

1 Re-Import TextGrid Objects

You can re-import Objects that have previously been exported. During the export process, the file itself and another file including its metadata are saved on the external storage media. By choosing from the target Project dropdown box in the Import View, the Object can either be re-imported as a completely new Object with a new URI or as a new [Revision](#) of the Object previously exported.

Re-import a file as a completely new Object

[Export](#) the Objects from TextGrid first. After the export they will be saved as local files on your operating system.

1. Open the Import Tool via "File > Import local files ..." in the menu bar.
2. Choose the target project to which the previously exported TextGrid files will be re-imported. Then, click the button "Add" in the Import View or "File > Open local file ..." in the menu bar to select the files in your operating system to be re-imported. You can either simply select the files themselves or files together with their related metadata files and click "Open". They will now appear in the Import View. Adding files via drag & drop to the Import View is also possible.

Every file added to the Import View will appear with details (local file name, TextGrid URI, title, and format) and is not yet re-imported. The new URI has not yet been generated. If you highlight the file in the Import View via left-click, its metadata will be opened. Here you can add additional metadata or change its title.

3. Click "Import" to finish the operation.

Re-import a file as new Revision of the former Object

[Export](#) the Object or Objects from your Project folder first. After the export they will be saved as local files on your operating system.

1. Open the Import Tool via "File > Import local files ..." in the menu bar.
2. Add the previously exported file(s) to the Import Tool View. You can do this by selecting the "Add" button or via drag & drop.
3. Select the original Project folder, from which the file(s) were exported, in the combo box below. Be sure that the selected Project folder is named "Project name - new Revisions". As soon as you select the folder, the former TextGrid URI(s) will be recognized.
4. Now click "Import" and the file(s) will be saved as new Revision(s) to the original Project.