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

Export Type Selection	×
You can export this list to different formats. Please select an export type:	
Adobe Acrobat File (PDF)	
Comma Delimited File (CSV)	
O Microsoft Excel	
◯ Text File	
○ XML File (XML)	
Open file when export is complete OK Cance	l
The export will contain 6 selected records (of 6 available).	

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.

PDF Export Options X	
Please select the desired settings for the PDF file.	
Please select a paper size.	
You can also remove columns from the report by specifying an array of comma delimited column values in the input box (example 3,4,8).	
◯ Letter	
◯ Legal	
A4	
3,4,8	
Create PDF in landscape mode (rather than portrait) OK Cancel	

Click **OK** to create report.

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

