

Instructions to download TMK Data & Import into Microsoft Excel or a Database

**These instructions are for Microsoft Excel 97 or higher. (If you are not using Microsoft Excel 97 or higher, find the applicable "synonymous" procedures specific to your database or spreadsheet program.)*

Terms that you need to understand

Download - Means to take the data that is scrolling on the screen and instead of sending it to a printer, send it to a file. Universal commands to download are usually referred to as: **CAPTURE TEXT** or **CAPTURE TO FILE** or **TRANSFER TEXT**. Refer to your on-line help for your communication software package to get the right keys to depress.

Open a File- Once a file has been downloaded to either the hard disk or floppy diskette, the user may open up that file in a word processor. Typically, the user would go through these motions:

Downloading or saving your labels into a file with Hyperterminal

1. Login to REsearch
2. Type in your searches at the **Request** prompt. At the prompt that says [**Find ALL**], **Recap**, **Modify**, **Clear**, **Save**, **Help**, **Quit**, click **TRANSFER** and select **CAPTURE TEXT**. A capture text box will be displayed asking you to enter a file name that you would like to save your data into. In the **FILE** box, type "C:\ TMKDATA.CSV" and click **START** button to start the capture.

Example:

Request: 1-3-7 <**Hit Enter**>
Request: SHOW taxkey, owner, address, city, tax state, zip, down <**Hit Enter**>
Request: <**Hit Enter**>
Show [CUSTOM]: <**Hit Enter**>
[Find ALL], Recap, Modify, Clear, Save, Help, Quit: <**Hit Enter**>

3. Now the data will scroll on your screen. When the search is done scrolling or when all the data are displayed on the screen, turn off the **CAPTURE TEXT** by clicking **TRANSFER**, **CAPTURE TEXT** and **STOP**.

```
"Taxkey","Owner","TMK Address","Situs City","Tax State","Situs ZIP"  
"1-3-7-1-1","KIHARA KOSAN CO LTD","5641 KALANIANAOLE HWY","HONOLULU","HI","9682"  
"1-3-7-1-2","CASSIDAY JR, BENJAMIN B REV TR","5621 KALANIANAOLE HWY","HONOLULU"  
"1-3-7-1-3","JASPER HAWAII INV INC","5603 KALANIANAOLE HWY","HONOLULU","HI","96"  
"1-3-7-1-4","BERTRAM,JOHN S TRUST /ETAL","5577 KALANIANAOLE HWY","HONOLULU","HI"  
"1-3-7-1-5","HI LOA RIDGE OWNERS ASSOC","5487 KALANIANAOLE HWY","HONOLULU","","  
"1-3-7-1-7","FISCH,MICHAEL J/NANCY L","5493 KALANIANAOLE HWY","HONOLULU","HI",""  
"1-3-7-1-8","FUMA PROPERTIES LTD","5505 KALANIANAOLE HWY","HONOLULU","", "96821"  
"1-3-7-1-9","MORRIS,DOLORES A","5511 KALANIANAOLE HWY","HONOLULU","CA","96821"  
"1-3-7-1-10","HENDERSON,THOMAS J TR","5517 KALANIANAOLE HWY","HONOLULU","HI","9"  
"1-3-7-1-11","CHOW,SHING CHEUNG /ETAL","5525 KALANIANAOLE HWY","HONOLULU","HI",""  
"1-3-7-1-12","PFLUEGER,JAMES H TR","5531 KALANIANAOLE HWY","HONOLULU","HI","968"  
"1-3-7-1-13","SANDVOLD, MARK C","5535 KALANIANAOLE HWY","HONOLULU","HI","96821"
```

4. Minimize or close Hyperterminal and open Excel.

Open the Data File in Microsoft Excel.

CLICK FILE – OPEN

Locate the download file and open it. In our example, the file we downloaded is called **TMKDATA.CSV**, which is saved in the C drive. So, in the Look in: box, look for something that has “(C:)” at the end. For example, my computer C drive is called “**Hp_pavilion (C:)**”. Click it and then look for the **TMKDATA.CSV** file under the big white box below.

Now that the data are imported into excel, you can do what you want with the data. For example, you can sort, modify or delete records that you don't want and etc.