mls	**Exporting the Library Catalogue to a CSV File Format**	**ID:** 049 **Version Number:** 1.0 **Date:** 05/10/09

Purpose: To clearly document the processes of exporting the library catalogue from your Junior3 / Eclipse2 and Eclipse.NET / Junior.NET software to a CSV file.

Exporting to CSV from Junior3 \ Eclipse2:

1.0 Log into the librarian area of **Junior3 \ Eclipse2**

1.1 Ensure the **Catalogue** page is displayed

1.2 Click on **Tools / Export**

1.3 From the file type drop down list, select **Comma Separated (*.csv)**. Give the file a relevant **file name** and ensure you save it to an easily accessed location; in the below example the **Desktop** location has been chosen. As default it will try to save the file to the **C:** drive.

1.4 Once completed, click **Save**

Micro Librarian Systems LTD **Tel:** 0161 449 9357 **Email:** support@microlib.co.uk

Exporting to CSV from Ecilpse.NET / Junior.NET:

2.0 Log into the **Management** area of **Eclipse.NET / Junior.NET**

2.1 Ensure the **Resources** page is displayed

2.2 Click on **Tools** from the top menu bar, and select **Export**. Select the **Comma Separated Values (CSV)** option and click **Export**

2.3 By default the **CSV** file is named **export.csv**. Click on the **Save** button to save this file to a location of your choice

2.4 Select the location you wish to save this file to and, if required, change the name of the file to something more recognisable than **export.csv**, but please do ensure the .csv file extension remains part of the file name.

2.5 Click **Save** to complete the export.