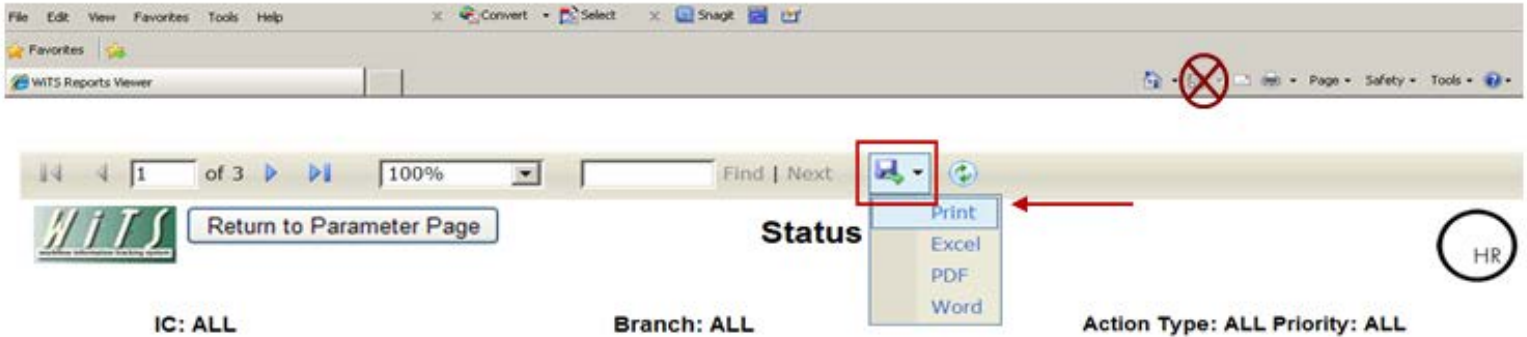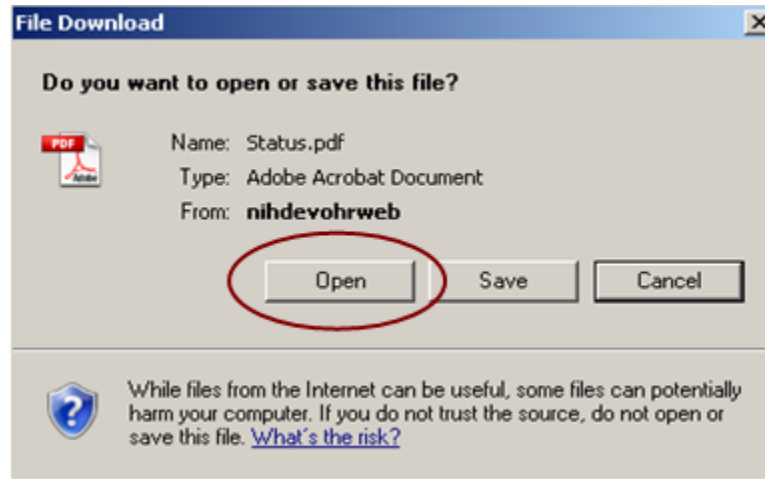# Printing and Exporting WiTS Reports
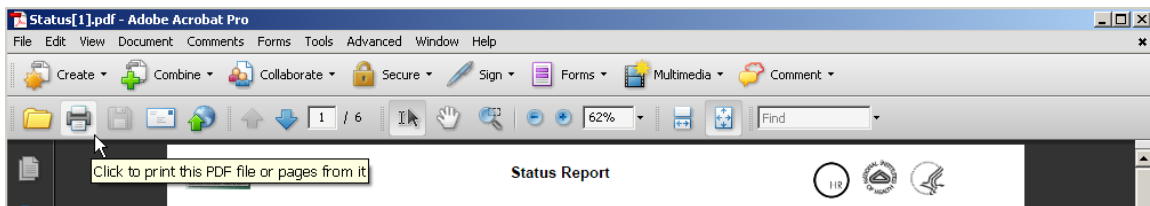
Printing Reports

You can print WiTS Reports by clicking on the floppy disk icon on the Report toolbar. Do not use the Print icon on your web browser.

Your *File Download* dialog box will appear, asking if you would like to *open* or *save* the report. Click *open* to continue the print process. You can click *cancel* if you do not wish to print the report.

Your report will open in Adobe Acrobat. Click on the Print icon on the Adobe toolbar:

Exporting Reports

You can export WiTS reports into other formats (i.e., Excel, PDF or Word). Click on the floppy disk icon on the Report toolbar and select your desired format from the menu:

Your *File Download* dialog box will appear, asking if you would like to *open* or *save* the report. Click *open* to continue the export process. You can click *cancel* if you do not wish to export the report.
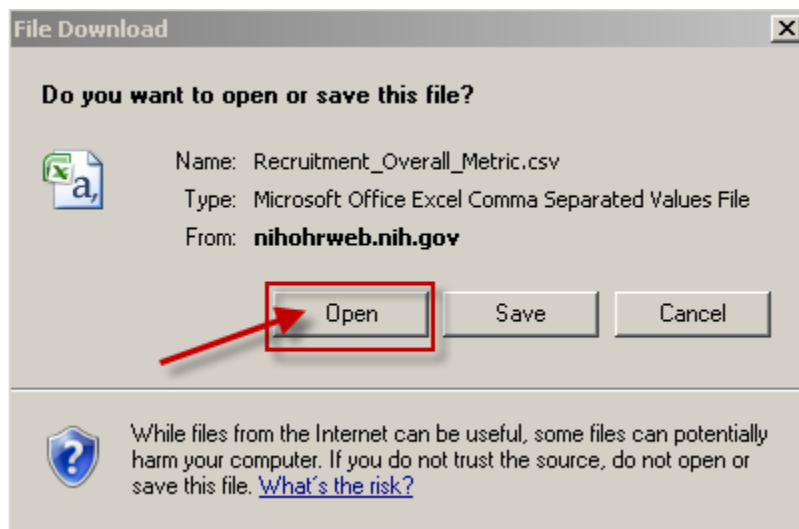

NOTE: If you are exporting to Excel, you must first open the document and then save it. If you save before opening, the document will be saved in a comma separated value (.csv) file, which may not be desirable.

NOTE: The following instructions are for MS Excel 2007. Your buttons and tabs may be different in the MS Excel 2003 or MS Excel 2010.
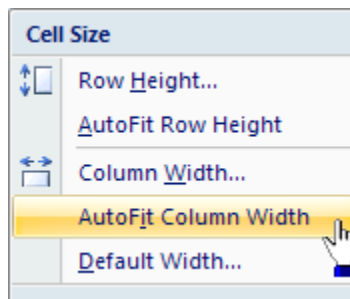
About Formatting in Excel

After exporting your report into Excel, the columns may look compressed or unorganized. The following instructions outline the quick and easy process to format your worksheet.

To format your worksheet, click on the upper-left most box ("Select All") of your worksheet. It is located above row 1 and to the left of column A. Clicking this box will highlight the entire worksheet.
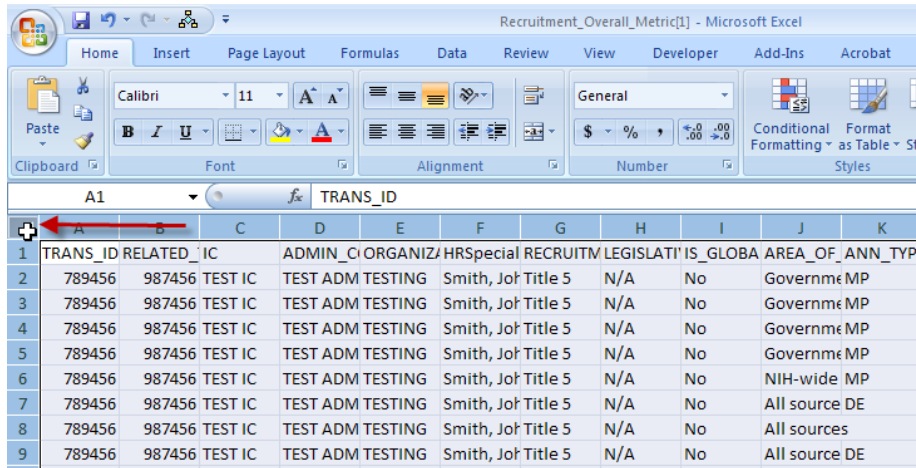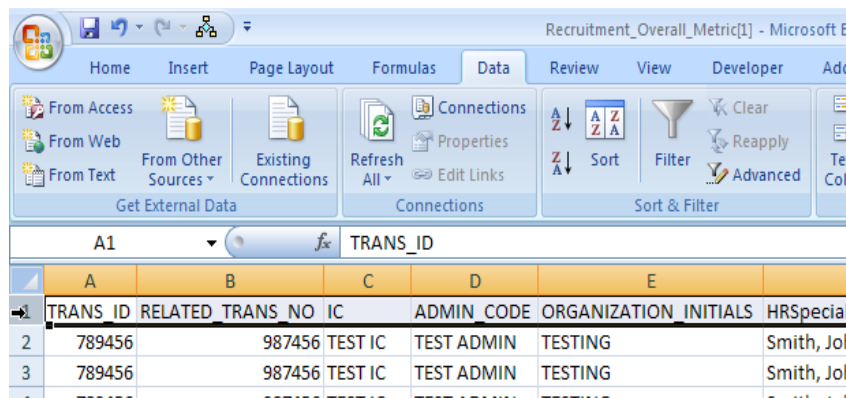

Then on the *Home* tab, in the *Cells* group, click *Format.* Under *Cell Size*, click *AutoFit Column Width*. This will auto-format the entire worksheet.

About Filtering and Sorting in Excel

After exporting your report into Excel and formatting the worksheet, you may want to filter your data.

To filter your data, highlight the top row in the worksheet.

Then, on the *Data* tab, in the *Sort & Filter* group, click *Filter.*

After filtering, click the arrow in the column header. Now you can sort and filter by making your selection(s) in the menu.