

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:

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Export options: CSV spreadsheet XML ←													

Download Options

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

Download Option	Description
CSV csv CSV	Comma Separated Values file. Will download/open in Excel but will look and function slightly different than the XLS file.
XML xml XML	Extensible Markup Language 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.
XLS / Spreadsheet xls spreadsheet	Excel 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 kc-help@mit.edu.

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