

## **How do I export a Report or Contact List to Excel?**

Version 4.0

### *To export a Report*

1. From the Main Menu, click "Reports".
2. Click the Report Type button where the report you want to export is located.
3. Select the report you want to export by clicking on the report name.
4. Click "Run Selected Report".
5. Click "Export Excel", then click "OK." The HTML file (.htm) will open using your computer's Excel program. To save this file as an Excel file (.xls), please use the Save As option in Excel.

### *To export a Contact List*

1. From the Main Menu, click "Lists & Labels".
2. Select the list you want to export by clicking on the list name.
3. Click "Continue".
4. Click "Export to Excel file".
5. Click "Yes" or "No" to add an entry to the mailing and contact log.
6. Note the location where the file was exported to and click "OK". The default location is c:\pp4reports.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!