



## **Exporting Translation Office 3000 3D Data**

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# 1 Exporting data from TO3000

TO3000 data can be exported to TXT, XLS(X), CSV, HTML, RTF and PDF file formats. There are two alternative data export procedures:

- **Simple data export** from, using Local Report options. This can be done almost with any TO3000 window. For details please see [Simple data export](#).
- **Custom queries export**, which exports data directly from the TO3000 database with the help of Custom Queries. This is the most flexible data export method, which allows exporting almost any scope of data. Custom queries export is available only for holders of the TO3000 3D Advanced license. For details please see [Advanced data export](#).

In both export cases we recommend using CSV format, since working with data in CSV tables is more convenient.

## 2 Simple data export

To export any table from [TO3000](#):

1. Open this table in [TO3000](#).
2. Click **Export** button in the upper-left corner of the window.
3. Select export format and click **OK** button.

To export **Custom Reports**:

1. Click **Reports** at the bottom of the screen.
2. Select a custom report in the list.
3. Click **Export** button.
4. Select export format and click **OK** button.

## 3 Advanced data export

You can export [TO3000 3D](#) data by running SQL queries to [TO3000, 3D](#) database and then exporting their results. Custom queries can be saved for later use. [TO3000 3D](#) contains a number of pre-designed queries. For more information on creating new queries, please refer to [Custom Queries Guide](#).

To export a query from [TO3000 3D](#):

1. Run [TO3000 3D](#).
2. Open **Advanced Settings** from the Backstage and select **Queries** section.
3. Select a query from the list. Query names generally indicate what kind of data each of them extracts from [TO3000 3D](#) database. To view details about a query, click **Edit** button.
4. Click **Export Data** button.
5. Select export file format and configure formatting settings.