



Instructions

Importing and Exporting

Your *SUNRISE Contacts 2017* software is a powerful tool for exporting and importing information (as it should be in order to allow you to re-use your data in other applications). First, let us look at the exporting capabilities of this database package. Later we shall look at importing records.

EXPORTING RECORDS

Step 1. Export Options

When exporting information from the main Contacts database, you have three options:

ALL RECORDS

Exports all relevant modifiable fields in all records of your database

CURRENT RECORDS

Exports all relevant modifiable fields for records in the current found set.

MAIL MERGE

Exports fields needed to create a mail merge with a Word document.

For Lookup databases (with the exception of certain List Lookup databases with pre-entered data such as postcodes that doesn't allow for exporting), the export option is automatically set to CURRENT RECORDS.

To select the option, go into the Preferences page through the Help menu and click the button that says *Options* under the heading Export.

Step 2. Export File Type

To set the export file type (i.e., the file format of the exported file, such as Tab-delimited text, comma-delimited text, Microsoft Excel and FileMaker Pro):

1. Look for the *File Type* button under Export within the Preference page.
2. Click on this button as many times as required until your preferred file type.

NOTE: The *File Type* button will also determine the export file type of all Lookup databases.

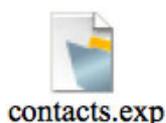
Step 3. Exporting the records

Once you have completed Steps 1 and 2, you are ready to export records from SUNRISE Contacts 2017:

1. Choose a layout in the database you want to export the records from (exporting is likely to be table or layout specific to the fields shown).
2. Choose *Export* from the File menu.

When exporting information from any of the databases in the SUNRISE Contacts 2017, the file name is automatically set to “[filename of database]_[layout name].exp”, where “.exp” is the three letter file name extension representing an export file, whereas [filename of database] is the file name of the database you are exporting from.

For example, a file called “contacts_calendar items.exp” means you have an export file containing record data from the calendar items table layout in contacts.fmp12.



You should find this export file in the same folder as the database from which it was exported. If not, check to see if it is on the desktop (usually the case if you happen to be working with the database on a network).

IMPORTING RECORDS

Step 1. Specify the field names for importing

When importing a file, the databases of SUNRISE Contacts 2017 are designed to recognize specific field names. If you need to know the names of these fields:

1. Set the Export option in the Preferences section to CURRENT RECORDS, and choose a layout to export data. Choose *Omit* in the *Records* menu followed by Show Omitted to just export one record.
2. Choose *FileMaker Pro*, *Microsoft Excel* or *DBF* as the export file type.
3. Choose *Export* from the File menu.
4. Inspect the exported file. It will tell you the field names. You can also rename this file to [name of exported database].imp and copy/paste data directly into this file from another source so that you can easily import back into the database in SUNRISE Contacts 2017.

5. For selected Lookup databases that cannot be exported (you won't need to export), the field names shown on the layouts are a good guide.

NOTE: The field order should not matter when importing information into SUNRISE Contacts 2017. The field names can also be in UPPER or lowercase depending on your preference.

Step 2. Importing the records

To import a file from another database into your chosen SUNRISE Contacts 2017 database:

1. Place the import file inside your SUNRISE Contacts 2017 folder.
2. Change the name of the import file to [\[name of database\].imp](#). For example, if you are adding new Australian postcodes into the Postcode Lookup database called [postcode.fmp12](#), rename the import file to [postcode_australia.imp](#).
3. Open the database you want to import data into from the import file.
4. Choose *Import* from the File menu.
5. Inspect the new records. The new records should appear in their own current found set of records.

If you find any problems and want to re-import the file after making a few modifications to it, choose the Delete All menu command under the Records menu to delete all the imported records. Then re-import the file.

Importing a non-FileMaker Pro database

When exporting information from an old non-FileMaker Pro program/database, use the *Tab-Delimited* text file option (or Microsoft Excel if it is available) for easier importing into the SUNRISE Contacts 2017 database.

Importing a FileMaker Pro database

If you are exporting data from an old FileMaker Pro database (perhaps an earlier version of SUNRISE Contacts), then don't. Unless the field names are different and you can't change the names to suit SUNRISE Contacts 2017, your SUNRISE Contacts database should be able to read the FileMaker Pro file format without needing to convert it to another file format. This ensures that any pictures, movies and sounds you may have stored in the old FileMaker Pro database are properly imported.

In the case of an older [contacts.fmp12](#) database from a previous version of SUNRISE Contacts, the *Import* menu command under the Preferences page

is specifically tailored to import data from [contacts.fmp12](#). It will include all archived documents, photographs, movies, pictures, sounds, label designs, financial information, etc. We recommend that you set the current record set to *Find All* records in the old database, then close it; rename the old database to [contacts.imp](#); place the old database inside the folder containing the new database; and open the new [contacts.fmp12](#) database for importing the data. Go into the Preferences layout and select Import for all the data to be imported.