Exporting Translation Office 3000, Version 10 Data

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1   Exporting data from TO3000

It is a usual situation that you need to use data from TO3000, Version 10 database in other applications.

TO3000, Version 10 data can be exported to *TXT, XLS, CSV, HTML, RTF* and *PDF* file formats.

Note: some kinds of data cannot be exported to certain formats, then the list of available formats becomes shorter.

There are two alternative data export procedures:

- *Simple data export* from TO3000, Version 10, using **Local Report** options. This can be done almost with any TO3000, Version 10 window.

- *Custom queries export*, which assumes exporting data directly from TO3000, Version 10 database with the help of **Custom Queries**. This is the most flexible data export method, which allows exporting almost any scope of data.

In both export cases we recommend using *CSV* format, since working with data in *CSV* tables is more convenient.

For details on exporting to different file formats please see:

Export to .rtf

Export to .txt

Export to .csv

Export to .html

Export to .xls

Export to .pdf

2 Simple data export

TO3000, Version 10 **Local Report** option can be used to export currently displayed data into *RTF, TXT, CSV, XLS, PDF,* and *HTML* formats.

Note: not all types of data can be exported to each of the file formats.

To export TO3000, Version 10 data:

1. Click **Export** button in the Local Report group of buttons at the bottom of TO3000, Version 10 window.

2. Select required file format.

3. Click **More** button to adjust page width in resulting file. Use this option if left part of your table is transferred to an new page in resulting file.

3 Advanced data export

You can export TO3000, Version 10 data by running SQL queries to TO3000, Version 10 database and then exporting their results. Custom queries can be saved for later use. TO3000, Version 10 contains a number of pre-designed queries. For more information on creating new queries, please refer to *Custom Queries Guide*.

To export a query from TO3000, Version 10:

1. Run TO3000, Version 10.

2. Open **Settings > Advanced** from main menu and select **Custom Queries** section.

3. Select a query from the list. Query names generally indicate what kind of data each of them extracts from TO3000, Version 10 database. To view details about a query, click **Edit** button.

4. Click **Export Data** button.

5. Select export file format and configure formatting settings.

4   Export to .txt

Exporting TO3000, Version 10 data to .txt format does not require specifying any additional options.

After selecting .txt in the Export window the standard Windows **Save As** dialog box appears where you can specify the target file name.

5   Export to .xls

In the **Export to Excel** window you can set properties of output file when exported in .xls format.

It opens when you select .xls from the **Export** to drop–down list on the Export window.

Settings for exporting to Excel

tab range:

- select **All** to export all tabs of the source;

- select **Current tab** to export only the tab you are currently viewing;

- select **tabs** and specify the numbers in the text box provided to print only certain tabs.

Export settings:

- select **Styles** to save style setting of the source when exporting;

- select **tab breaks** and tab breaks will be compulsively inserted in the .xls file;

- select **WYSIWYG** (What You See Is What You Get) to make the .xls file look exactly as the picture you see on the screen;

- select **Background** to keep the view of the background in the target .xls file;

To automatically open the new file after finishing export procedure select **Open Excel after export**.

6 Export to .csv

Exporting TO3000, Version 10 data to .csv format does not require specifying any additional options.

After selecting .csv in the Export window the standard Windows **Save As** dialog box appears where you can specify the target file name.

7   Export to .html

In the **Export to .html** window you can set properties of output file when exported in .html format.

It opens when you select .html from the **Export** to drop-down list on the Export window.

Settings for exporting to .html

tab range:

- select **All** to export all tabs of the source;

- select **Current tab** to export only the tab you are currently viewing;

- select **tabs** and specify the numbers in the text box provided to print only certain tabs.

Export settings:

- select **Styles** to save style setting of the source when exporting;

- select **Pictures** to enable exporting pictures from the source file;

- select **All in one folder** to store all newly created files of the .html tab in one folder;

- select **tab navigator** to add the tab navigator (see the screenshot below) to your new .html file

;

- select **Fixed width** to fix the width of the columns and rows of the exported tables (tables will not extract and contract according to the window size);

- select **Multitab** to export data to a multi-tab .html file;

- select **Mozilla browser** to export data to .html file specially adopted for Mozilla browser;

- select **Background** to keep the view of the background in the target .html file.

To automatically open the new file after finishing export procedure select **Open after export**.

8 Export to .rtf

In the **Export to RTF** window you can set properties of output file when exported in .rtf format.

It opens when you select .rtf from the **Export** to drop-down list on the Export window.

Settings for exporting to .rtf

tab range:

- select **All** to export all tabs of the source;

- select **Current tab** to export only the tab you are currently viewing;

- select **tabs** and specify the numbers in the text box provided to print only certain tabs.

Export settings:

- select **Pictures** to enable exporting pictures from the source file;

- select **WYSIWYG** (What You See Is What You Get) to make the .rtf;

- file look exactly as the picture you see on the screen;

- select **tab breaks** and tab breaks will be compulsively inserted in the .rtf file;

To automatically open the new file after finishing export procedure select **Open after export**.

9 Export to .pdf

In the **Export to .pdf** window you can set properties of output file when exported in .pdf format.

It opens when you select .pdf from the **Export** to drop-down list on the Export window.

Settings for exporting to .html

tab range:

- select **All** to export all tabs of the source;

- select **Current tab** to export only the tab you are currently viewing;

- select **tabs** and specify the numbers in the text box provided to print only certain tabs.

Export settings

- select **Compressed** to create a .pdf file of minimal size;

- select **Embedded fonts** to create a .pdf file with all used fonts embedded (like this you can be sure that you text will look the same on any computer, even if the fonts used are not installed there);

- select **Background** to keep the view of the background in the target .pdf file;

- select **Print optimized** to optimize the new .pdf file for printing at once.