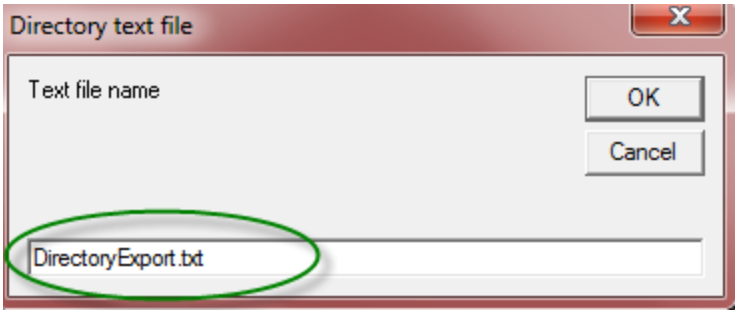
Go to *Membership>Reports>Directory*

1. On the Directory format screen choose *Member File* and/or *Visitor File>Text File>Next*
2. Directory text file screen>enter file name *DirectoryExport.txt*



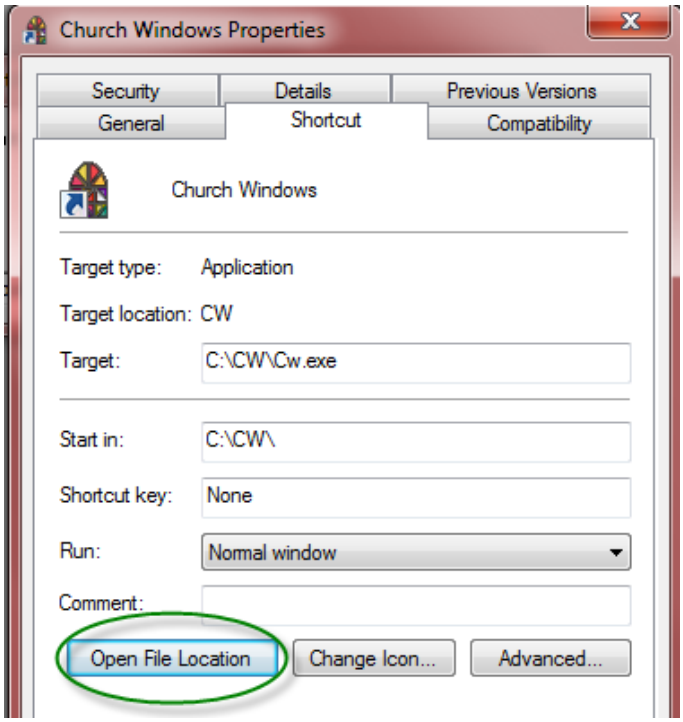
3. Church Windows creates a raw text document>*Close Preview* and *Close Church Windows*.

On your Desktop, right click on your Church Windows icon

1. Click on *Properties*

On the Church Windows Properties screen

1. Click on *Shortcut*
2. Click on *Find Target* or *Open File Location*



Find the *DirectoryExport.txt* file, drag and drop to the Desktop. This file may be attached to an email and forwarded to a directory company (i.e. Life Touch).

PLEASE NOTE: If you would like the *DirectoryExport.txt* file to be opened in Excel

1. *Click Open* in Excel
   a. Click on *Desktop*
   b. At the bottom right of the screen change *All Excel Files* to *ALL FILES*
   c. Double click on the *DirectoryExport.txt* file
   d. On the *Text Import Wizard*, *click Next>Next>Finish*
2. Be sure to save this document as an Excel file
   a. Use *Save As* under *"Save As Type"* choose *Excel Workbook* (or whatever you would like)