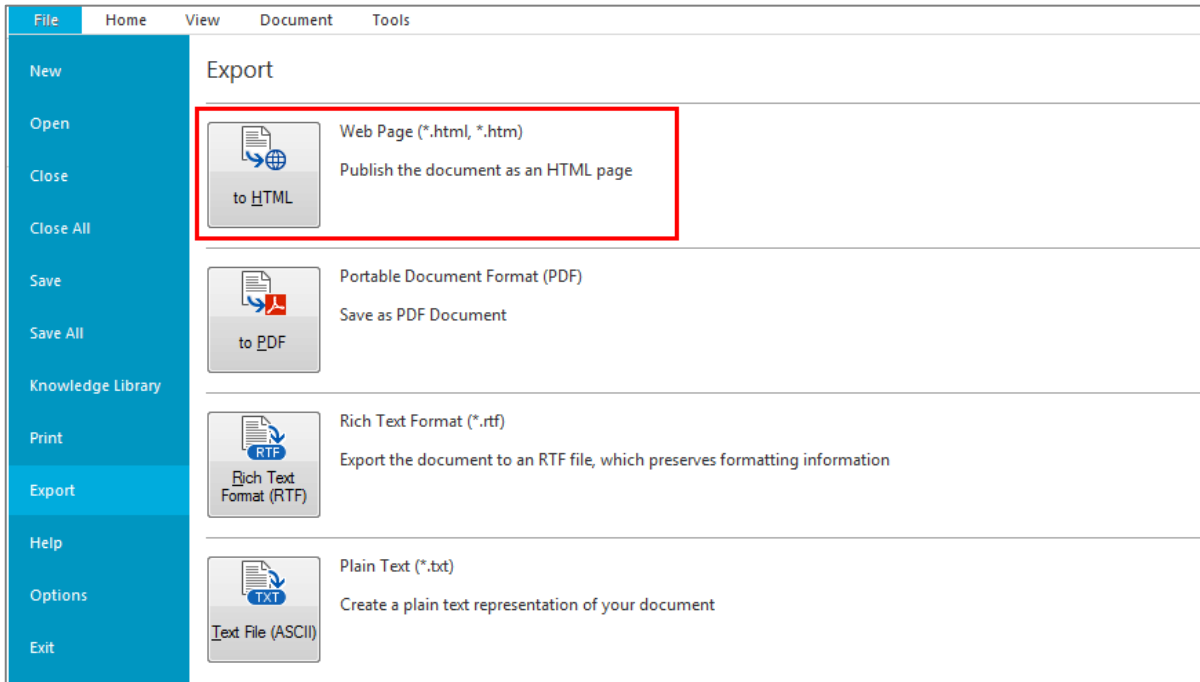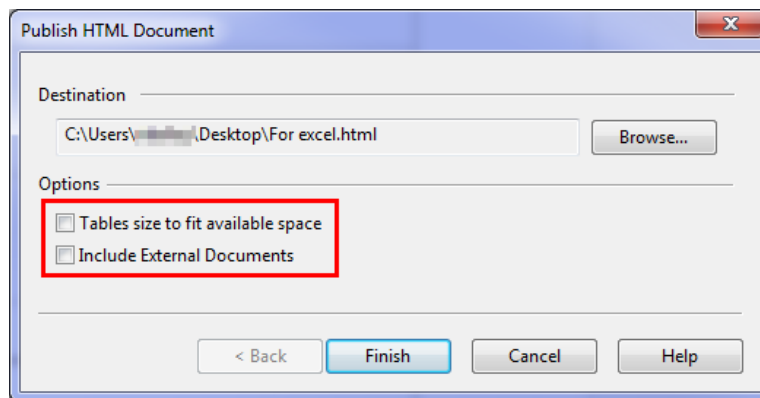# How do I Export a CaseView document to Excel?

1) Open the CaseView document you want to export.

2) Select *File > Export > To HTML*.

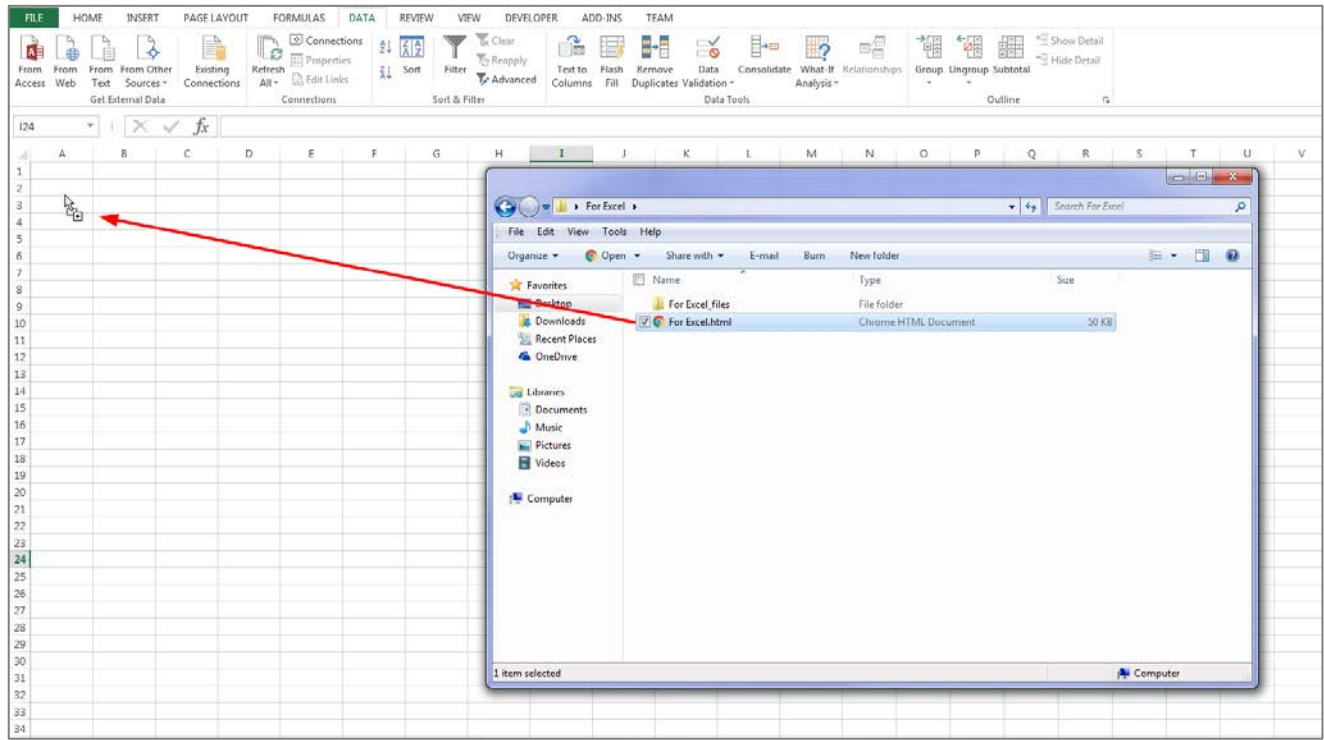3) Save the HTML file on your Desktop.

4) In the *Publish HTML Document* dialog, we recommend that you *do not* check off the *Tables Size to fit available space* option. Click *Finish* to continue.

5) Open a new instance of Excel and open the folder where the saved HTML file is saved.

6) Drag and drop the HTML file into the Excel worksheet and follow the Excel prompts.

7) The contents of the HTML file will be added to the Excel worksheet. Modify/format the Excel worksheet as required.