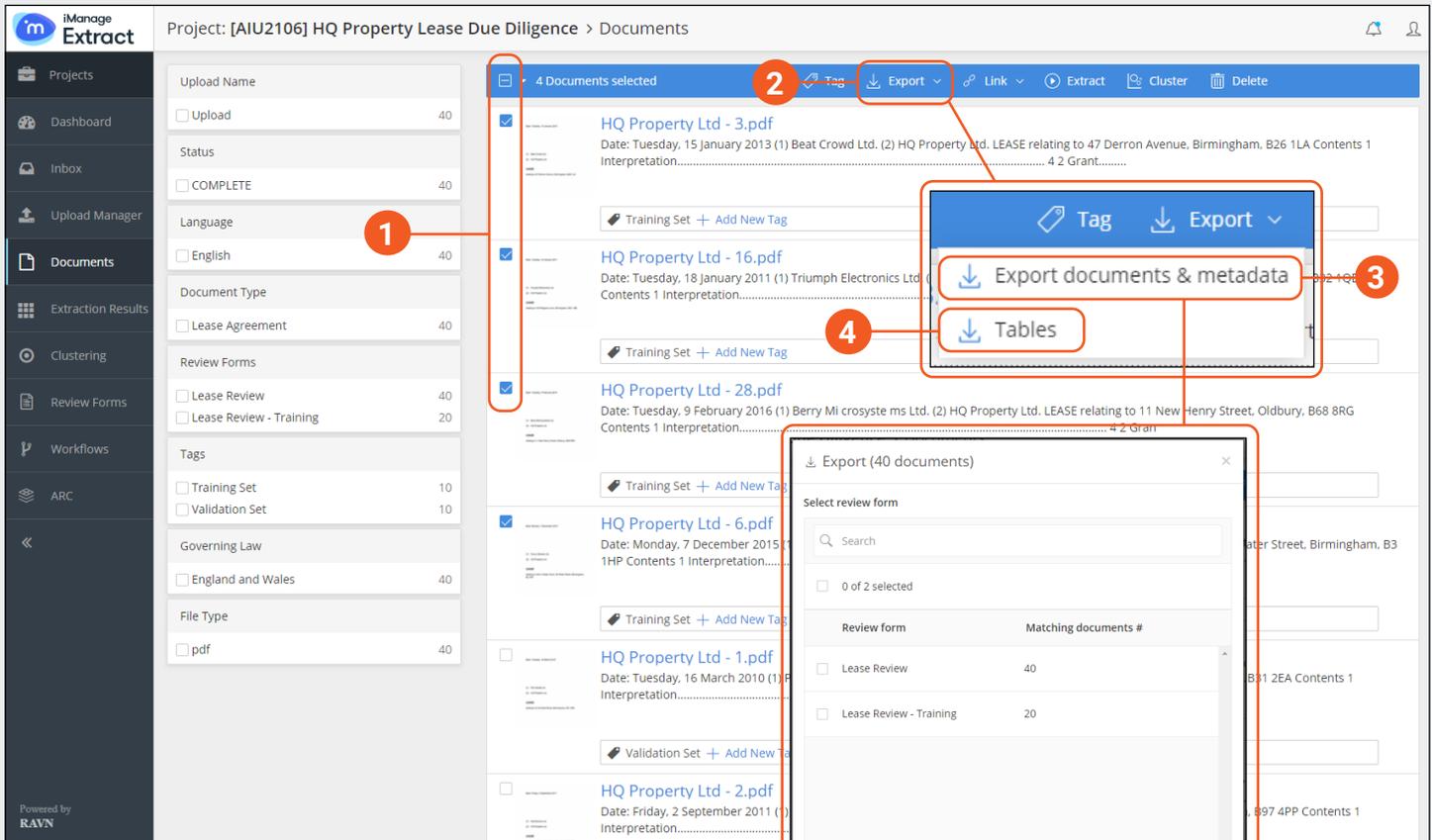# Exporting

In iManage Extract, you have the option to export to an **MS Excel spreadsheet** or a **MS Word document**. To export data points from a document, the document must at least be linked to a review form. If the review form is just linked and not run on the document, then the export generates a report with no data points. To export a report with data points, run the review form on the document before exporting it.

1. Document Selection

Select the check boxes next to a document to select individual documents or select **Select All** at the top to select all the documents in the project.

2. Export button

Select the **Export** button to choose what type of export is needed. Two options will show up - **Export documents & Metadata** and **Tables**.

3. Export documents & Metadata

Select this if you want to Export selected review forms, extractors and metadata from the documents.

4. Export Tables

Selecting **Tables** will automatically export to and MS Excel spreadsheet any tables within the selected documents.

Exporting (continued)

Select **Export documents & metadata** to initiate the process. The **Export dialog box** appears:
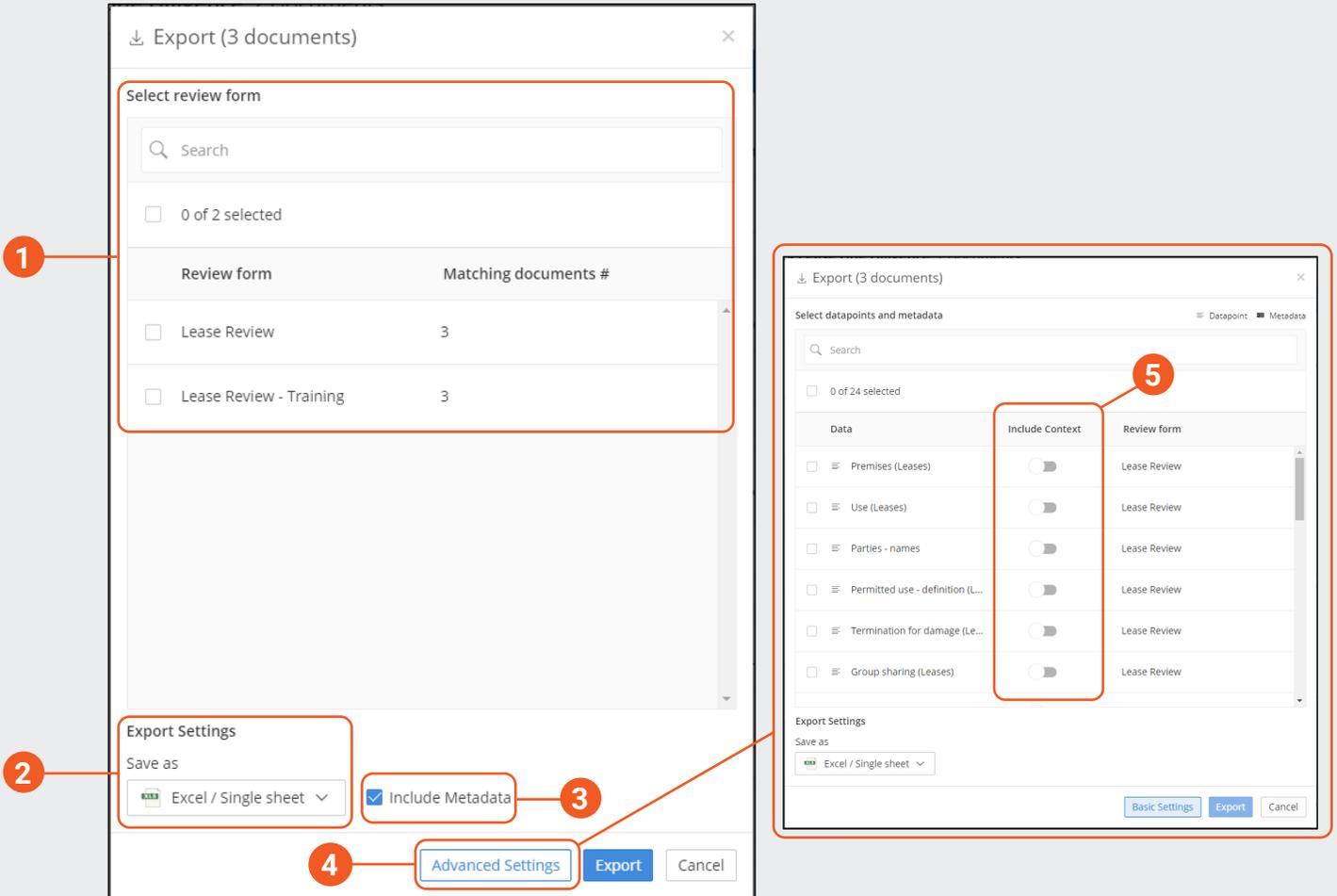
1. Select review form

Select the **review form** you want to link the documents to.

2. Export settings

Select the format in which you want to export the data points. You have to options of **Excel Single/Multiple Sheet** or **Word Single/Multiple files**.

3. Include Metadata

Select **Include Metadata** check box if you want to include the document metadata in the output.

4. Advanced Settings

If you do not want all the data points and metadata to be exported, then select **Advanced Settings**. The Advanced settings dialog box appears.

5. Include Context

If you want to include the context of particular data point, enable the data point **Include context** slider.

6. Exporting

Select **Export**. The data points and the metadata from the documents are exported to your computer in the selected output format.