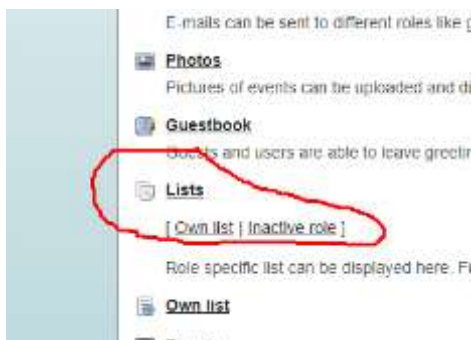Printing membership list to pdf-file

Copy membership list to Excel
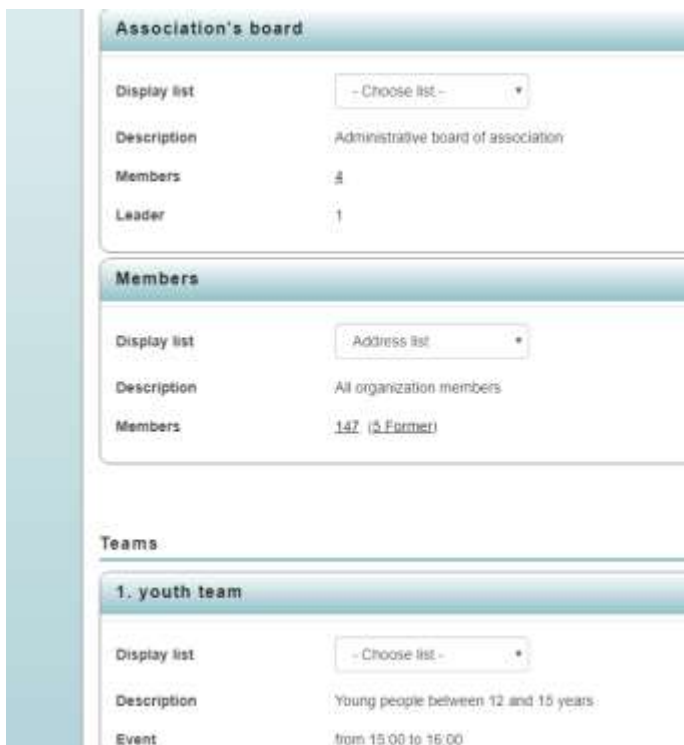
Example and data is from the ADMIDIO demo account

Log in as Admin

Choose lists

Choose Address list (MEMBERS)

Choose "Print preview"
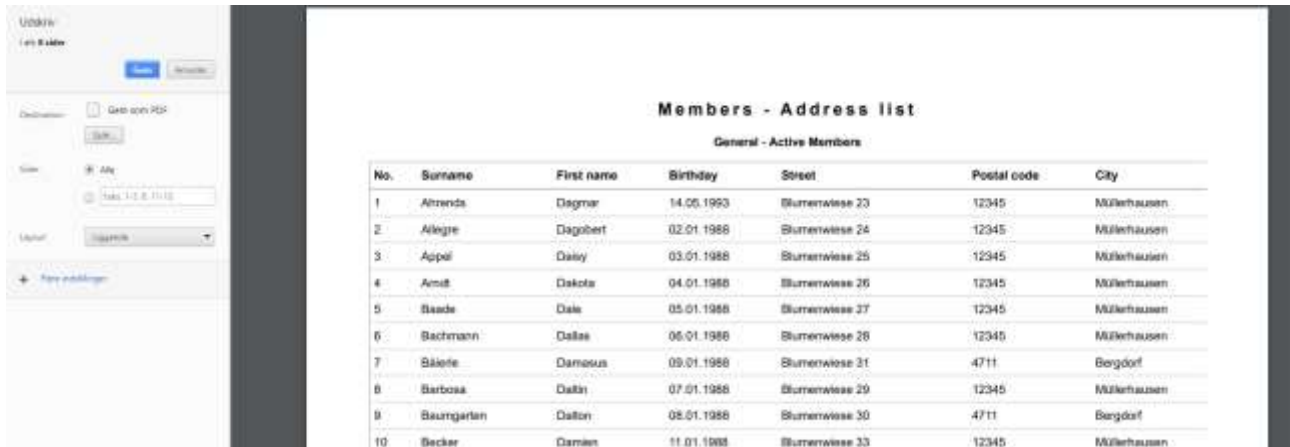

You will then see a html-list on the screen.

You can now :

1 - print to pdf.

In the browser choose the print-function. In this example is used Chrome.

In the browser (Chrome) you right-click and choose "Print"

You will then see something like this :

In destination you choose "save as PDF" or you pdf-printer device.

That is all - next page is how to insert in a spreadshhet.

2 – copy to excel.

In the html-list, you "mark" the data.

Members - Address list

General - Active Members

No.	Surname	First name	Birthday	Street	Postal code	City
1	Ahrends	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllerhausen
2	Allegro	Dagobert	02.01.1988	Blumenwiese 24	12345	Müllerhausen
3	Appel	Daisy	03.01.1988	Blumenwiese 25	12345	Müllerhausen
4	Arndt	Dakota	04.01.1988	Blumenwiese 26	12345	Müllerhausen
5	Baade	Dale	05.01.1988	Blumenwiese 27	12345	Müllerhausen
6	Bachmann	Dallas	06.01.1988	Blumenwiese 28	12345	Müllerhausen
7	Bäkle	Damasus	09.01.1988	Blumenwiese 31	4711	Bergdorf
8	Barbosa	Daltin	07.01.1988	Blumenwiese 29	12345	Müllerhausen
9	Baumgarten	Dalton	08.01.1988	Blumenwiese 30	4711	Bergdorf
10	Becker	Damien	11.01.1988	Blumenwiese 33	12345	Müllerhausen
11	Begunk	Damion	12.01.1988	Blumenwiese 34	12345	Müllerhausen
12	Behnke	Damon	13.01.1988	Blumenwiese 35	12345	Müllerhausen
13	Behrend	Dan	14.01.1988	Blumenwiese 36	12345	Müllerhausen
14	Bender	Dana	15.01.1988	Blumenwiese 37	12345	Müllerhausen
15	Benn	Dania	16.01.1988	Blumenwiese 38	12345	Müllerhausen
16	Bensen	Daniel	17.01.1988	Blumenwiese 39	12345	Müllerhausen
17	Berndt	Daniela	18.01.1988	Blumenwiese 40	12345	Müllerhausen
18	Besemann	Daniella	19.01.1988	Blumenwiese 41	12345	Müllerhausen
19	Bicalho	Danielle	20.01.1988	Blumenwiese 42	12345	Müllerhausen
20			21.01.1988		12345	Müllerhausen

You then press CTRL-C and the data will be copied to the clipboard.

In Excel (or another spreadshhet) You press CTRL-V or choose a function to insert data.

That should be all.

You can make a pdf with all lists and print that can be directed to a printer.

You can copy data to a spreadsheet with all lists that can be previewed on the screen in a html-table.