

Servant Keeper Help Sheet - Exporting Membership Data

1. Open **Membership Pro**
2. From the **Groups** menu, choose **Open Groups Keeper...**
3. Decide on a group that you want to use for the export and double-click on it.
4. Now you are viewing the list of families or individuals from the groups you selected.
5. If needed click the **Select Columns** button and add in the information from the left side that you would like to view and export on the right side. Click **OK**
6. Click on the **Advanced** button at the bottom of the screen and click **Export Results... ASCII File. Fig1.**

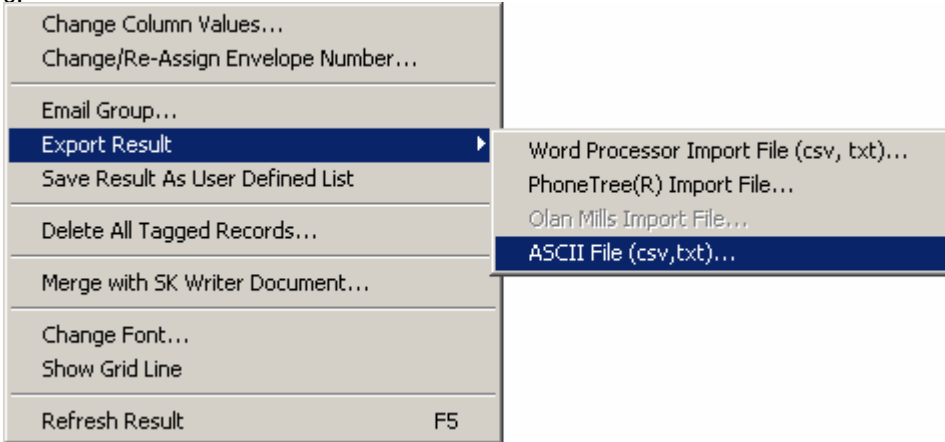


Fig1.

7. You will now have an **Export Results to** dialog window. Fig2.

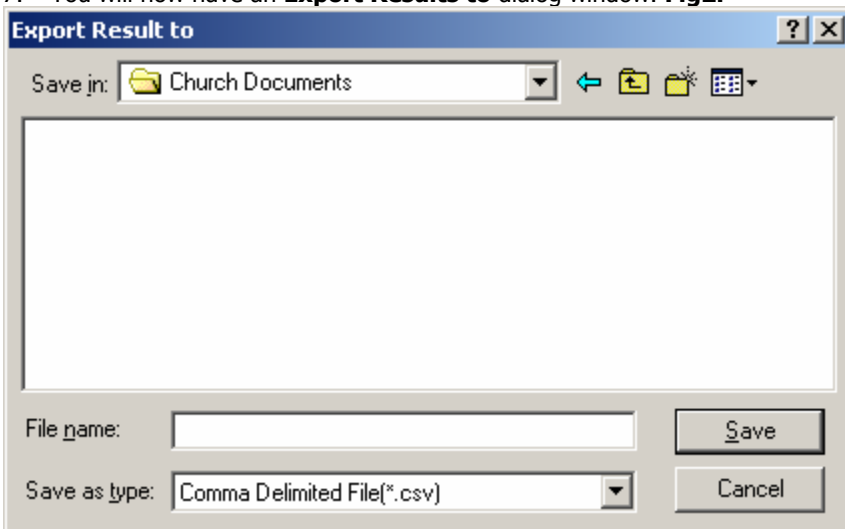


Fig2.

8. In the **Save in:** field, use the drop down arrow to choose the location that you want to save your file
9. Now go to the **File name:** field and give the file a name. Fig3.

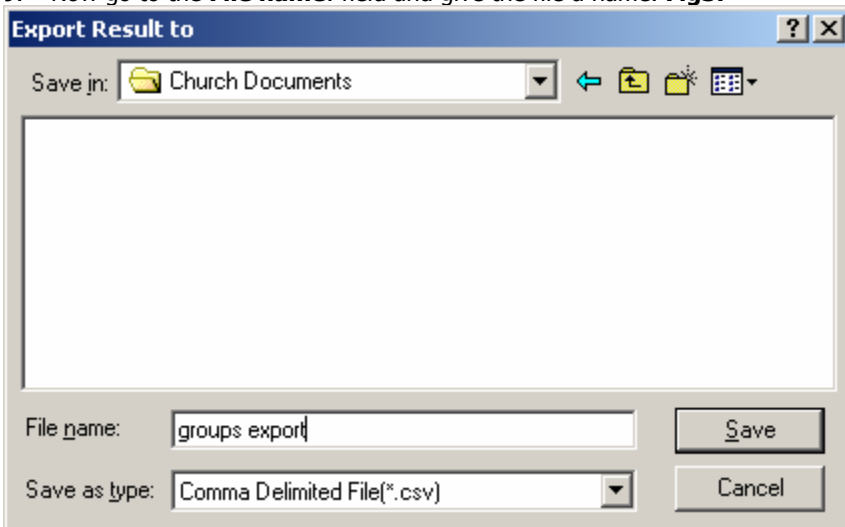


Fig3.

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10. After you have named the file, just click the **Save** button.

Now this file is ready for you to use in Excel or it can also be used as a data source for a Word mail merge.