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1 Exporting TO3000 data


TO3000 Version 9 data can be exported to *TXT*, *XLS*, *CSV*, *HTML*, *RTF* and *PDF* file formats. There are two alternative data export procedures:

- *Simple data export* from TO3000 Version 9, using **Local Report** options. This can be done almost with any TO3000 Version 9 window.
- *Custom queries export*, which assumes exporting data directly from TO3000 Version 9 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.

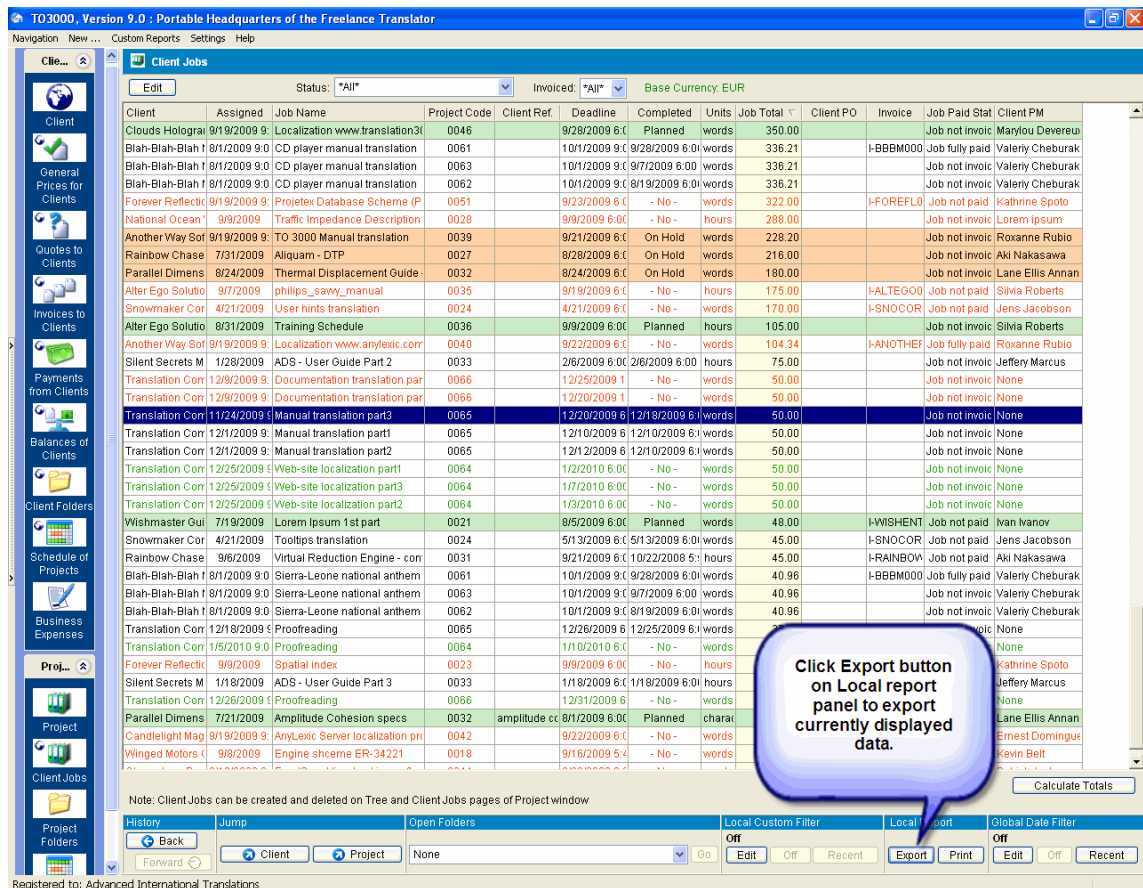
2 Simple data export

TO3000 Version 9 **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 9 data:

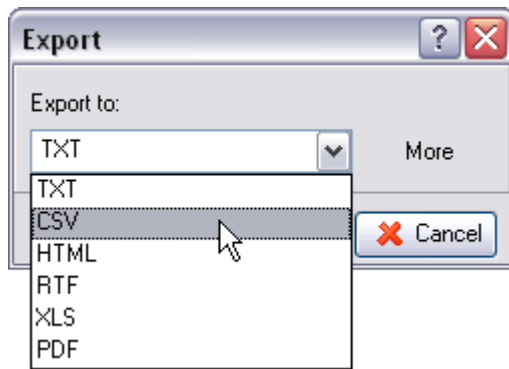
1. Click **Export** button in the **Local Report** group of buttons at the bottom of TO3000 Version 9 Workstation window.



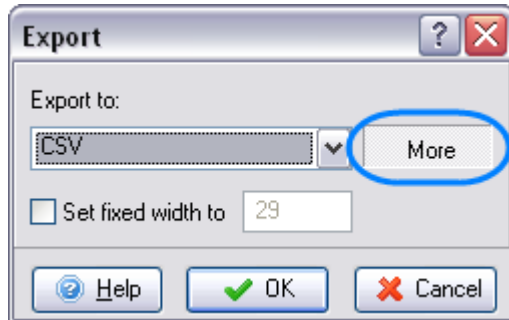
The screenshot displays the TO3000 Version 9.0 software interface. The main window is titled "TO3000, Version 9.0 : Portable Headquarters of the Freelance Translator". The "Client Jobs" table is visible, showing columns for Client, Assigned, Job Name, Project Code, Client Ref, Deadline, Completed, Units, Job Total, Client PO, Invoice, Job Paid Stat, and Client PM. The table contains various job entries with their respective details. At the bottom of the window, there is a "Local Custom Filter" section with an "Export" button highlighted by a blue callout bubble. The callout bubble contains the text: "Click Export button on Local report panel to export currently displayed data."

Client	Assigned	Job Name	Project Code	Client Ref	Deadline	Completed	Units	Job Total	Client PO	Invoice	Job Paid Stat	Client PM
Clouds Hologra	9/19/2009 9	Localization www.translation3i	0046		9/28/2009 6:0	Planned	words	350.00			Job not invoic	Marylou Devereu
Blah-Blah-Blah 1	8/1/2009 9:0	CD player manual translation	0061		10/1/2009 9:0	9/28/2009 6:0	words	336.21	I-BBBM000		Job fully paid	Valery Cheburak
Blah-Blah-Blah 1	8/1/2009 9:0	CD player manual translation	0063		10/1/2009 9:0	9/7/2009 6:00	words	336.21			Job not invoic	Valery Cheburak
Blah-Blah-Blah 1	8/1/2009 9:0	CD player manual translation	0062		10/1/2009 9:0	8/19/2009 6:0	words	336.21			Job not invoic	Valery Cheburak
Forever Reflecti	9/19/2009 9	Projctex Database Scheme (P	0051		9/23/2009 6:0	- No -	words	322.00	I-FOREFL0		Job not paid	Kathrine Spoto
National Ocean	9/9/2009	Traffic Impedance Description	0028		9/9/2009 6:00	- No -	hours	288.00			Job not invoic	Lozem ipsum
Another Way Sof	9/19/2009 9	TO 3000 Manual translation	0039		9/21/2009 6:0	On Hold	words	228.20			Job not invoic	Roxanne Rubio
Rainbow Chase	7/31/2009	Aliquam - DTP	0027		8/28/2009 6:0	On Hold	words	216.00			Job not invoic	Aki Nakasawa
Parallel Dimens	8/24/2009	Thermal Displacement Guide-	0032		8/24/2009 6:0	On Hold	words	180.00			Job not invoic	Lane Ellis Annan
Alter Ego Solutio	9/7/2009	phillips_sawv_manual	0035		9/1 9/2009 6:0	- No -	hours	175.00	I-LALTEG00		Job not paid	Silvia Roberts
Snowmaker Cor	4/21/2009	User hints translation	0024		4/21/2009 6:0	- No -	words	170.00	I-SNOCOR		Job not paid	Jens Jacobson
Alter Ego Solutio	8/31/2009	Training Schedule	0036		9/9/2009 6:00	Planned	hours	105.00			Job not invoic	Silvia Roberts
Another Way Sof	9/19/2009 9	Localization www.anyfelic.com	0040		9/22/2009 6:0	- No -	words	104.34	I-ANOTHE		Job fully paid	Roxanne Rubio
Silent Secrets M	1/28/2009	ADS - User Guide Part 2	0033		2/6/2009 6:00	2/6/2009 6:00	hours	75.00			Job not invoic	Jeffery Marcus
Translation Com	12/9/2009 9	Documentation translation par	0066		12/25/2009 1	- No -	words	50.00			Job not invoic	None
Translation Com	12/9/2009 9	Documentation translation par	0066		12/20/2009 1	- No -	words	50.00			Job not invoic	None
Translation Com	11/24/2009 9	Manual translation part3	0065		12/20/2009 6	12/18/2009 6:0	words	50.00			Job not invoic	None
Translation Com	12/1/2009 9	Manual translation part1	0065		12/10/2009 6	12/10/2009 6:0	words	50.00			Job not invoic	None
Translation Com	12/1/2009 9	Manual translation part2	0065		12/12/2009 6	12/10/2009 6:0	words	50.00			Job not invoic	None
Translation Com	12/25/2009 9	Web-site localization part1	0064		1/2/2010 6:00	- No -	words	50.00			Job not invoic	None
Translation Com	12/25/2009 9	Web-site localization part3	0064		1/2/2010 6:00	- No -	words	50.00			Job not invoic	None
Translation Com	12/25/2009 9	Web-site localization part2	0064		1/3/2010 6:00	- No -	words	50.00			Job not invoic	None
Wishmaster Gui	7/19/2009	Lorem ipsum 1st part	0021		8/5/2009 6:00	Planned	words	48.00	I-WISHENT		Job not paid	Nan Ivanov
Snowmaker Cor	4/21/2009	Tooltips translation	0024		5/13/2009 6:0	5/13/2009 6:0	words	45.00	I-SNOCOR		Job not paid	Jens Jacobson
Rainbow Chase	9/6/2009	Virtual Reduction Engine - con	0031		9/21/2009 6:0	10/22/2008 5:0	hours	45.00	I-RAINBOW		Job not paid	Aki Nakasawa
Blah-Blah-Blah 1	8/1/2009 9:0	Sierra-Leone national anthem	0061		10/1/2009 9:0	9/28/2009 6:0	words	40.96	I-BBBM000		Job fully paid	Valery Cheburak
Blah-Blah-Blah 1	8/1/2009 9:0	Sierra-Leone national anthem	0063		10/1/2009 9:0	9/7/2009 6:00	words	40.96			Job not invoic	Valery Cheburak
Blah-Blah-Blah 1	8/1/2009 9:0	Sierra-Leone national anthem	0062		10/1/2009 9:0	9/19/2009 6:0	words	40.96			Job not invoic	Valery Cheburak
Translation Com	12/18/2009 9	Proofreading	0065		12/26/2009 6	12/25/2009 6:0	words	40.96			Job not invoic	None
Translation Com	1/5/2010 9:0	Proofreading	0064		1/10/2010 6:0	- No -	words	40.96			Job not invoic	None
Forever Reflecti	9/9/2009	Spatial index	0023		9/9/2009 6:00	- No -	hours	40.96			Job not invoic	Kathrine Spoto
Silent Secrets M	1/18/2009	ADS - User Guide Part 3	0033		1/18/2009 6:0	1/18/2009 6:0	hours	40.96			Job not invoic	Jeffery Marcus
Translation Com	12/26/2009 9	Proofreading	0066		12/31/2009 6	- No -	words	40.96			Job not invoic	None
Parallel Dimens	7/21/2009	Amplitude Cohesion specs	0032	amplitude.c	8/1/2009 6:00	Planned	chara	40.96			Job not invoic	Lane Ellis Annan
Candlelight Mag	9/19/2009 9	AnyLexic Server localization pr	0042		9/22/2009 6:0	- No -	words	40.96			Job not invoic	Ernest Domingue
Winged Motors	9/8/2009	Engine scheme ER-34221	0018		9/16/2009 5:4	- No -	words	40.96			Job not invoic	Kevin Belt

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.

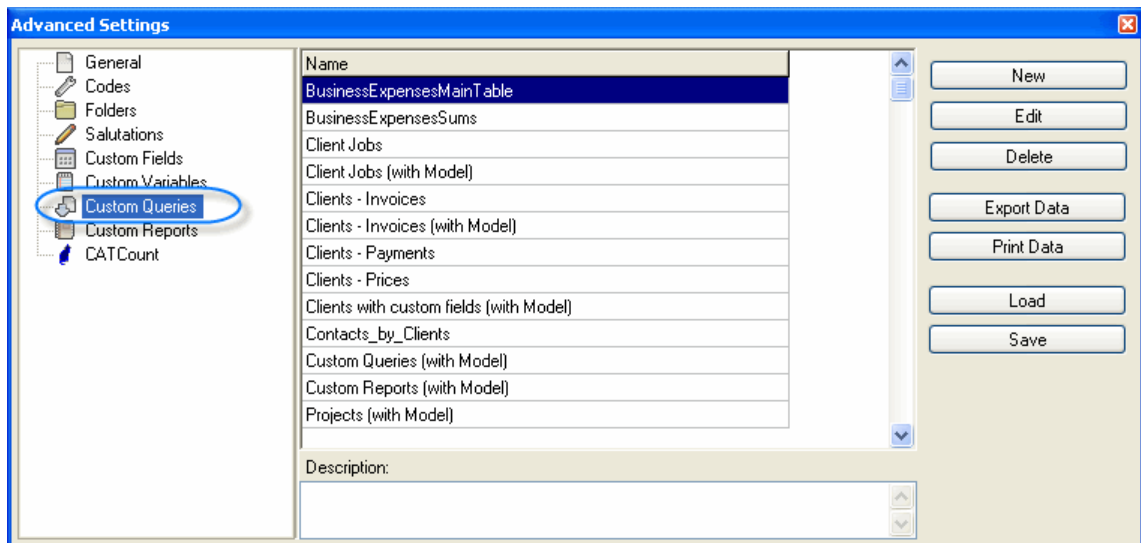


3 Advanced data export

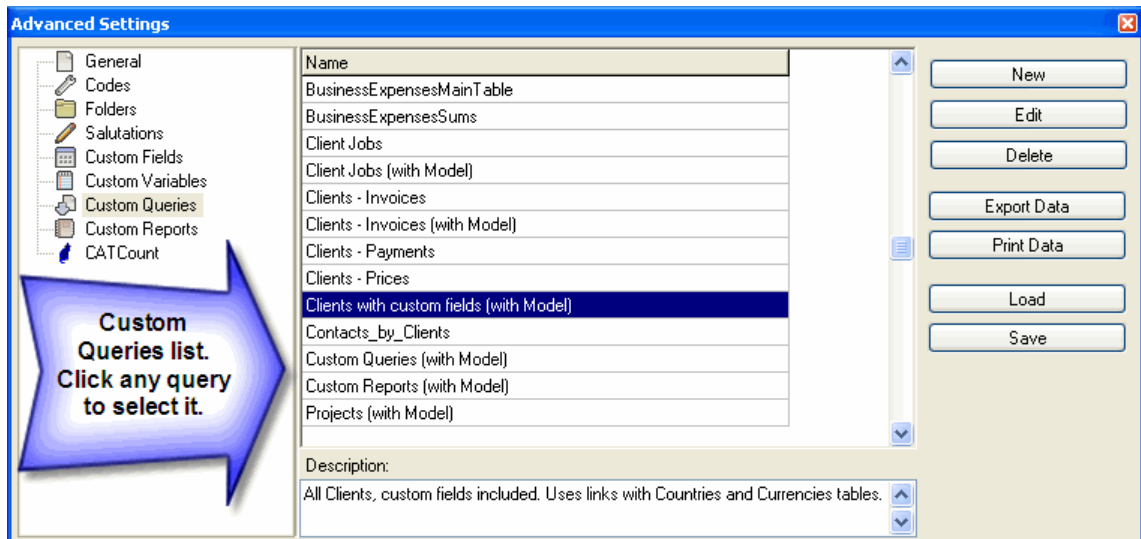
You can export **TO3000 Version 9** data by running SQL queries to **TO3000 Version 9** database and then exporting their results. Custom queries can be saved for later use. **TO3000 Version 9** contains a number of pre-designed queries. For more information on creating new queries, please refer to *Custom Queries Guide*.

To export a query from **TO3000 Version 9**:

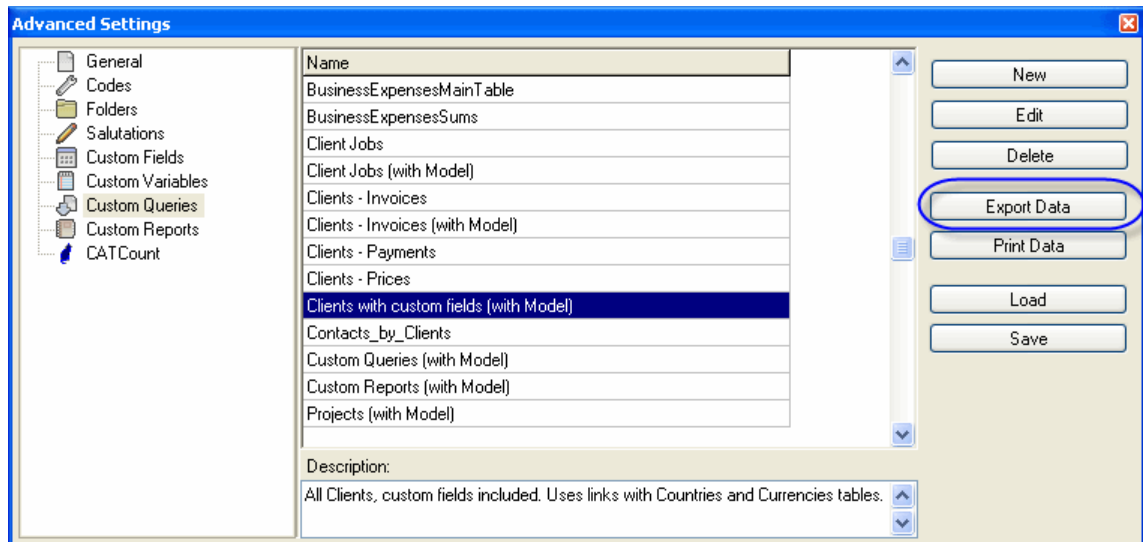
1. Run **TO3000 Version 9**.
2. Open **Settings > Advanced** from main menu and select **Custom Queries** section.



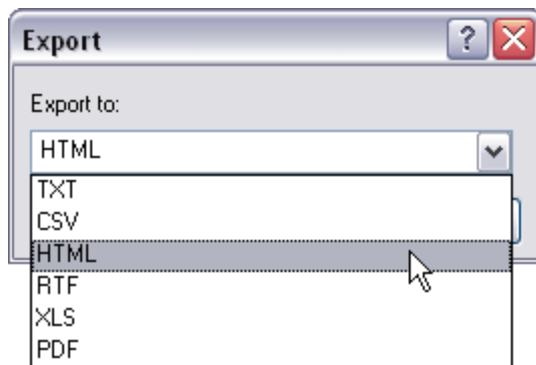
4. Select a query from the list. Query names generally indicate what kind of data each of them extracts from **TO3000 Version 9** database. To view details about a query, click **Edit** button.



5. Click **Export Data** button.



6. Select export file format and configure formatting settings.



4 Export file settings

TO3000 Version 9 data can be exported to the following formats:

[TXT \(plain text\) format](#)

[XLS \(MS Excel table\) format](#)

[CSV \(comma-separated values\) format](#)

[HTML \(HyperText Markup Language\) format](#)

[RTF \(reach text format\)](#)

[PDF \(porpagele document format\)](#)

4.1 TXT (plain text) format

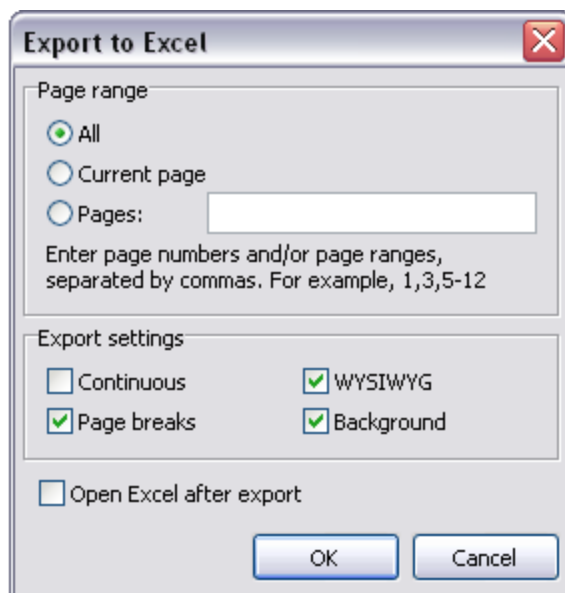
Exporting TO3000 Version 9 data to *TXT* format does not require specifying any additional options.

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

4.2 XLS (MS Excel table) format

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

Export to Excel window opens when you select **XLS** in the **Export** to drop-down list on the Export window.



page range:

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

- select **Current page** to export only the page you are currently viewing;
- select **pages** and specify the numbers in the text box provided to print only certain pages.

Export settings:

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

4.3 CSV (comma-separated values) format

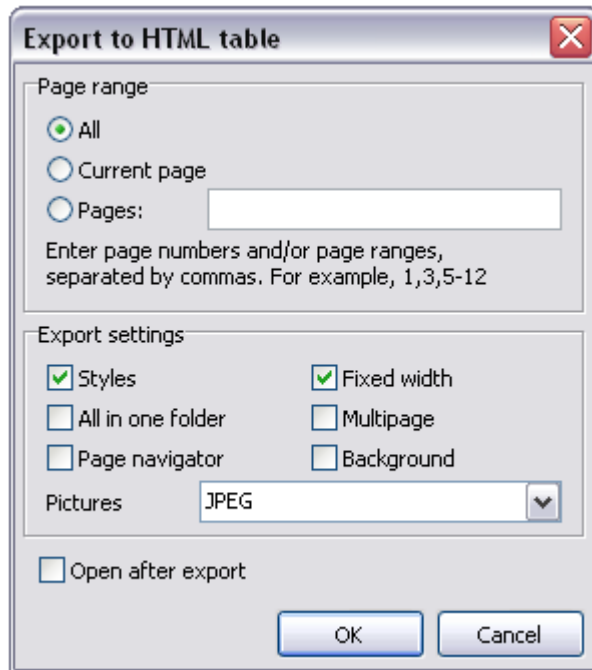
Exporting *TO3000 Version 9 data* to *CSV* format does not require specifying any additional options.

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

4.4 HTML (HyperText Markup Language) format

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

Export to HTML window opens when you select **HTML** in the **Export** to drop-down list on the Export window.

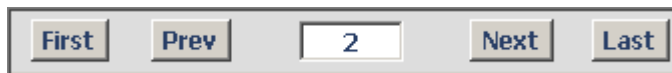


page range:

- select **All** to export all pages of the source;
- select **Current page** to export only the page you are currently viewing;
- select **pages** and specify the numbers in the text box provided to print only certain pages.

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 page in one folder;
- select **page navigator** to add the page navigator (see the screenshot below) to your new .html file;



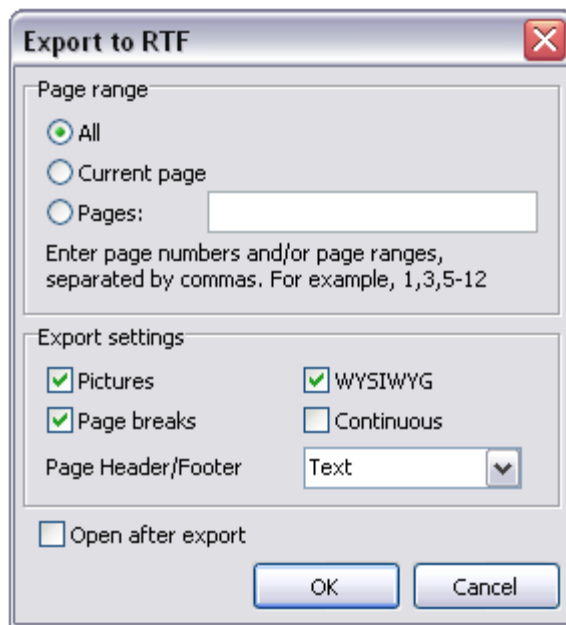
- select **Fixed width** to fix the width of the columns and rows of the exported pageles (pageles will not extract and contract according to the window size);
- select **Multipage** to export data to a multi–page .html file;
- select **Mozilla browser** to export data to .html file specially adopted 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**.

4.5 RTF (reach text format)

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

Export to RTF window opens when you select **RTF** in the **Export** to drop-down list on the Export window.



page range:

- select **All** to export all pages of the source;
- select **Current page** to export only the page you are currently viewing;
- select **pages** and specify the numbers in the text box provided to print only certain pages.

Export settings:

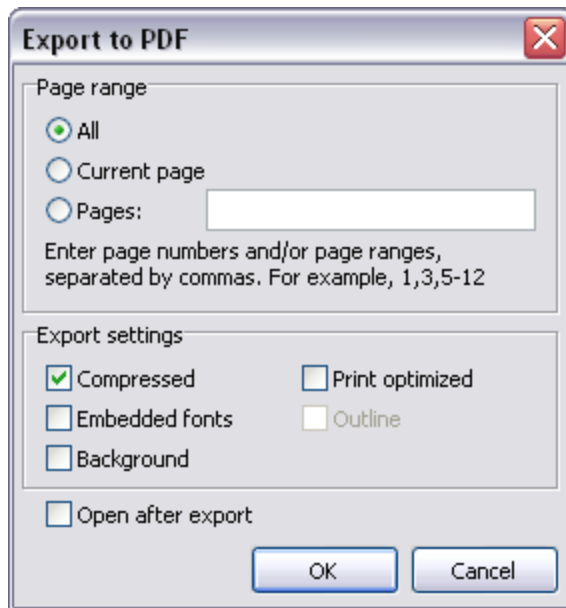
- select **Pictures** to enable exporting pictures from the source file;
- select **WYSIWYG** (What You See Is What You Get) to make the *RTF* file look exactly as the picture you see on the screen;
- select **page breaks** and page breaks will be compulsively inserted in the *RTF* file;

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

4.6 PDF (porpagele document format)

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

Export to PDF window opens when you select **PDF** in the **Export** to drop-down list on the Export window.



page range:

- select **All** to export all pages of the source;
- select **Current page** to export only the page you are currently viewing;
- select **pages** and specify the numbers in the text box provided to print only certain pages.

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.