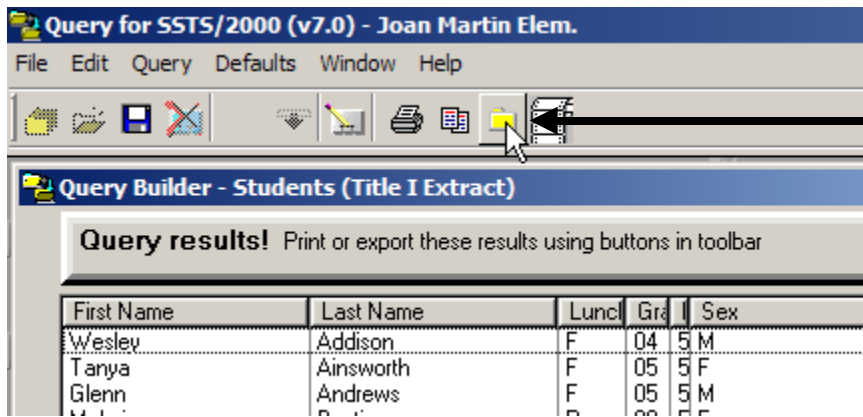
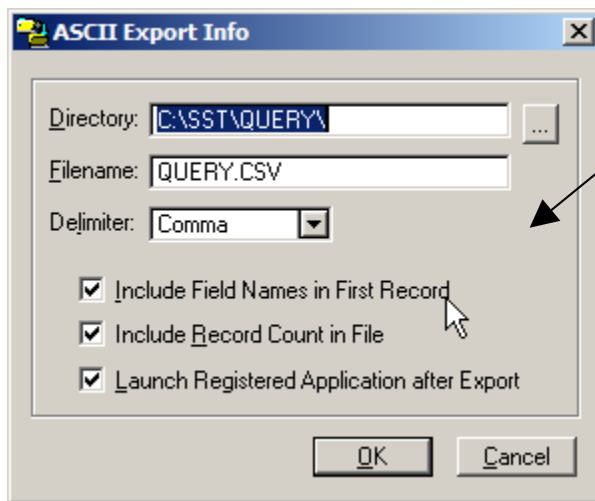


Saving a Query File

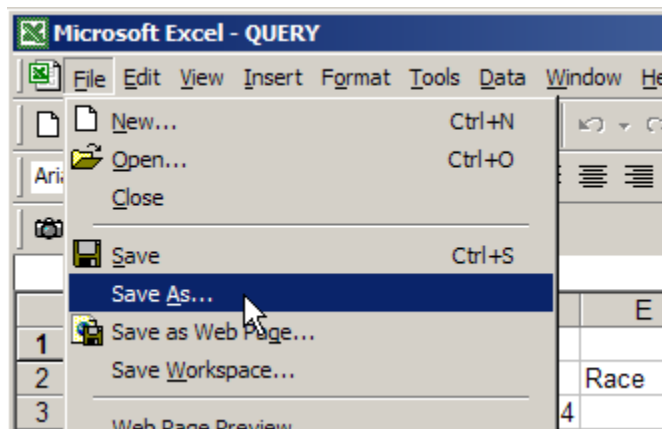
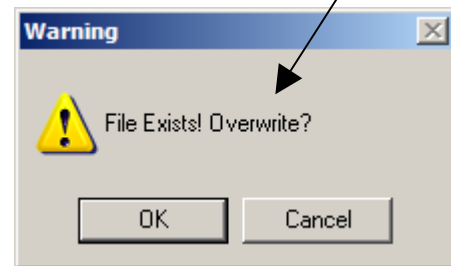


Click on the folder icon.

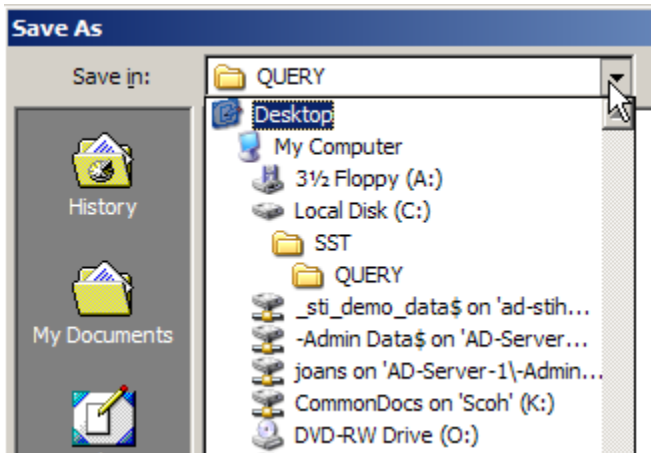


Keep all the settings, Click OK. Each time you will be asked if it is OK to Overwrite, Click OK.

Now Excel will open.

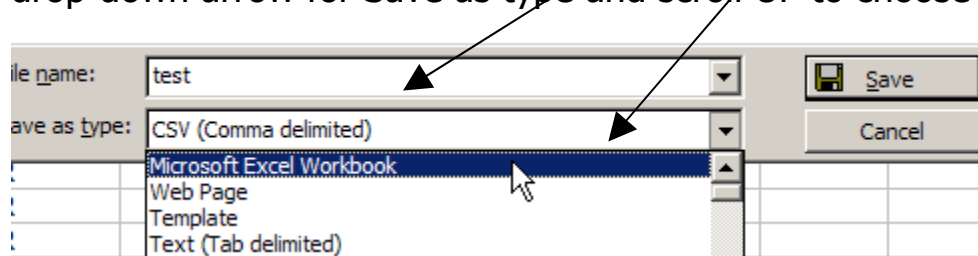


In Excel, click on File and then choose Save As.



Use the drop-down menu to select the location of your file.

At the bottom of the Save As box, rename your file. Then click on the drop-down arrow for Save as type and scroll UP to choose Excel.



Now click on Save.

