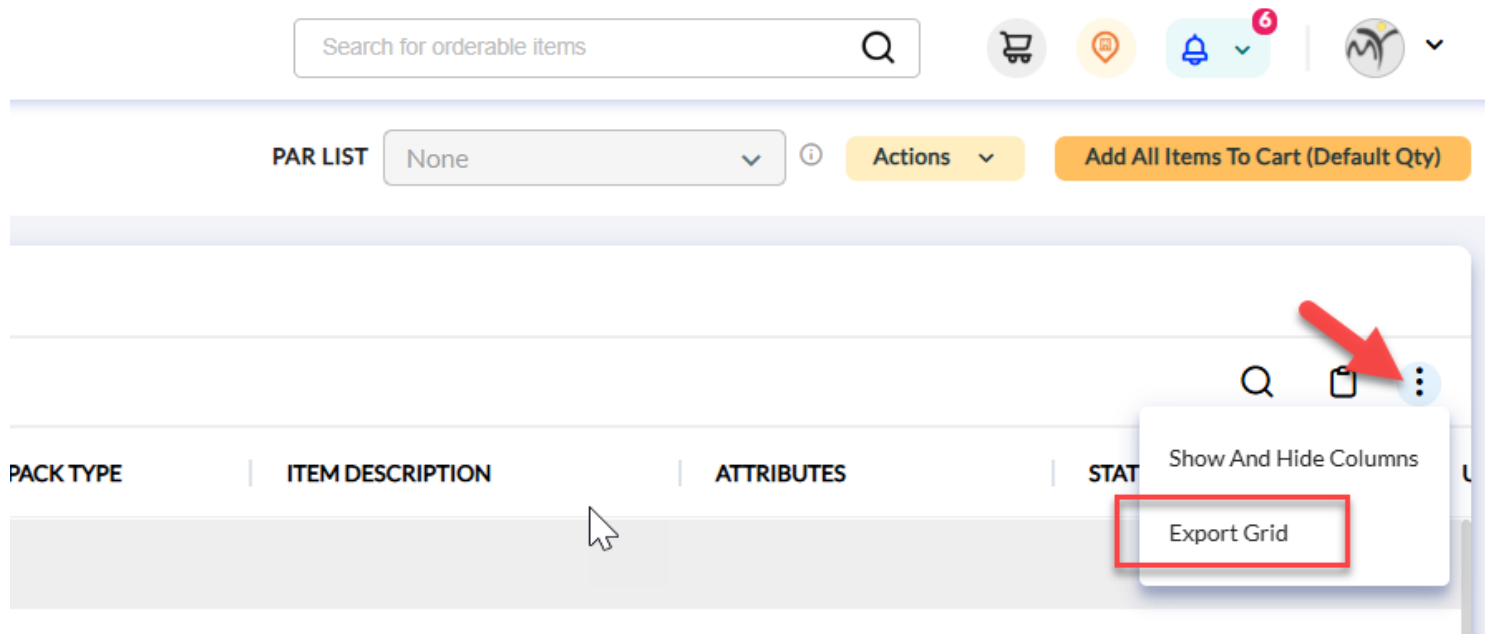# How to Print and Export in MyOrders

If you need to print and/or export anything in MyOrders, this QRG will show you how. You can export anything from your shopping list to a recent order. No matter where you are, you'll always use the three-dot icon to the far right of your screen and choose Export Grid.

Once you click that icon, you'll have the following options:

1. **Create New Grid Template-** This will allow you to create and save your settings for the next time you export.
2. **File Format-** You can choose from Excel, PDF or Comma-Separated.
3. **Column Headers-** You can choose the headers you want included in your export, as well as drag and drop them in the order you'd like.
4. **Number of Blank Columns-** You can key in the number of blank columns you'd like added to your export.
5. **Sort By-** This gives you seven options to sort your export by, or you can leave it blank.
6. **Sort Order-** You will only have this option if you chose an option from above, but it will be ascending or descending.

Once you've made all your selections, you'll hit Export.

Export Grid ✕

LOAD SAVED TEMPLATE

No Saved Templates Exist

1 CREATE NEW GRID TEMPLATE

SELECT PARAMETERS FOR EXPORTING

File Format* 2

Column Headers* 3

Number of Blank Columns 4

Sort By 5

Sort Order 6

Cancel   Export