

## Export files in Excel format

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You can export files in Excel format. This is a useful for creating spreadsheets for search or reporting purposes, for example.

### **To export a file in Excel format:**

1. Select the file you want to export in the file list, click **File** in the main menu and select **Save as Excel file**
2. Specify where to save the file, enter a name for the file and click **Save**.