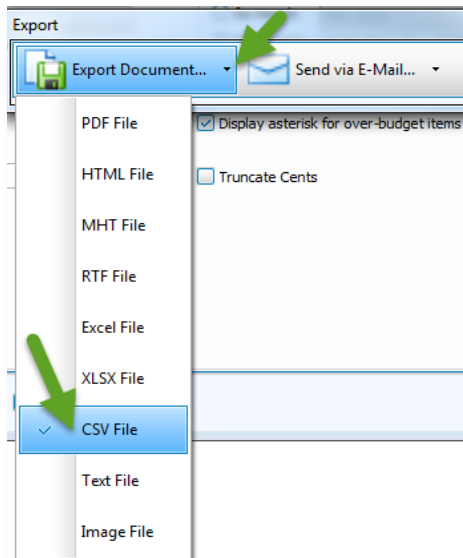
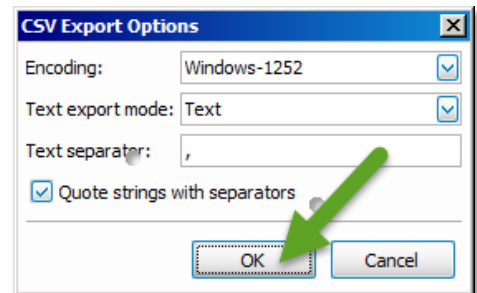


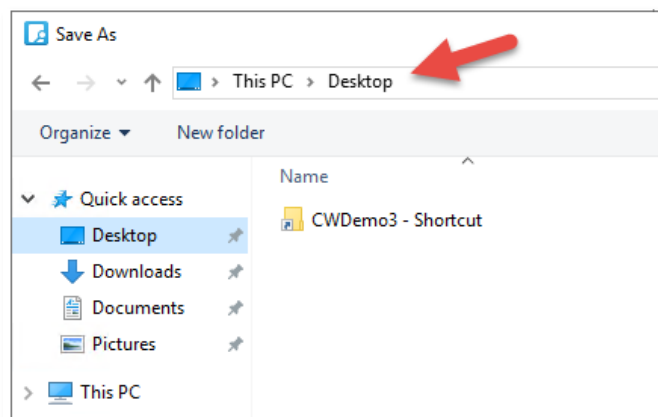
When accessing Church Windows on the WEB through Summit Hosting, you connect to your Summit Desktop through an application called TruGrid Connector, which is a secure Remote Desktop Application. This gives you access to a specific location on their server where your Church Windows program is hosted. Exporting from Church Windows from any module can be done easily, by simply saving the file first to your Summit Desktop, and then copying and pasting to your local machine.



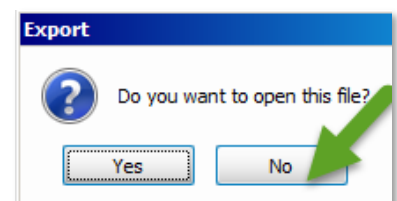
1. Open Church Windows and create your report to export
 - Click *Export*- this is done by clicking *Export* in the reporting window or from the Preview of the report
 - If you see a down arrow next to Export Document, you can click it and choose the file type (example shows CSV File)
 - On CSV Export Options, click OK (the options box will appear with each type of export, click OK, no changes are needed)
 - If you need specific help on exporting, please visit the Resource Center at www.churchwindows.com



2. On the *Save As* window, on the left side, click *Desktop*. This is the Desktop of the Summit Hosting server (not the desktop of your local computer). Click *Save* on the bottom right. This will save the export as an icon on the Summit Desktop.



3. A dialog box opens informing you that a file has been created and asks if you wish to open the file. Click *No*. If you click *yes*, the Summit server will try to open the file. This is not needed. The file still needs moved to your local machine.



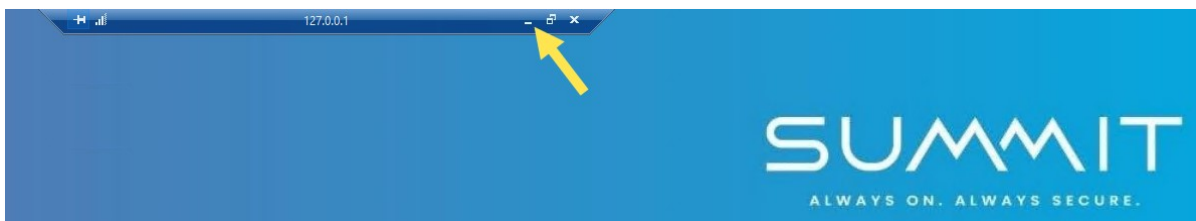
4. *Minimize* Church Windows.



5. Within the Summit Desktop, you should see the file. Hover over the icon and *right click*. Then select *Copy*.



6. *Minimize* the Summit Desktop. This can be done at the top by clicking the *minimize* button.



7. Then on your local machine, find an open area on your Desktop, *right click* and select *paste*. This will move the file from Summit to your machine. Once here you can open, save or move the file to a different location.

