Exporting Data to an Excel Spreadsheet

It's easy to export your data from CatBase to an Excel spreadsheet. This Tutorial walks you through the steps.

Setting up a Publishing Stylesheet

1. Select the table that you want to export the data from.
2. With the list of records displayed, expand the **Publishing Stylesheets** topic on the left of the window.
3. Click **New Publishing Stylesheet**.
4. Enter a name for your Publishing Stylesheet into the **Publishing Stylesheet Name** field.
5. Go to the **Preferences** tab.
    1. Select **Excel** from the **Default Publishing Destination** popup.
    2. Select a Sort Order from the **Sort Order** popup, or click the **New Sort Format** button to create a new Sort.
6. Go back to the **Paragraphs** tab.
7. Right-click or Ctrl=click in the Paragraphs area and choose **Add a new Paragraph**.
8. Enter a name for your new Paragraph in the **Paragraph** dialog. Don't worry about selecting a Style Sheet.
9. Click the **Save** button.
10. Right-click/Ctrl-click on the new Paragraph and choose **Add an Element**.
11. Select the field that you want o include as the first column in the spreadsheet, or select another Element type (note: you can't include pictures).
12. Go to the **Tables** tab.
13. Note that the field name is shown in the Column Header area. Change this if you want to.
14. Click the **Save** button.
15. Now simply add additional fields **to the same Paragraph**. Each field you add will create a column in the spreadsheet.
16. If you want to re-order the Elements, simply drag and drop them up or down in the list.
17. To choose a

NOTE! You must add only ONE Paragraph to the Publishing Stylesheet.

Creating the Spreadsheet

When you're ready to create the spreadsheet:

1. Select the data that you want to include - e.g. all the records in the data table, or selected records.
2. Click the **Publish** button at the top of the list and choose the appropriate publishing option (by Main Category or not).
3. In the **Publish Data** dialog, select the Publishingn Stylesheet that you created.
4. Click **OK**.
5. Enter a name for the spreadsheet and choose where you want it created.
6. The spreadsheet will be created.

Learn More

Learn about Publishing Stylesheets.
Learn about Elements.
Learn how to automate your publishing projects.