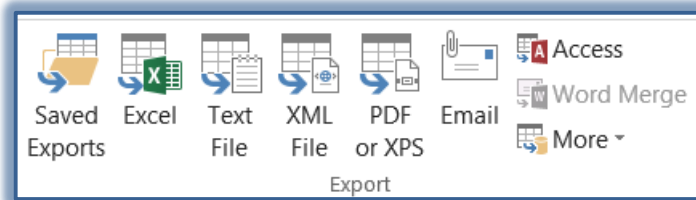


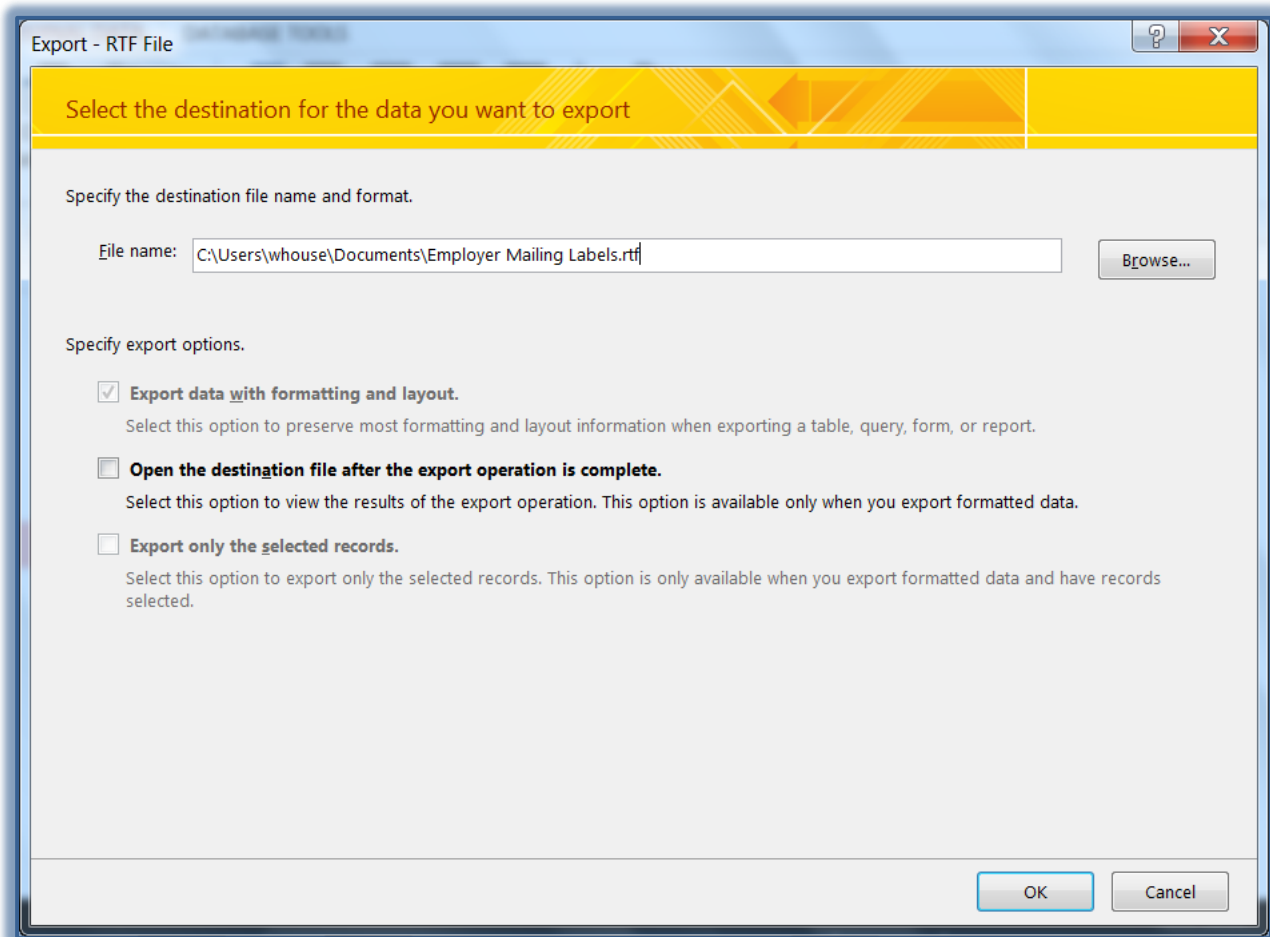
## PUBLISH AN ACCESS REPORT IN WORD-RICH TEXT FORMAT (RTF)

This document is designed to show how to create a report in Microsoft Access and publish it to the Microsoft Word program using the label format. 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. To create the labels, follow the procedure described in the [Mailing Labels Report](#) link.

- ✚ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Report View**.
- ✚ Click the **External Data Tab**.
- ✚ In the **Export Group**, click the **More** button.

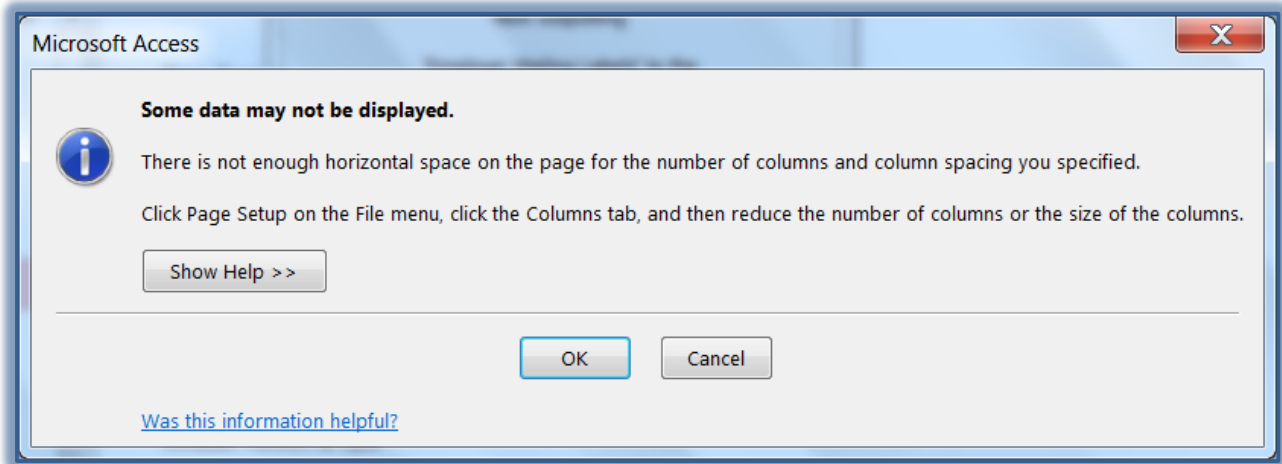


- ✚ In the list that appears, click the **Word** option.
- ✚ The **Export - RTF File** window will display (see illustration below).



- ✚ To select a destination for the **Report**, click the **Browse** button
- ✚ To open the document in **Word** click the **Open the destination file after the export operation is complete** check box.

- † Click **OK**.
- † The **Export** process will begin.
- † The message as shown in the illustration below may display.



- † Click **OK**.
- † Messages regarding the progress of the **Export** will display during the process.
- † When the **Export** is completed, the **Report** will open in **Word**.
- † Changes can be made to the report that can be made in any other Word document.
- † Close the **Word** document. The **Access** report should now be displayed.
- † The final window of the **Export - RTF File** process will open.
- † Click the **Close** button.