

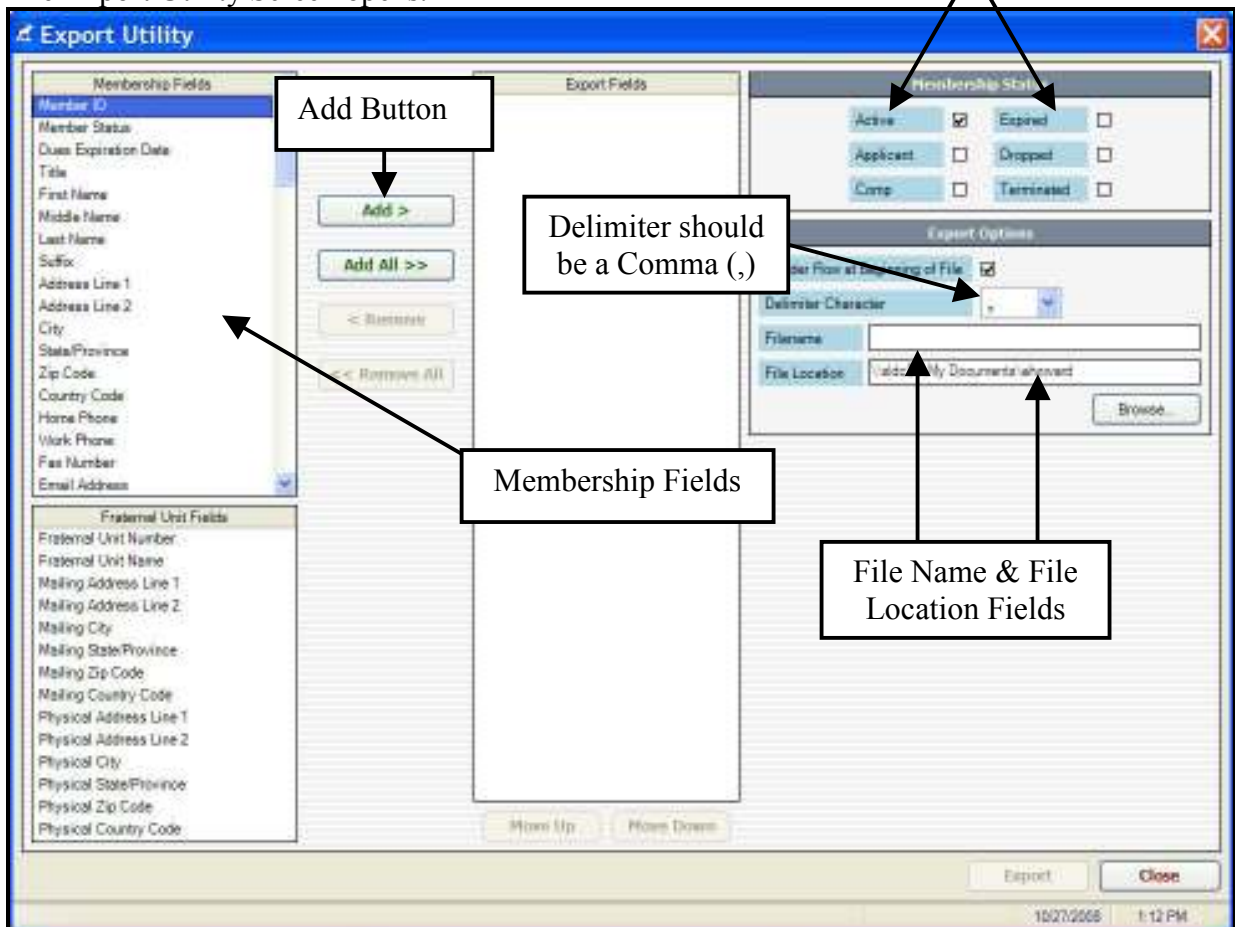
Exporting Your Member Roster to an Excel Spreadsheet

Exporting your Member Roster to an Excel Spreadsheet for E-mailing to a Mailing House so they may produce Labels to mail your Newsletter is done in the following manner.

1. Click **“Go To”** in the Menu Bar at the top of the LCL.net screen.
The Go To Dropdown Menu will open.

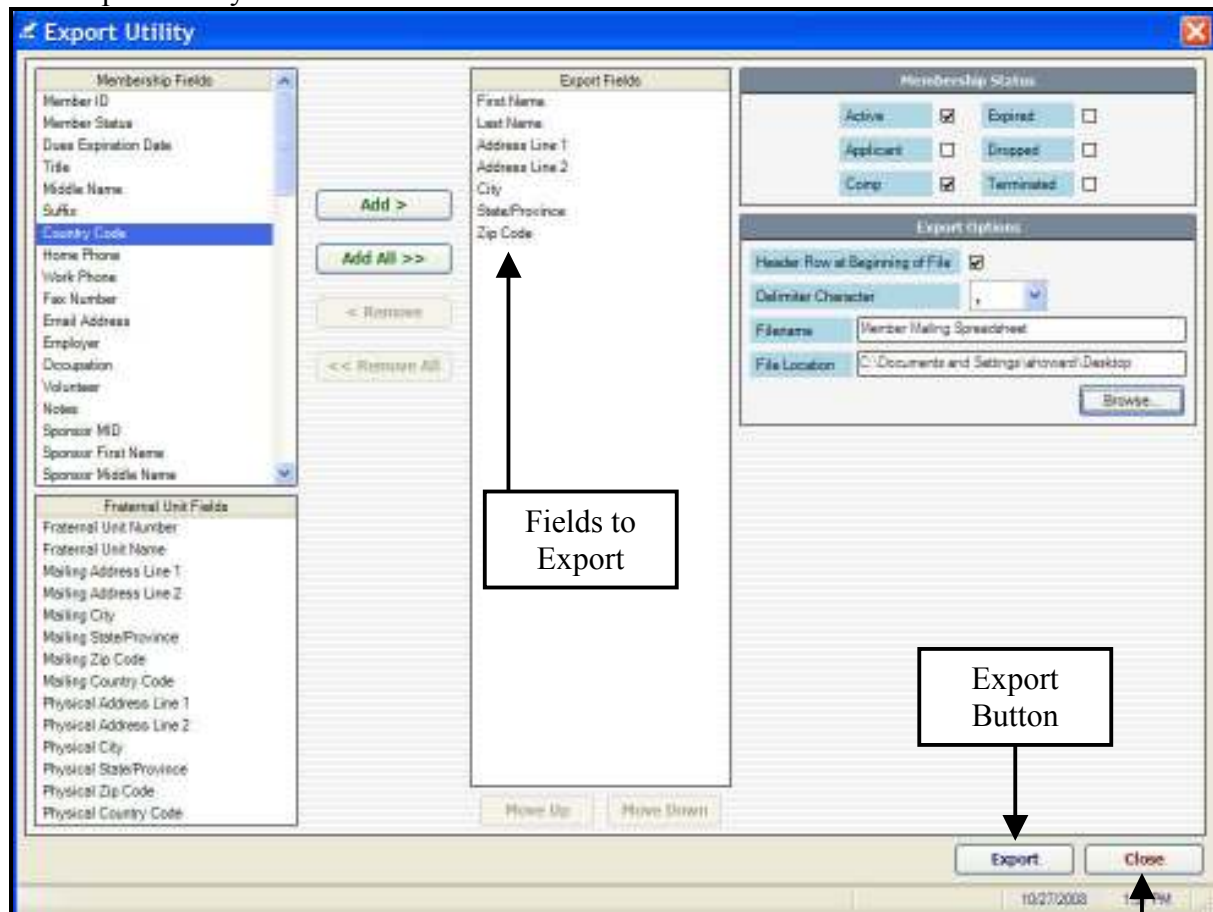


2. Click **“Export”** in the Go To Dropdown Menu.
The Export Utility Screen opens.



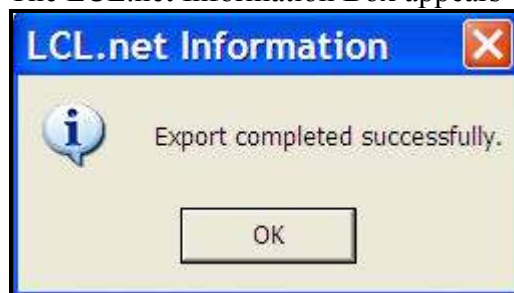
3. Click the Line Item in the Membership Fields Box you wish to be the first Field on the Spread Sheet.
- (You must select and Add the Line Items in the order you want them to appear on the Spreadsheet)
4. Click the **“Add”** button to move the Line Item to the **“Export Fields”** column.
5. Continue selecting and Adding the Membership Fields in the order you wish them to appear on the Spreadsheet, until you have added all the Line Items you want to Export to the Export Fields column.
6. Select the Membership Status(s) to include in the **“Membership Status”** Field.
7. Select **“Comma (,)”** as the Delimiter Character.
8. Type a **“File Name”** in the File Name Field.
9. Click the **“Browse”** Button.
10. Select a Location to Export the Excel File to. (I.e.: Desktop)

The Export Utility Screen will then look like this



11. Click the **“Export”** Button.

The LCL.net Information Box appears



12. Click **“OK”**.
13. Click the **“Close”** Button.
14. Minimize LCL.net to get back to the Desktop.

15. Find the “Excel Icon” on the Desktop.



16. Double Click the Excel Icon on the Desktop.
The Spreadsheet with the Data will open

1	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	Address Line 1	Address Line 2	City	State/Province	Zip Code						
2	Al	Miller	125 MAIN		JEFFERSON	IL	45078-2045						
3	Bruce	Lynne	45 STATE ST		JEFFERSON	IL	45078-8454						
4	Ben	Belser	45 SUPERIOR		JEFFERSON	IL	45078						
5	Bob	Vince	4 PARK PL		JEFFERSON	IL	45078-0094						
6	Brod	Leonard	225 PALACE		JEFFERSON	IL	45078-1474						
7	Clavis	Nelson	345 BRONSON		JEFFERSON	IL	45078-2344						
8	Dan	Marko	3 SUNSET		JEFFERSON	IL	45078-4532						
9	Del	Torrey	245 FIFTH AVE		JEFFERSON	IL	45078						
10	Debbie	Conner	458 CEDAR AVE		JEFFERSON	IL	45078						
11	George	Hugh	453 WILDER		JEFFERSON	IL	45078-8075						
12	Mike	Bow	14 MAPLE UNIT 21		JEFFERSON	IL	45078-4005						
13	Jane	Tensley	89 JAMESON		JEFFERSON	IL	45078-0078						
14	Jarold	Landgraf	207 WEST ST		JEFFERSON	IL	45078-0555						
15	Joe	Toon	10 PLUM		JEFFERSON	IL	45078						
16	Joe	Walker	401 GRAND BLVD		JEFFERSON	IL	45078-0879						
17	June	Aiky	6655 POLLS LOT 54		JEFFERSON	IL	45078-1874						
18	Leonard	Marlowe	HWY 6		JEFFERSON	IL	45078-8888						
19	Ned	Avery	456 SEVENTH AVE		JEFFERSON	IL	45078						
20	Randy	Katz	123 SUNSET AVE		JEFFERSON	IL	60530						
21	Riley	Prutoff	807 TEMPLE DR		JEFFERSON	IL	40307-4444						
22	Ron	Farrall	87 JAMES CT		JEFFERSON	IL	45078						
23	Ronald	Sentry	678 SAMS		JEFFERSON	IL	45078-3334						
24	Sandra	Stokro	5005 PEARL		JEFFERSON	IL	45078-1276						
25	Stan	Sample	456 ILLINOIS		JEFFERSON	IL	45078						
26	Tad	Kul	384 JACKSON		JEFFERSON	IL	45078-7777						
27	Theodore	Lektor	861 WINDWOOD		JEFFERSON	IL	45078-1111						
28	Will	Hastor	112 STATE		JEFFERSON	IL	45078-0124						
29	William	Ness	789 HAN		JEFFERSON	IL	45078-4507						
30													

17. Expand the Columns to make room in the fields for all of the Data by placing the Mouse Cursor on the lines between the letters at the top of the Spreadsheet, Holding down the Left Clicker on the Mouse and moving the Cursor to the right to expand the Column.
The Spreadsheet should then look like this

1	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Address Line 1	Address Line 2	City	State/Province	Zip Code		
2	Al	Miller	125 MAIN		JEFFERSON	IL	45078-2045		
3	Bruce	Lynne	45 STATE ST		JEFFERSON	IL	45078-8454		
4	Ben	Belser	45 SUPERIOR		JEFFERSON	IL	45078		
5	Bob	Vince	4 PARK PL		JEFFERSON	IL	45078-0094		
6	Brod	Leonard	225 PALACE		JEFFERSON	IL	45078-1474		
7	Clavis	Nelson	345 BRONSON		JEFFERSON	IL	45078-2344		
8	Dan	Marko	3 SUNSET		JEFFERSON	IL	45078-4532		
9	Del	Torrey	245 FIFTH AVE		JEFFERSON	IL	45078		
10	Debbie	Conner	458 CEDAR AVE		JEFFERSON	IL	45078		
11	George	Hugh	453 WILDER		JEFFERSON	IL	45078-8075		
12	Mike	Bow	14 MAPLE AVE	UNIT 21	JEFFERSON	IL	45078-4005		
13	Jane	Tensley	89 JAMESON		JEFFERSON	IL	45078-0078		
14	Jarold	Landgraf	207 WEST ST		JEFFERSON	IL	45078-0555		
15	Joe	Toon	10 PLUM		JEFFERSON	IL	45078		
16	Joe	Walker	401 GRAND BLVD		JEFFERSON	IL	45078-0879		
17	June	Aiky	6655 POLLSOM	LOT 54	JEFFERSON	IL	45078-1874		
18	Leonard	Marlowe	HWY 6		JEFFERSON	IL	45078-8888		
19	Ned	Avery	456 SEVENTH AVE		JEFFERSON	IL	45078		
20	Randy	Katz	123 SUNSET AVE		JEFFERSON	IL	60530		
21	Riley	Prutoff	807 TEMPLE DR		JEFFERSON	IL	40307-4444		
22	Ron	Farrall	87 JAMES CT		JEFFERSON	IL	45078		
23	Ronald	Sentry	678 SAMS		JEFFERSON	IL	45078-3334		
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27	Theodore	Lektor	861 WINDWOOD		JEFFERSON	IL	45078-1111		
28	Will	Hastor	112 STATE		JEFFERSON	IL	45078-0124		
29	William	Ness	789 HAN		JEFFERSON	IL	45078-4507		
30									

18. Save the changes to the Document.
19. Attach the Document to an E-mail and send it to the Mailing House.