

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 Extended gives you several options for editing and exporting reports.

Edit the report as a text document

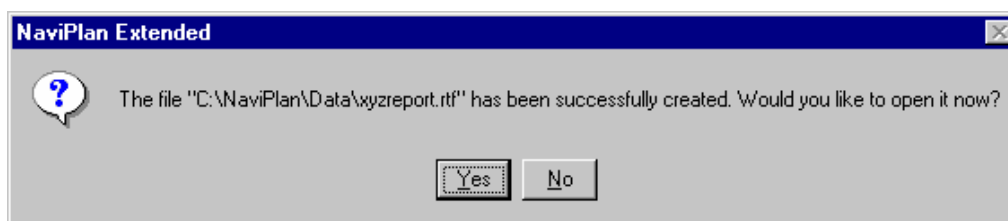
To do this, the report can be open on your desktop, or minimized and highlighted on the desktop. Go to the **File** menu, and then select **Edit [Report Name] As Text Document**. A *New Text Document* dialog box opens. Enter a new name for the document, or leave it as it is. Click **OK**. The report opens as a Microsoft Word document. 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]**. The *Export Document As* dialog box opens. Type your **file name**, and then select the folder where you want to save the report. When 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]**. The *Export Document As* dialog box opens. From the *File Type* list, select **Formatted Text (*.rtf)**. Type your **file name**, and then select a folder where you want to save the report. 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.