

**GrantWave allows you to customize it to your specific needs. You might not need all the components available or you might need an extra field here and there. This article describes how you can customize it to your needs.**

### **1. Easily export reports as PDFs, Excel files, text files, or HTML:**

After generating a report, you can save a copy in GrantWave or you can export it in several formats. To export click on the green up-arrow button on top of the report viewer. A dialog will pop up to ask you what format you'd like to export the report. Default is PDF, other formats are RTF (MS Word), Excel, Text, or HTML.

### **2. Use Microsoft Word and Microsoft Excel to edit rich text**

The content of any rich text box in GrantWave, that is any input field that has multiple rows, can be edited in Microsoft Word or Excel. Click on the text box to edit. An extra text edit menu will appear right to the Search menu in the menu bar. Click on the Word or Excel icon to open Word or Excel resp. The application will open with your text. Edit the text and when done, just close Word or Excel. You don't have to save the document, it will automatically transferred back into GrantWave.

Alternatively to clicking the icon in the menu bar, you can right click anywhere in the rich text box to bring up a context menu with the option to edit your text in Word or Excel.