

## Export files in Excel format

Anna-Karin Ettik Åsén - 2024-01-10 - Comments (0) - Filhantering

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**.