

How to edit and export reports

Once you have created a report, you may want to edit it or save it in a different format. NaviPlan gives you several options for editing and exporting reports.

Edit the report as a text document

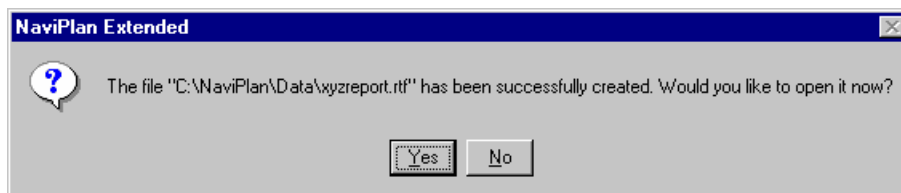
To do this, the report should be open on your desktop or minimized and highlighted on the desktop. Go to the **File** menu, and then select **Edit <Report Name> As Text Document**. The *New Text Document* dialog box opens to let you to enter a name for the document. By default, NaviPlan names the document after your plan, but you can change the name if you wish. Click **OK**. The report opens in a Microsoft Word application window within NaviPlan. You can make your changes to the report and then save it to the desktop filing cabinet.

Export the report as a Microsoft Word document

After you have edited the report in Microsoft Word, you can export it as a Microsoft Word .doc file. To do this, go to the **File** menu, and then select **Export <Report Name>** to open the *Export Document As* dialog box. Enter your file name in place of the *.doc in the *File Name* field, and then select the folder where you will save the report. Be sure to keep the .doc file extension when creating your file name. When you are done, click **OK**. A confirmation message appears along with a prompt asking you whether you want to open your new document now.

Export as an RTF (Rich Text Format) document

You can also export the report as a Rich Text Format (.rtf) file. To do this, go to the **File** menu, and then select **Export <Report Name> Report**. When the *Export Document As* dialog box appears, type your **file name** in place of the *.doc in the *File Name* field, and then select a folder where you will save the report. Be sure to change the file extension from .doc to .rtf. When you are done, click **OK**. A confirmation message appears along with a prompt asking you whether you want to open your new document now.



If you make changes to the plan that you created the report for, you will have to export or edit the document again.