



CalSWEC

California Social Work Education Center

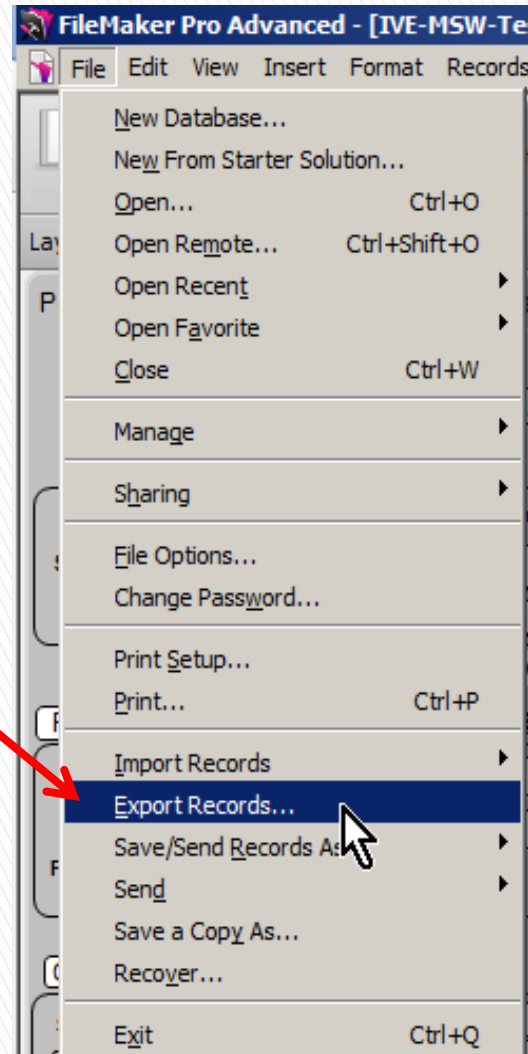
Exporting Data

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

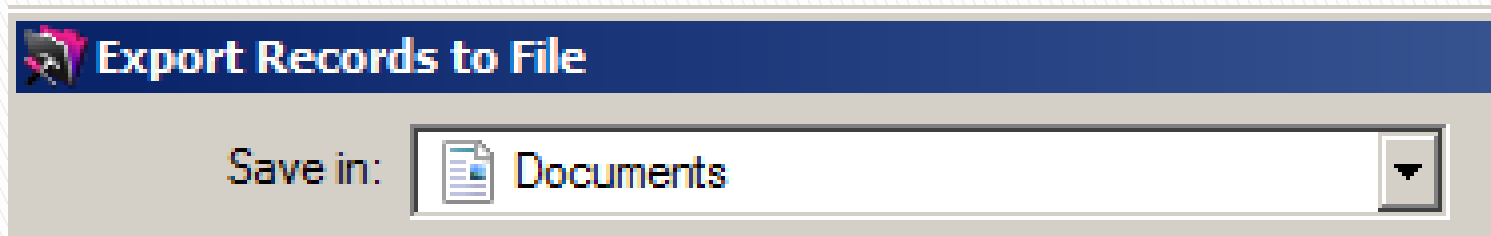
Exporting data from CSIS

From the file
menu select:
“Export Records”

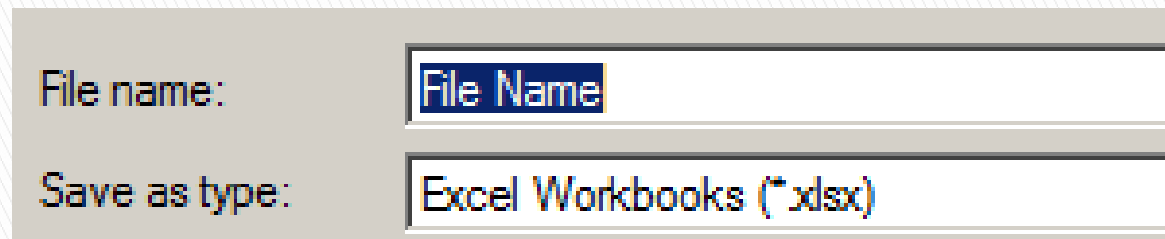


Exporting data from CSIS

At the top of the next screen select the location for the file.



At the bottom of the screen type in the name of the file and select the type. Most useful is Excel.

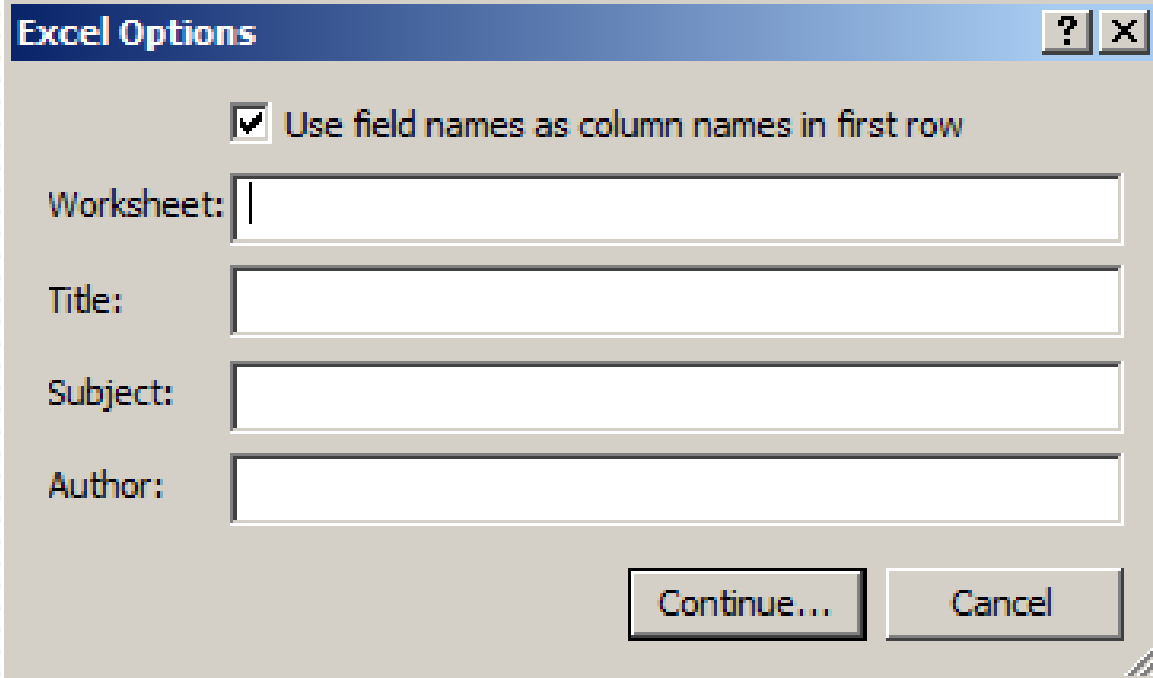


Then click "Save" at the bottom right.

Exporting data from CSIS

In the next dialogue box check “Use field names as column names in first row” if you want a header row.

Then click
“Continue”



The image shows a screenshot of the 'Excel Options' dialog box. The title bar is blue with the text 'Excel Options' and standard window controls (minimize, maximize, close). Inside the dialog, there is a checked checkbox labeled 'Use field names as column names in first row'. Below this, there are four text input fields labeled 'Worksheet:', 'Title:', 'Subject:', and 'Author:'. At the bottom right, there are two buttons: 'Continue...' and 'Cancel'.

Excel Options

☒ Use field names as column names in first row

Worksheet:

Title:

Subject:

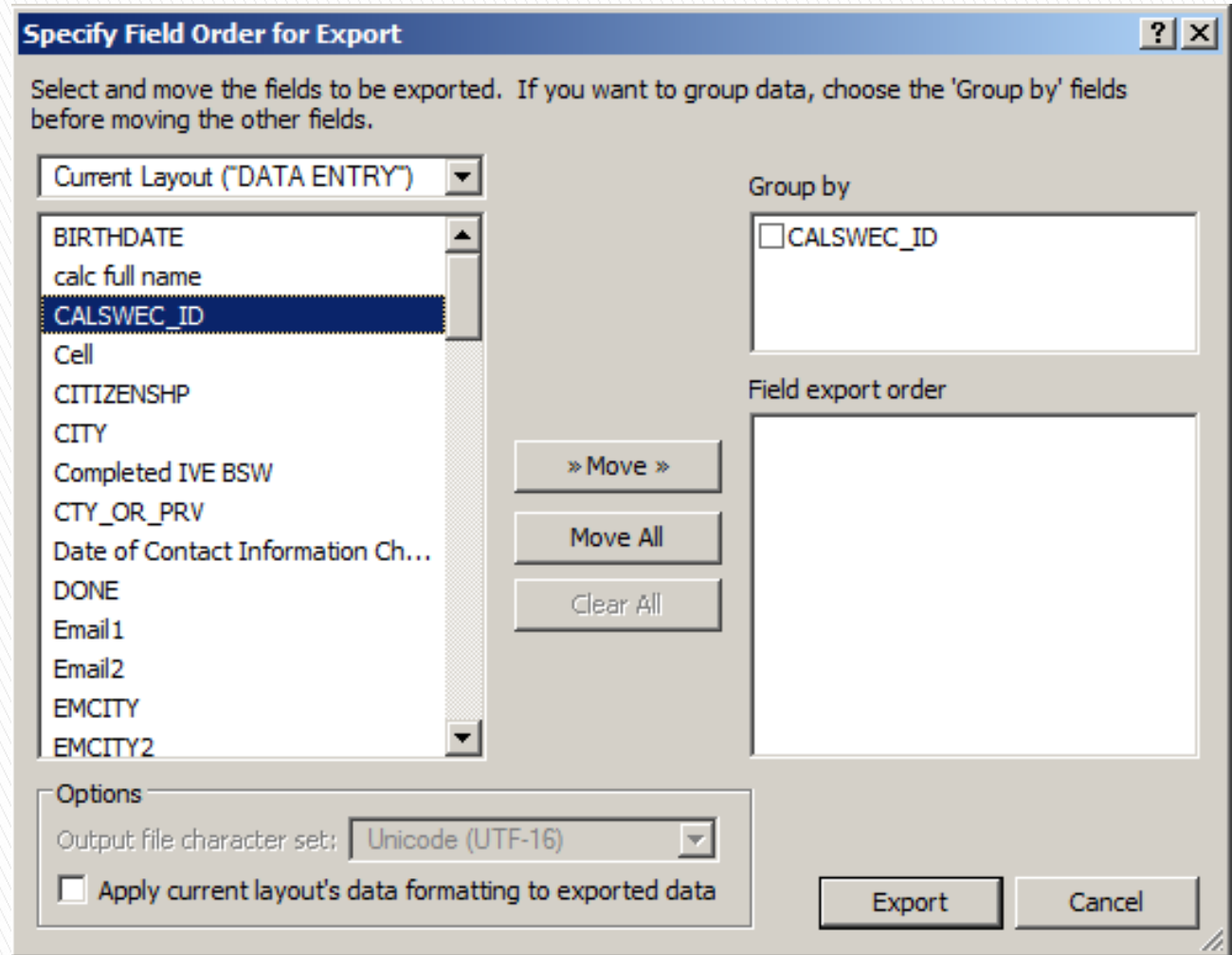
Author:

Continue... Cancel

In the next window select the fields to export.

Click the
>Move>
Button to
transfer fields
to the right
window.

Then click
“Export”



The dialog box is titled "Specify Field Order for Export". It contains a list of fields on the left, a "Group by" section on the right, and a "Field export order" list at the bottom right. The "Current Layout ('DATA ENTRY')" dropdown is set to "Current Layout ('DATA ENTRY')". The "Group by" section has a checkbox for "CALSWEC_ID". The "Field export order" list is empty. The "Options" section at the bottom has a dropdown for "Output file character set" set to "Unicode (UTF-16)" and a checkbox for "Apply current layout's data formatting to exported data".

Specify Field Order for Export

Select and move the fields to be exported. If you want to group data, choose the 'Group by' fields before moving the other fields.

Current Layout ("DATA ENTRY")

- BIRTHDATE
- calc full name
- CALSWEC_ID**
- Cell
- CITIZENSHIP
- CITY
- Completed IVE BSW
- CTY_OR_PRV
- Date of Contact Information Ch...
- DONE
- Email1
- Email2
- EMCITY
- EMCITY2

Group by

☐ CALSWEC_ID

Field export order

» Move »

Move All

Clear All

Options

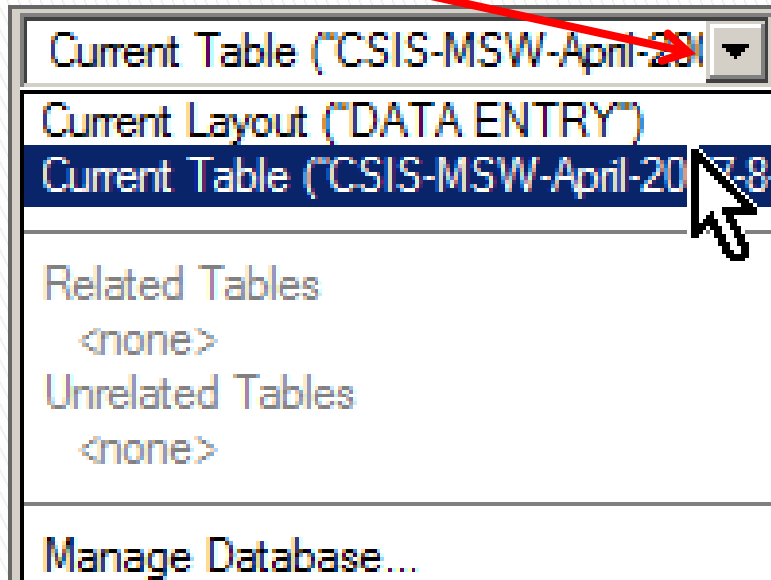
Output file character set: Unicode (UTF-16)

☐ Apply current layout's data formatting to exported data

Export Cancel

Need more fields ...

If you don't see all the fields you need,
Click here then select the "Current Table"



This will bring up all available fields.

Forgot a field or two?

No problem ... just repeat the process adding the forgotten fields and save over the file.

Contact information

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