

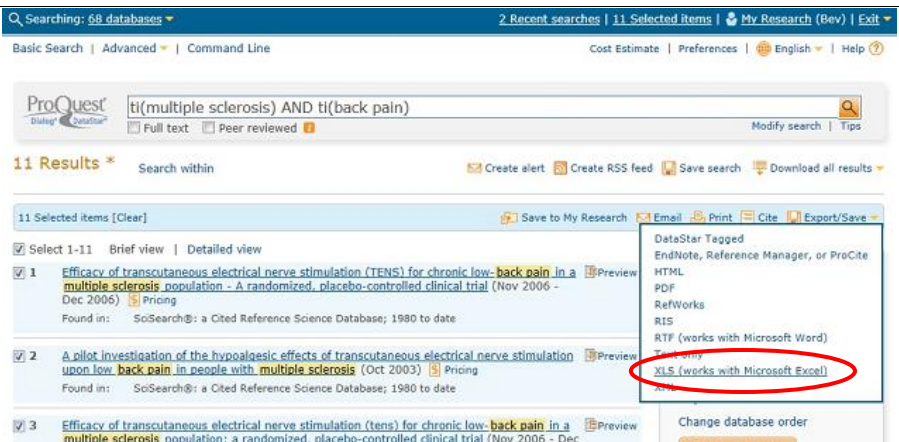
SAVING & EXPORTING RESULTS

Export my results to a Microsoft Excel spreadsheet

TASK: From the results page you can select one or more documents and export them into a Microsoft® Excel spreadsheet.

1. After running a search **Select** records you wish to export to Excel. Then click **Export/Save** and click **XLS** (works with Microsoft Excel) from the drop-down list.

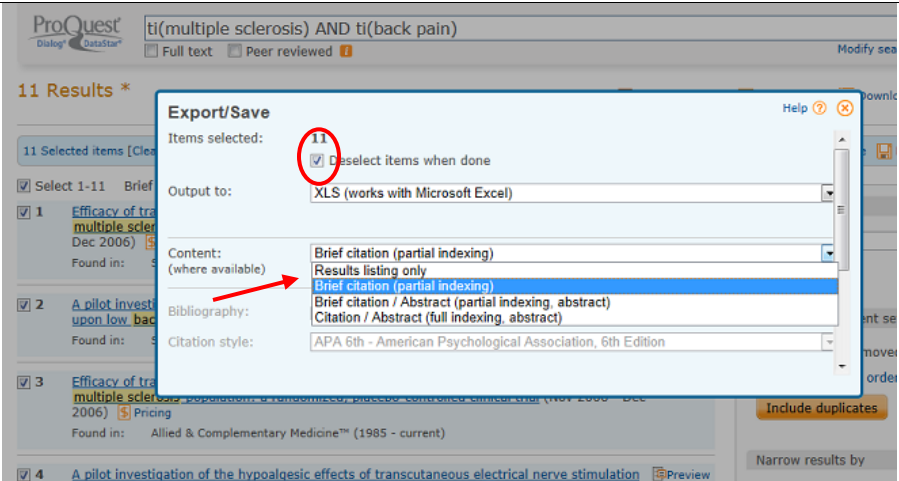
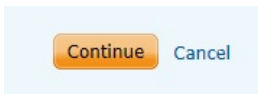
Note: Follow the same instructions when using **Download all** results.



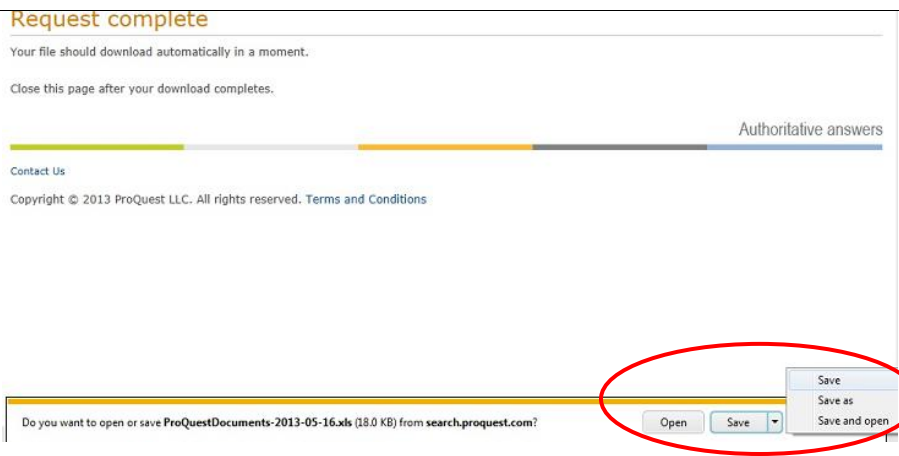
2. From the popup box, click the Content drop-down list and choose the content format for the records you wish to export from the options listed.

If desired, mark the box to **Deselect items when done**.

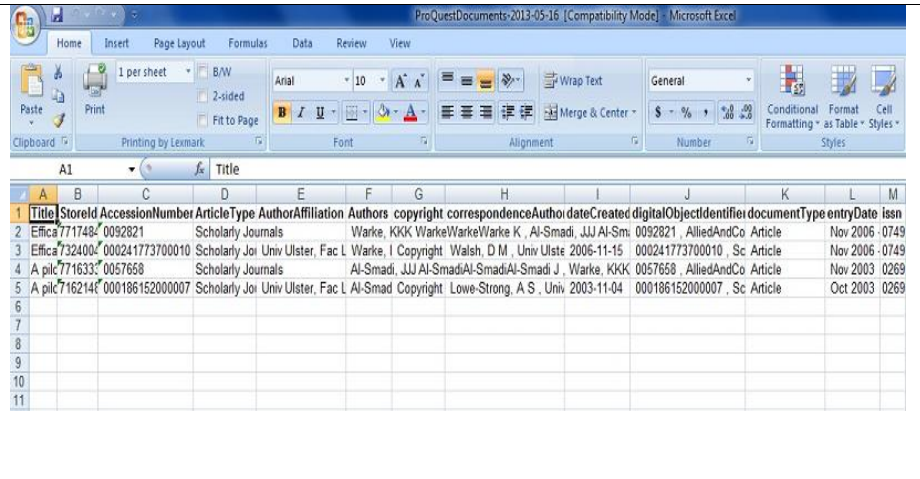
Click **Continue** at the bottom of the popup box to create the spreadsheet.



3. When your request is complete, you can either **Save** and/or **Open** your spreadsheet.



4. The Excel spreadsheet displays, and at this point you can add or delete columns, sort the records, or otherwise customize the spreadsheet as desired.



NEED HELP?

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