

Crystal Reports 9.0

Exporting to Excel (Lesson 10)

Lesson 10

Introduction

Reports developed in Crystal can be exported to various formats. The most common are CSV, PDF, and Excel. This lesson will cover exporting to Excel. The Excel file can then be manipulated and/or used to create address labels.

Process Summary

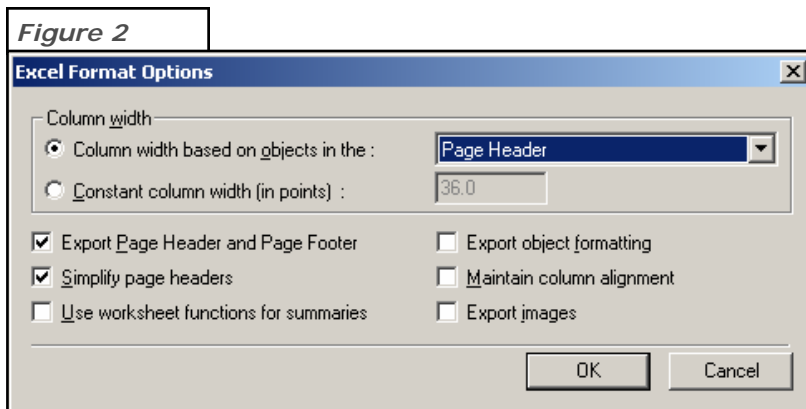
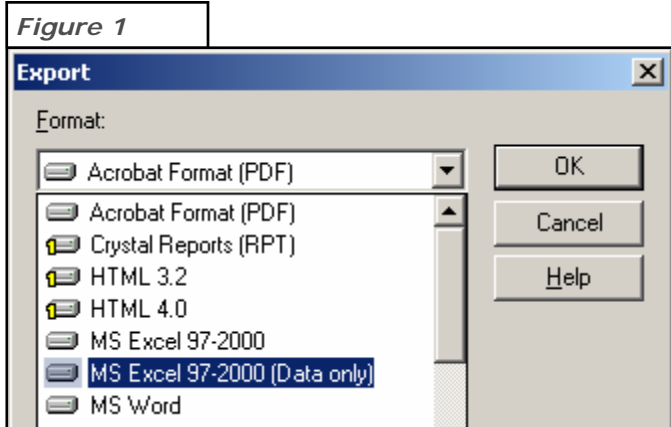
Introduction
Exporting to Excel

Open the Crystal Report titled *Training.rpt*.

Exporting to Excel

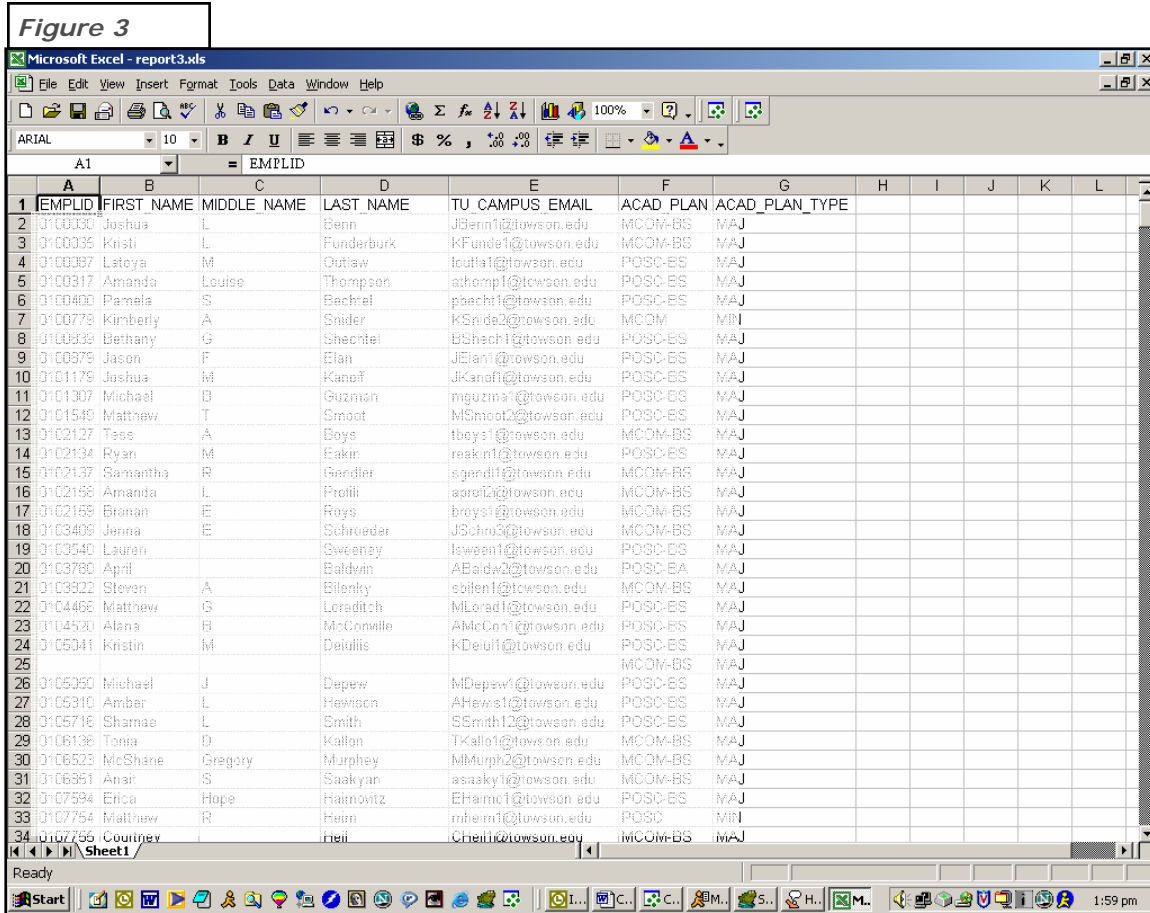
When exporting to Excel, make sure your report is as clean as possible, with only the data you need in the columns. So, suppress the report header, print date, page number, and summary field.

Click the envelope with the arrow on the toolbar, or select **File > Export**. Select **“MS Excel 97-2000 (Data only)”** then click **“OK”**.



Leave the default selections on the next page and select **“OK”**.

Save the file either to your desktop or in the same directory where the original report is located. Click "SAVE". The report will then export to Excel format. Open the file in Excel and expand the columns as needed (Figure 3).



Support

The Office of Technology Services staff is available to troubleshoot problems you may have with your reports. Please send an e-mail with a copy of your report attached to Dave Decker (ddecker@towson.edu).

Another good source of information is the Business Objects support Web site, where you can search their Knowledge Base: <http://support.businessobjects.com>