

EXPORT A TABLE OR QUERY:

1. IN THE DATABASE WINDOW, CLICK THE NAME OF THE TABLE OR QUERY YOU WANT TO EXPORT, AND THEN ON THE FILE MENU CLICK SAVE AS/EXPORT
2. IN THE SAVE AS DIALOG BOX, CLICK TO AN EXTERNAL FILE OR DATABASE AND THEN CLICK OK
3. IN THE SAVE AS TYPE BOX, CLICK TEXT FILES or EXCEL
4. CLICK THE ARROW TO THE RIGHT OF THE SAVE IN BOX AND SELECT THE DRIVE OR FOLDER TO EXPORT TO
5. IN THE FILE NAME BOX, ENTER THE FILE NAME YOU WISH THE NEW FILE TO BE CALLED AND THEN CLICK EXPORT (HINT:WRITE THIS FILE NAME DOWN SO YOU CAN LOCATE IT WHEN YOU ARE ATTACHING IT TO AN EMAIL)
6. CLICK EXPORT
7. ATTACHED NEWLY CREATED FILE TO AN EMAIL AND SEND TO DMMHL@AOL.COM.