

# Exporting Data from Meeting Maker on the Mac

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, Safari, 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.

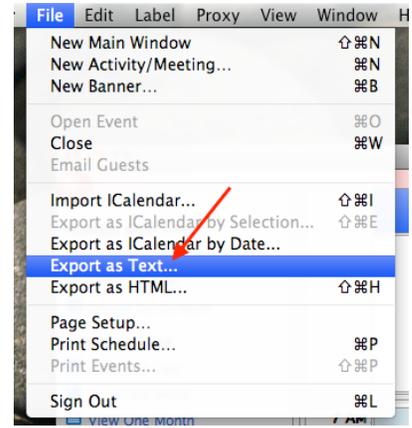
## Limitations For Use of Exported Meeting Maker Data

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.

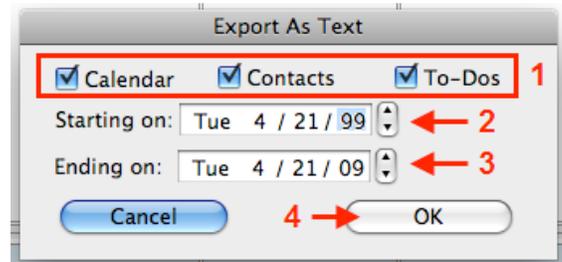
## Exporting Meeting Maker Calendar Data to a text file and then importing into Microsoft Excel (Note: Screen shots below are from a Mac computer)

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

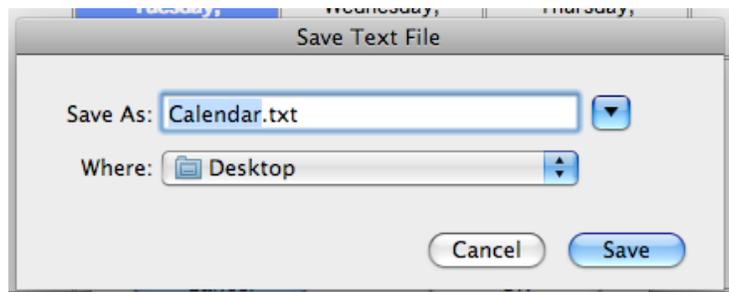


2. (1) Choose which items to export. (2) Then choose a start date. And (3) end date. (4) Next, click the 'OK' button.

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.

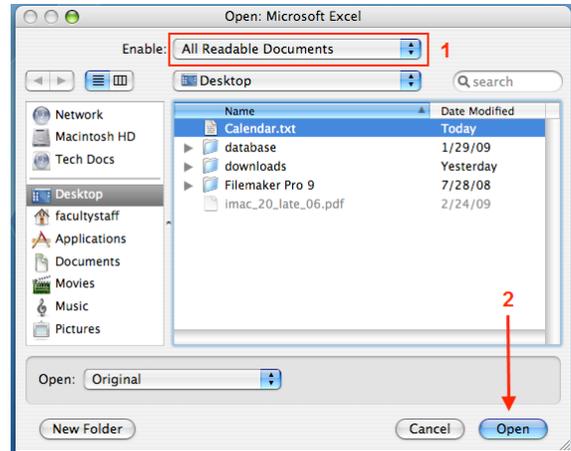


3. A window appears allowing you to choose a location of where to save the file. You have the opportunity to rename the file from the default of **Calendar.txt**. It is best to create a unique file name to reduce the risk of over writing the file at a later time. Be sure to retain the **.txt** extension.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

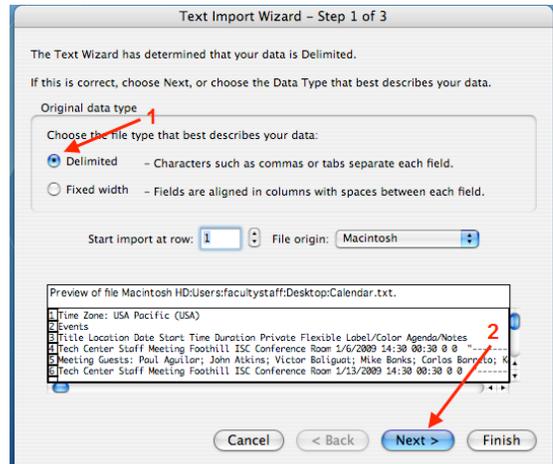


## Exporting Data from Meeting Maker

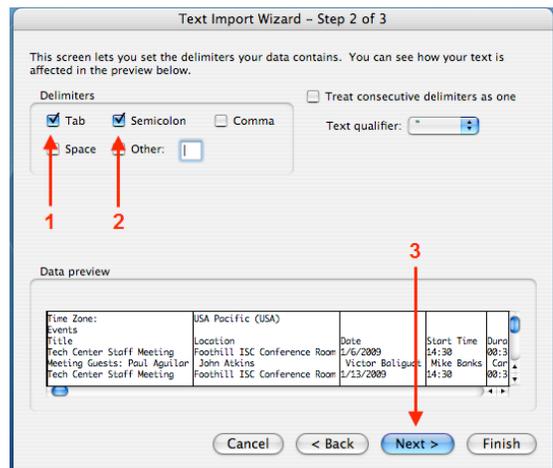
- To import the .txt data file into Excel, first start the Excel application, then File > Open..., be sure the (1) 'Enable:' field is set to 'All Readable Documents'. Choose the text file you just exported (in our case, that text file is 'Calendar.txt'), then (2) click the 'Open' button.



- 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.

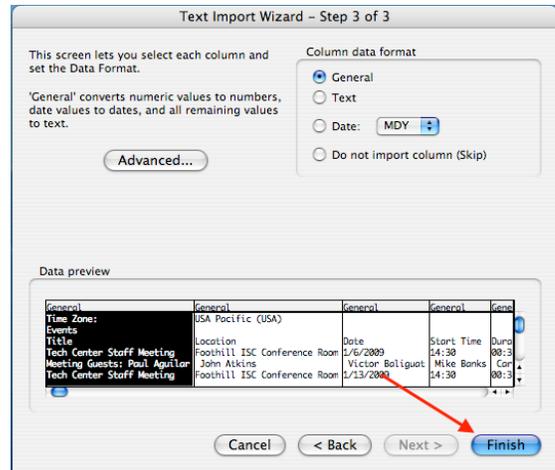


- In the 'Step 2 of 3' window, select both (1) 'Tab' and (2) 'Semicolon' as delimiters, then (3) click the 'Next' button.

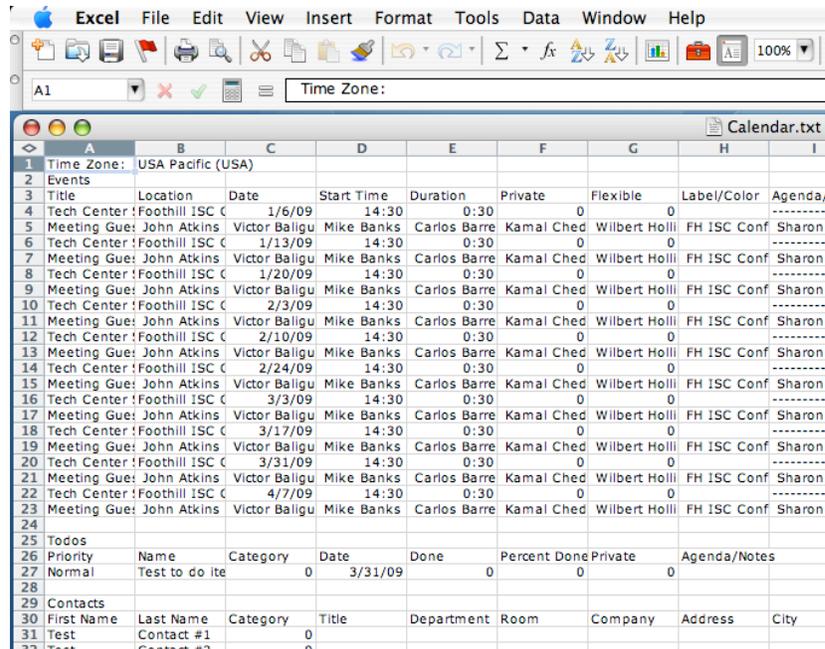


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- In the 'Step 3 of 3' window, simply click the 'Finish' button.

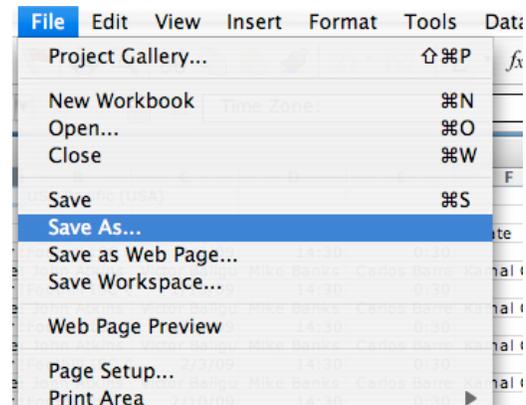


- Your exported data will be displayed in Excel as a spreadsheet.

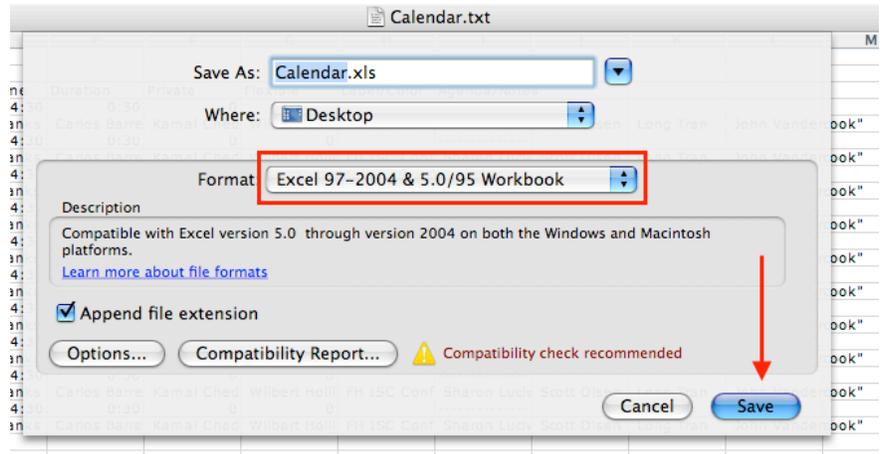


- You will now want to save your exported text file as an Excel spreadsheet.

Go to File > Save As...

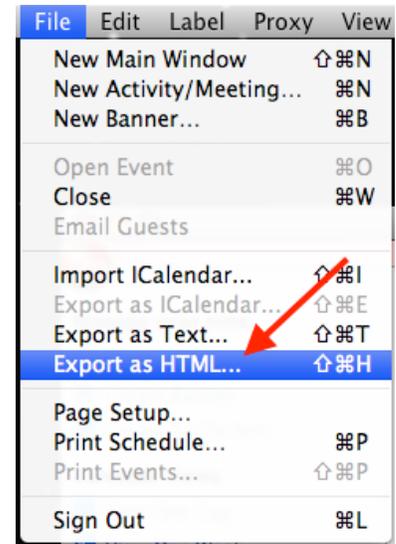


10. Change the 'Format' field to read 'Excel 97-2004 & 5.0/95 Workbook'. You may also wish to give your new Excel spreadsheet a more descriptive title (seen in the 'Save As:' field), so you don't accidentally overwrite it later. Then click the 'Save' button.



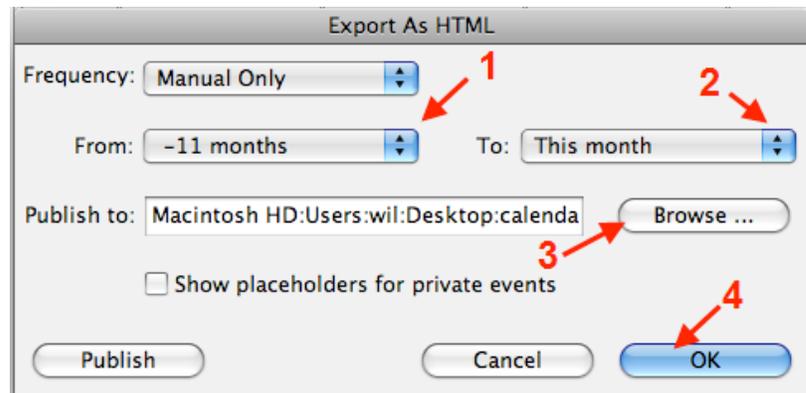
## **Exporting Meeting Maker Calendar data to an HTML (web page format) file (Note: Screen shots below are from a Mac computer)**

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



## Exporting Data from Meeting Maker

- (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 overwriting the file in the future.

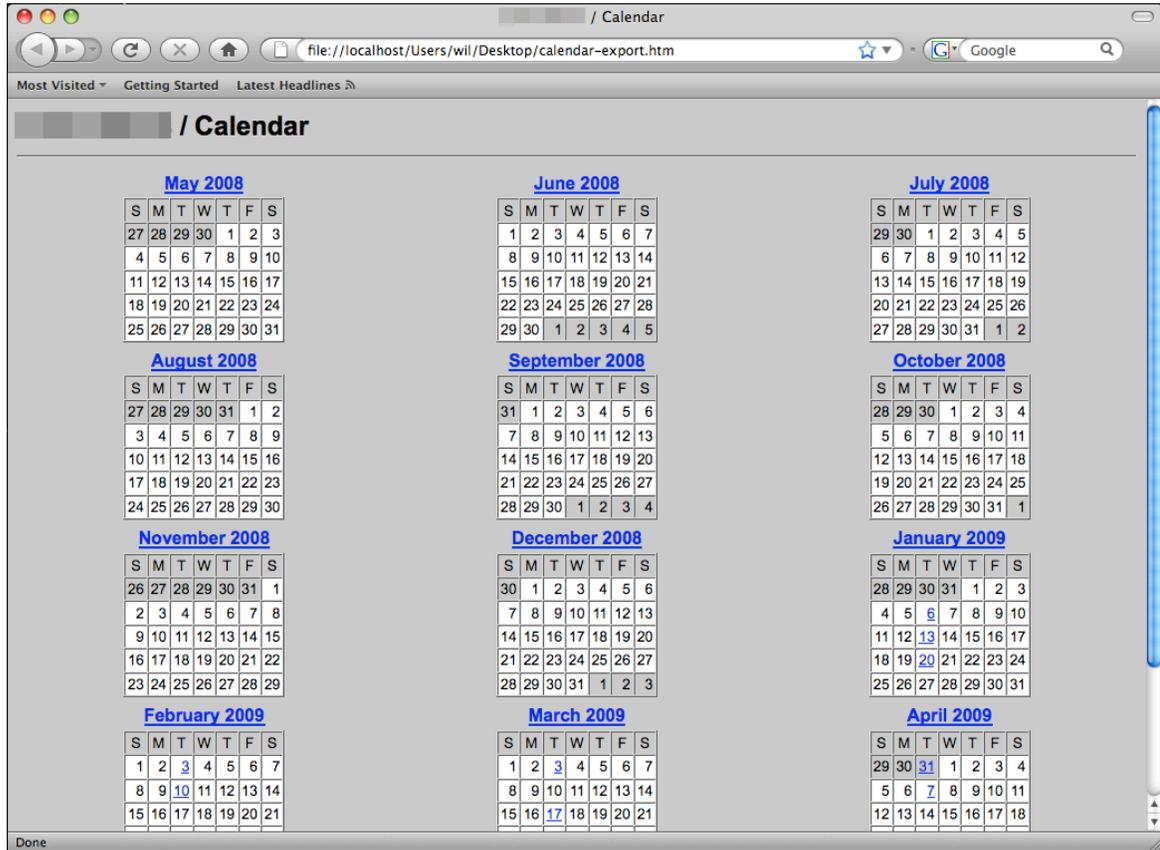
(4) Press the 'OK' button to finished the process.

- 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 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.



## Exporting Data from Meeting Maker

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.