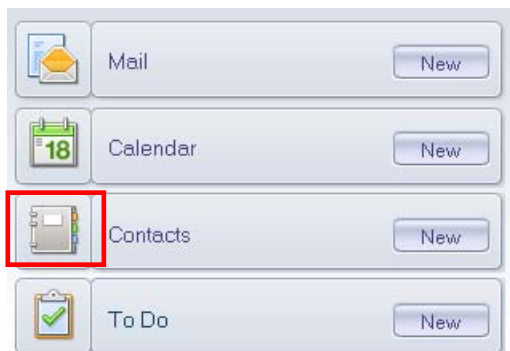
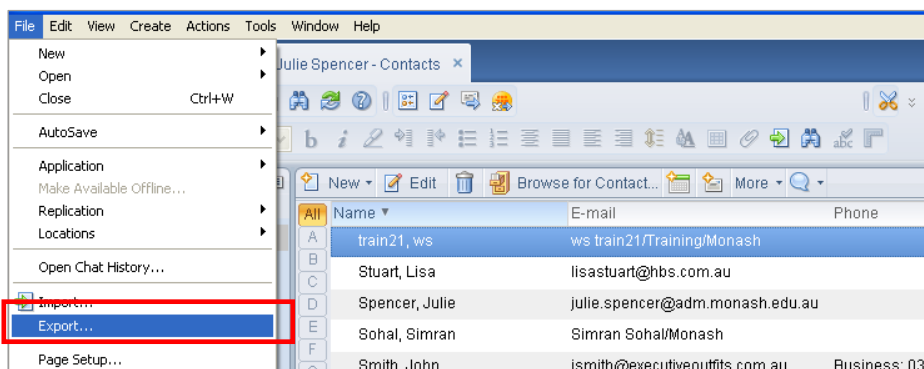


Exporting your contact list is a useful function if you would like to use your contact list to create a mailing list in another program. Your contact list can be exported to a file format that is compatible with most software programs such as Microsoft Word and Excel. All contact details will be exported.

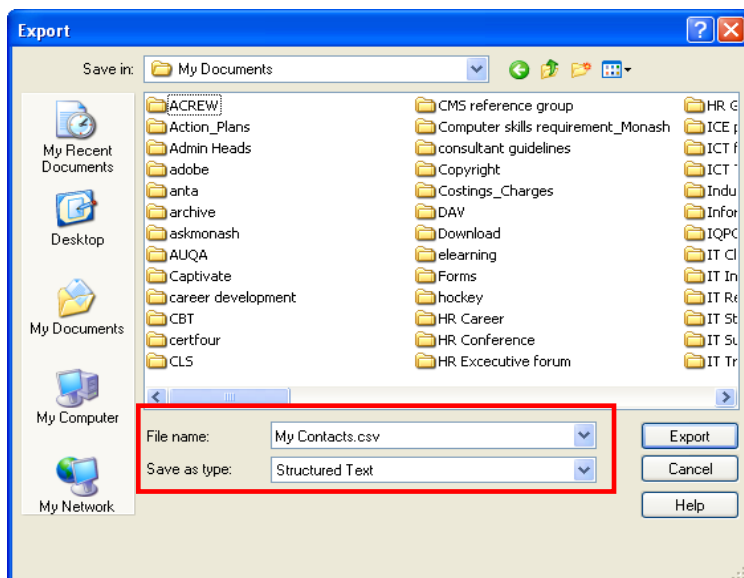
1. Open Notes and then click on the **Contacts** icon to access your **Contacts** list.



2. Click on the **File** menu > **Export**.



3. The **Export** dialog box will open. Type in the file name in the format of <file name>.csv and change the location of the folder to suit.



4. Click on the drop down arrow beside **Save as type** and select **Comma Separated Value**.
5. Click on the **Export** button. The **CSV Export** box will open. Ensure that **All documents** is selected.
6. Click on **OK** to complete your export.

