

## Save a Grid as a File

As an administrator, you can export data from HeadMaster and save it in a file. You can also save an information grid as a webpage (.htm, .html), text comma delimited (.txt), or comma delimited (.csv) file.

### Useful Information

You can export specific records in the order you want by filtering for specific criteria and sorting in the desired order prior to exporting the data. The data is exported using the current sort order and filter criteria.

#### ▼ To save a grid as a file

1. On the Home screen, click the type of information grid you want to export (Students, Parents, Teachers, etc.)
2. Customize the list view and filter or sort the criteria as needed.
3. On the shortcut bar, click **Save to File**.
4. In the **Save in** list, select a location to save the file.
5. Enter a name in the File name field.
6. In the **Save as type** list, select a file type. Example: .htm, .html, .txt, or .csv.
7. Click **Save**.