

# ClassMate: QRG How to Export Crystal Reports to Excel



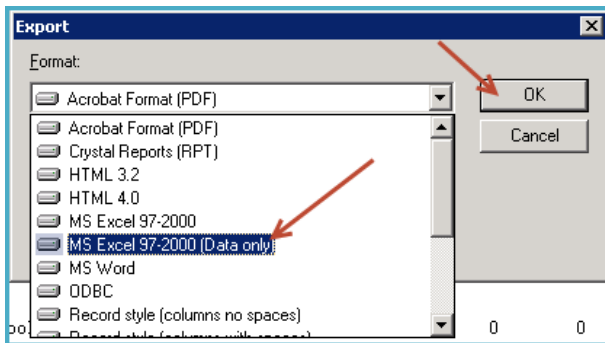
## How to Export a Crystal Report to Excel

ClassMate Crystal Reports can be exported as an Excel file that can then be saved or edited. Note: *Not all reports are designed to export to Excel, so results may vary.* To export a Crystal Report to Excel:

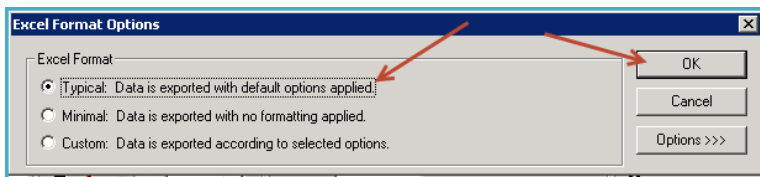
1. Open the report you would like to export.
2. Click the white envelope export icon. It will read "Export Report" upon mouse over.



3. Click on the drop down to select "MS Excel 97-2000 (Data Only)." Then click "OK."



4. Click on the drop down to select "MS Excel 97-2000 (Data Only)." Then click "OK."



5. Decide where to save the file and then click "Save."

