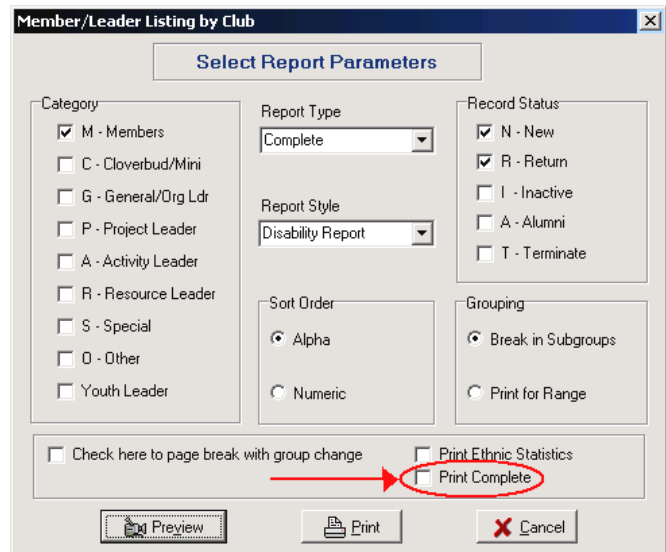


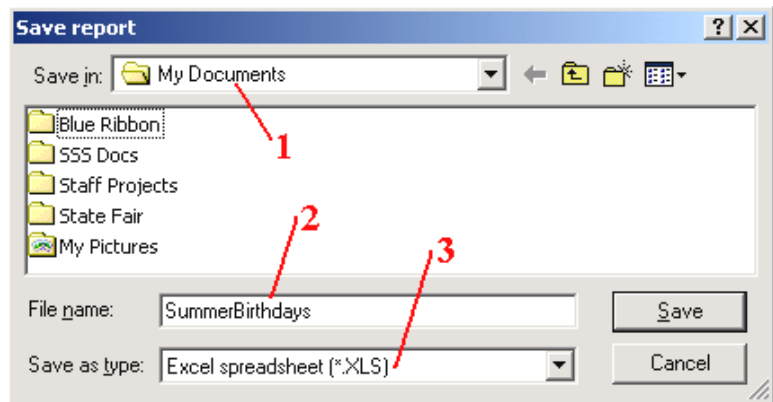
You can save any **one-line** report as Excel, allowing you to get the data into a spreadsheet format. You can delete columns, sort data, provide addresses to commercial printers... any spreadsheet function.

- ◆ Choose parameters from any of the report screens.
(Report/Member/Leader by Club parameter screen is shown at left).
- ◆ Click Preview, and enter data as asked (club numbers, grades, whatever you asked for in “Report Type”).

Note: the option highlighted on the parameters screen gives you a choice on Disability and E-mail Report Styles: When “Print Complete” is checked, all members are listed, regardless of whether they have a disability or an e-mail address. When it is NOT checked, only those members who have been identified with a disability, or who have an e-mail address will be listed.



- ◆ On the Preview screen, locate the “Save” icon (it looks like a teeny floppy disk) and click on it. Save the report where you can find it (1), give it a logical name (2), and use the pop-up menu to choose Excel as the format (3).



- ◆ The document will open in Excel. You can “clean up” the report however you choose. You will need to remove columns, as a column is created for every “tab” in the original report.

	A	B	C	D	E	F	G	H	I	J	K
1											Member/Leader Report
2	Hamilton County										Complete
3					Beginning Month:		June				
4			Name		Birthdate				Age		
5		Benda, Greg					06/27/1990				10
6		Buakham, Nancy					06/09/1990				10
7		Clark, Kassie					06/18/1990				10
8		Heiden, Allison					06/21/1989				11
9		Hill, Johnathan					06/29/1990				10
10		Pounds, Leah					06/28/1988				12
11		VanLangen, Nick					06/08/1986				14
12		Willems, Koreen					06/24/1992				8