

# Printing

Printing data from TapeTrack Desktop software can now be accessed from all exportable windows by using the hotkey combination Ctrl+E.

This ability now unifies all Desktop windows used for exporting data, replacing the earlier method of using varying menu access depending on what window you were using.

## Printing Process

Select the data required, in this example Volumes, press Ctrl+E on your keyboard to open the Export Type Selection.

Select the format (PDF, CSV, JSON, Excel, Text or XML file) from the radio buttons.

Check the `Open file when export is complete` if you want the file to be opened automatically when the export is complete.

Click `Select All` if you want to include all records (all Volumes) in the exported file. This can be used to quickly export large quantities of records by selecting one record when pressing Ctrl+E and then pressing the `Select All` button on the export dialog.

Click `OK` to start the export to file process or `Cancel` to exit.



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