



**EMu v.5**

## **Exporting data - Copying tabular data**

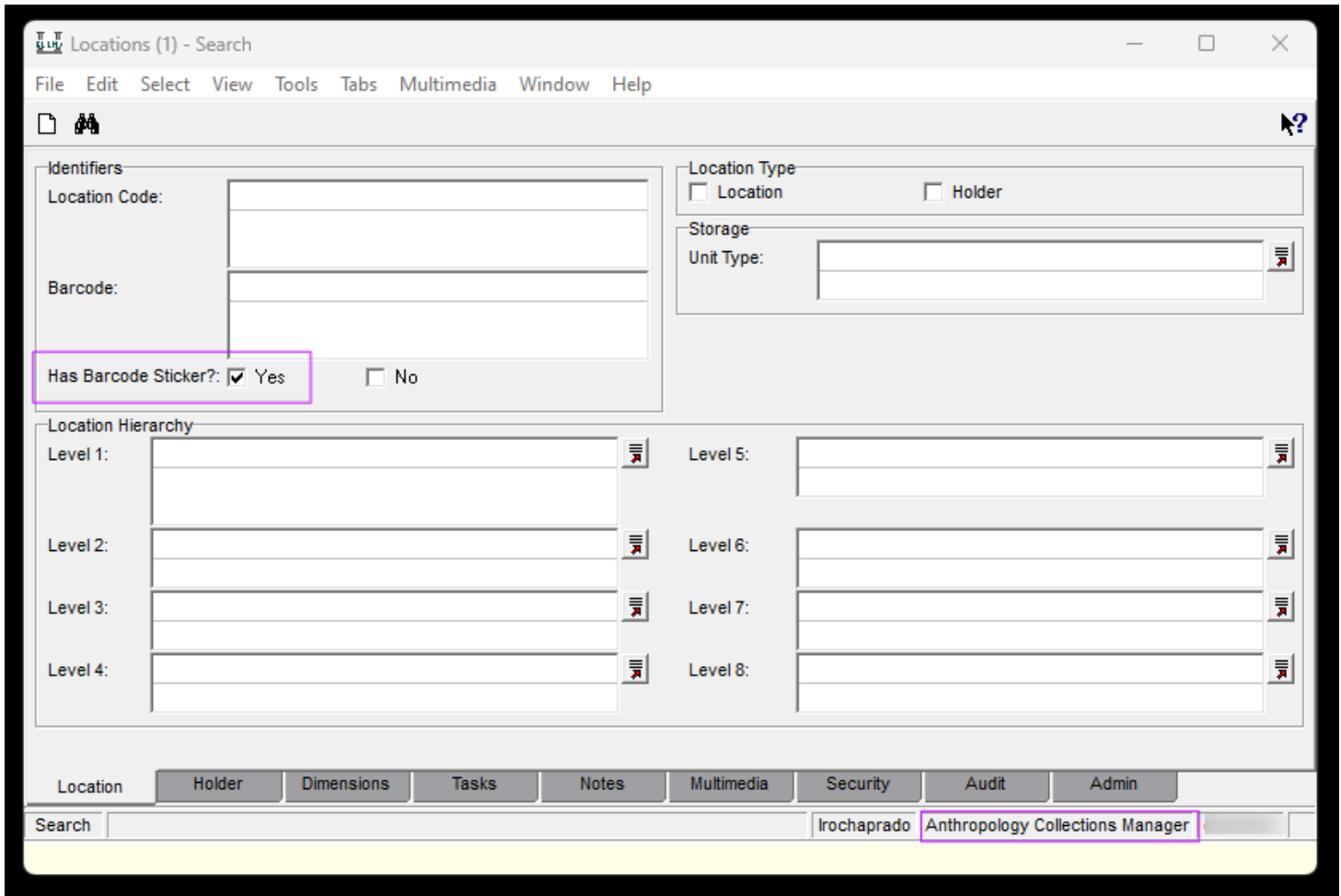
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## 1 Retrieve records in the desired module

In this example we are logged in as Anthropology Collections Manager, and we are searching the Locations Module for all records that have a barcode sticker.



Locations (1) - Search

File Edit Select View Tools Tabs Multimedia Window Help

Identifiers

Location Code:

Barcode:

Has Barcode Sticker?: ☒ Yes ☐ No

Location Type

☐ Location ☐ Holder

Storage

Unit Type:

Location Hierarchy

Level 1:

Level 2:

Level 3:

Level 4:

Level 5:

Level 6:

Level 7:

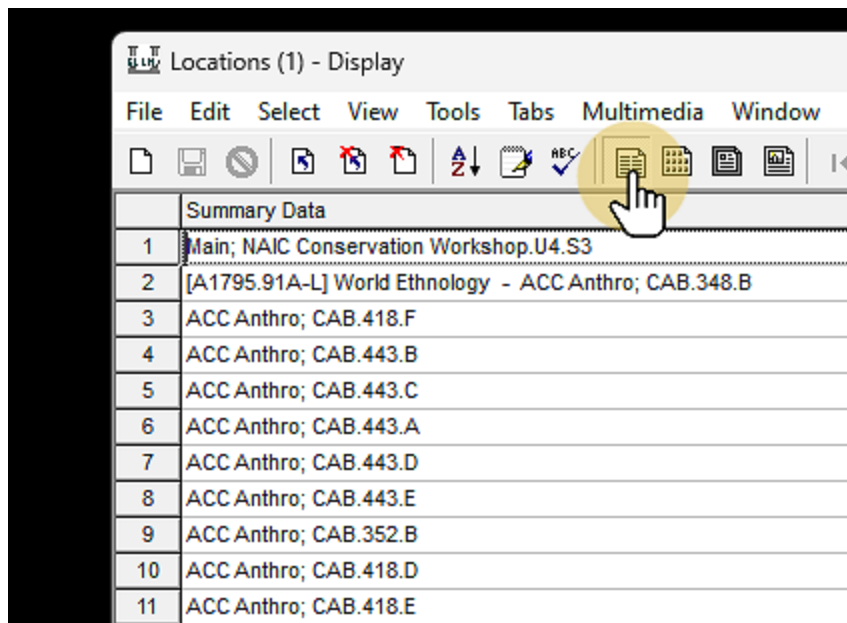
Level 8:

Location Holder Dimensions Tasks Notes Multimedia Security Audit Admin

Search Irochaprado Anthropology Collections Manager

## 2 Make sure you have the "View List" button selected

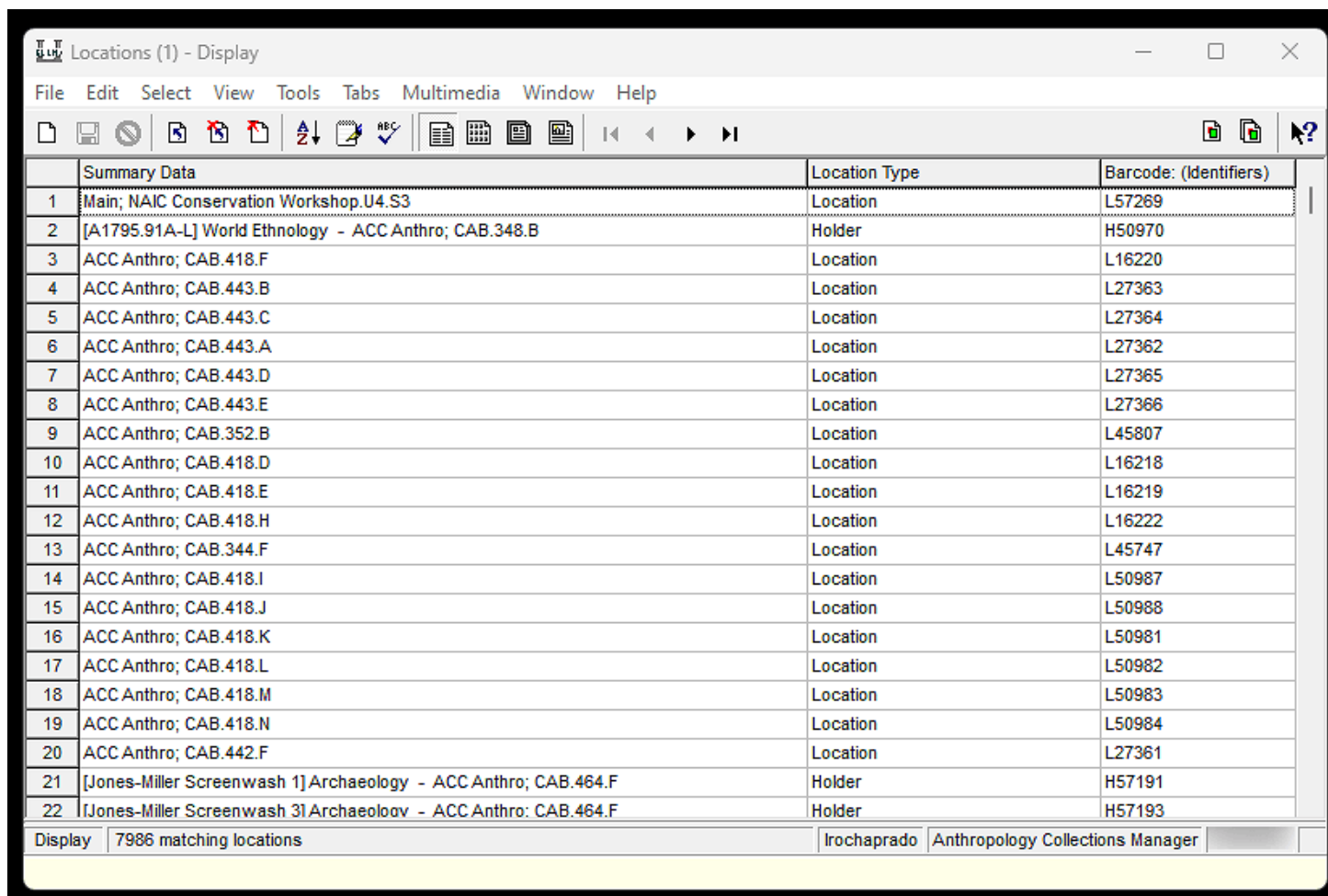
To ensure you are listing all records in a tabular form.



### 3 Choose the View list that includes the fields you need to export

Our View list includes the Summary Data, the Location Type, and the Barcodes.

Edit the View, select an existing list, or create a new one to add the fields you want to export.



	Summary Data	Location Type	Barcode: (Identifiers)
1	Main; NAIC Conservation Workshop.U4.S3	Location	L57269
2	[A1795.91A-L] World Ethnology - ACC Anthro; CAB.348.B	Holder	H50970
3	ACC Anthro; CAB.418.F	Location	L16220
4	ACC Anthro; CAB.443.B	Location	L27363
5	ACC Anthro; CAB.443.C	Location	L27364
6	ACC Anthro; CAB.443.A	Location	L27362
7	ACC Anthro; CAB.443.D	Location	L27365
8	ACC Anthro; CAB.443.E	Location	L27366
9	ACC Anthro; CAB.352.B	Location	L45807
10	ACC Anthro; CAB.418.D	Location	L16218
11	ACC Anthro; CAB.418.E	Location	L16219
12	ACC Anthro; CAB.418.H	Location	L16222
13	ACC Anthro; CAB.344.F	Location	L45747
14	ACC Anthro; CAB.418.I	Location	L50987
15	ACC Anthro; CAB.418.J	Location	L50988
16	ACC Anthro; CAB.418.K	Location	L50981
17	ACC Anthro; CAB.418.L	Location	L50982
18	ACC Anthro; CAB.418.M	Location	L50983
19	ACC Anthro; CAB.418.N	Location	L50984
20	ACC Anthro; CAB.442.F	Location	L27361
21	[Jones-Miller Screenwash 1] Archaeology - ACC Anthro; CAB.464.F	Holder	H57191
22	[Jones-Miller Screenwash 3] Archaeology - ACC Anthro; CAB.464.F	Holder	H57193

Display 7986 matching locations

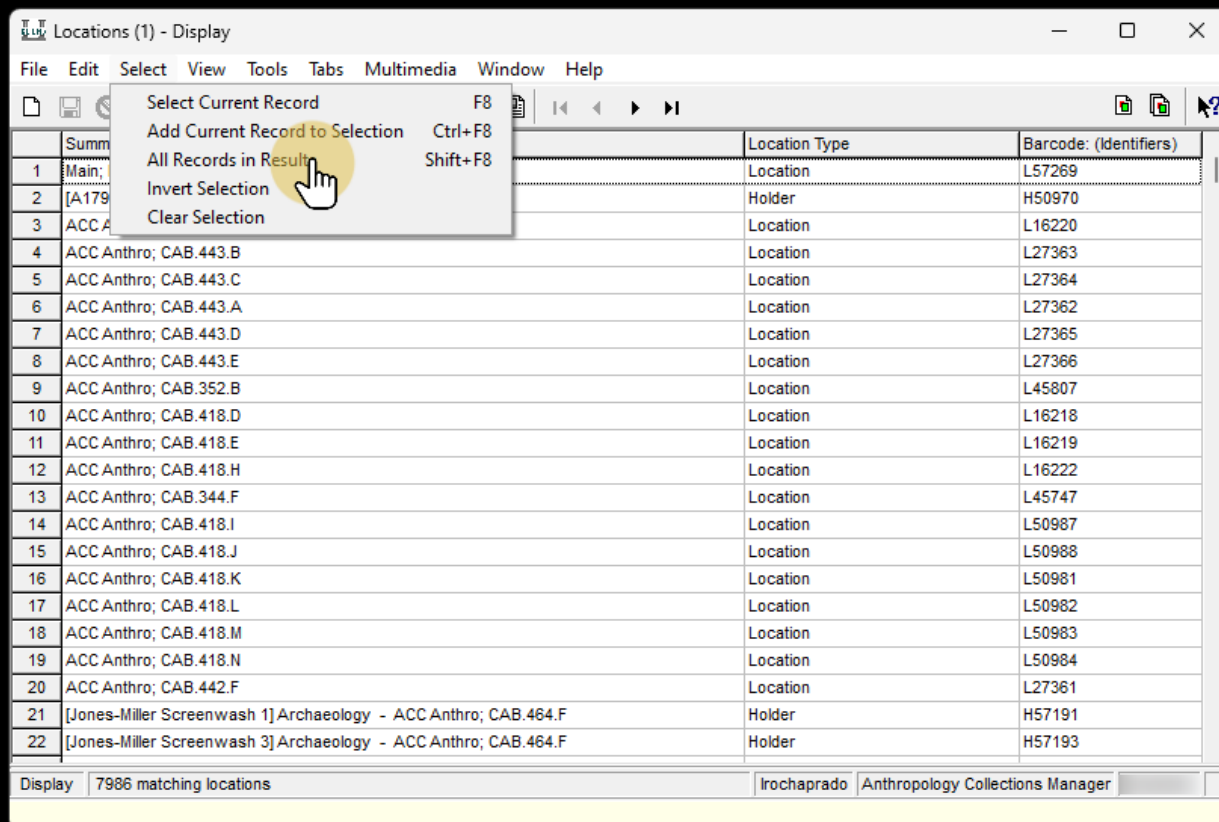
irochaprado Anthropology Collections Manager

### 4 Select the records you want to copy

## 4.1 Select all the rows you want to copy

By clicking the "Select" menu, then "All Records in Results".

The key combination SHIFT+F8 also selects all records in results.

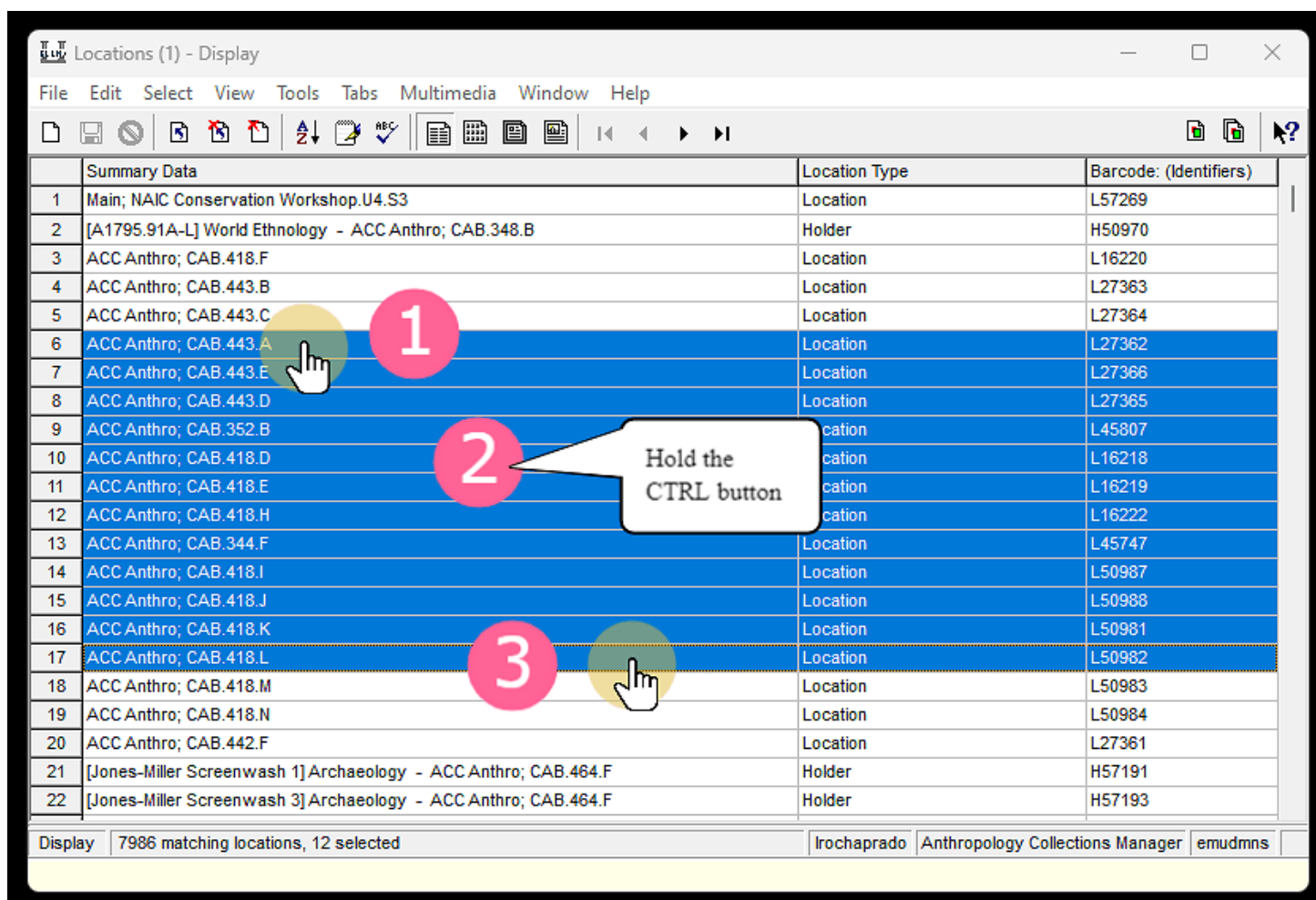


## 4.2 Or select only a few rows by clicking on them

To select multiple consecutive records,

1. Click on the first record,
2. Then hold the SHIFT button
3. And click the last record to select.

The selected records will be highlighted.



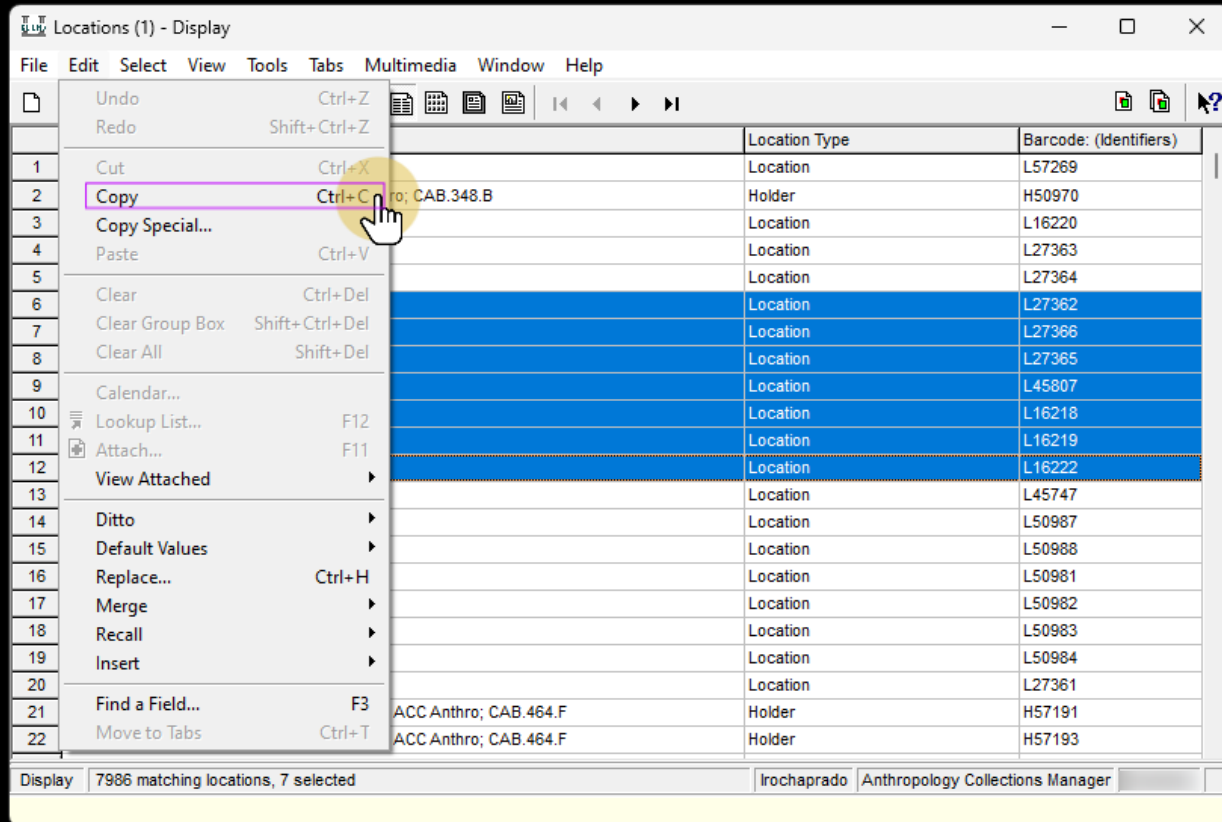
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20	ACC Anthro; CAB.442.F	Location	L27361
21	[Jones-Miller Screenwash 1] Archaeology - ACC Anthro; CAB.464.F	Holder	H57191
22	[Jones-Miller Screenwash 3] Archaeology - ACC Anthro; CAB.464.F	Holder	H57193

Display 7986 matching locations, 12 selected

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## 5 Copying data

## 5.1 Click the "Edit" menu, then "Copy"





## 5.2 Or hit buttons CTRL+C

The data will be in your clipboard.

The screenshot shows a web application window titled 'Locations (1) - Display'. It features a menu bar (File, Edit, Select, View, Tools, Tabs, Multimedia, Window, Help) and a toolbar with various icons. The main content is a table with three columns: 'Summary Data', 'Location Type', and 'Barcode: (Identifiers)'. The table contains 22 rows of data. A speech bubble with the text 'Hit buttons CTRL and C at the same time to copy' points to the table. The status bar at the bottom indicates 'Display 7986 matching locations, 12 selected' and includes user information 'Irochaprado Anthropology Collections Manager emudmns'.

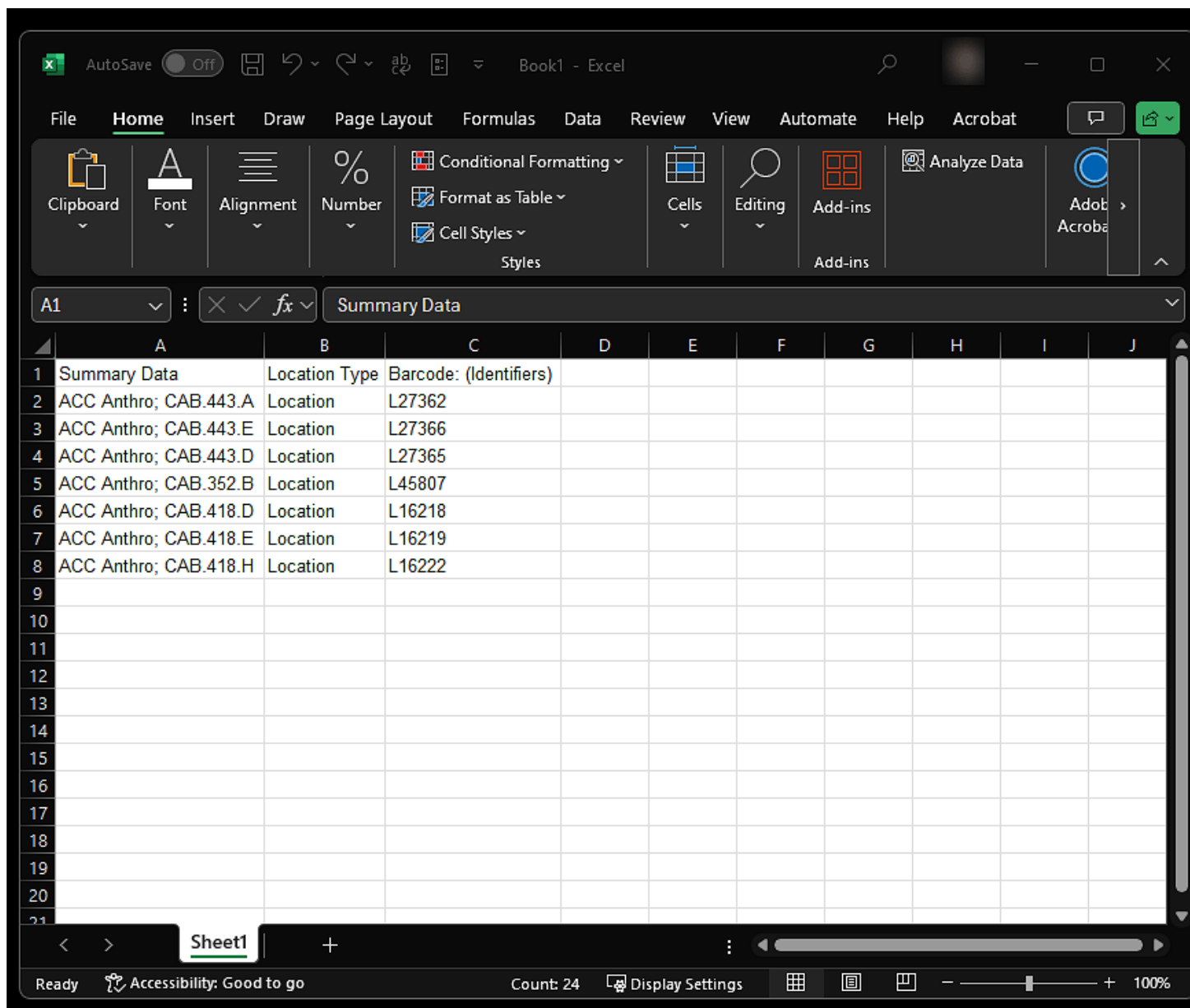
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Display 7986 matching locations, 12 selected

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## 6 Paste your data in the desired software

In this example we are using MS Excel and copying the data using the key combination CTRL+V. You can also paste the data to a plain file using Notepad or any other software that accepts tabular formats.



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The active cell is A1, and the formula bar shows 'Summary Data'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	Summary Data	Location Type	Barcode: (Identifiers)							
2	ACC Anthro; CAB.443.A	Location	L27362							
3	ACC Anthro; CAB.443.E	Location	L27366							
4	ACC Anthro; CAB.443.D	Location	L27365							
5	ACC Anthro; CAB.352.B	Location	L45807							
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17										
18										
19										
20										
21										

The status bar at the bottom indicates 'Ready', 'Accessibility: Good to go', 'Count: 24', 'Display Settings', and a zoom level of 100%.