

How to edit and export reports

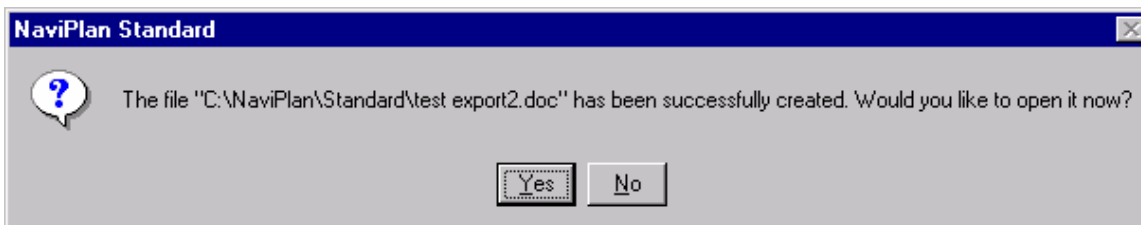
Once you have created a report, you may want to edit it or save it in a different format. NaviPlan gives you several options for editing and exporting reports.

Edit the report as a text document

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

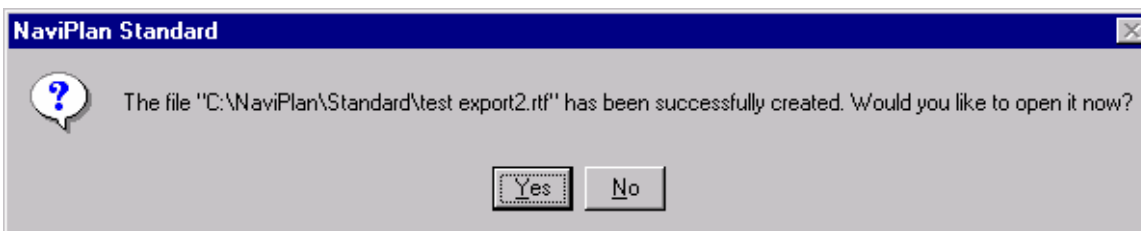
Export the report as a Microsoft Word document

After you have edited the report in Microsoft Word, you can export it as a Microsoft Word (.doc) file. To do this, open the **File** menu, and select **Export [Report Name] Report**. When the *Export Document As* dialog box appears, type in your **file name**, and then select the folder where you want to 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, open the **File** menu, and then select **Export [Report Name] Report**. When the *Export Document As* dialog box appears, type in your **file name** in place of the *.rtf, and then select a folder where you want to 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.