# EXPORTING DATA

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## DRAG & DROP

Some functions display a drag and drop icon in the top right corner of the screen. You can click on and drag this icon to drag securities from the current screen into another application, such as a Microsoft Excel spreadsheet or a Bloomberg wizard as part of the Bloomberg Excel Add-In. Once in a wizard or in a spreadsheet, the tickers appear with Bloomberg market identifiers.
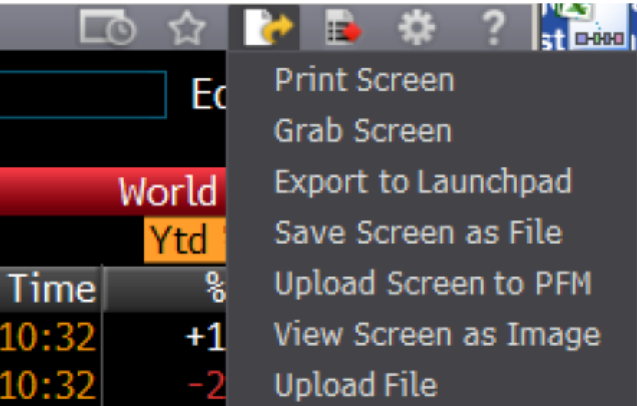


**Note:** When you use drag and drop, only the securities and/or data from the function's current page move. If you have more than one page of securities, you must repeat the drag and drop for each page.

## PRINTING AND OTHER EXPORT OPTIONS

There are various ways you can save or export screen shots from Bloomberg.

To display a list of export options, click on the Export icon at the top right of a panel's toolbar.



The following options appear:

» **Print Screen:** Prints the current screen.

» **Grab Screen:** Allows you to send any BLOOMBERG PROFESSIONAL® service screen image as a message attachment.

» **Save Screen as File:** Saves a GIF image of the current screen to a computer directory you specify.

» **Upload Screen to PFM:** Uploads an image of the current screen to the Personal File Manager (PFM) function.

» **View Screen as Image:** Displays an image of the screen as a .bmp file.

» **Upload File:** Enables you to upload a file from the computer to the Personal File Manager (PFM) function.