

How do I export data from PastPerfect?

Version 4.0

PastPerfect can export data to the following formats: FoxPro, dBase, Excel 2, Excel 5, Excel/HTML, ASCII, XML, Dublin Core XML, Microtext.

Version 4

1. From the Main Menu, click “Utilities”, then “Export”.
2. In the “From” section, select the PastPerfect data table from which you want to export data.
3. Next to “Fields”, choose to export “All” or “Selected” data fields.
4. Enter the field names, separated from each other by commas with no spaces before or after. You must use the actual field names as listed on the Field Description reports, which is not always the same name as those listed on the catalog screen.
5. Next to “Records”, choose to export “All” or “Selected” records based on a Boolean logical statement. Filter statements must use the field names as listed in the “Fields” section or on the Field Description reports.
Examples:
 - a. To export only the items accessioned in 2004, you would enter the following filter statement: `accessno="2004"`
 - b. Multiple conditions can be included in a filter statement linked with the word “and” or the word “or”. To export records within the years 2001 to 2004, you would enter the following filter statement:
`accessno>"2000" and accessno<"2005"`
6. Next to “Output”, choose the file type you want to export to.
Note: When exporting data to Excel, each field is limited to 254 characters. In most cases this won't be a problem, except for data in unlimited memo fields like Description and Notes. If you want to export data that is longer than 254 characters, please choose the Excel/HTML option. This export creates an HTML (.htm) file that is opened in Excel. To save this file as an Excel file (.xls), please use the Save As option in Excel.
7. In the “File Name” section, you may enter a full path name for a location on your computer or network. We recommend using the default path, `c:\pp4reports`, to make it easy to find your exported files.
8. To complete the Export process, click the “Export Now” button.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!