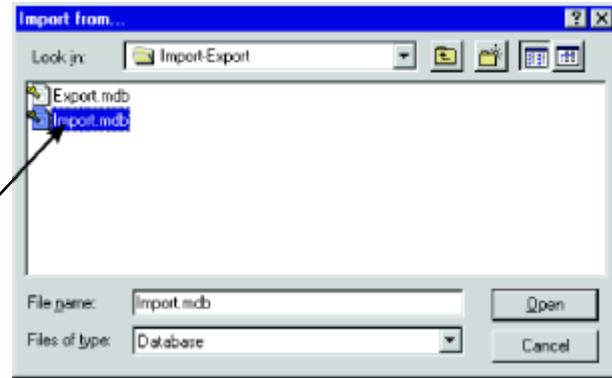# Importing and Exporting
Using the Import and Export utilities

1 Importing and exporting in the WeldOffice® software is used to share records between computers that are not utilizing the networking capabilities. Additionally, the export feature is also used to publish the records to an HTML format for web display or an ASCII Text format for a simple data display.
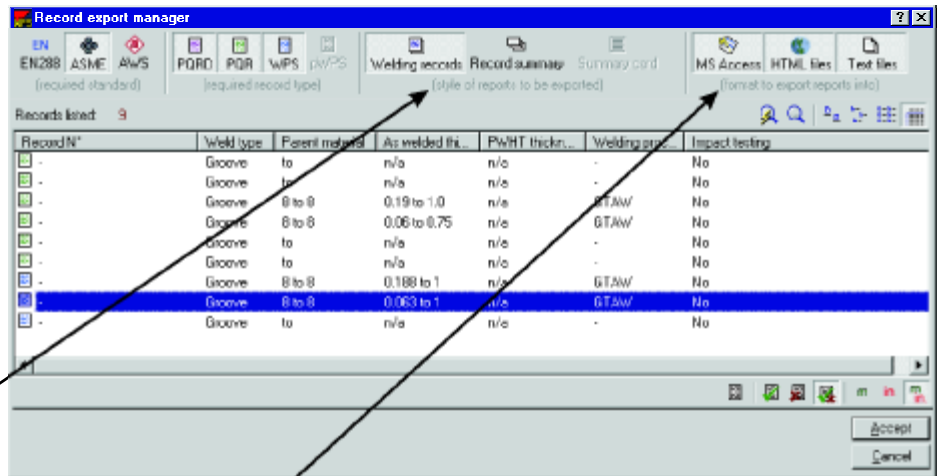
2 To open the **Import** dialog box, click on **File / Import**.

3 Importing may only be done with Access database files exported from other WeldOffice® software installations. To import a file, locate it on your hard drive using the **Import from...** dialog box. When the file has been located, double-click on it and the software will begin the import process.

4 When the Import Progress bars disappear, the import will be complete. To open the imported files, click on **File / Open** and double-click on the new record(s).

5 To export records, click on **File / Export**. This will bring up the **Record export manager**. If more information is needed on how to select records in a Record Manager, see page **1.1 Finding / Opening Records**.
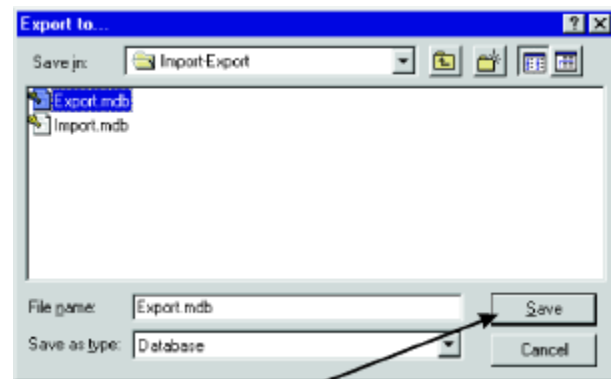

6 Locate the desired record(s) to be exported. Then specify the "style of report to be exported".
-**Welding records** will export a complete welding record.
-**Record summary** will export a summary of the selected record(s).
-**Summary card** will export a summary card of the selected record(s).
For more information on the content that appears on summary reports and cards, see page **1.7.4 Selection Lists**.

7 The final step is to specify a "format to export the reports into".
-**MS Access** is to be used when exporting a file that is to be imported into WeldOffice® software.
-**HTML files** are to be used when the report format is to be viewed on a web browser (such as web posting or emailing).
-**Text files** are to be used when a simple

8 When the desired selections have been made, press the **Accept** button and an **Export to...** dialog box will appear. Specify a location to save the exported file and then press **Save**.