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Exporting to Excel

You can export data from Vuelio into a CSV (.csv) file from a number of different screens using the **Export All** button - including exporting the contents of your saved lists, exporting contact and outlet search results, the contents of forward feature searches, exporting a synopsis of the lists saved on your account, details of all your previous distributions, and distribution statistics for individual releases.

The fields displayed in the columns on the relevant screen are the fields that will be included in the export. If you wish to include different fields, first click the **Choose Columns** link and select the fields you want to include in your export:

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Note: The available fields will depend on the particular screen you are accessing.

If you wish to re-arrange the order of the columns, you can do this by dragging and dropping the column headings into new positions:

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Once you have selected the columns you wish to include and positioned them in the order you want, press the **Export All** button:

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The .csv file will be generated, which can be opened in Excel:

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Note: You can only export the maximum number of records stated on the button - so, if the button says **Export All (Max 5000)**, you can only export a maximum of 5,000 records. If you try to export a set of search results with greater than 5,000 entries, for example, only the first 5,000 records in the list will be included in the exported .csv file.

