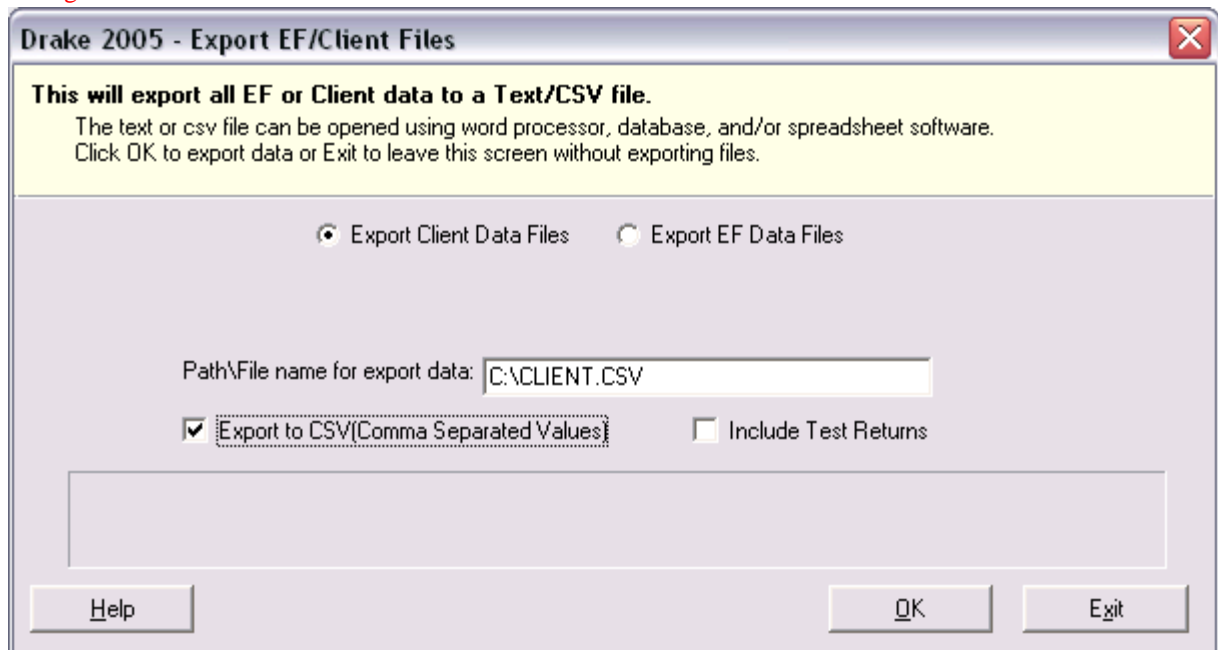


Drake

There is an option within Drake that allows you to export Client Files and Electronic Filing Database Files to a comma delimited text file (txt) or a comma separated value file (csv).

1. Open the Drake program.
2. On the Tools menu, highlight **File Maintenance** and click Export EF/Client Files. (Figure 1)

Figure 1



3. Select Export Client Data Files.
4. Enter the file name to export the data to in the Path\File Name for export data text box. Files will be exported as comma delimited text files unless Export to CSV checkbox is selected. The first record in the file will have the column header names.
5. Check the box for Export to CSV (Comma Separated Values) and click OK.
6. After selecting the file type and naming the file, click the OK to export the data. Once the data has been exported it can be imported into ArkWorks.