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## **Export Data**

## **Export Type Selection**

The export type selection window allows a choice of formats to export data in.

Options include:

- PDF
- CSV
- Excel
- Text
- XML

## **PDF**

Selecting PDF will open the PDF Options window.

PDF Options:

- Select the paper size (Letter, Legal or A4) to set output formatting
- Enter, if required, the columns to omit from the report in the input field using a comma delimited array, eg to remove columns 3, 4 and 8 enter **3,4,8**.
- Check the Create PDF in landscape mode to change from the default mode of landscape to portrait if required.

Click 0K to create report.

Select from the Save As window to set the file name and location and click Save to save file.

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