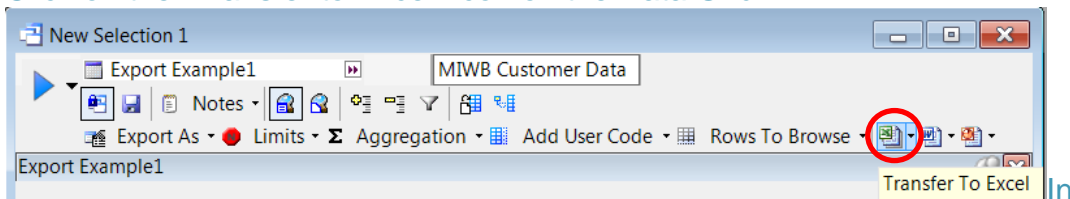# dun & bradstreet

How to Export Records

There are three options for exporting your data. If you have less than 10K records, you can use the Transfer to Excel.

Exporting a Data Grid to Excel (<10K Records):

1. Click on the "Transfer to Excel" icon on the Data Grid

In Market Insight the default view in a Data Grid will display 1,000 records. If you are transferring to Excel and want to view more than 1K records, you must first change the "rows to browse". You can increase the rows to browse; however, it's a best demonstrated practice to only export <10K records using this method. To export larger numbers of records, use the Export options outlined below.

2. The default view of Column Headings is the "Description" meaning the text description of the variable will be displayed and exported. If you want to export the "Code", right click on the column header name and then "Change Column to Display Codes".

   Tip: If you want to see both the code and the description, add the variable to your data grid twice. Leave one column set at Description and one column set to Code.
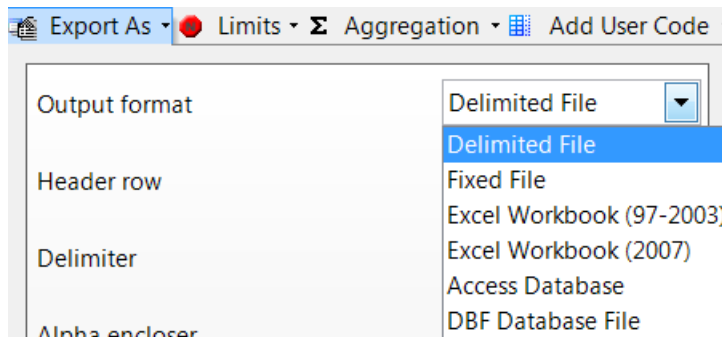
For files with more than 10K records, you should use one of the two options listed below.

Option 1: To Export >10K Records:

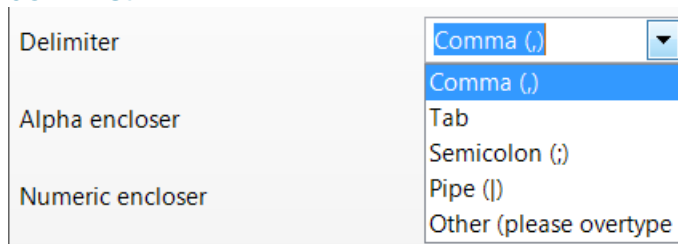1. Click on the Export As button to define how you want the file exported.
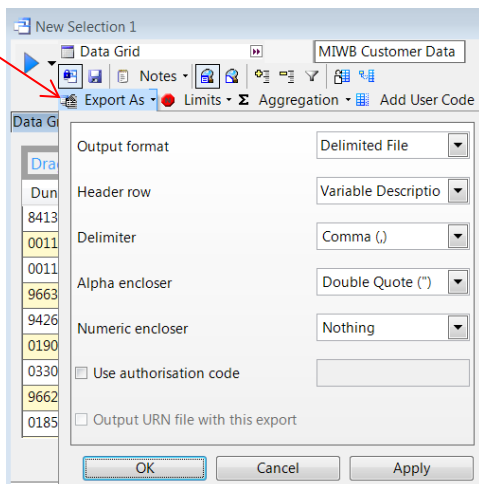
Output Format: Determines the type of file to export. Select from the drop down list.
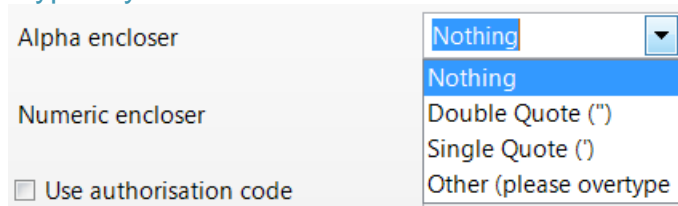

**Header Row**: If applicable, determines what headers are included. I typically leave the default.

Delimiter: Determines the characters used to delimit the file, select from the drop down list.

Alpha Encloser/Numeric Encloser: Make your selections from the drop down list. I typically leave the default.

2. Once you made all your choices, click Apply and then click OK.

3. Rename the file in the box at the top left space in the Data Grid screen.
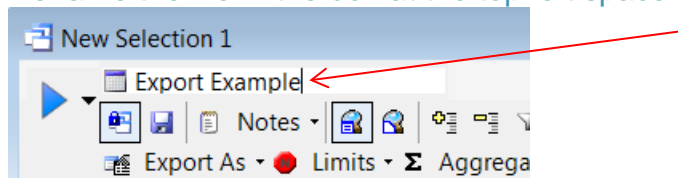

4. Save your Data Grid by clicking on the icon in the far left of the box where you have named it and dropping it in either the public/private or export folder. (Reminder, the folders are located in the **File Explorer** Tab).

The data file you have exported is on the Market Insight Server, you need to transfer the file to your PC in order to view it. To transfer the file to your PC, highlight the file right click to **copy** and then **paste** it in any of your local PC storage areas listed below in the **File Explorer** tab, for example to the Desktop.
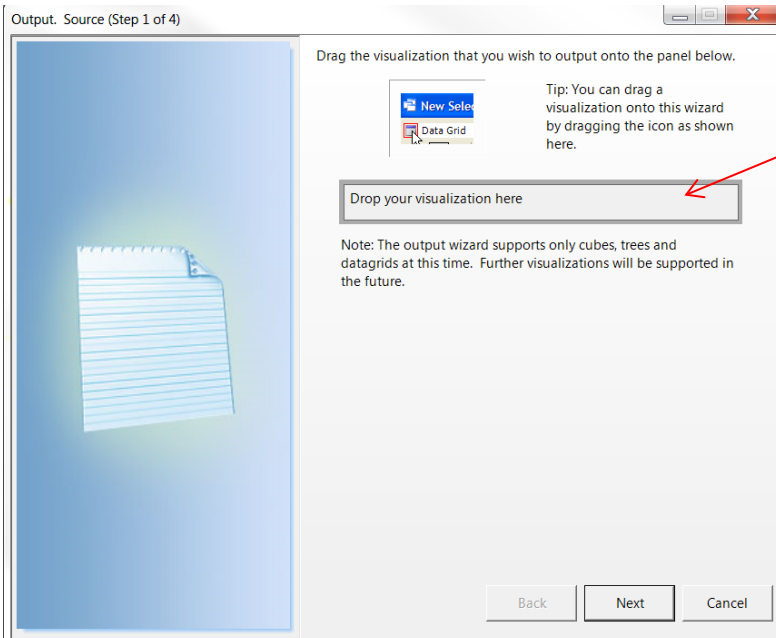
Option 2: Output Wizard

1. Output Wizard is located under the Wizards tab located on the tool bar at the top of your screen.
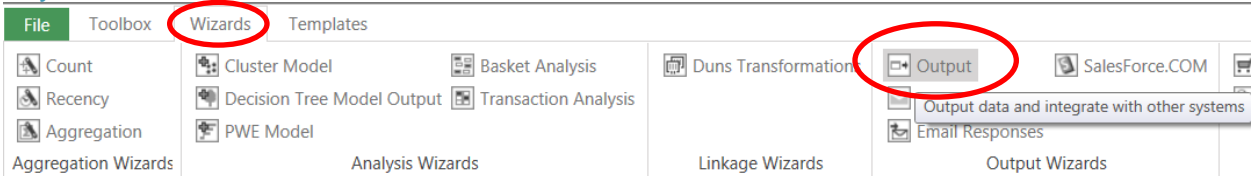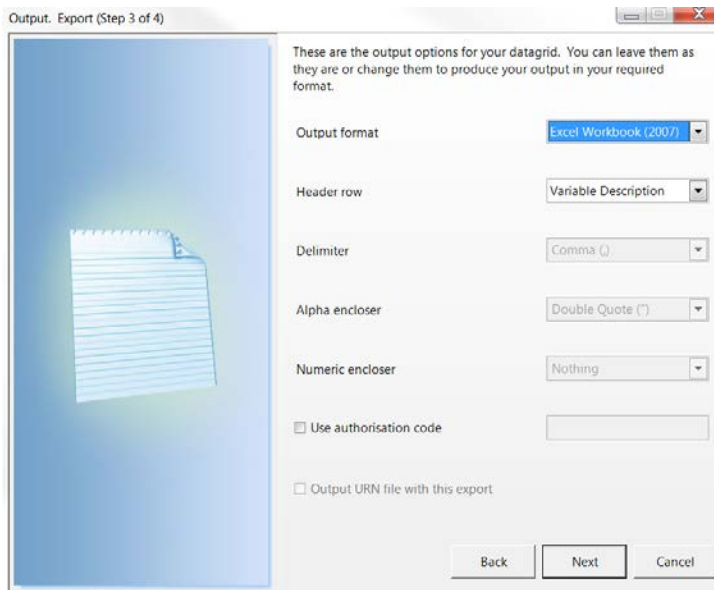

2. Drag the Data Grid (put your cursor over the Data Grid icon next to the name of your data grid, once you see the red outline around the icon, you can drag it) you
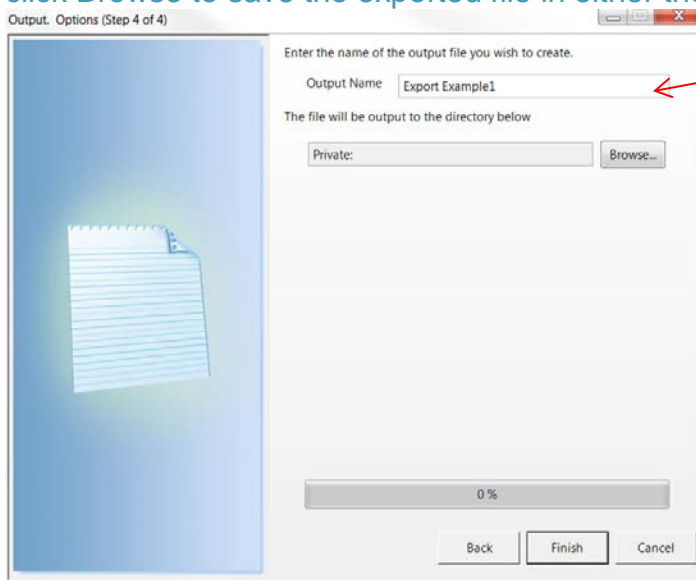

want to
export to the "Drop your visualization here" box and click Next

3. Choose your output options: Excel, Fixed File, Access, etc. and click Next (the same options detailed in Option 1 above:

4. Enter the name of the file you wish to create. Type a name in the box. Then, click Browse to save the exported file in either the Private or Public folder.

5. Click Finish
6. To find the exported file look for it either in your Public or Private folder (wherever you indicated in step 4).
7. To move the file to your computer, simply copy the file and paste it onto your local PC storage areas (My Documents, Desktop, etc.)