

## Steps for Exporting WebLinks Reports to Excel Using Internet Explorer

<b>Step 1</b>	Select a report and complete your selection options. If you want to open your report directly to Excel without displaying it first, change the Output Destination option to "Excel." <i>Click Start</i> . If the Selected Criteria page is displayed, <i>click Run Report</i> .
<b>Step 2</b>	If the Output Destination option was "Screen," the report is displayed in WebLinks first. <i>Click Excel</i> to download and display the report in an Excel worksheet. If the Output Destination option was "Excel," skip to step 3.
<b>Step 3</b>	The report is displayed in a text format with all report data in worksheet column A. Select column A by clicking the column heading (the cell labeled "A").
<b>Step 4</b>	From the Data menu, select "Text to Columns." A wizard guides you through three steps that convert column A from text values separated by commas into Excel columns. <ul style="list-style-type: none"> <li>a. Select the "Delimited" (default) parameter and <i>click Next&gt;</i>.</li> <li>b. Select "Comma" under the Delimiters option, and <i>click Next&gt;</i>. (You do not need to un-select "Tab").</li> <li>c. <i>Click Finish</i> to accept "General" as the Column data format.</li> </ul>
<b>Step 5</b>	<i>Click</i> the cell in the upper left corner of the worksheet (the cell above "1" and to the left of "A"). To automatically adjust column width, <i>double-click</i> the column separator line between columns "B" and "C" in the column, heading row.
<b>Step 6</b>	Make any desired cosmetic changes to your worksheet. For example: <ul style="list-style-type: none"> <li>a. Change column justification.</li> <li>b. Select the row(s) with labels, and make the labels bold (from the Format menu, select Cells, then the Font tab, and Font Style "Bold").</li> <li>c. Insert a row before the first row of data to place a blank line after the headings.</li> </ul>
<b>Step 7</b>	Make changes to your worksheet page setup. From the File menu, select "Page Setup." <ul style="list-style-type: none"> <li>a. On the Page tab, change to landscape.</li> <li>b. On the Margins tab, change margins as desired.</li> <li>c. On the Header/Footer tab, <i>click</i> "Custom Header" to create a customized heading. <i>Click</i> the drop-down arrow beside the Footer field to select a pre-formatted footer, or <i>click</i> "Custom Footer" to create a customized footer.</li> <li>d. On the Sheet tab, place your cursor in the box beside "Rows to repeat at top:" and select the rows on your worksheet that you want to repeat as headings on every page. If your report is too wide to fit on one page, place your cursor in the box beside "Columns to repeat at left:" and select the columns on your worksheet that you want to repeat as row labels.</li> </ul>
<b>Step 8</b>	Save your worksheet with a file type of "Microsoft Excel Workbook."
<b>Step 9</b>	Print the worksheet, if desired.
<b>Step 10</b>	<i>Click</i> the Back icon to return to WebLinks.