exporting queries

Use this guide to exporting queries to Excel.

Output the Query

1. From the Output query tab, select the Print to Text File button.
2. Name the document and save to your desired location.

Excel

1. Open your Excel program.
2. Select Data from the top right menu bar.
3. Under the section 'Get External Data' select From Text
4. Select the text file you previously saved from the query.
5. Excel will walk you through opening that text file in Excel by prompting you with a Text Import Wizard.
   - We recommend selecting Delimited for the first prompt and next for the second prompt then next for the third prompt.
6. You may alter the information from the query in Excel by removing columns and/or rows.
   - Make sure to save your new information as a CSV file.