
Chapter 6

Exporting

With Standard & Poor's Research Insight, it's easy to save your report results as a text file and import them into Excel and other applications. You can also export the results of reports you have created and reports provided by Research Insight, and you can also export your own concepts to share with your colleagues.

This chapter covers

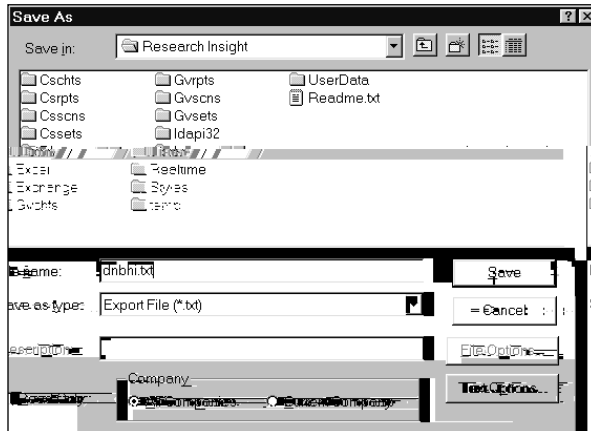
- exporting report results from Research Insight
- exporting concepts

Exporting Report Results from Research Insight

Research Insight makes it easy to export the results of tables and free-form reports to use in your own spreadsheet software.

Begin from the report you want to export:

1. From the **File** menu, select **Save As** to display the Save As dialog box.



2. Select a folder where you want to save the exported file.
3. Enter a name for the file you want to export in the **File Name** field.
4. By default the file will be tab-delimited. If you want to choose a different column delimiter, click **Text Options**.
5. In the Text Options dialog box, select a column delimiter.
The column delimiter you use depends on the software to which you want to export the report results. For more information about the column delimiters required by your software program, refer to your specific software manual.
6. Click **OK** to return to the Save As dialog box.
7. Click **Save**.
The file is now saved as an export file and is ready to use in Excel.

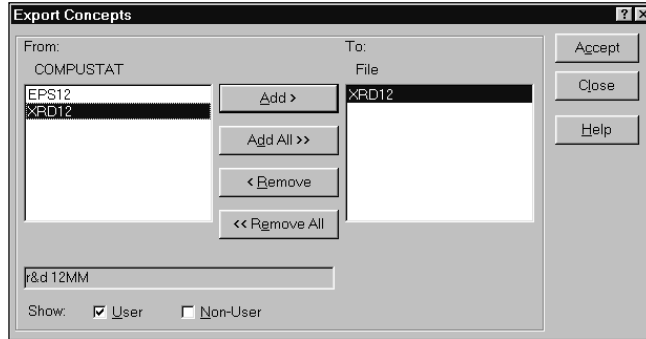
Exporting Concepts from Research Insight

This section shows you how to export concepts that you created in Research Insight.

Begin from the Research Insight desktop:

1. From the **Tools** menu, select **Export Concepts**.

The Export Concepts dialog box appears.

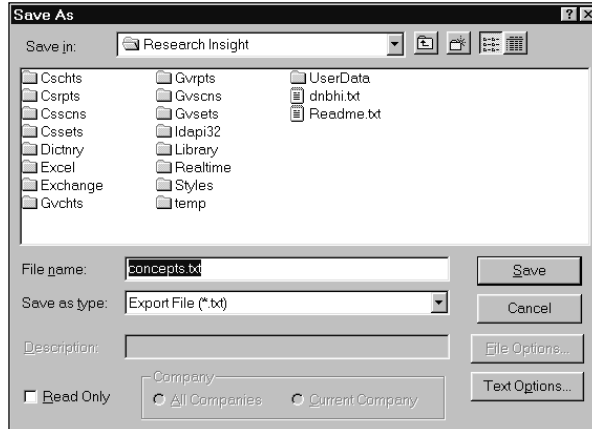


2. In the Show area, select **User**, **Non-User** or both.

User Displays the concepts in databases you have created.
Non-User Display concepts in the COMPUSTAT (North America) or COMPUSTAT (Global) databases.

3. In the From: list box, select the concepts you want to export.
4. Click **Add**.
5. Click **Accept**.

The Save As dialog box appears.



6. Select a folder where you want to save the exported file.
7. Enter a name for the file you want to export in the **File Name** field.

8. By default the file will be tab-delimited. If you want to choose a different column delimiter, click **Text Options**.
9. In the Text Options dialog box, select a column delimiter.
The column delimiter you use depends on the software to which you want to export the report results. For more information about the specific column delimiters required by your software program, refer to your specific software manual.
10. Click **OK** to return to the Save File dialog box.
11. Click **Save**.
The file is now saved as an export file.

To access your exported concepts, your colleagues simply need to import them into their own Research Insight systems.