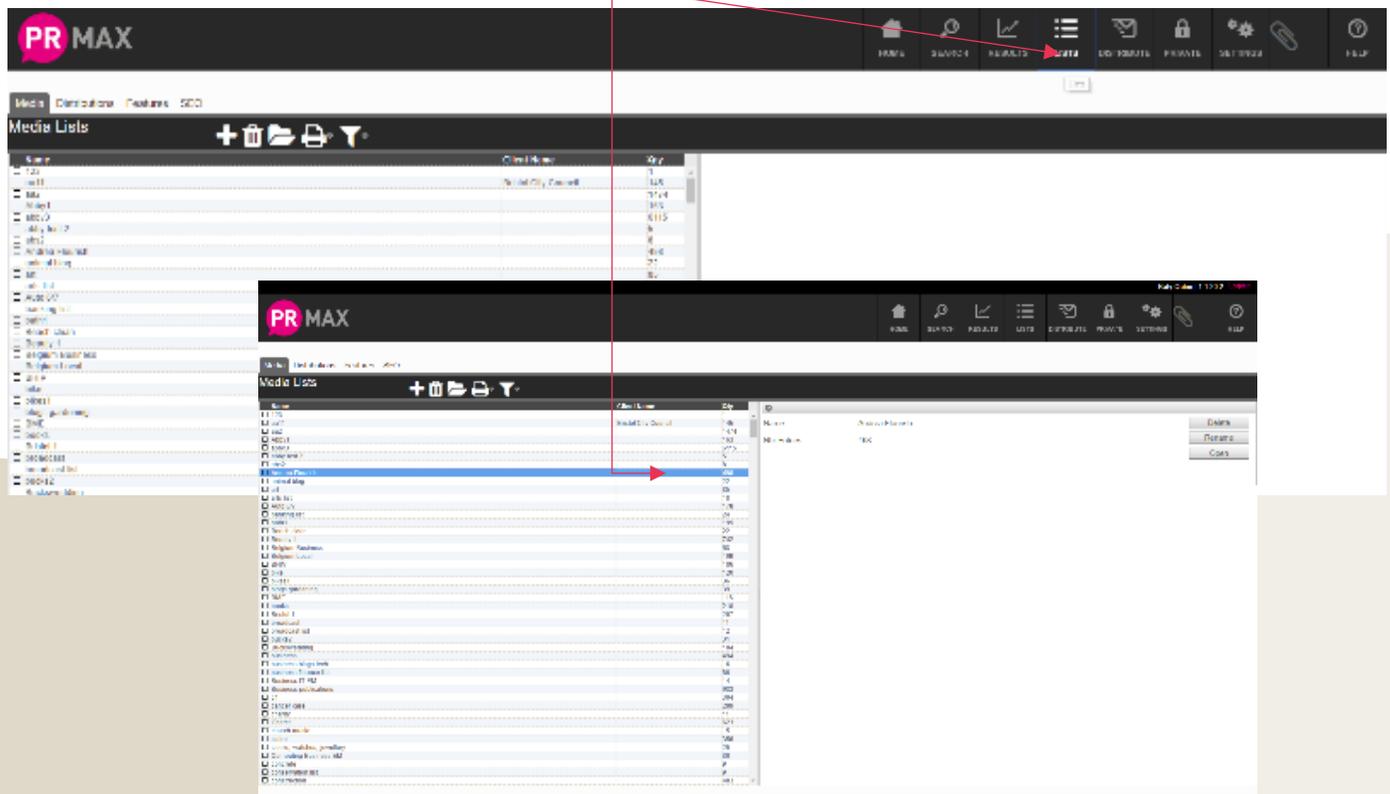




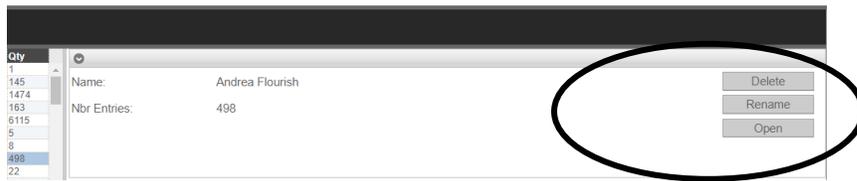
Exporting data

Sometimes it's necessary to export the data, maybe you want to give your client a brief list telling them where you sent the press release to, or you need to send something in the post and need a few labels, no problem. Here's how. Assuming the information is contained within a list, go to the Lists function at the top of the screen, and select the list. ←

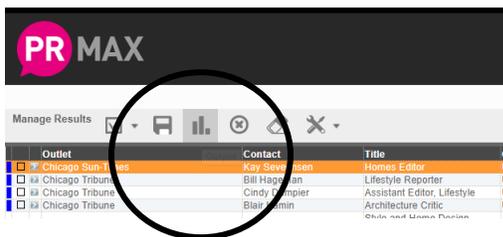


Exporting data

All you need to do now is open the list



Select output, which looks like a bar chart (see diagram)



And choose how you wish to export the information and how much information you wish to export.

