

Print and Share

1. Select the **File** tab. **Backstage view** will appear.



Exporting data to Word: the basics

You can export a table, query, form, or report to Microsoft Word. When you export an object by using the Export - RTF File Wizard, Access creates a copy of the object's data in a Microsoft Word Rich Text Format file (*.rtf). For tables, queries, and forms, the visible fields and records appear as a table in the Word document. When you export a report, the wizard exports the report data and layout — it tries to make the Word document resemble the report as closely as possible.

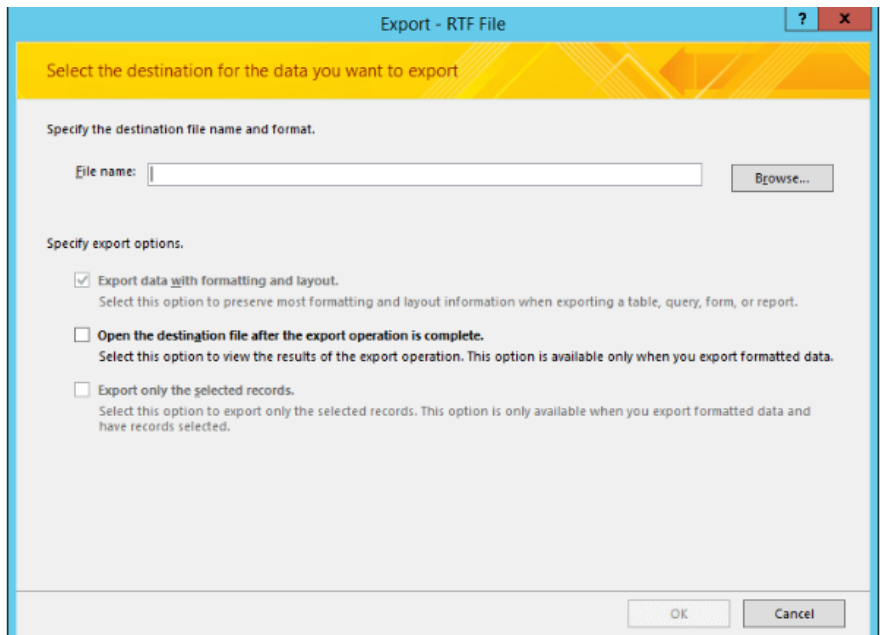
- **Start the operation from Access** To export data from Access to Word, you need to work in Access. There is no functionality in Word that can import data from an Access database. You also cannot save an Access database or table as a Word document by using the **Save As** command in Access.
- **Objects you can export** You can export a table, query, form, or report. You can also export only the records selected in a view. You cannot export macros and modules. When you export a form or datasheet that contains subforms or subdatasheets, only the main form or datasheet is exported. You need to repeat the export operation for each subform and subdatasheet that you want to view in Word. Conversely, when you export a report, subforms and subreports that are included in the report are exported, along with the main report.
- **Outcome of the operation** The Export - RTF File Wizard always exports formatted data. This means that only the fields and records that are visible in an object or view are exported along with the display format settings. Columns and records that are hidden, due to filter settings, are not exported. For a report, the layout of the report is also preserved when it is exported.
- **Merging with an existing document** When you export from Access to a Word document, the data is always exported into a new Word file. If you want the data to be inserted into an existing Word document, you must first export it from Access into a new Word document, and then copy the data from the new Word document and paste it into the existing document. Alternatively, you can copy rows directly from an Access table, query, form, or report, and then paste them into your existing document.
- Export data to Word
- The process of exporting data to a Word document follows these broad steps:
- Prepare your source data for the export. As part of this step, you make sure that your data does not contain errors, and you decide whether to export some or all of the data in your source table.
- Run the Export - RTF File Wizard.
- Optionally save your settings as an export specification for later reuse.
- The steps in the following sections explain how to perform each task.

Prepare for the export

1. Open the source Access database.
2. In the Navigation Pane, select the object that contains the data you want to export.
3. You can export a table, query, form, or report.
4. Review the source data to ensure that it does not contain error indicators (green triangles) or error values, such as **#Num**.
5. Ensure that you have resolved any errors before you export the data to Word. Otherwise, you will find that such values are replaced with a null value.
6. If the destination Word document exists and is open, close it before you continue. The wizard prompts you before overwriting the document.
7. **Note:** You cannot append data to an existing Word document.
8. In the Access database, if you want to export only a portion of a table, query, or form, open the object and select just the records you want.

Export the data

1. On the **External Data** tab, in the **Export** group, click **Word**.
2. The **Export - RTF File** export wizard opens.
3. In the **Export - RTF File** wizard, specify the name of the destination file.
4. The wizard always exports formatted data. If you want to view the Word document after the export operation is complete, select the **Open the destination file after the export operation is complete** check box.
5. If you selected the records that you want to export before you started the export operation, you can select the **Export only the selected records** check box. However, if you want to export all the records in the view, leave the check box cleared.
6. Click **OK**.
7. If the destination document exists, you are prompted to click **Yes** to overwrite the file. Click **No** to change the name of the destination file, and then click **OK** again.



The screenshot shows the 'Export - RTF File' dialog box. The title bar is blue with the text 'Export - RTF File' and a help icon. The main area has a yellow header with the text 'Select the destination for the data you want to export'. Below this, there is a section titled 'Specify the destination file name and format.' with a 'File name:' label and a text input field. To the right of the input field is a 'Browse...' button. Below this section is another section titled 'Specify export options.' with three checkboxes and their descriptions:

- ☒ **Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- ☐ **Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- ☐ **Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.