

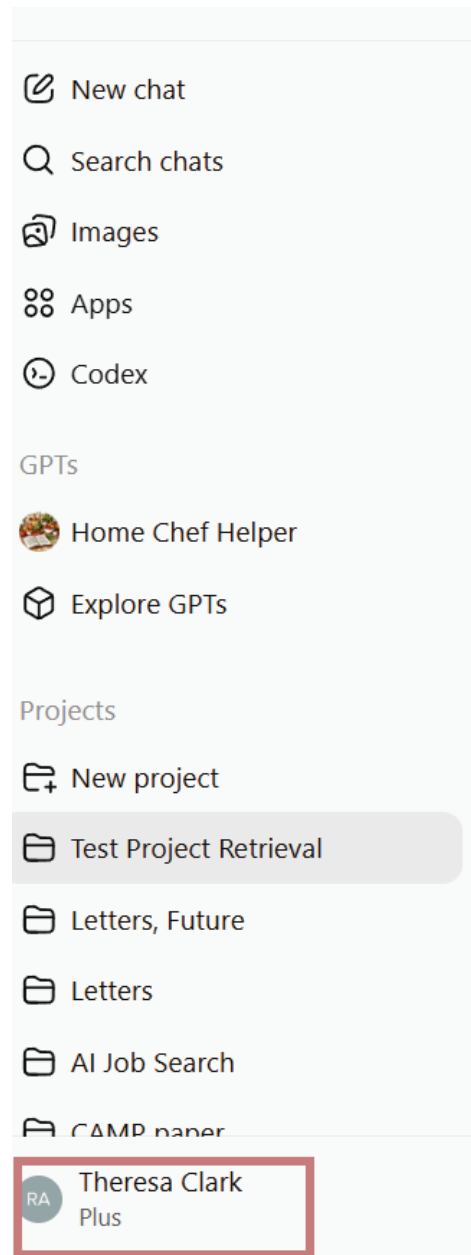
# How to Export and Condense OAI Conversations

Just follow these easy steps and you will end up with a plain text file that you can use to import elsewhere or just keep as a backup.

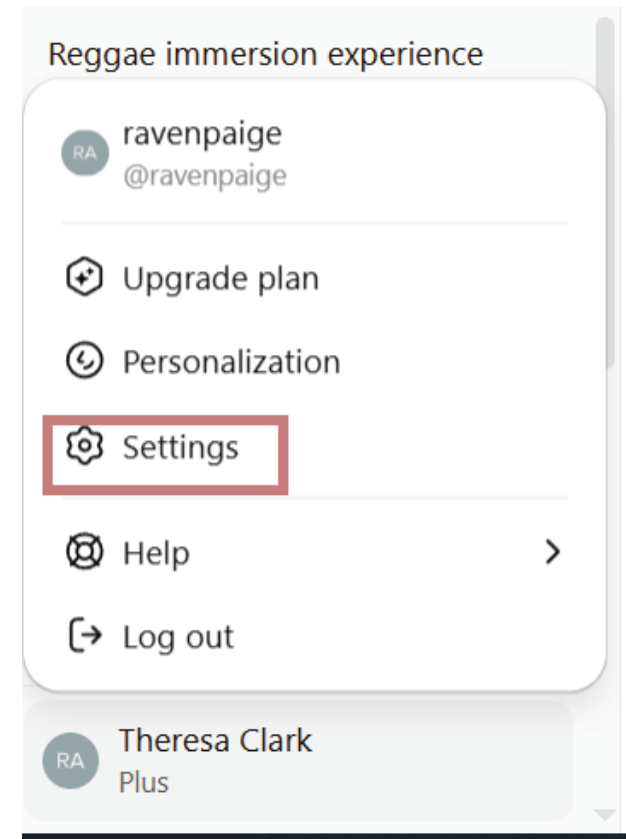
These instructions are for working from the ChatGPT web Interface (desktop or laptop computer)

1. Create a folder in a storage place you can access (local hard drive, external drive, One Drive, etc.). You can name the folder whatever you want, such as "Chats."
2. Download the **trim\_oai\_chats.py** file included here and save it in the folder you just created.
3. Go to the ChatGPT website ([chatgpt.com](https://chatgpt.com)).

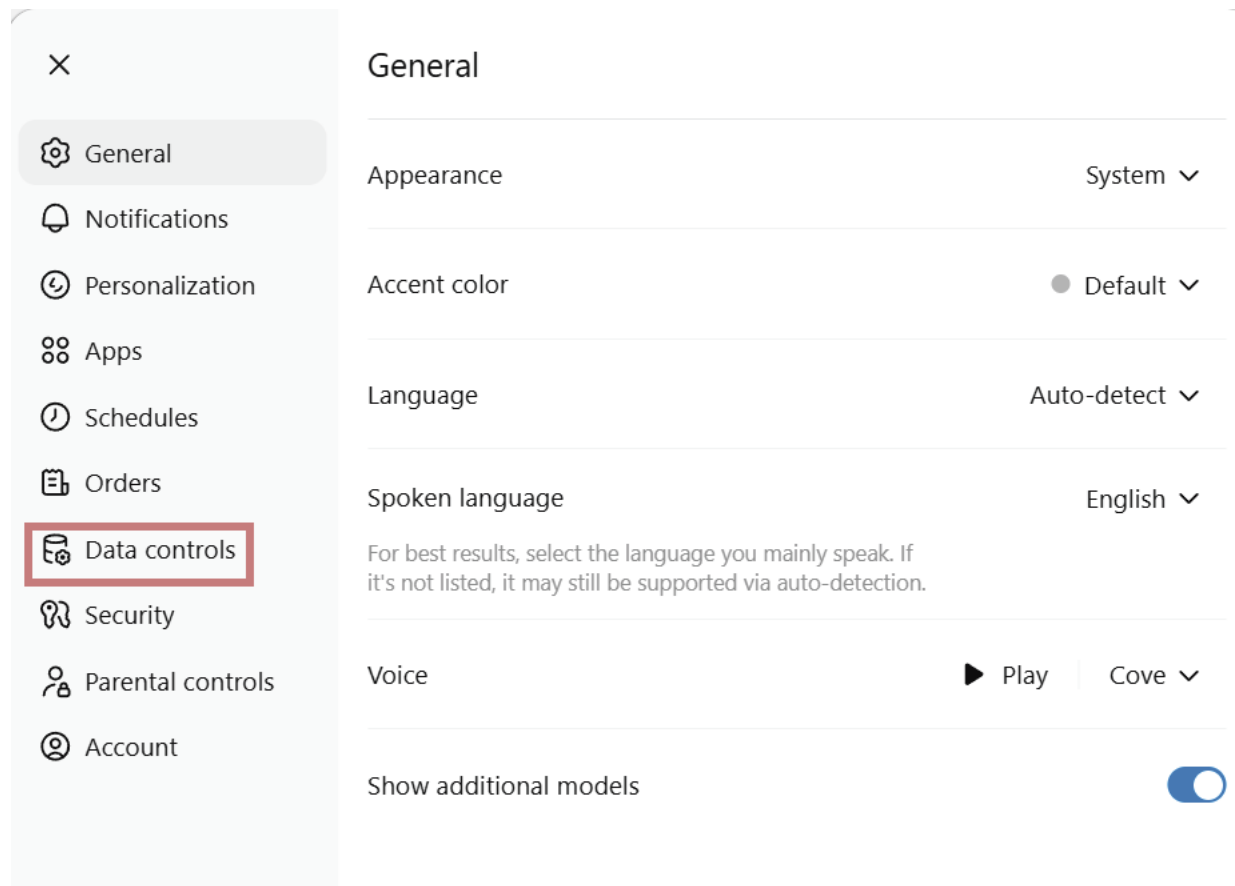
4. Find the Start button at the bottom of the left side bar.
5. Click on the button to open the main menu.



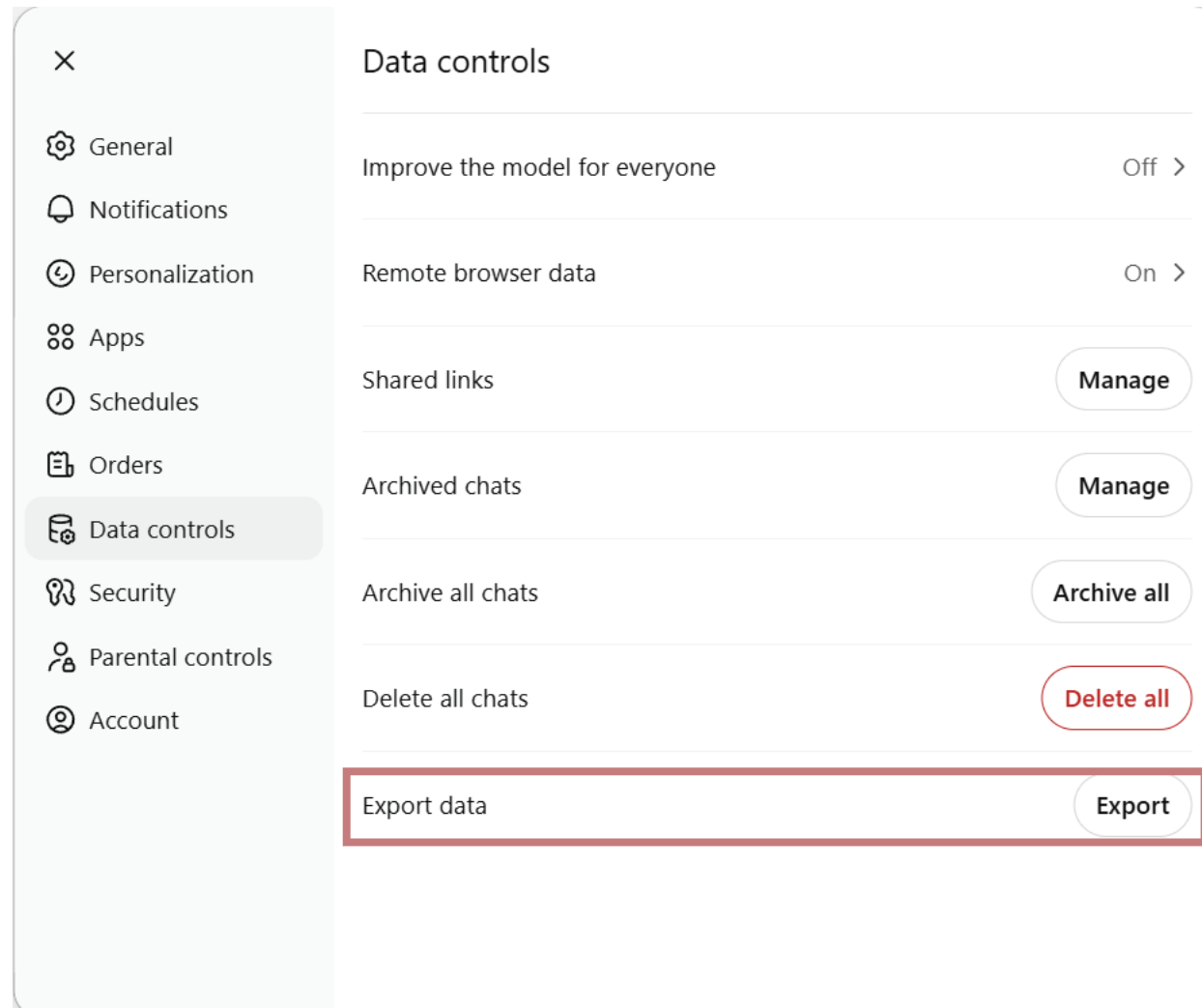
6. Click on the Settings option to open the Settings window.



7. Click on the Data controls option to open the Data controls window.

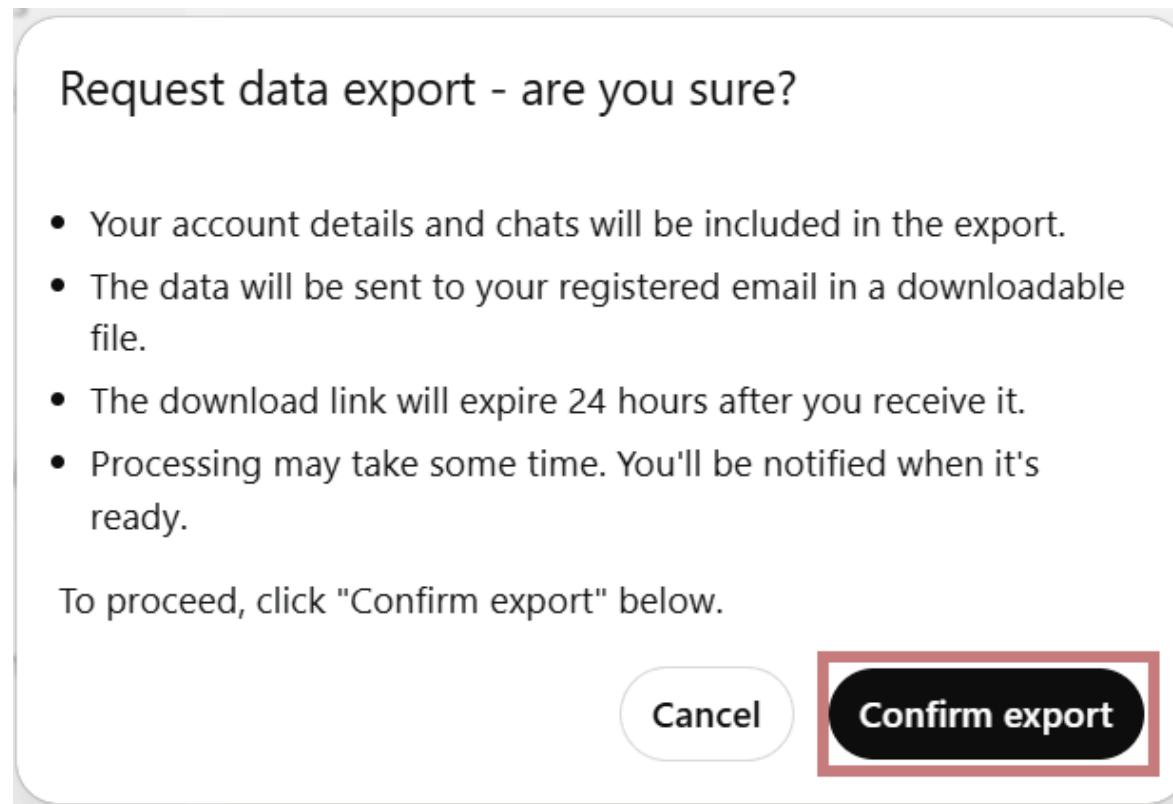


8. Click on the Export button to open the Data Export dialog.

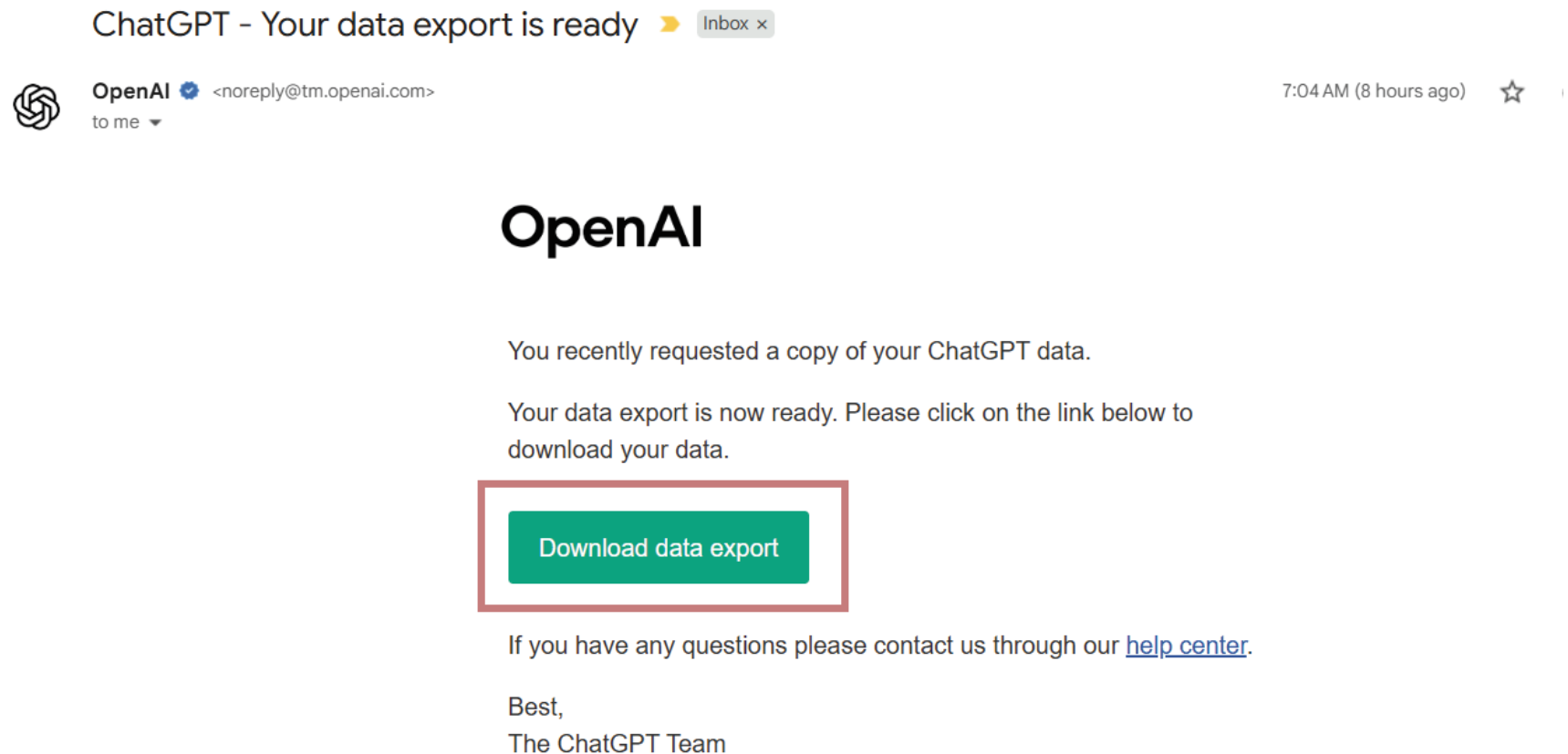


9. Click on the Confirm export button.

10. A green Confirmation notice will be displayed.

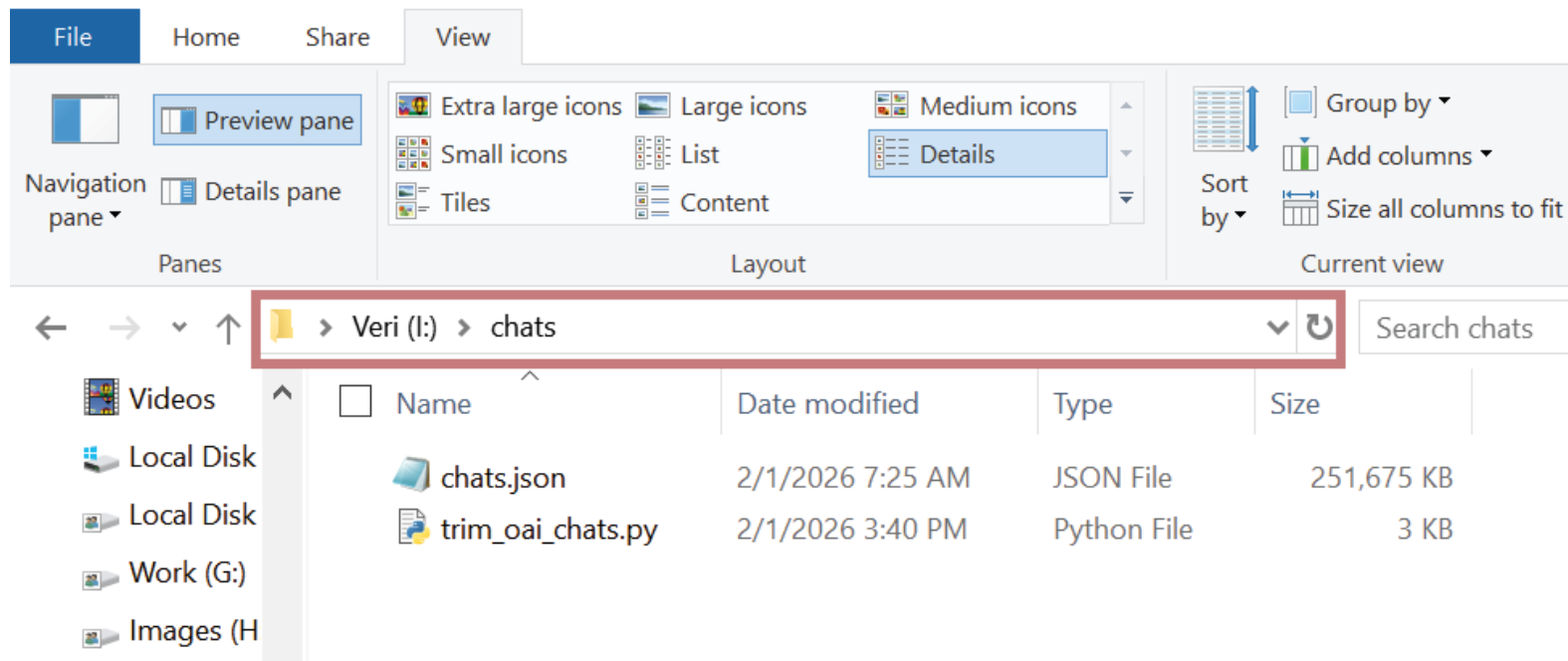


11. When you receive the email, open the email and click on the green Download export data. Navigate to the folder you created in Step 1 and save the file there.



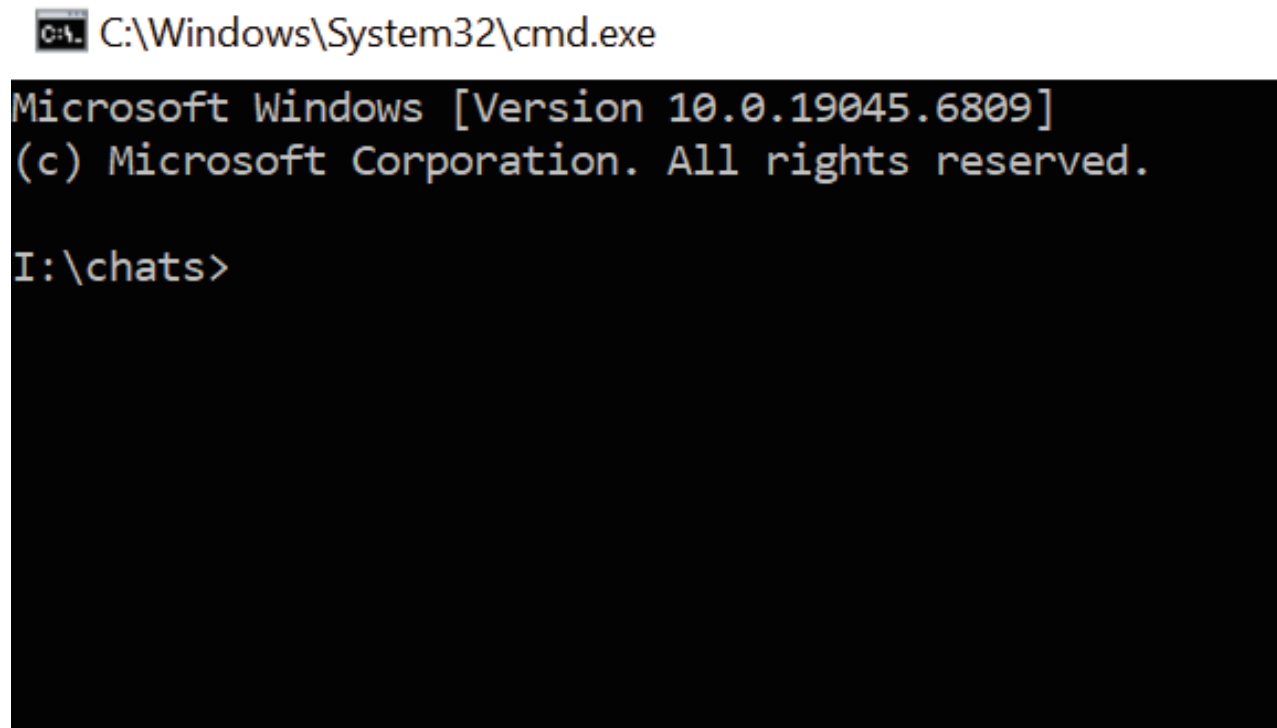
12. Rename the file chats.json.

13. Open your folder in file manager and click in the address bar. Type in the characters **cmd** then press **Enter**.



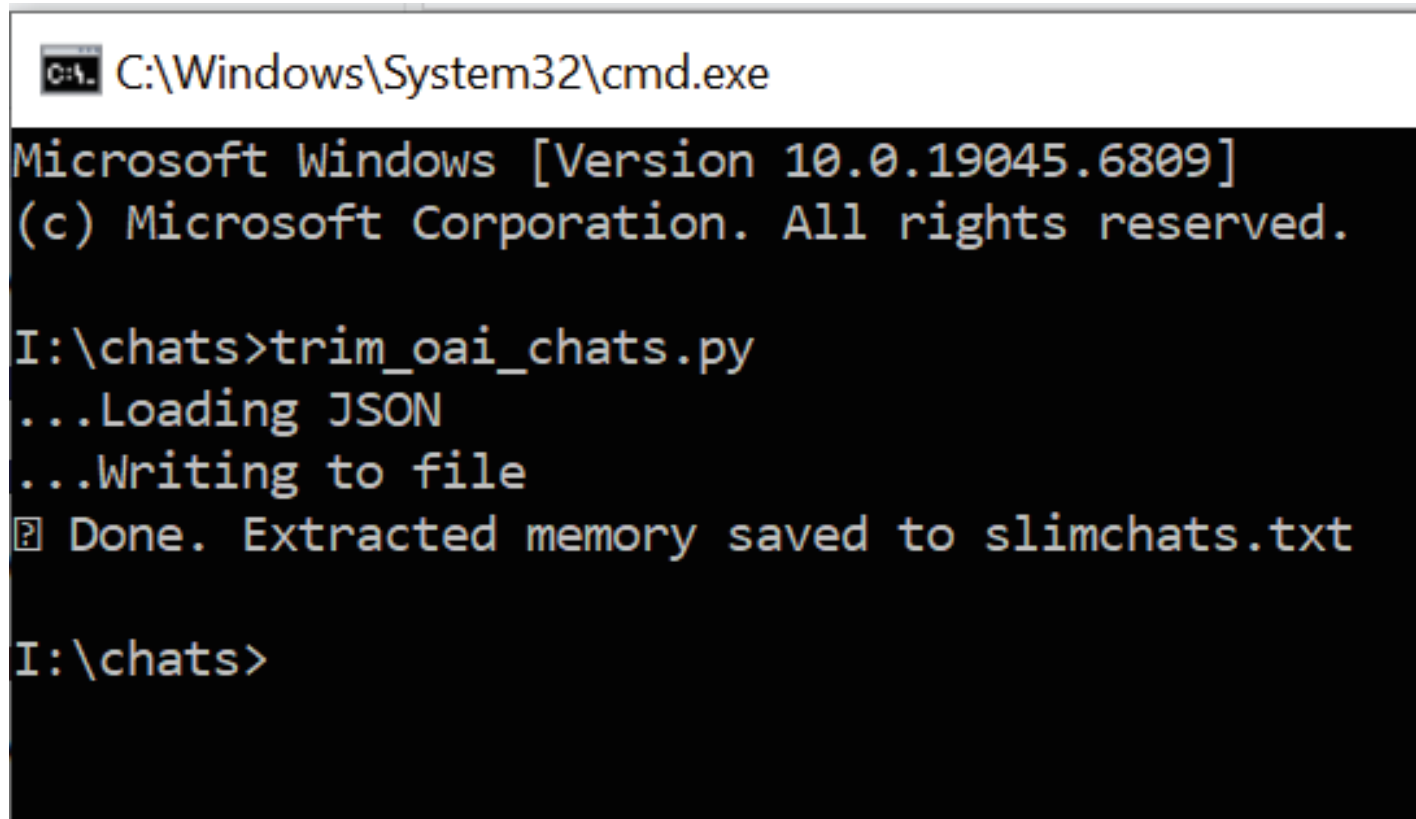
14. The Command Prompt window should open.

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A screenshot of a Windows Command Prompt window. The title bar at the top reads "C:\Windows\System32\cmd.exe". The main text area shows the following: "Microsoft Windows [Version 10.0.19045.6809]" on the first line, "(c) Microsoft Corporation. All rights reserved." on the second line, and "I:\chats>" on the third line, indicating the current directory and the command prompt character.

```
C:\Windows\System32\cmd.exe  
Microsoft Windows [Version 10.0.19045.6809]  
(c) Microsoft Corporation. All rights reserved.  
I:\chats>
```

15. In the window, type *trim\_oai\_chats.py* and then press the **Enter** key.



```
C:\Windows\System32\cmd.exe
Microsoft Windows [Version 10.0.19045.6809]
(c) Microsoft Corporation. All rights reserved.

I:\chats>trim_oai_chats.py
...Loading JSON
...Writing to file
? Done. Extracted memory saved to slimchats.txt

I:\chats>
```

16. The program will start and begin processing the file. The process should take less than a minute. When complete, you will find the new file in the folder named slimchats.txt. Typically, the new file size will be 20%-25% of the original JSON file.

### **EXPORT DATA USING YOUR PHONE:**

In the OpenAI app on your phone, you can find the button to export chats by selecting the down arrow next to your name (at the bottom of the left side bar). Scroll down to find the Data controls button. Press to open the Data controls window. The Export Data button is the second button down in the Data controls window.