

# Export your MeetingMaker calendar for historical reference

Choosing the right export for you:

1. **Exporting to PDF.** Ideal for printing paper copies of your calendar for historical reference. Does not capture all event details. Difficult to edit.
2. **Exporting to Excel or Google Docs.** Ideal for large, complex individual calendars. Captures all detail in a long list, so expect to search the file to find historical information of interest. Private events are shown by default.
3. **Exporting to ICS.** Ideal for resources or space calendars. Does not capture all event details. See ICS export section for full explanation.
4. **Exporting to HTML.** Ideal for recent summary (maximum of one year worth of history) and if you prefer a read-only calendar view. Private events can be shown as placeholders.

Keep in mind that the MeetingMaker server only goes back to 2005, so events earlier than that can not be exported by any of these methods.

## Exporting to PDF

- a. Launch **MeetingMaker**.
- b. Sign into your MeetingMaker account using your username and MeetingMaker password.
- c. In MeetingMaker, from the **File** menu, select **Print Schedule...**
- d. Set the **Starting on** and **Ending on** dates appropriately; set the **Starting on** date to be as far back as you want, and set the **Ending on** date to today.
  - i. **Tip:** to change the dates, select the month or year and either overwrite the old date with the new one or use the up and down arrows to incrementally change the selection.
- e. You can change the **Form** and **Page** options to suit your needs -- if printing, you may wish to modify the page options to fit multiple weeks on a page to save paper.
- f. Click **OK**.
- g. Your computer's **Print** screen will now pop up. Follow the instructions below based on what model of computer you have:
  - i. On a PC: In the list of printers available, choose **Adobe PDF**. Click **Print**. Choose a file name and a location to save it and choose **Save**.
  - ii. On a Mac: click the **PDF** button and choose **Save as PDF**. Choose a file name and a location to save it and choose **Save**.

## Exporting to an Excel file or Google Docs

- a. Launch **MeetingMaker**.
- b. Sign into your MeetingMaker account using your username and MeetingMaker password.
- c. In MeetingMaker, from the **File** menu, select **Export as Text....**
- d. Once you have selected Meeting Maker Text Export, you will be able to select

what you would like to export. At the top of the dialog box, alongside the Export heading, check the appropriate boxes to export the information you want: You can choose to export just the Calendar, or include the To-Dos and/or Contacts. If you have a large amount of data you may find it easier to manage the resultant Excel files if you export each section separately, creating separate files for the Calendar, To-Dos and Contacts.

e.



i.

- f. Set the **Starting on** and **Ending on** dates appropriately; set the **Starting on** date to be as far back as you want, and set the **Ending on** date to today.
  - i. **Tip:** to change the dates, select the month or year and either overwrite the old date with the new one or use the up and down arrows to incrementally change the selection.
- g. Once you have all your settings ready, click **OK**. The dialog box will close and a dialog box titled **Save As** will appear. In the **Save As** window, type in a file name (include the ".txt" extension) and select a folder where you want this text file to appear. We recommend that you preface the filename with "export-" (such as *export-MM2002-2012.txt*), to make it easily discernible from the spreadsheet file you will be creating in step 2 below.
- h. Click the **Save** button.
- i. The **Save As** window will disappear very quickly, and you will find the export file in the folder you selected above.

## Import your calendar into Microsoft Excel

- a. Launch **Microsoft Excel**.
- b. Go to the **File** menu and select **Open....**
- c. Navigate to the folder where you saved your Meeting Maker data.
- d. If your Meeting Maker export file does not appear, click on the down arrow next to the **Files of type** pull-down menu at the bottom of the **Open...** window and select **Text Files**.
- e. Double-click on the name of the text export file from Meeting Maker (*export-MM2002-2006.txt*, for example).
- f. In the **Text Import Wizard** that opens, it will take you through the necessary steps to convert your file into Excel.
- g. In Step 1, make sure that **Delimited** is selected under Original data type. Then click the **Next** button.

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

**Original data type**  
Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.  
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:

Preview of file C:\Documents and Settings\dwerlin\Desktop\export-MM2006.txt.

1	Time Zone:USA Eastern (USA)
2	Events
3	TitleLocationDateStart TimeDurationPrivateFlexibleLabel/C
4	Todos
5	PriorityNameCategoryDateDonePercent DonePrivateAgenda/Not

Cancel < Back **Next >** Finish

- h. In Step 2, make sure **Tab** is checked off and none of the other boxes are checked. Click on the **Next >** button at the bottom of the window to advance to Step 3.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☒ **T**ab ☐ Semicolon ☐ C\_omma  
☐ S\_pace ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

**Data preview**

Time Zone:	USA Eastern (USA)				
Events					
Title	Location	Date	Start Time	Duration	Private
Todos					
Priority	Name	Category	Date	Done	Percent

Cancel < Back **Next >** Finish

- i. In Step 3, briefly examine the **Data Preview** section at the bottom of the dialog box; this area shows the columns from the text file the way Excel has interpreted them. Excel will attempt to automatically convert dates and times into the

appropriate format when importing, and usually does an accurate job, but if you want to ensure the way individual columns are imported you can click on the column you want to change and select one of the checkboxes in the upper right section of the dialog box to the appropriate format.



- j. Click the **Finish** button to open the newly converted Excel file. You will see your data imported into labeled columns, with line breaks between the Calendar, To-Do and Contacts information (if you chose to export that information from Meeting Maker).
- k. From the **File** menu choose **Save As...**; change the drop-down menu next to Save as type to **Microsoft Office Excel Workbook (\*.xls)**. Please note, you may have to scroll up in this drop-down menu to see the Microsoft Office Excel Workbook (\*.xls) option. Select a name for the file and click **Save**. We recommend giving the file a different name than your Meeting Maker text export file to avoid confusion. A name such as *MM2002-2012.xls* may be appropriate. The text file you exported from Meeting Maker is no longer necessary, but it's a may be useful for archival purposes or as a back up.

## Notes on MeetingMaker and Excel

- If you see a message about **High Security Level** when you launch Excel, click **OK** and follow the directions to use the **Tools menu > Macro > Security** menu item to select **Medium** security and repeat the steps to import the calendar into Excel (step 2 above).
- If your date columns are filled with information that looks like "####", try widening the column by dragging the column divider at the top of the screen. When Excel does not have enough space to display a formatted field (such as a date) it will cause that.
- If you had notes attached to events that included carriage returns, these might show up as breaks in the data, with the additional lines spilling over onto blank rows in Excel. This won't affect any of the other imported data.
- If you chose to **Save** the Excel file as the last step of part 2 above instead of using the **Save As...** option, Excel attempts to save the spreadsheet as a text file of the same name as the one you imported, and a warning note will pop up to alert you that some formatting may be lost if you save in this format. Because you want to save the file as an Excel spreadsheet file and not as a text file, click the **No** button. A standard save dialog box will appear and you can save the file in Excel's spreadsheet format with a name of

your choosing.

### Import your calendar into Google Docs

1. Open Google Docs
2. Choose **Create > Spreadsheet**
3. Select **File > Import...**
4. Browse to the location of your text file.
5. Choose **Replace data starting at selected cell**
6. Under Separator Character, choose **Tab**.
7. Click **Import**.
8. Click **Untitled spreadsheet** to rename the spreadsheet. Google will auto-save the spreadsheet.

## Exporting Room/Event calendars as ICS

### Recommendation:

This method is recommended solely for capturing general history for spaces or non-person resources (e.g., rooms, event calendars). This approach has several known issues with exported data, including:

### Known issues:

1. **Recurring events** will most likely be broken and/or missing events in the recurrence pattern
2. Events with attendees **WILL** be missing all attendee linkages (making duplication of events highly likely if you are re-invited)
3. Banner events (all-day events) **WILL NOT IMPORT**

Therefore, this data should be used only to give a general sense of meetings that were scheduled, and **not relied upon for historical accuracy**.

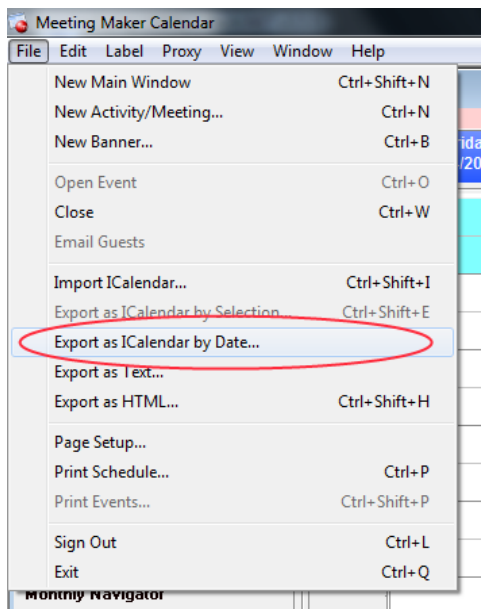
### Warning:

Caution must be taken when using the backup files generated from Meeting Maker. Importing these files to Google Calendar is problematic, as there is no guarantee that your data will be imported into Google Calendar error-free. In general, this process should **ONLY** be used for event calendars, rooms or shared, non-person resources.

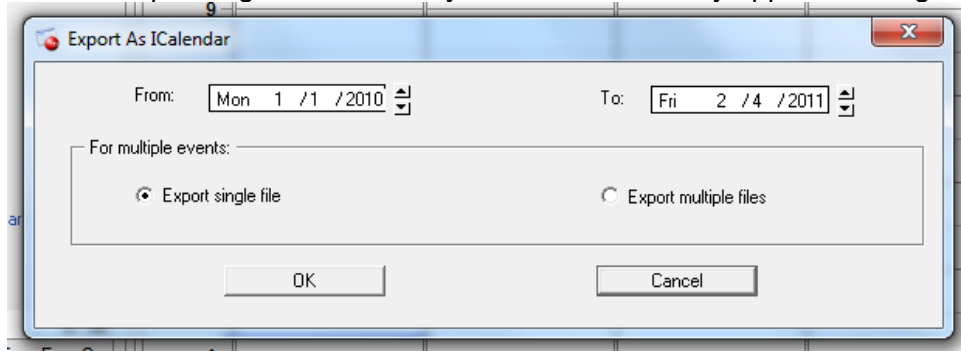
### Export backup as ICalendar (ICS) file

ICS files (referred to as "ICalendar" in Meeting Maker) can be imported into Google Calendar for easy access to archived data.

1. Launch Meeting Maker
2. Go to **File>Export as ICalendar by date...**



3. Select the dates you would like exported and select **OK**. The next step may take a few minutes depending on the size of your calendar. It may appear nothing is happening.



4. Save file.

## Importing ICS file into Google Calendar

1. Open your Google Calendar
2. Click the down-arrow next to **My calendars**
3. Select **Create new calendar**
4. Name this calendar something descriptive, such as Event Archive.
5. Click the down-arrow next to **Other calendars**
6. Select **Import calendar**
7. Click **Choose file** and find the file that contains your events, then click **Open**.
8. Select the Google Calendar you created where you'd like to import events, then click **Import**.

Please note that recurring events may not be recognized when importing events from CSV files. In this case, individual items will be created for recurring events that fall between the dates you've selected.

# Exporting Your MeetingMaker Calendar as HTML

1. Make sure that within MeetingMaker, your calendar (and not your proposal window) is selected.
2. Under **File** select **Export as HTML**.
3. In the *Export as HTML* window that pops up, select the time frame that you want exported. Keep in mind that it will only allow you to go back 11 months from the current month.
  - a. For example, if you want your html to show everything from 1 month prior to the current month to 2 months following the current month, select the respective options in the pull-down menus beside the *From* and *To* fields.
4. After selecting the time frame for the html version of your MeetingMaker calendar, click on **Browse** to find a place to save your html file. If you would like to hide private event data, check the box **Show placeholders for private events**.
5. Choose where you would like to save the html version of your calendar. If you would like to change the name of your calendar, now is the time to do so. Type in the name for the calendar that you prefer in the *File name* field. Click **Save**.

## Notes on MeetingMaker calendar as an HTML file

- When you save the MeetingMaker calendar as an html file, MeetingMaker will also save a folder under the same name but with a .mmd extension. Do not delete this folder as deleting it will result in you not being able to see the components of your calendar.
- Once the calendar and its respective folder have been saved in html form, do not attempt to rename the folder or any of the files within the folder. This will also result in you not being able to see the components of your MeetingMaker calendar. If you would like your Calendars folder saved with a different name, you must rename it during Step 4 of the Exporting MeetingMaker calendar as HTML process.