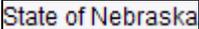
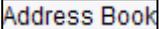
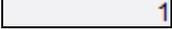
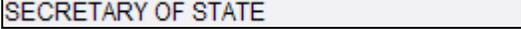


Export From Grids Lesson

Step	Action
1.	To demonstrate how to export from a grid we will use the Address Book Inquiry screen. The principles in this lesson, however, apply throughout the system.
2.	Click the State of Nebraska link. 
3.	Click the Address Book link. 
4.	Click the Address Book Inquiry link. 
5.	Click the Find button. 
6.	The grid populates with information, and this information is what we will export.
7.	Click the Tools button. 
8.	Click the Export Grid Data menu. 
9.	In the Export Options window you can choose which type of document you would like to export to. In this lesson we will be exporting to a new Excel Workbook.
10.	The Define Cell Range window allows you to dictate what information from the grid you want to export (either all the information or a specific range). In this lesson we are going to select a specific range.
11.	Click the Range option. 
12.	Click the A1 cell. 
13.	Click the F9 cell. 
14.	The cells populate in the Starting Cell and Ending Cell ranges.
15.	Click the Continue button. 
16.	An Excel document opens with the exported data which you can sort and filter. You can also save this file to your computer.

Step	Action
17.	You have successfully completed this lesson. End of Procedure.