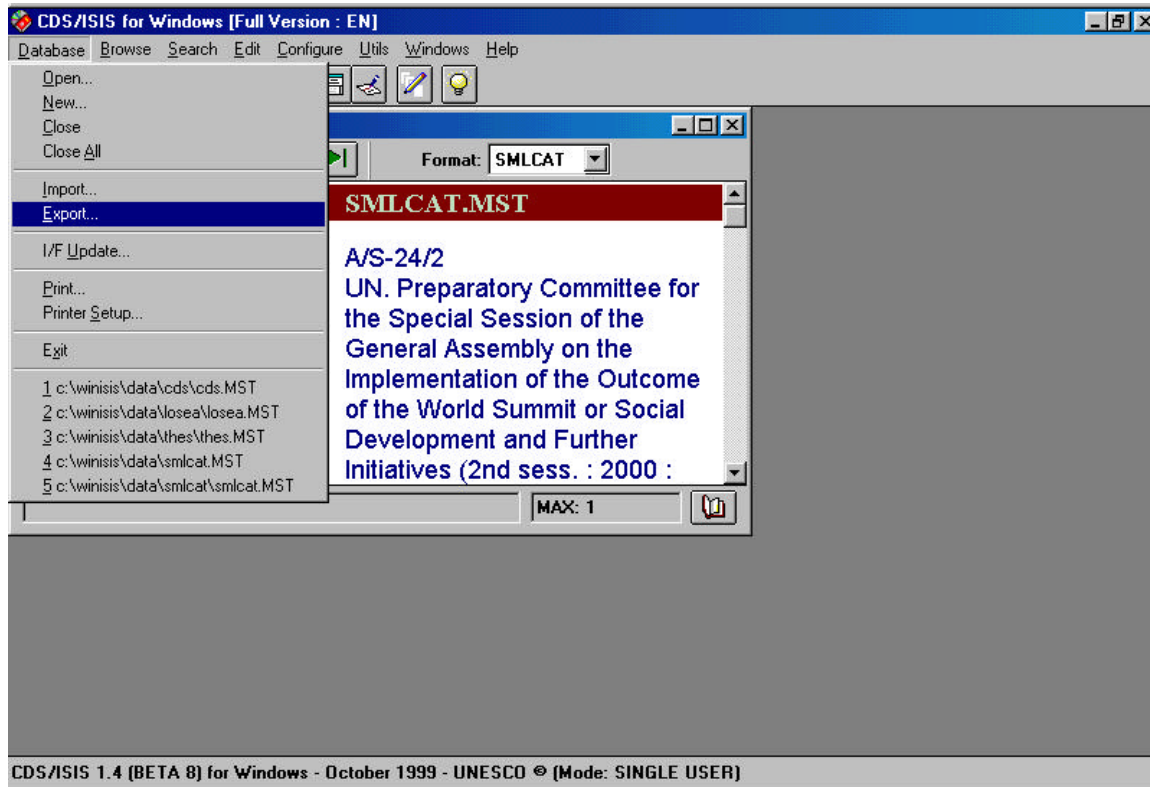


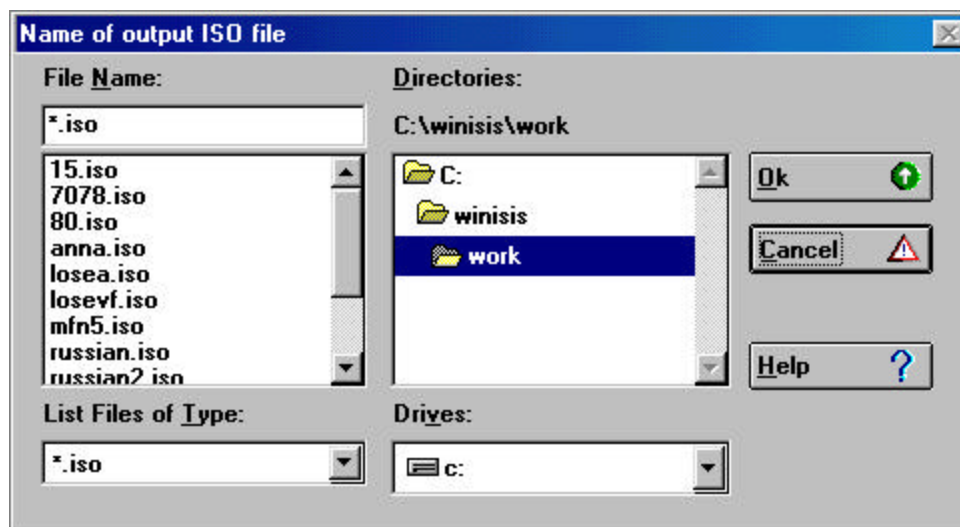
INSTRUCTIONS FOR EXPORTING RECORDS

Exporting records means that you are going to make a copy of some specific records and that you will be able to send them to other libraries, for exchange, verification, etc. You may think of it as the equivalent as a SAVE, or SAVE AS command that will allow you to save a file in other application.

From the **Database** pull-down menu, select the option **Export**

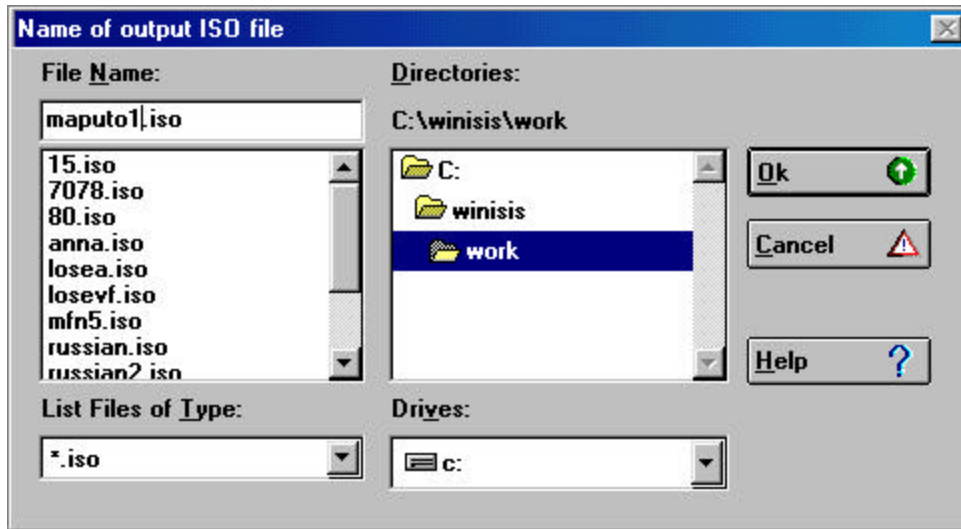


You will open the same type of screen as you usually do in any Windows application when you want to save a file

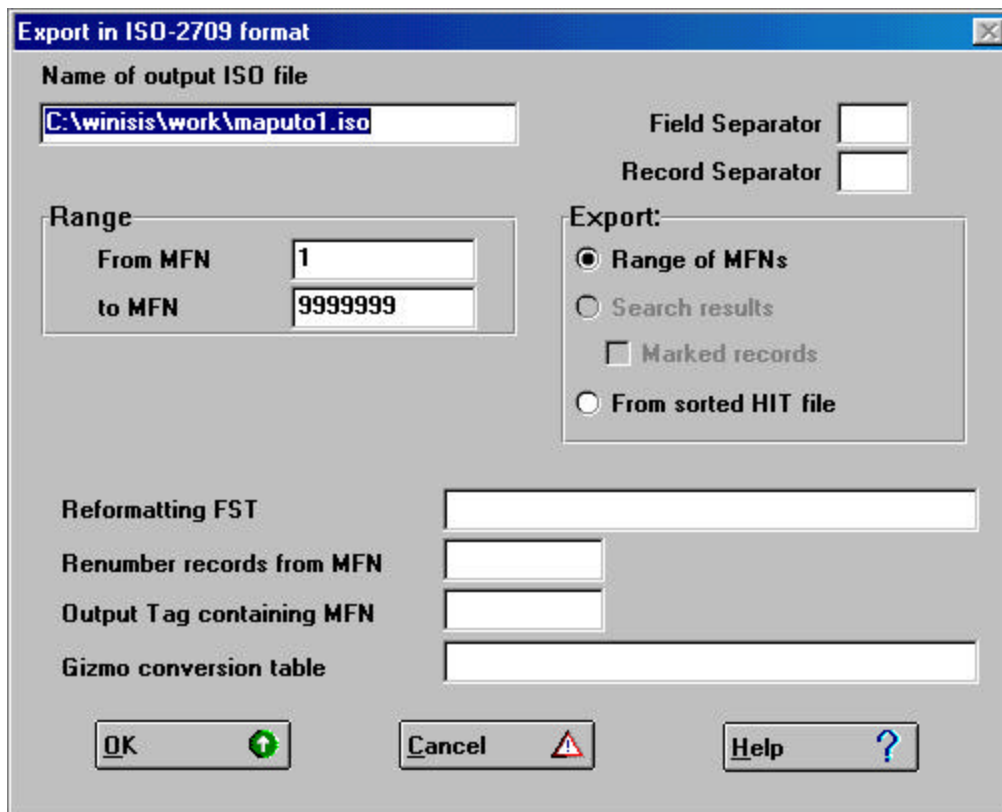


The default directory will be C:\WINISIS\WORK. Files must be saved in a **.iso** format, which is also the default format.

You can name your file by the name of your library or duty station if you wish, and number the file, eg. maputo1.iso or any other naming convention you may wish to use. Then click on OK.



This will bring up the following screen:



Basically, all you need to be concerned about is specifying the MFN number or range of MFN numbers that match the records you wish to export. If you do not specify anything, all the records included in your database will be exported. Then click on OK.

Export in ISO-2709 format




Name of output ISO file
C:\winisis\work\maputo1.iso

Field Separator
Record Separator

Range
From MFN 3
to MFN 27

Export:
 Range of MFNs
 Search results
 Marked records
 From sorted HIT file

Reformatting FST
Renumber records from MFN
Output Tag containing MFN
Gizmo conversion table

OK  Cancel  Help 

You will obtain a file which you can attach to an email message as any other email attachment. Remember that you saved your file as C:\WINISIS\WORK\maputo1.iso.