## **EXPORTING TO EXCEL INITIAL** "CLEAN-UP"

When initially exporting your data to MS Excel you will see "\_" (underscores). To rid your spreadsheet of these follow the steps listed below.

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Step 2 – Click on the "Select All" icon. This will hi-light your entire spreadsheet.

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Step 3 – Once your entire spreadsheet is hi-lighted click on "Edit", then select "Replace".

## Step 4 – Type in "\_" in the Find what section

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Step 5 – Leave the Replace with section blank and click on Replace All. This will Replace all the "\_" (underscores) with spaces. Once this is complete the initial clean-up of your Excel spreadsheet is accomplished.