

How to edit and export reports

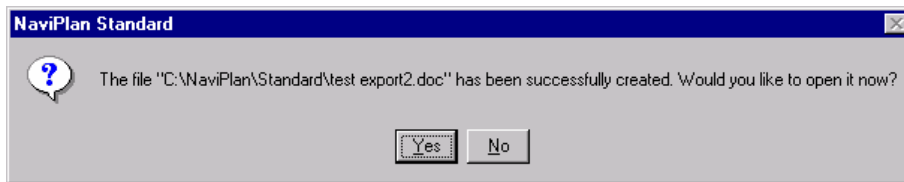
Once you have created a report, you may want to edit or save it in a different format. NaviPlan gives you several options for editing and exporting reports.

Edit the report as a text document

To edit text, the report can be either open on your desktop or minimized and highlighted on the desktop. Open the **File** menu, and then select **Edit [Report Name] As Text Document**. The New Text Document dialog box opens where you can enter a name for the document or you leave the name as it is. The report opens as a Microsoft Word application document within NaviPlan. You can make your changes to the report, and then save it to the desktop filing cabinet.

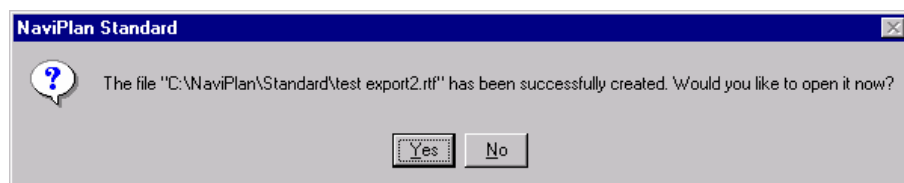
Export the report as a Microsoft Word document

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] Report**. When the *Export Document As* dialog box appears, type your **file name**, and then select the folder where you will save the report. 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**, and then select a folder where you will save the report. 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.