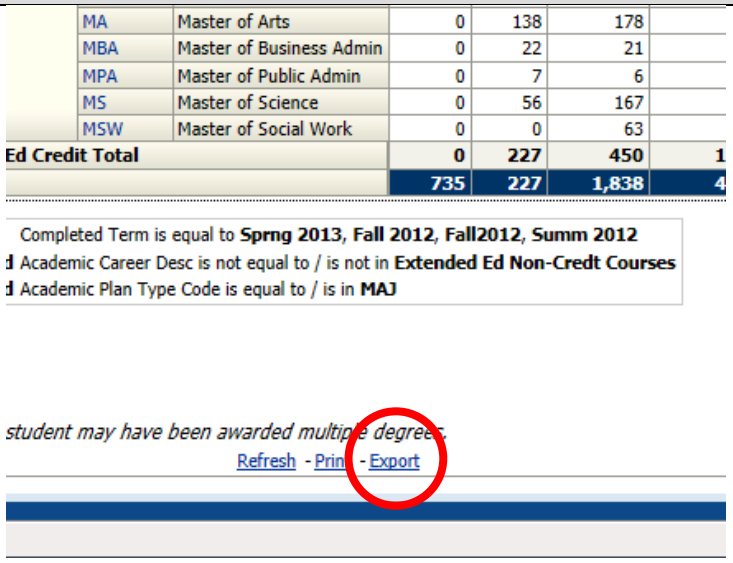
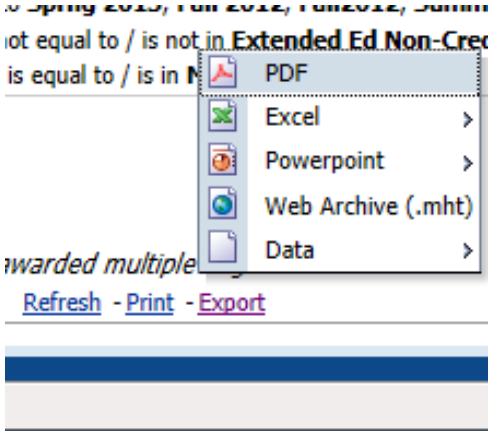
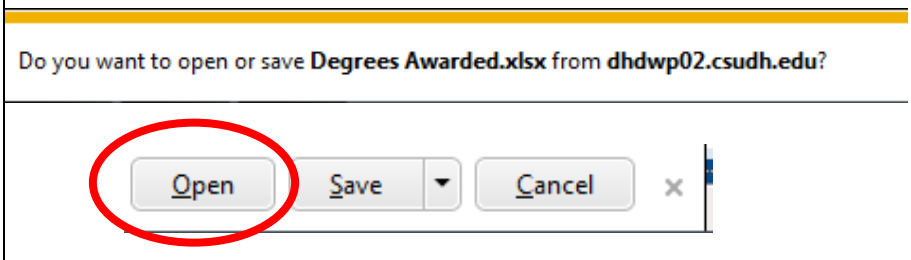
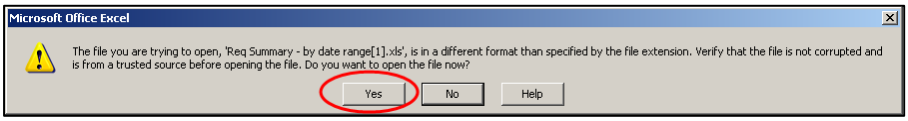
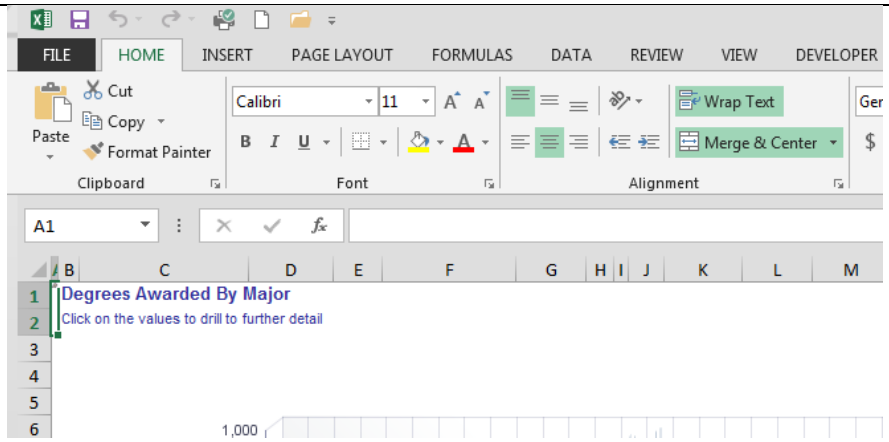
Processing Steps	Screen Shots
Step 1: Click on the **Export** link. Typically the Export link is found at the bottom of summary or detail Pages.	
Step 2: A drop-down list appears. Select the format you wish to download the information into. Available formats: • Excel • Powerpoint 2003 & 2007+ • Excel 2003 & 2007+ • Data (.csv file; Tab delimited Format, XML Format) • Web Archive (.mht)	
Step 3: You may receive a message asking if you wish to open or save the file. Click **Open**.	

Processing Steps	Screen Shots
Step 3a: When downloading to Excel, you may receive this error message about the file being in a different format. Click **Yes** to continue opening the file.	
Step 4: The file opens in the program for that file type. You can now save the file to your desktop and/or modify the appearance of the data.