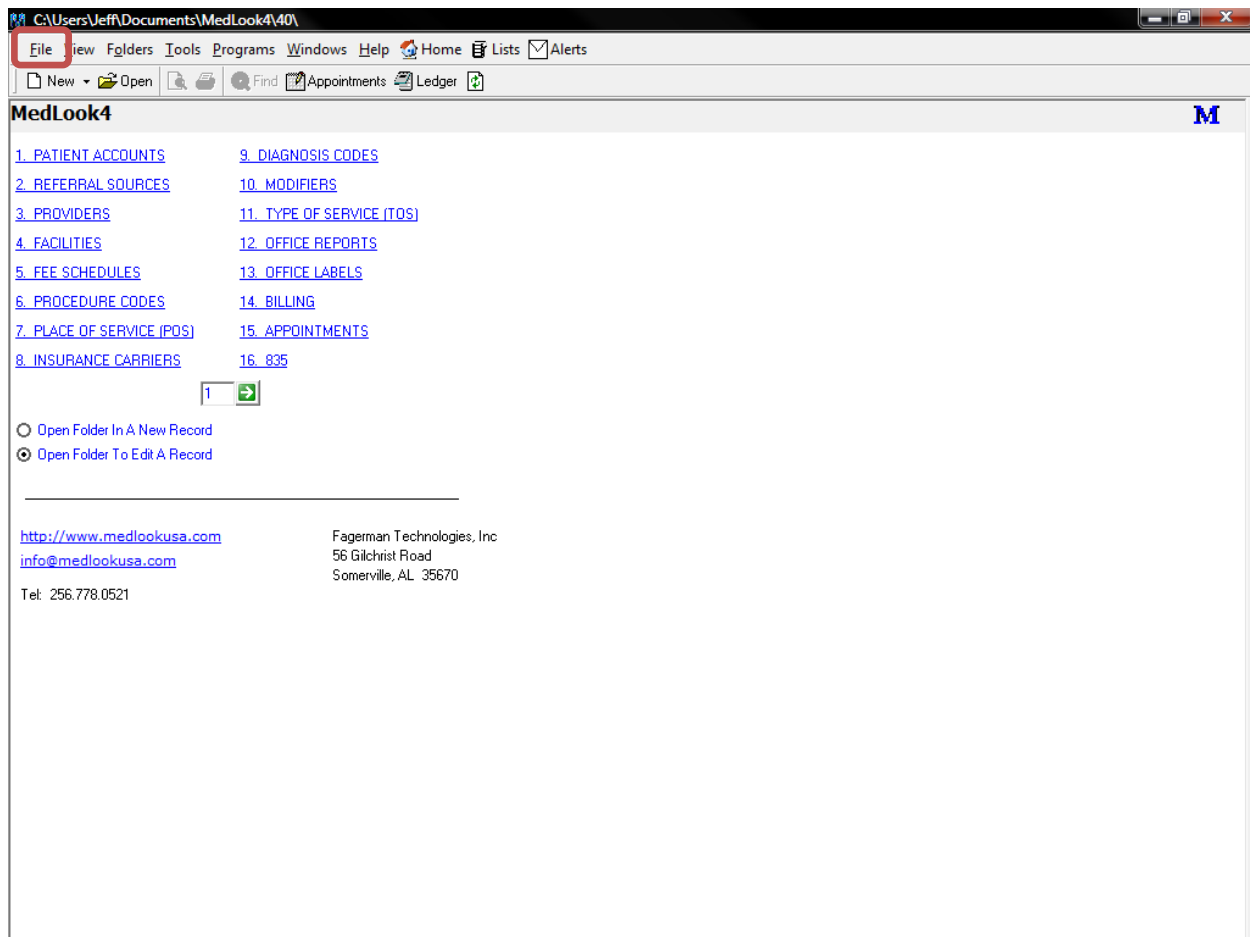
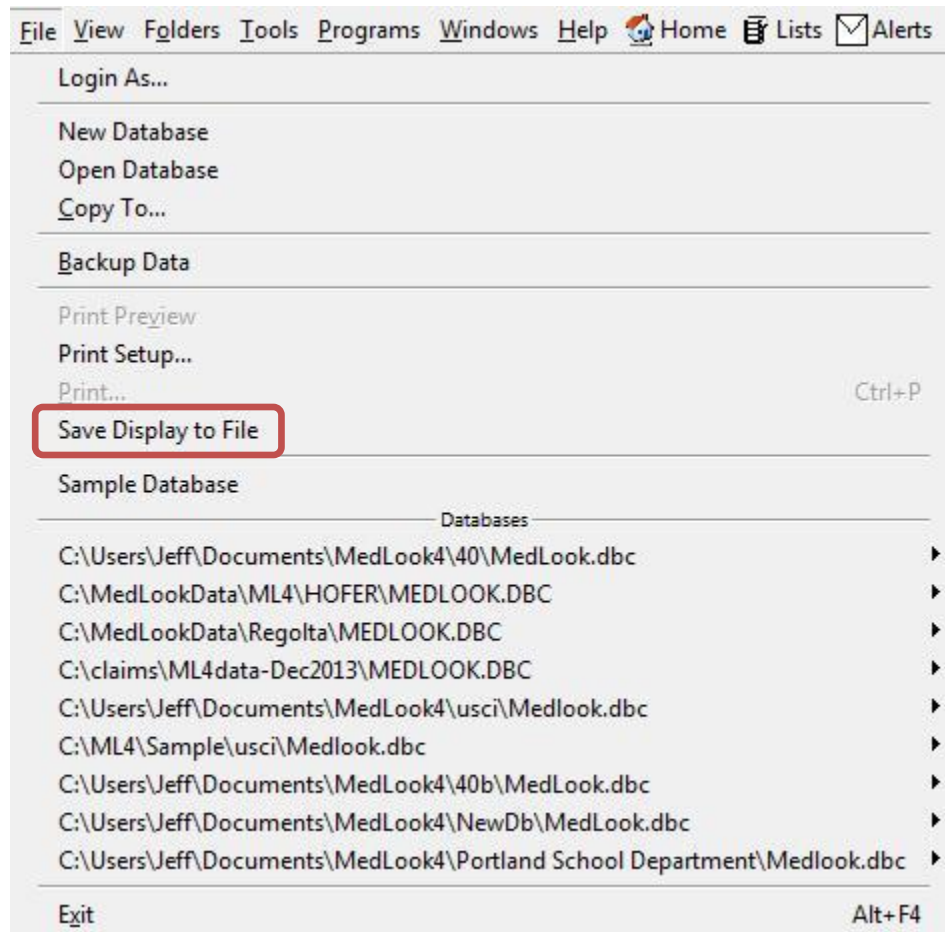


Exporting Data

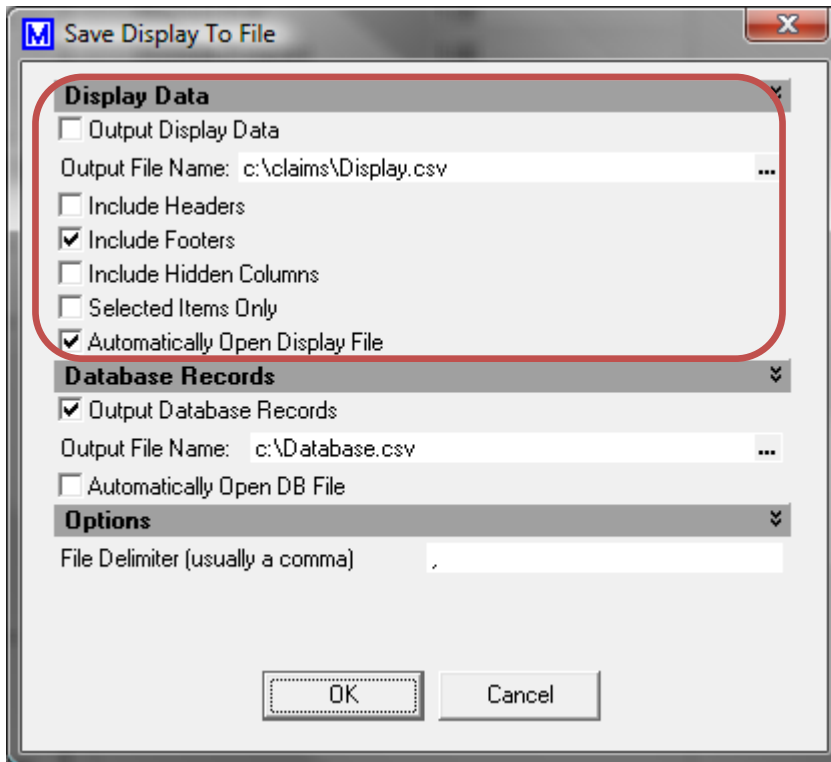
To export data, start out on the window or folder which contains the information you wish to export. Select *File* in the top left toolbar.



Next, select *Save Display to File* from the drop-down list.



After you click on this, the *Save Display to File* window will come up. On this window, the first heading, entitled *Display Data*, will give you some options that you can check such as *Output Display Data*, *Include Headers*, *Include Footers*, *Include Hidden Columns*, *Selected Items Only*, and *Automatically Open Display File*. Also, you can name the output file—on the *Output File Name:* row.



Moving down, there is the *Database Records* heading. Here you can check the box for *Output Database Records* and *Automatically Open DB File*. Also, you can name the output file—on the *Output File Name:* row.

Then next we have the *Options* heading. Here you can key in *File Delimiter* (usually a comma). For most people, they will not ever use this *Options* heading.

THEN CLICK OK.

