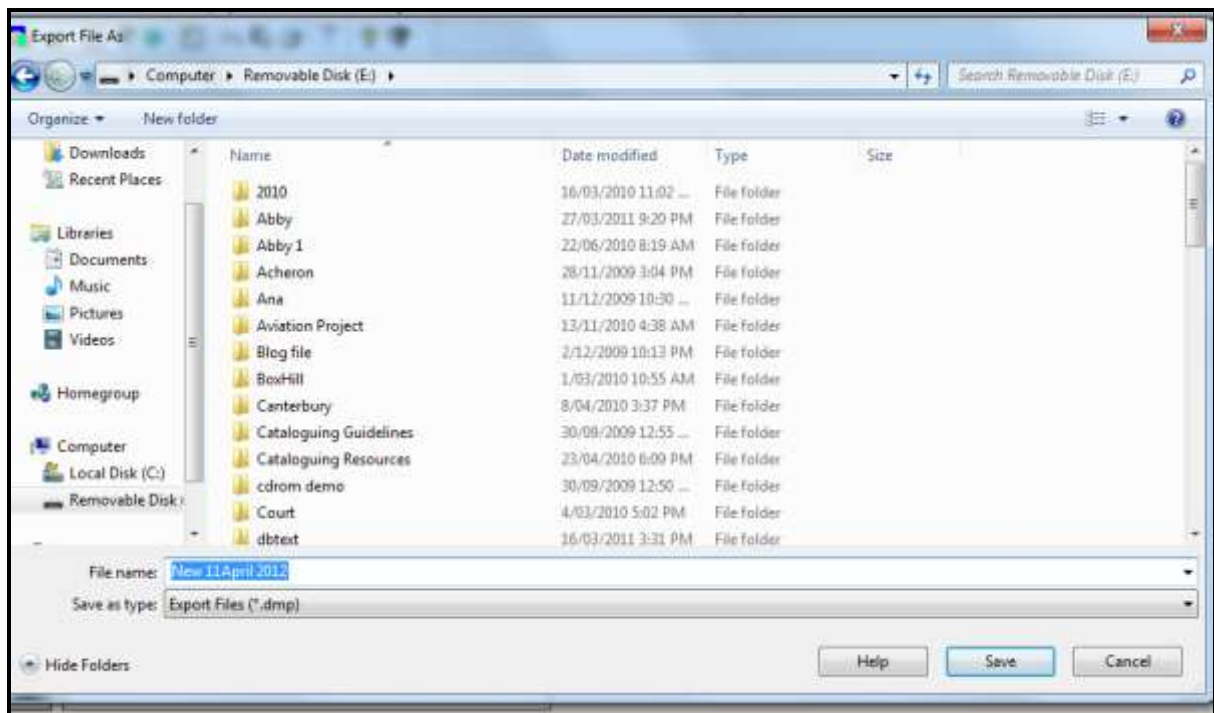


Exporting Records from DB/TextWorks

Insert device on to which the export file is to be stored (eg USB drive) if required

Open the database and search for the records to be exported

- Go to the word 'File' in the menu bar
- Choose 'Export'

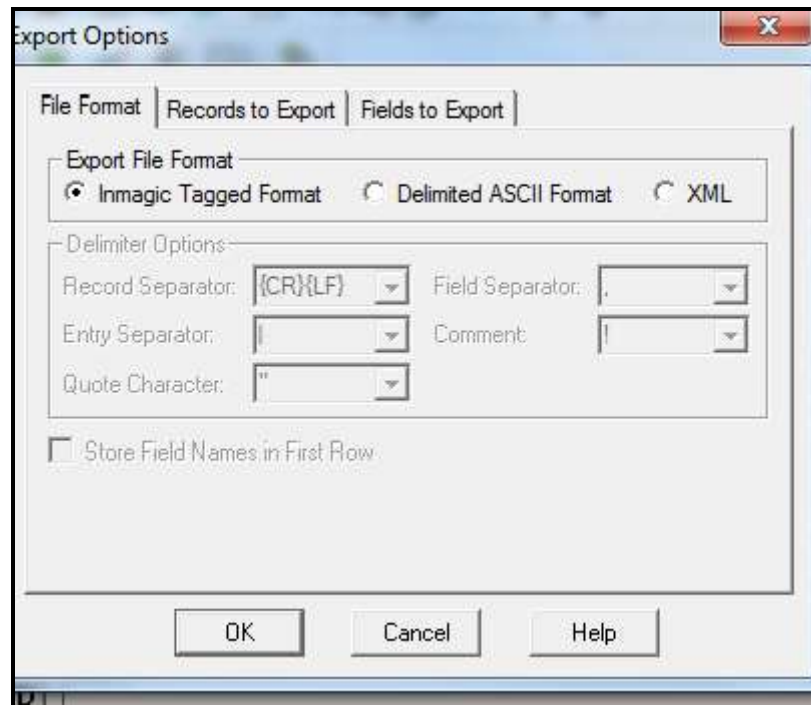


In the 'Export File As' dialog box

- Select where the file is to be saved in 'Save in' box

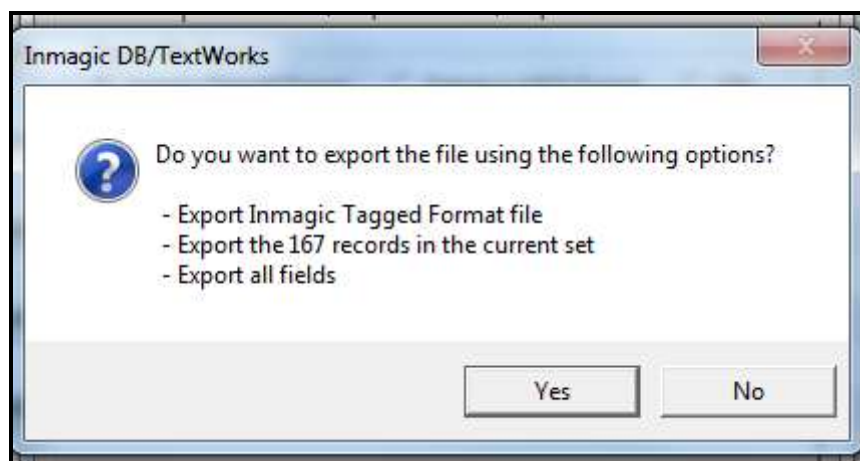
In the 'File Name' box

- Create a name for the export – for example 'New 11 April 2012'
- Click 'Save' button



In the 'Export Options' box

- 'Export File Format' tab – use 'Inmagic Tagged Format'
- 'Records to Export' tab – choose 'Export Current Record Set' or 'Export Entire Database'
- 'Fields to Export' tab – choose 'Export All Fields' or 'Export Subset of Fields' (If using this option select the required fields)
- OK



A message confirming the action will appear. If correct click Yes. Otherwise click No and revise options.