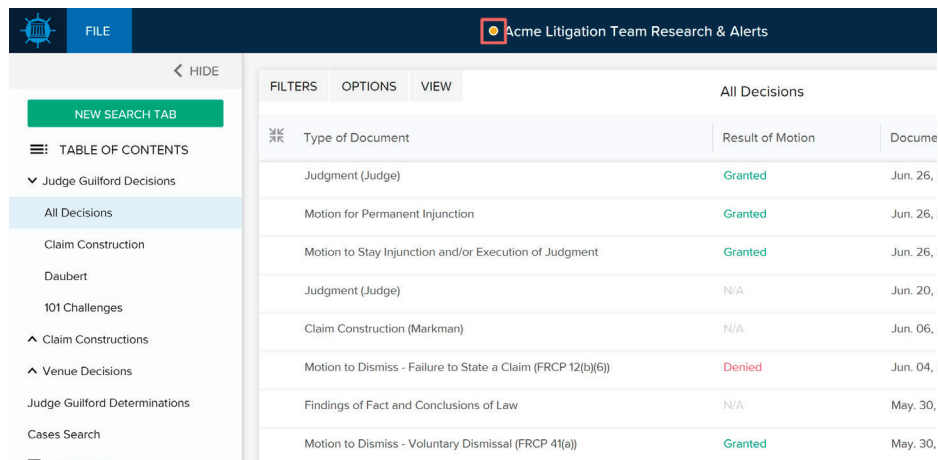# Exporting Binders

Learn how to export Compass search results into a single file.

In this example, we'll use a binder we've already created called "Acme Litigation Team Research & Alerts." The same technique may be used for any binder.

First, make sure your binder is **saved**. A little yellow icon next to the binder name indicates unsaved changes.
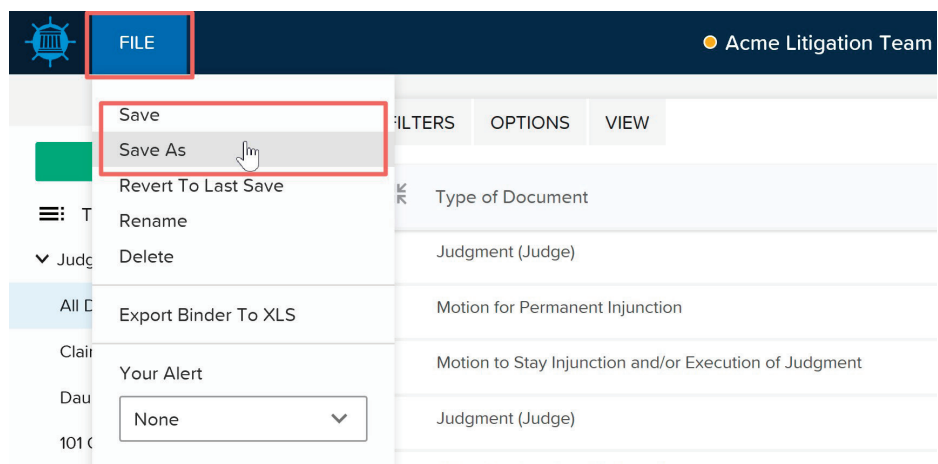

To Save a binder:
- Click the **FILE** button.
- Click **Save** if your binder was custom built.
- Click **Save As** if your binder was pre-built (e.g. a "Quick Profile" or Report, or if the binder was shared with you).
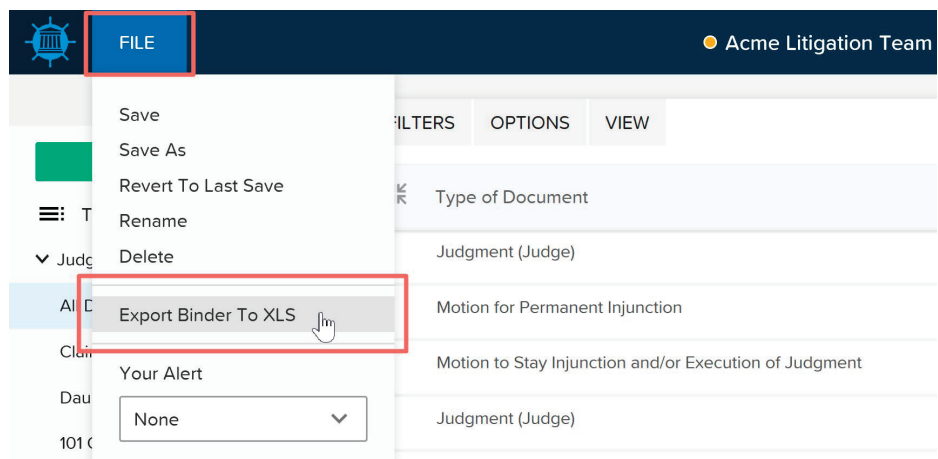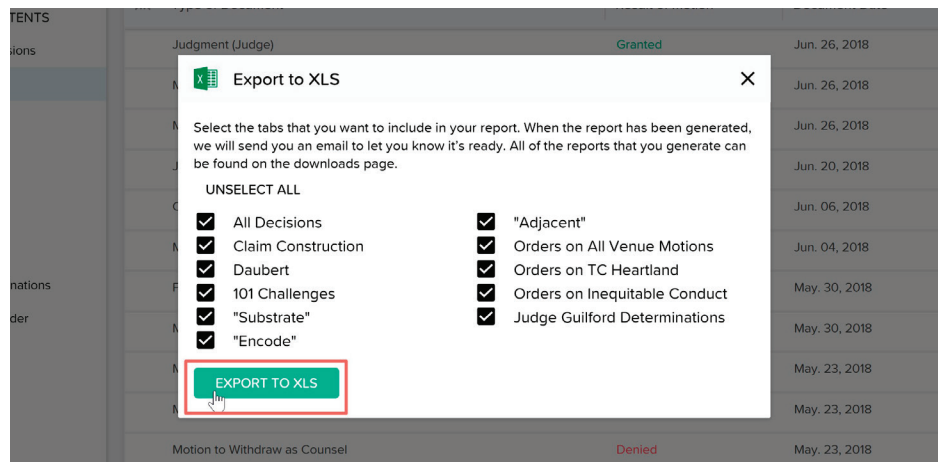

To Export the binder:
- Click **FILE**.
- Select **EXPORT TO XLS**.
- This will open a window.

This window allows you to select the binder tabs you want to include in the exported file.
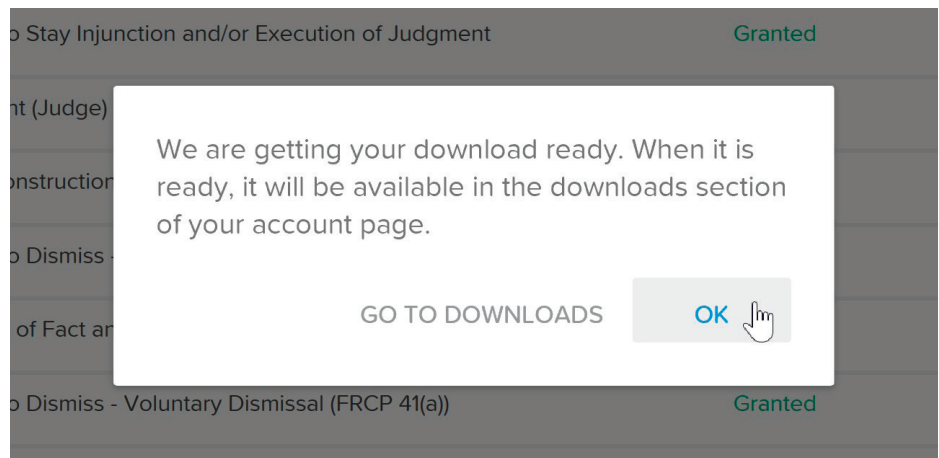
Once you've made your selections, click **EXPORT TO XLS** to proceed.

From there, you have the option to either:
- Go directly to your **Downloads** page.
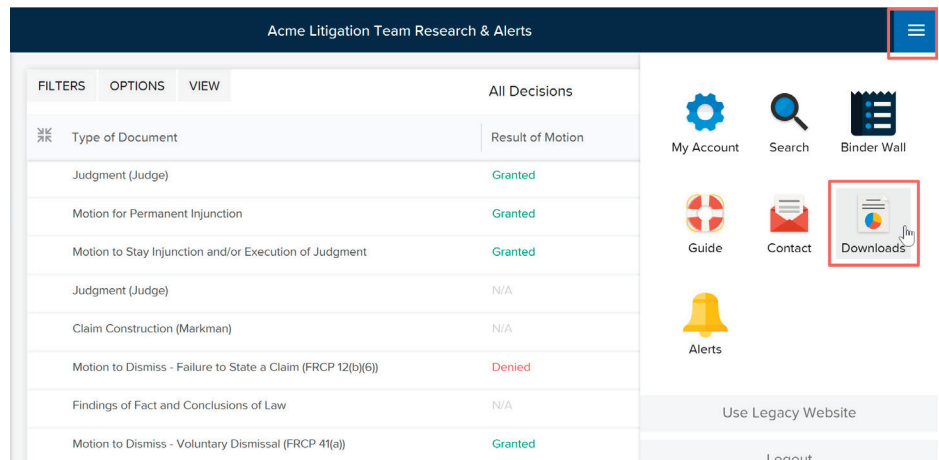- Continue working and go to the **Downloads** page later.

The exported file will typically be ready in less than a minute, and you'll receive an email when it's available.
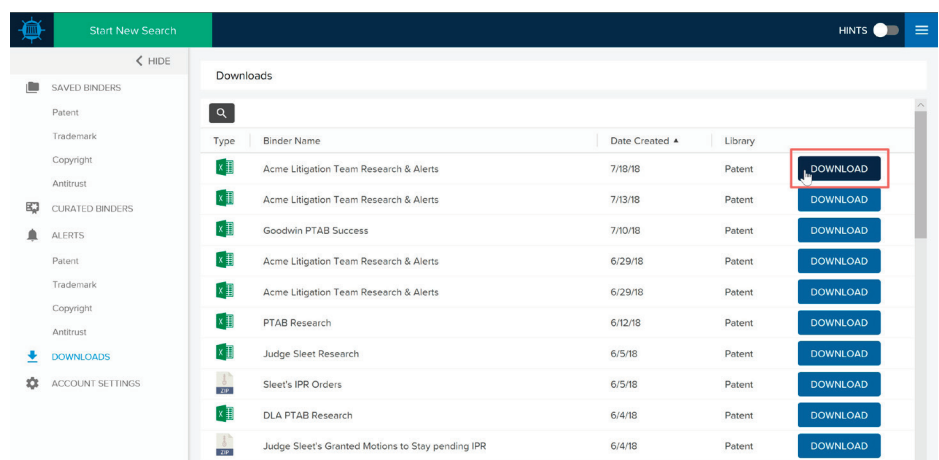
To access your Downloads page at any time:
- Click the **Navigation** icon in the top right of the page.
- Click the **Downloads** icon.

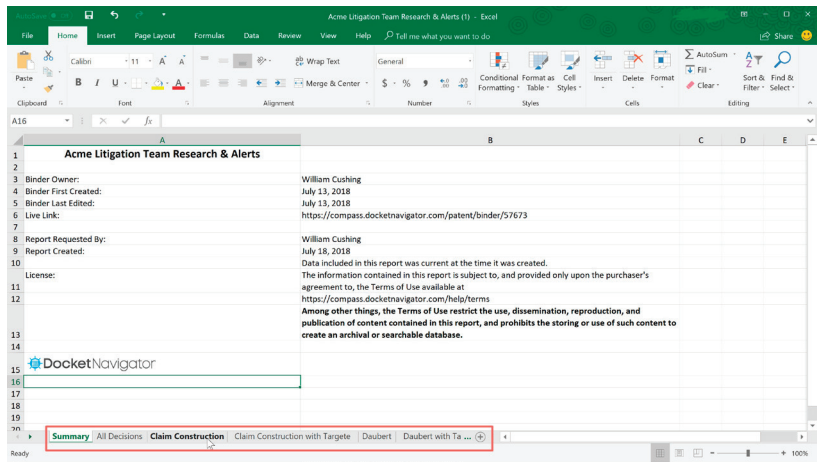This will take you to a page where you can see all of the binders that you've exported.

To download a file:
- Click the **Download** button.
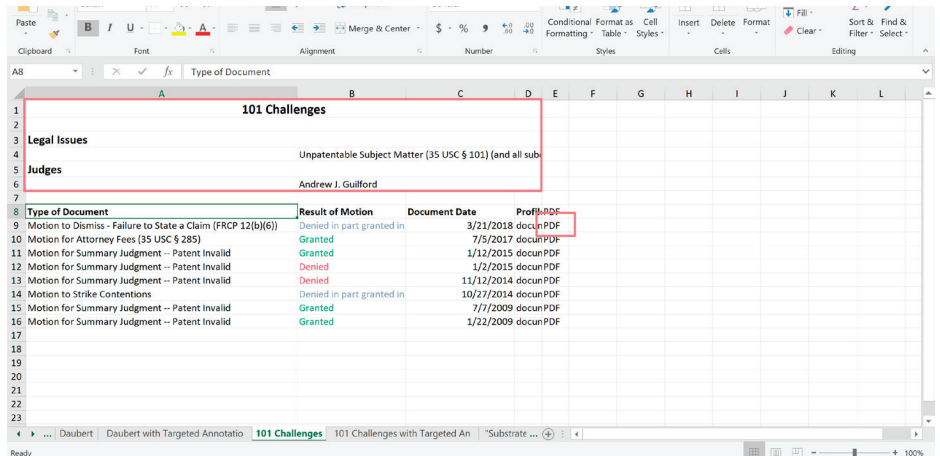- Click **OPEN** to allow Excel to open the xls file.

When the spreadsheet opens, the first tab you see will be a Summary, with a link to your binder.

The tabs that appear at the bottom of the workbook correspond to the tabs in the Compass binder you just exported. click on the tabs to view the results.
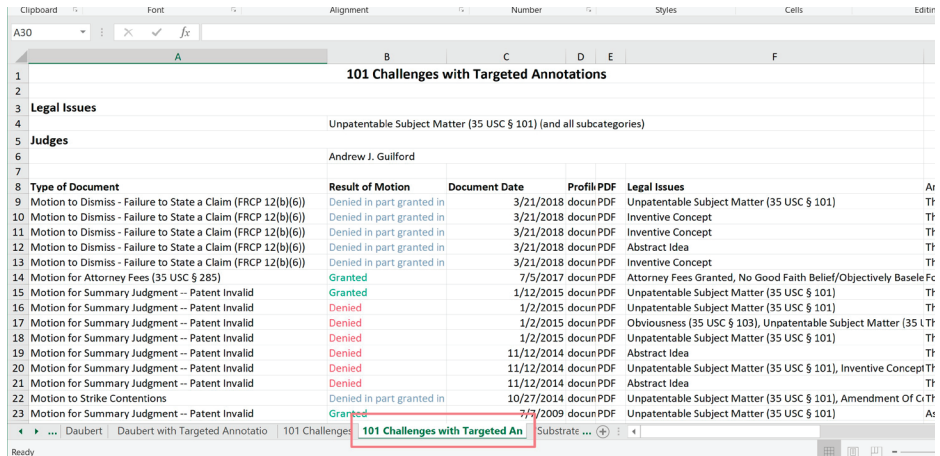

- The filters used to create the search will be listed at the top of the tab.
- If there was a security limit on the number of your exported results, that will also be noted at the top.
- Click **PDF** to view the corresponding document.
- Clicking a **case** name, **judge** name, or **patent** number will open a Quick Profile in Compass for that item.

You may notice some extra tabs that were not in your binder.

These tabs are created when you have certain "expandable" sections checked under the VIEW options in your binder.

To include "Expandable Sections" in the exported file:
- In your binder, click **VIEW**.
- Select the sections you'd like to include (i.e. patents, judges, parties).
- Save binder, then export as before.