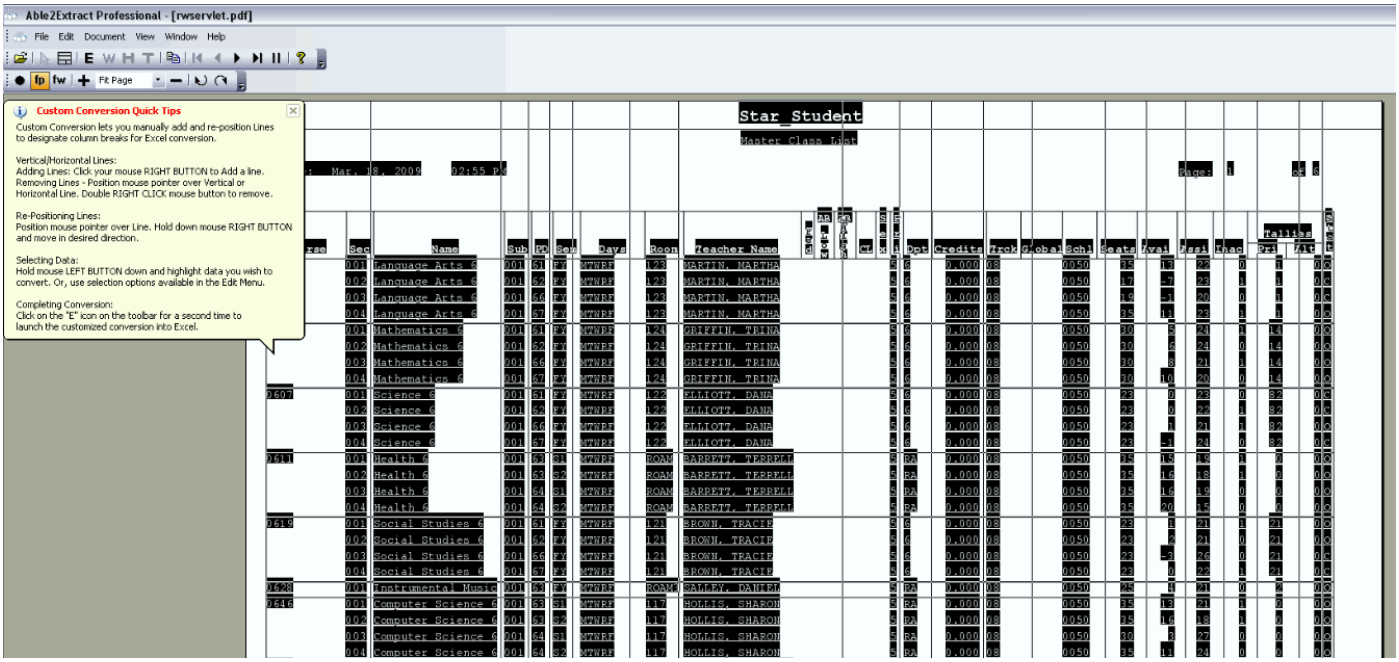
Converting Lists and Reports from Star_Student to Excel:

Converting a List or Advanced Query to Excel:

- Run a list of students from the Student Lookup Module or from pre-written Advanced Query
  - Action → Create Text/HTML File → Text → Tab → Output File (select destination) → Run
  - Go to saved file (default name and location c:\Temp\output.txt)
  - Right-Click → Open With → Excel

Converting a Pre-Designed Report to Excel Using a Secondary Program:

- www.investintech.com (Able2Extract – Free Trial – Single User License - $129)
  - Run any of the pre-designed reports from Star_Student and save as a pdf file
  - Load Able2Extract
  - Open the PDF File
  - Edit → Select All Pages → Select Excel
  - Select Custom → Convert
  - Adjust Columns as Needed → Select Excel (again)
  - Sort to Remove Page Breaks and Headers