


SAVE A FILELIST AND EXPORT TO EXCEL FOR PRINTING

Step One

Open the Filelist and ensure all columns are contained in the List. If not, add more columns using the **Insert Column** button and selecting the new columns to be added. **Ctrl+click** to select multiple columns.

Step Two

Click Save to File   and save in the proper location. Leave the "type" as HTML Document as this format is the most versatile. *Note: Save the file to the desktop to easily find in the next step.*

Step Three

Open Excel, and to open a new worksheet, chose **Browse** and navigate to the saved HTML file, double-click to select and open.