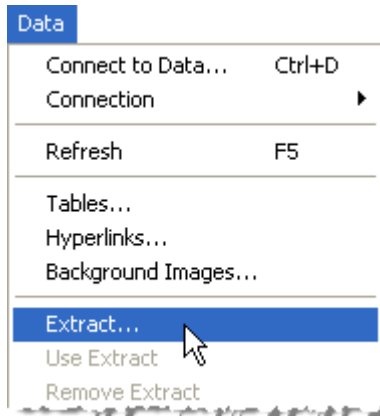


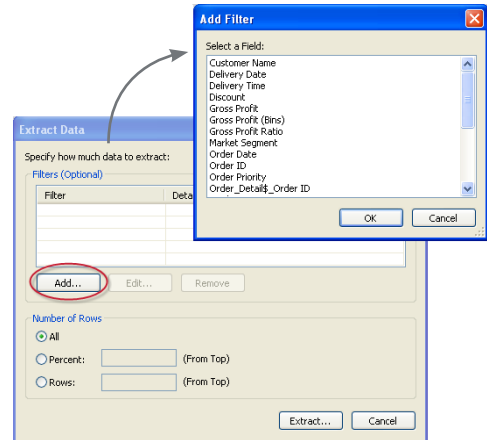
# Extracting Data

Extracts are saved subsets of the whole data source that you can use to improve performance, upgrade your data to allow for more advanced capabilities, and perform offline analysis. Follow the instructions below to learn how to create an extract.

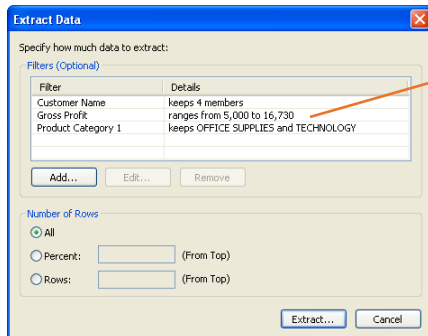
- 1 Open the Extract Data dialog box.**  
Select **Data > Extract**.



- 2 Add a Filter.**  
In the Extract Data dialog box, click **Add** and then select a field to filter. Use the Filter dialog box to define the values you want to include in the extract. When finished, click **OK**.

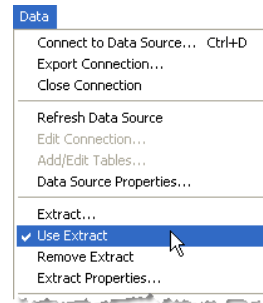


- 3 Extract and Save the Data.**  
In the Extract Data dialog, click **Extract**. In the Save As dialog box, select a location to save the extract and click **Save**.



You can add as many filters as you need before extracting the data.

- 4 Use the Extract.**  
You can easily switch between using the extract and using the entire data source by selecting **Data > Use Extract**.



Remove the extract at anytime by selecting **Data > Remove Extract**.

**Note:** If you move or rename the extract file and open a workbook connected to that file, you will have to modify the file path to point to the new location. You will be prompted to browse to the new file location when you open the workbook.

## Limiting your Extracts

You can also extract samples of your data without defining specific filters. Use the Limiting options in the Extract Data dialog box to extract either a percentage of the records or a specified number of rows. If you have added any filters, these limits are applied to the filtered data.

