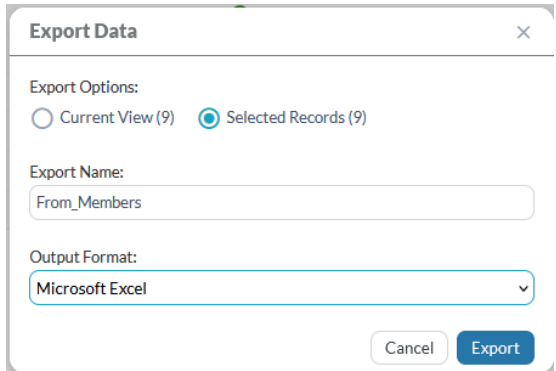




Printing a list of group members



1. Click **Groups**.
2. Open the Group and click the **Members** tab.
3. Click the select all check box in the lower left corner to check mark all members.
4. Click the **Transfer** button at the bottom of the screen.
5. Click **Members** and choose **Contacts (contact)** on the **Transfer Section** popup.
6. Click the **Transfer** button. You will be sent to the **Contacts** page.
7. Click **OK** on the **Selection Transfer Completed** popup.
8. Click **Actions** and choose **Export**. **NOTE:** When you transfer for the purposes of exporting, you will land on the **All Records** view of the **Contacts** page. If you've moved the columns around in the All Records view, it will export the data in the column order you have set.
9. To reset the **All Records** view to default order, click the **Actions** button and choose **Reset Grid Defaults**.
10. Make these selections on the **Export Data** pop up and click the **Export** button. Depending on your settings, the spreadsheet will either open or you will find it in your downloads folder.
11. Click the **Enable** button at the top to edit the file.
12. Delete the first 4 columns.
13. Resize the columns in Excel to the width of the largest entry in that field by clicking the **Select All** button  to the left of the A column. Then double click the border between any two column headings. The cursor will change to a vertical line with two horizontal arrows. When you see that, double click.
14. Keep or delete the remaining columns as needed for your project.