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. <u>A limitation</u> of this export is that <u>only the last 11 months</u> of data can be exported. Also, this format <u>only exports calendar information</u>. *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...

 (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.

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Export as ICalendar

Export as Text... Export as HTML...

Page Setup... Print Schedule...

Print Events.

Export as ICalendar by Date ...

New Activity/Meeting...

 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.



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.

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

Text Import Wiza	ard – Ste	p 3 of 3		
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8. Your exported data will be displayed in Excel as a spreadsheet.
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5	Meeting Gue	John Atkins	Victor Ballou	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
6	Tech Center	Foothill ISC (1/13/09	14:30	0:30	0	0			
7	Meeting Gue	John Atkins	Victor Baligu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
8	Tech Center	Foothill ISC (1/20/09	14:30	0:30	0	0			
9	Meeting Gue	John Atkins	Victor Ballou	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
10	Tech Center	Foothill ISC (2/3/09	14:30	0:30	0	0			
11	Meeting Gue	John Atkins	Victor Baligu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
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14	Tech Center	Foothill ISC (2/24/09	14:30	0:30	0	0			
15	Meeting Gue	John Atkins	Victor Baligu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
16	Tech Center	Foothill ISC (3/3/09	14:30	0:30	0	0			
17	Meeting Gue	John Atkins	Victor Baliqu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
18	Tech Center	Foothill ISC (3/17/09	14:30	0:30	0	0			
19	Meeting Gue	John Atkins	Victor Baligu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
20	Tech Center	Foothill ISC (3/31/09	14:30	0:30	0	0			
21	Meeting Gue	John Atkins	Victor Baliqu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
22	Tech Center	Foothill ISC (4/7/09	14:30	0:30	0	0			
23	Meeting Gue	John Atkins	Victor Baligu	Mike Banks	Carlos Barre	Kamal Ched	Wilbert Holli	FH ISC Conf	Sharon	
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29	Contacts									
30	First Name	Last Name	Category	Title	Department	Room	Company	Address	City	
31	Test	Contact #1	0							
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9. You will now want to save your exported text file as an Excel spreadsheet.

Go to File > Save As...

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10. Change the 'Format' Calendar.txt field to read 'Excel 97-• Save As: Calendar.xls 2004 & 5.0/95 Workbook'. You may + Where: Desktop ook' 3n 4: 3n 4: 3n 4: also wish to give your ook' Excel 97-2004 & 5.0/95 Workbook \$ new Excel Format ook" Description spreadsheet a more ook" 3n 4: 3n 4: 3n 4: 3n 4: 3n 4: 3n 4: 3n Compatible with Excel version 5.0 through version 2004 on both the Windows and Macintosh platforms. descriptive title (seen pok" Learn more about file formats ook" in the 'Save As:' field), Append file extension ook" so vou don't Options... Compatibility Report... 🛕 Compatibility check recommended ook" accidently overwrite it ook" later. Then click the Cancel Save ook" '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...



 (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.

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(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-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 <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.