

Steps for Exporting WebLinks Reports to Excel Using Netscape 4.5.1

Step 1	Select a report and complete your selection options. If you want to open or save 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> .
Step 2	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.
Step 3	Choose whether you want to open the file or save it to disk, and click OK . <ul style="list-style-type: none"> a. If you select "Open it," Netscape launches Excel. Go to Step 4. <p>Note: Refer to the WebLinks manual, Chapter 5, "Changing Netscape Preferences" for instructions on how to change your browser to open a WebLinks text file already formatted.</p> b. If you select "Save it to disk," Netscape prompts you for a filename. Indicate where you want to save the file (desktop or directory and folder) and the File name. Save your files with a file type of ".csv" which means comma separated values. When you open the file in Excel, select Files of Type "Text."
Step 4	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").
Step 5	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"> a. Select the "Delimited" (default) parameter and <i>click Next></i>. b. Select "Comma" under the Delimiters option, and <i>click Next></i>. (You do not need to un-select "Tab"). c. <i>Click Finish</i> to accept "General" as the Column data format.
Step 6	Click 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.
Step 7	Make any desired cosmetic changes to your worksheet.
Step 8	Make changes to your worksheet page setup. From the File menu, select "Page Setup." <ul style="list-style-type: none"> a. On the Page tab, change to landscape. b. On the Margins tab, change margins as desired. 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. 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.
Step 9	Save your worksheet with a file type of "Microsoft Excel Workbook."
Step 10	Print the worksheet, if desired.