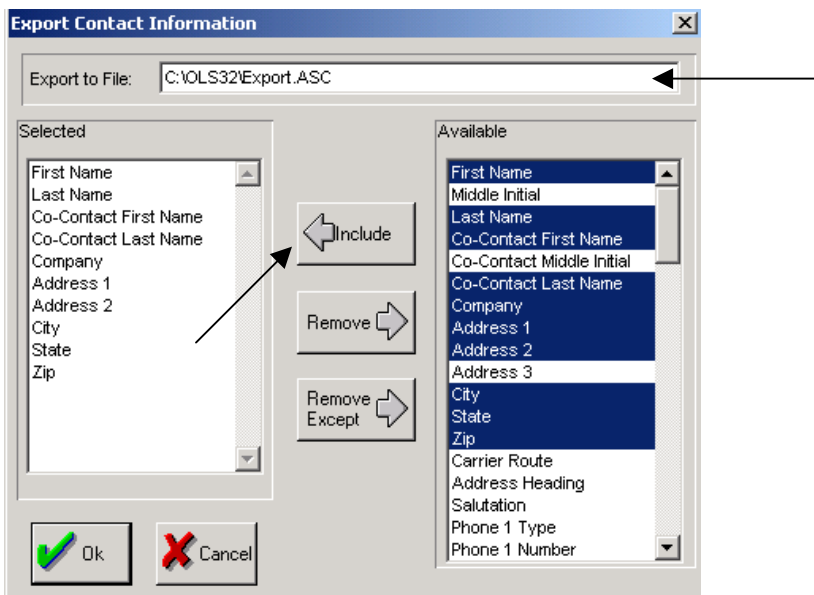
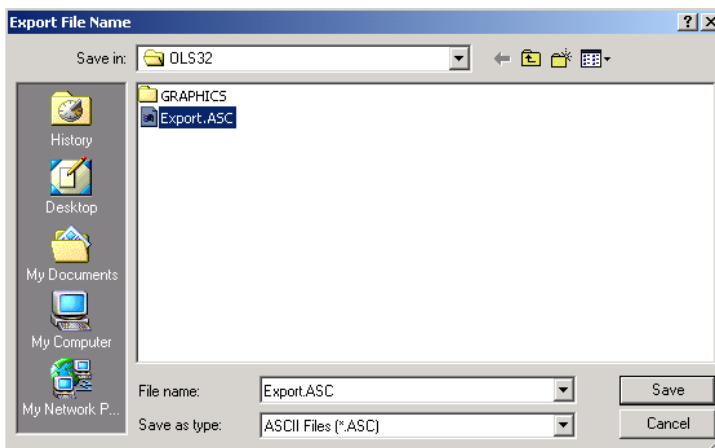


The Export Contact Informations dialog box appears
Select the desired fields for export from the list of Available fields on the right
Click the Include button to move these fields to the **Selected** box



Double-Click in the Export to File: box to reveal a Browse window
Choose a folder in which to Save the information
Name the file (i.e. Export.ASC as shown here)
Click **Save**



Click the Save button to select the export location and file name.
Write down the location in which you saved the file for use when you attach the file in your e mail program
Click **OK** to perform the export

Congratulations! You are ready to switch to your e mail program and attach the file for sending to Express Copy

Name the group "Express copy export" in the **Group name** box
 Click in the "Sort by Zip" box to sort the data by zip code
 Click in the "Save Group" box to save this format for next time
 Click **OK** to export the data

Once the search is complete, the Contact cards will show with a in the upper left corner
 Clear the on any card you **do not** want included

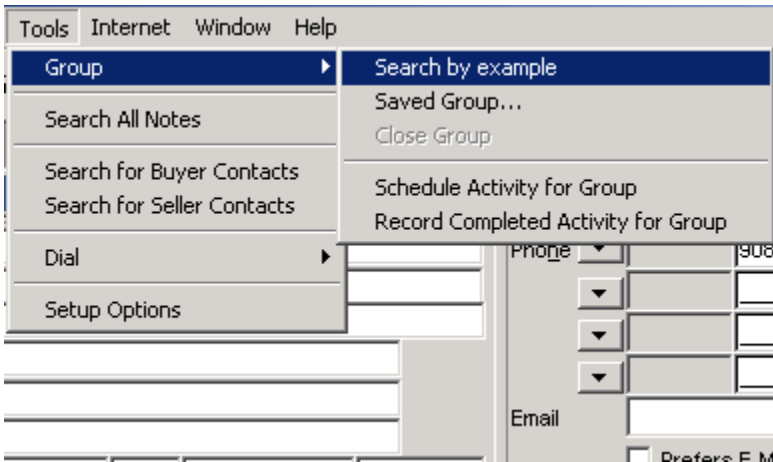
Status	Date	Type	Description
Done	11/04/2001	Letter	Household Hints - Car Wax
	06/22/2000	To Do	Wedding Anniver: (06/27/1996)
	08/10/2000	To Do	Purchs Anniver: (06/15/1990)
	12/14/2000	Letter	(P)Congratulate Seller
	12/15/2000	To Do	(P)Enter SOLD data into the MLS computer
	12/18/2000	To Do	(P)Remove the lockbox from the property
	12/18/2000	To Do	(P)Install SOLD sign rider
	01/22/2001	To Do	(P)Get buyer data - see notes

Click on **File | Export Contact Information**

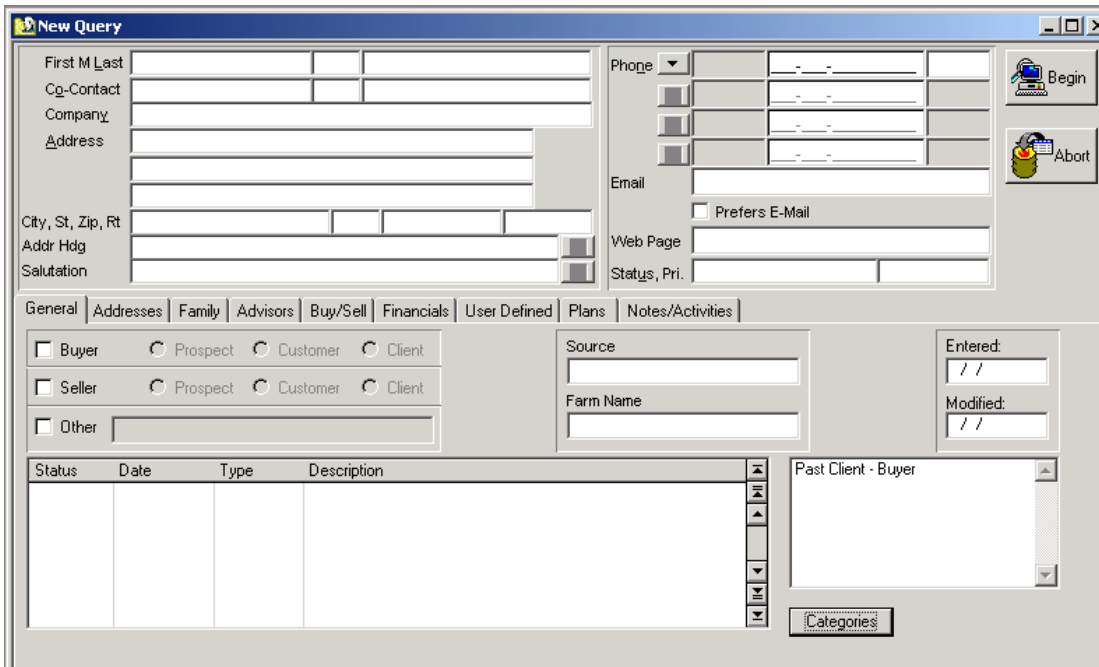
Exporting Contacts to Express Copy From On-Line Agent



Click on the Contact Manger Button
Once the Contact Manager is open, choose **Tools | Group | Search by example**



You get the New Query screen
Enter the desired criteria (In this case, Past Client- Buyer was selected)



Click the **Begin** button