



## Create reports and extracts

As your project grows you can use reports to:

- Review and revise your progress
- Identify themes that are occurring more than others
- Present your findings

Extracts allow you to export a collection of your data to a text, Excel or XML file—you can use this data for complementary analysis in other applications.

To run one of NVivo's predefined reports:

1. In Navigation View, click **Reports**, and then click the **Reports** folder.
2. In List View, double-click the report you want to run.

The report results are displayed in Detail View:

Use this view to navigate through the items in your report

To create your own report—on the **Explore** tab, in the **Reports** group, click the **New Report** image. Follow the steps in the Report Wizard to choose the fields, filters and layout of your report. You can also create your own report (or modify an existing one) using the Report Designer—refer to the [NVivo Help](#) for more information about working with reports.