

**Overview:**

The result of any search can be exported to several different file formats.

**Procedure:**

After you perform a search that you would like to save, click on the applicable file format buttons (located at the top or the bottom of the search results – depending on the Lookup Screen) to download the results:

<a href="#">open</a>	<a href="#">copy</a>	<a href="#">medusa</a>	023851-00002		000001	<a href="#">Massachusetts Institute of Technology</a>	Active	Testing MITKC-773	000340	NIH	<a href="#">Szulc Katarzyna</a>	<a href="#">Shikes, A Kristen</a>	0.0
Export options: <a href="#">CSV</a>   <a href="#">spreadsheet</a>   <a href="#">XML</a> ←													

**Download Options**

There are three different ways, which you can download/save your results. The following methods are listed below:

Download Option	Description
<b>CSV</b> <a href="#">csv</a> <a href="#">CSV</a>	<b>Comma Separated Values</b> file. Will download/open in Excel but will look and function slightly different than the XLS file.
<b>XML</b> <a href="#">xml</a> <a href="#">XML</a>	<b>Extensible Markup Language</b> file. XML is a markup language that defines a set of rules for encoding documents in a format, which is both human-readable and machine-readable.
<b>XLS / Spreadsheet</b> <a href="#">xls</a> <a href="#">spreadsheet</a>	<b>Excel</b> file. Will download as an Excel file and creates a worksheet that is modifiable.

**Getting Help:**

For questions or problems using this Kuali Coeus Quick Reference Card, email the Support Team at [ra-help@mit.edu](mailto:ra-help@mit.edu).

Include your **Name**, **Contact Information**, and the **questions** you have and or **difficulties** you are experiencing.