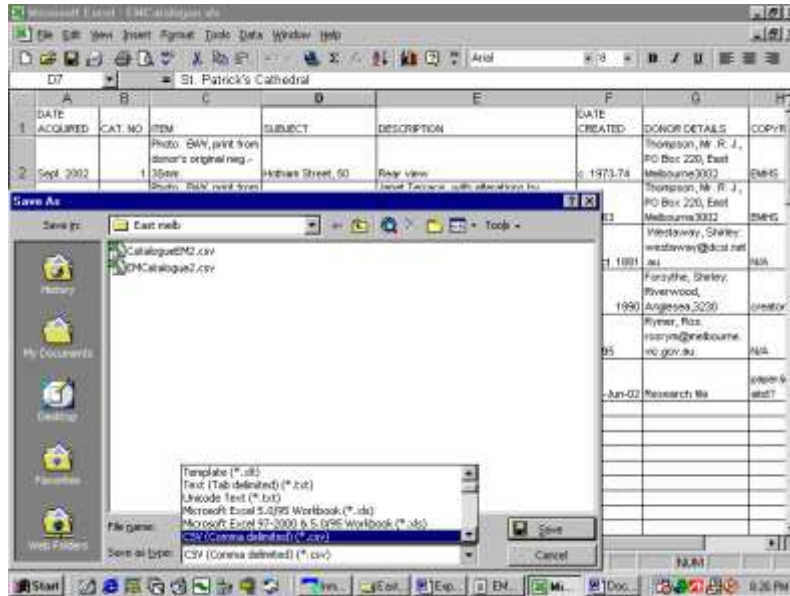


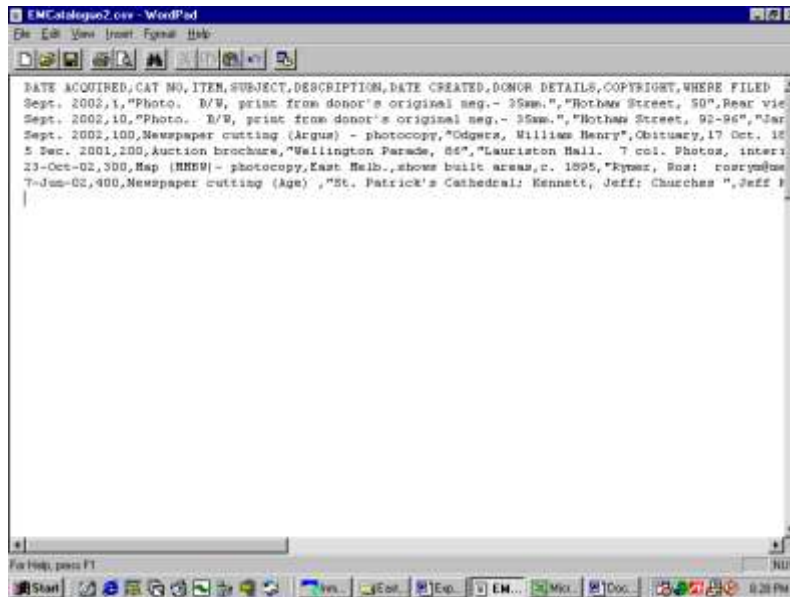
Exporting records from Excel to DB TextWorks

Exporting data from Excel

Save Excel spreadsheet as CSV (comma delimited)

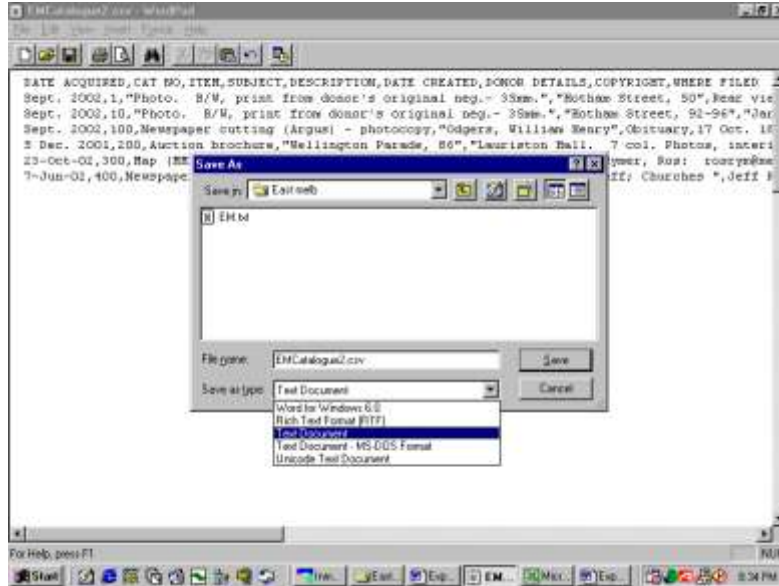


Open the csv file in Word Pad



Each field will be separated by a comma (,)

Save the file as a Text Document

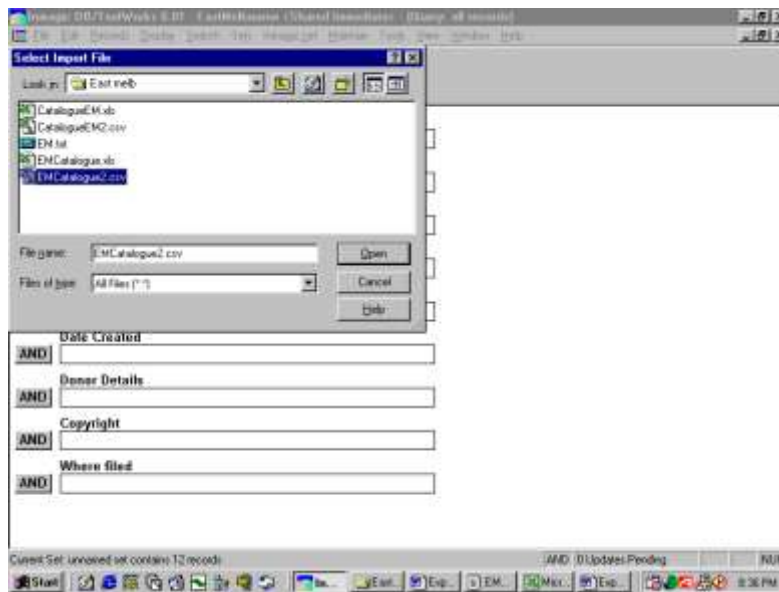


Import records into DB/TextWorks

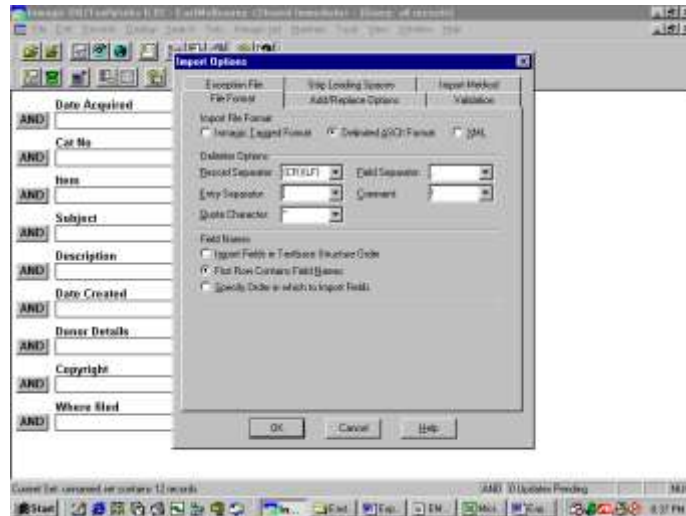
From File Menu

Choose Import

Select required file

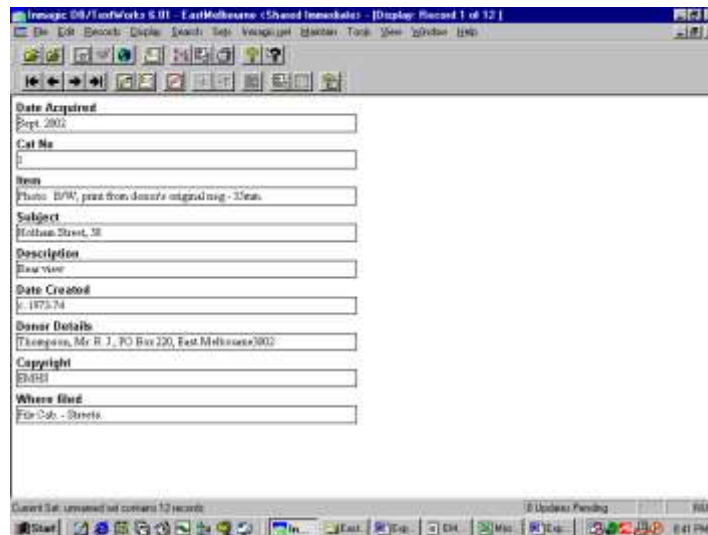


Choose *First Row Contains Field Names* as Fields Name option



OK

Records will then be exported into DB / TextWorks



Things to watch

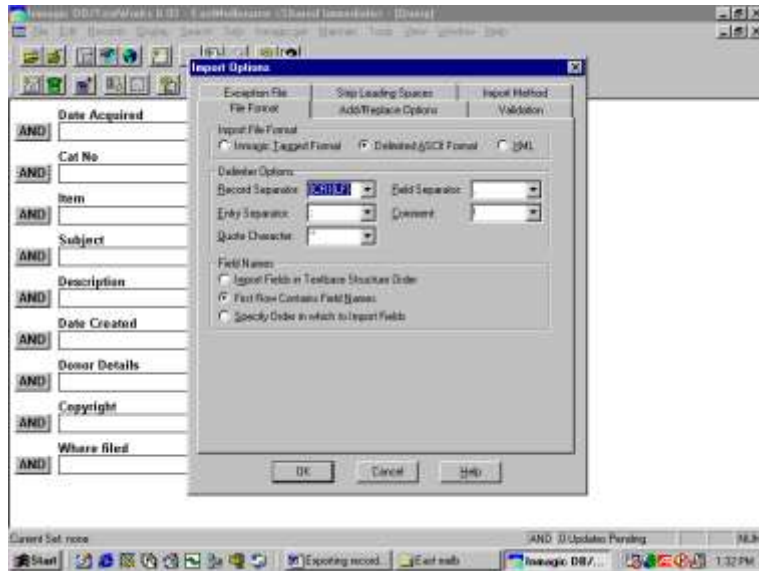
Field Names must not contain punctuation eg. Cat No not Cat. No.

When fields contain multiple terms such as Subjects, more than one author etc the terms must be separated by a separator symbol such as | or ; The symbol used as entry separator must not be used anywhere else in the records.

For example- St. Patrick's Cathedral: Kennett, Jeff: Churches

Do not use enter key to separate items in a field.

When importing into DB TextWorks the separator symbol used must be entered in the Entry Separator box.



Entry in DB TextWorks

