This document is designed to show how to export an Access object to Microsoft Word. Any report that is created in Access can be published as a Word document. Once the report has been published to Word, it is possible to make any formatting changes, such as headers and footers. Objects exported to Word are formatted in RTF (Rich Text Format).

✠ Click the **Report** that is to be exported to **Word**.

<center>or</center>

✠ Open the **Report** that is to be exported to **Word**.

✠ Click the **External Data** tab.

✠ In the **Export Group**, click the **More** button (see illustration below left).

✠ Select **Word** from the list that appears (see illustration above right).

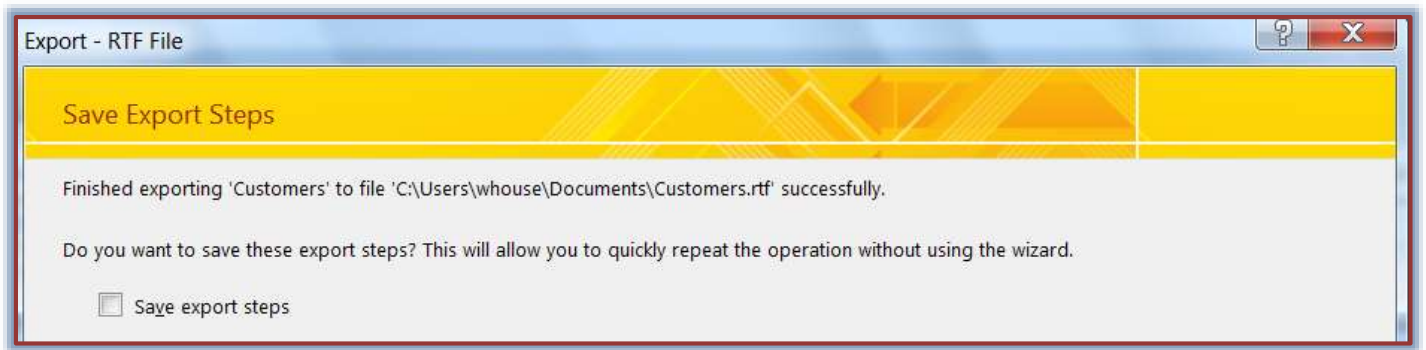✠ The **Export – RTF File** window will display (see illustration below).

- Click the **Browse** button to specify the area where the document is to be stored.
- Click the **Open the destination file after the export operation is complete** to view the document after it has been exported.
- Click **OK**.
- The window in the illustration below may appear.

- Click the **Close** button at the bottom of the window.
- A message will appear during the export process.
- The **Report** will appear in **Word**.
- Changes can be made to the report in the same way as any other Word document.