

## Export

<i>Speech</i>	<i>Cursor Actions</i>
Sumac lets you export information from any list in just a few clicks.	
First, decide which records you want to export. You can use any available searching techniques to produce the list of records to be exported.	Show Contacts window.
For this example, let's imagine we just want to export information about a few selected records. After you have chosen the records to export,	Select a few contacts.
click Export.	Click Export.
Sumac gives you the option of exporting all the records showing in your list, or just the selected ones. Click "Selected" to export information about the chosen records.	Show dialogue window. Click Selected.
The list on the left is all the available fields.	Highlight Available Fields list.
Drag and drop fields that you want to export into the <i>fields to export</i> list. This is what Sumac will put into the output file, one field per column.	Drag "Prefix" into Fields to Export. Highlight Fields to Export list.
If you want to exclude any of the chosen fields, drag them away from your fields to be exported.	Drag "Residence State" to Available Fields list.
If you want columns to appear in a different order in the output file, drag them up or down in the list of fields to export.	Drag fields up and down.
When you click Export, Sumac asks you where you want to save a file. As you can see, Sumac saves the data to a tab-delimited text file.	Click Export. Point to Save. Click Save.
Next Sumac shows you the progress of your export, so you can see when your entire list has been exported and saved.	Click on Sumac Exporting Progress Window.
To open the exported data in a spreadsheet or word processing program, right click on the file. In this case we'll choose to open with "excel". That's it there's your data.	Right click and show the "Open With." Choose Excel.
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