11/2/2007	9:00	1:00	0	0	
6	Test appt #1	FH 3618	11/3/2007	9:00	1:00	0	0	
7	Test appt #1	FH 3618	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 now should 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.*
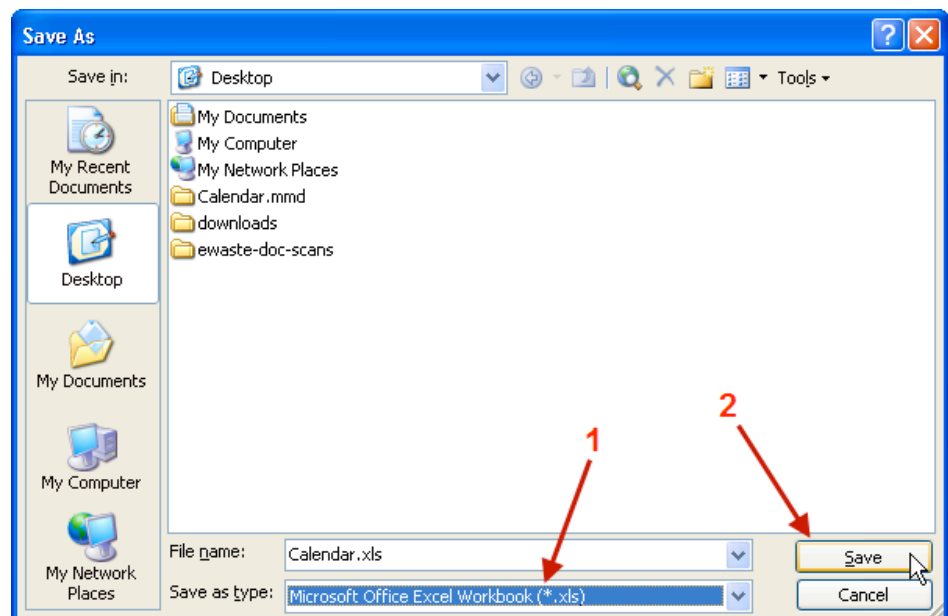
Exporting Meeting Maker Calendar data to an HTML (web page format) file *(Note: Screen shots below are from a Windows PC)*

1. Open the Meeting Maker application on your computer. Under the File pull down menu select: Export as HTML…
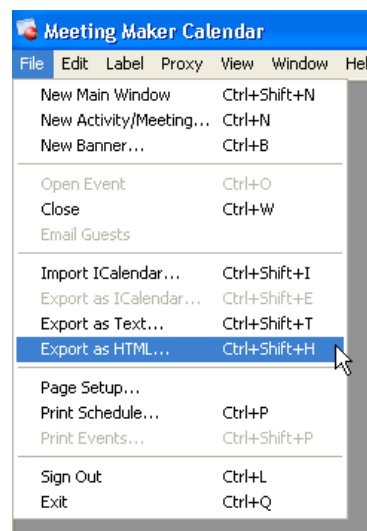
2. (1) Next to <u>From:</u> choose the month in the past that you wish to begin the export of your information. (2) Next to <u>To:</u> leave the month to end the export as 'This month'. You will only be able to export data from the last 11 months.
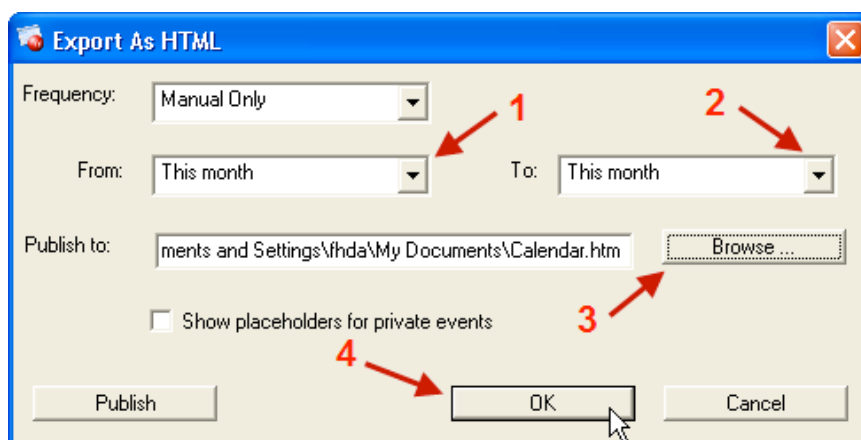
(3) Choose where to save the HTML file by clicking on the 'Browse' button. You can change the name of the file to whatever you desire. It is best to make it unique to reduce the risk of over writing the file in the future.

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

3. <u>Warning:</u> 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 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.
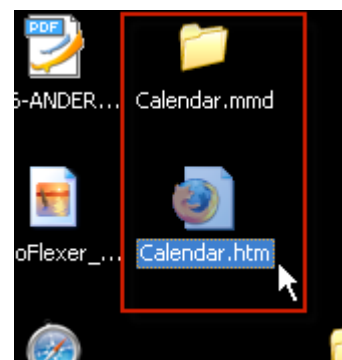
4. When you double-click on the HTML <u>file,</u> you will be presented with a webpage of your exported data.

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