

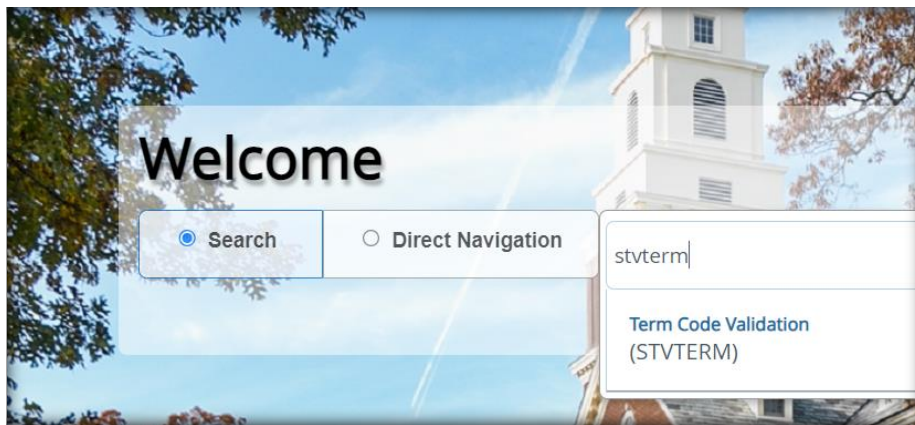
# How To Export Data from Banner 9

Some pages allow you to export the data to a .CSV (Comma Separated Values) file, which can be opened with Excel. The exported file will contain headers by default. If you would like to override that option, please uncheck the box **Include Header Row in Data Extract** on **GUAUPRF**.

Follow the below steps to export a file from Banner 9.

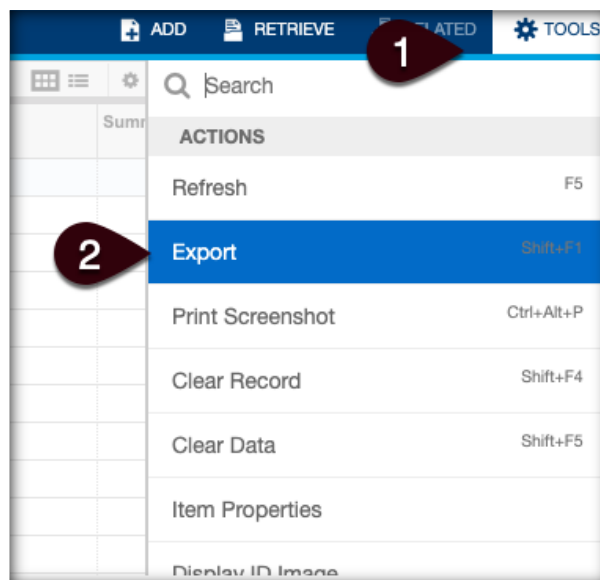
## Navigate To Page

- Enter the page name in the search bar (in this example, STVTERM).
- Click on the appropriate search result.



## Export Data

- Click **Tools**.
- Click **Export**.



- Click **SAVE** to save the Excel file to your Desktop, or location of your choosing.

