

R.O. Writer™

Technical Document: Export Email List to Excel
Rev – 1.16

Click on Start>Programs>R.O. Writer>Support Tools

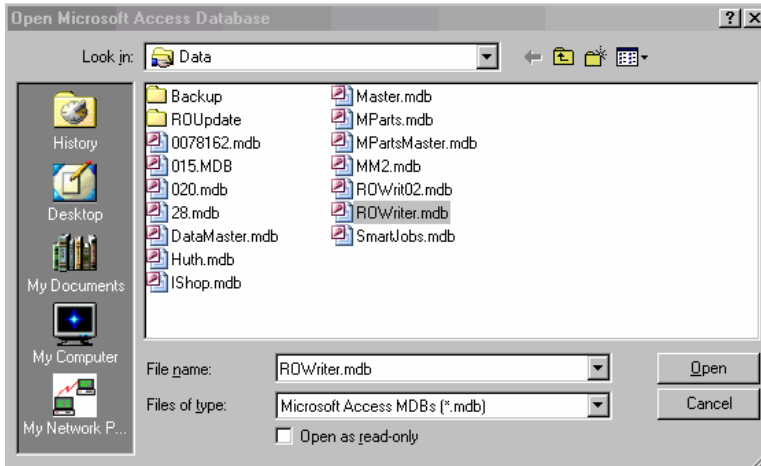
In support tools, select **Database Utility**.

The first time the utility is opened, you may get a prompt to add system.ini yes or no. Answer no.



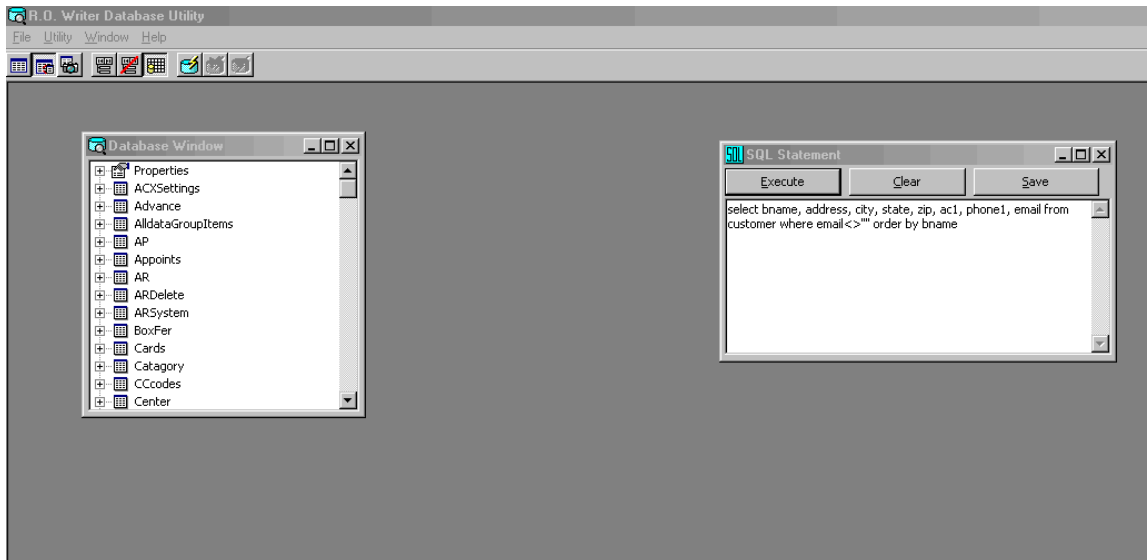
You'll notice a set of 6 buttons at the top that are not grayed out. On the first set of three, be sure the middle one is pressed. On the second set of three, be sure the last one is pressed like the picture above.

Select **File>Open DataBase, Microsoft Access** and navigate to where your data file is. Usually c:\program files\rowriter\data and open the rowriter.mdb file. If you've already opened the database here previously, the system remembers and you should already see that location on the File menu at the bottom. You can simply click on that link and it'll open your database.



If you are unsure of where your data is and it's not in the default location, you can check your data location in the configuration module under file and data locations.

Once the database is open, you'll see a list of tables open up in a window.

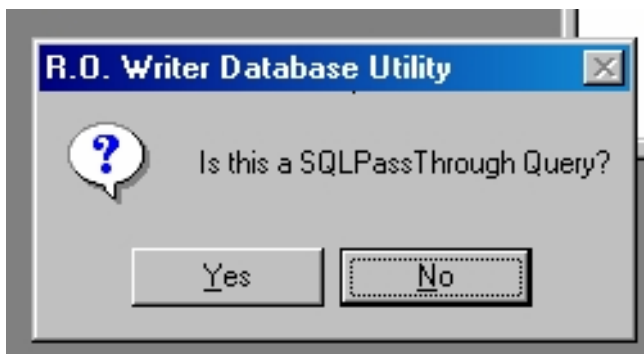


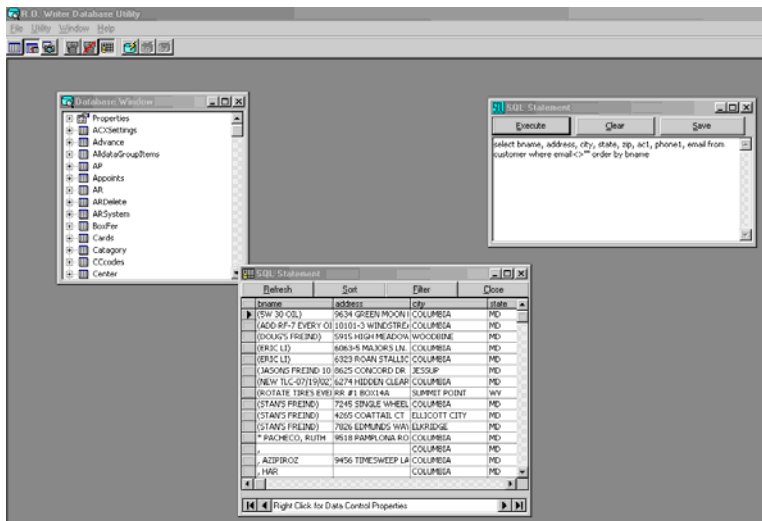
You will also see an SQL statement window. Click in that box and type or copy and paste the following SQL statement:

```
select bname, address, city, state, zip, ac1, phone1, email from customer where email<>' ' order by bname
```

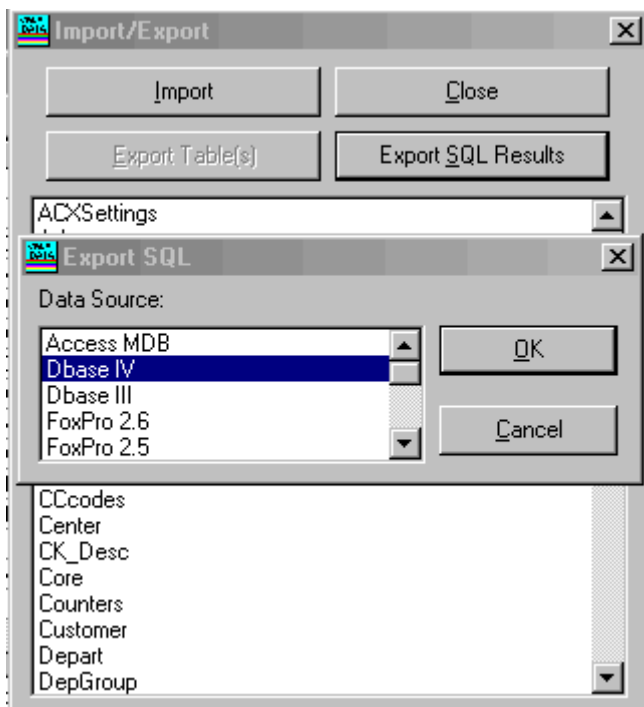
You can omit any of the above fields if you don't find them useful.

Click execute and answer no to the question:



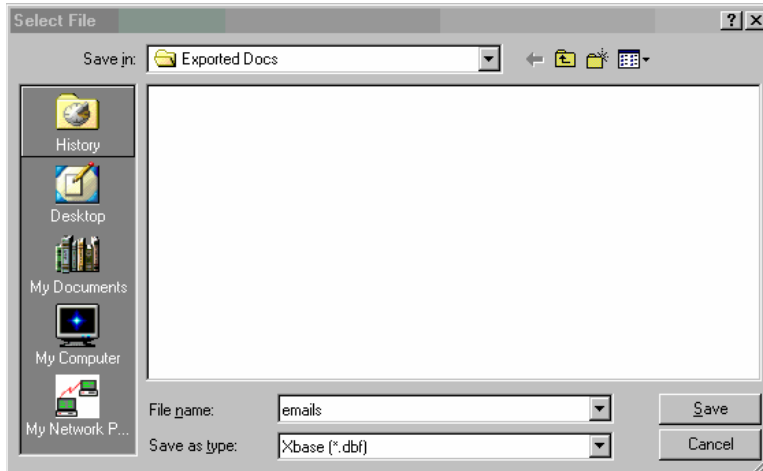


Once the data requested appears on the window, select **File** in the top menu and select **Import/Export**. Select **Export SQL Results**, select Dbase IV as the Data Source and select **OK**.



NOTE: The reason we use Dbase IV instead of Excel is that the available versions don't work here. We will be able to open a Dbase IV file (dbf) in Excel.

You now need to change the Save In to where you want this file to be saved. I suggest selecting My Documents. Then, type in a name for the file such as emails (no spaces, special characters, and the file name needs to be 8 characters or less). Select **Save**.



Select **OK** on the following prompt.



Select **C**lose and click the X in the upper right hand corner to close the database utility program.

Now Open the Microsoft Excel program. Select **F**ile and **O**pen. Change the **F**iles of **t**ype to all files. Change the **L**ook **i**n window to My Documents or wherever you chose to save the file and you should see the file you saved which will be a dbf file such as emails.dbf. Click on that file and select **O**pen.

Once you have the file open, you may want to save as an excel (xls) file for future access. Click **File**, **Save As**, and change the **Save as type** to Microsoft Excel Work Book (*.xls), which is at the top of the list and select **Save**.

