

# 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.

The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The main area displays a table of volumes for the Los Angeles Data Center LTO Cartridge. The table has the following columns: ID, Current Location, Target Location, Next Move, and Description. Below the table, it shows 'Total Items: 1,582' and 'Total Selected: 1'. A 'Repositories' section below the table shows icons for 'Gemtrac' and 'Library'. The status bar at the bottom indicates 'Connection 127.0.0.1 uses AES 256 bit encryption'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vaul...	Friday, Nove...	Monthly
000008L6	Library	Offsite Vaul...	Friday, July 3...	Weekly
000010L6	Library		Thursday, Jul...	Scratch
000011L6	Offsite Vault [...]		Monday, Jul...	Weekly
000012L6	Library		Permanent	Scratch
000013L6	Library		Permanent	Scratch
000014L6	Library	Offsite Vaul...	Tuesday, Jul...	Weekly
000015L6	Library		Permanent	Scratch
000016L6	Library		Permanent	Scratch
000017L6	Library		Permanent	Scratch
000018L6	Library		Permanent	
000019L6	Library		Permanent	
000020L6	Library	Offsite Vaul...	Friday, Dece...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	
000024L6	Library		Permanent	

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