

Export Accession data to ASCII text format:

1. In "View data" mode, click the "Report" button at the bottom of the data screen.
2. A box will appear to set up report options. Choose "Show data from each record." Then click the box that reads "Set record information."
3. After selecting what is to be included in the report, click on the "set options" box at the right of the box. In the box that appears, click the box that reads "Use export format" and then "OK." You will then be taken back to the previous box. Hit "OK" in this box also.
4. In the next box click "Do report."
5. On a Mac, once the report appears, under "File" next to the Apple menu, you can choose "Save as text file."
6. On a PC, once the report appears, click "File" and choose "Save as text file."
7. If given the option for delimiters, please choose either "Other" and enter tilde (~) or choose "Tab."