

Exporting Items

1. Configure your browser to allow popups from cadsr.cancer.gov.
2. Display a list of items, as described in one of the following pages:
 - If you are a guest user, you can display the contents of a cart, as described in [Using the Cart](#).
 - If you are a guest user, you can search for data elements or forms, as described in [Searching for Data Elements](#) or [Searching for Forms](#).
 - If you are logged in, you can search for any administered item, as described in [Searching for Administered Items](#).
3. In the list of items, select the rows you want to export.
4. Select **Delivery Options > Export to Excel**. Various messages appear:
 - To remove line breaks and additional spaces in the report, click OK in the first message.
 - To preserve line breaks and additional spaces in the report, click Cancel in the first message and OK in the second message.

The system generates a file based on your selections.

5. Save the file.

When you open the exported file, a message appears: "The file format and extension of '<filename>' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?" Click **Yes**.