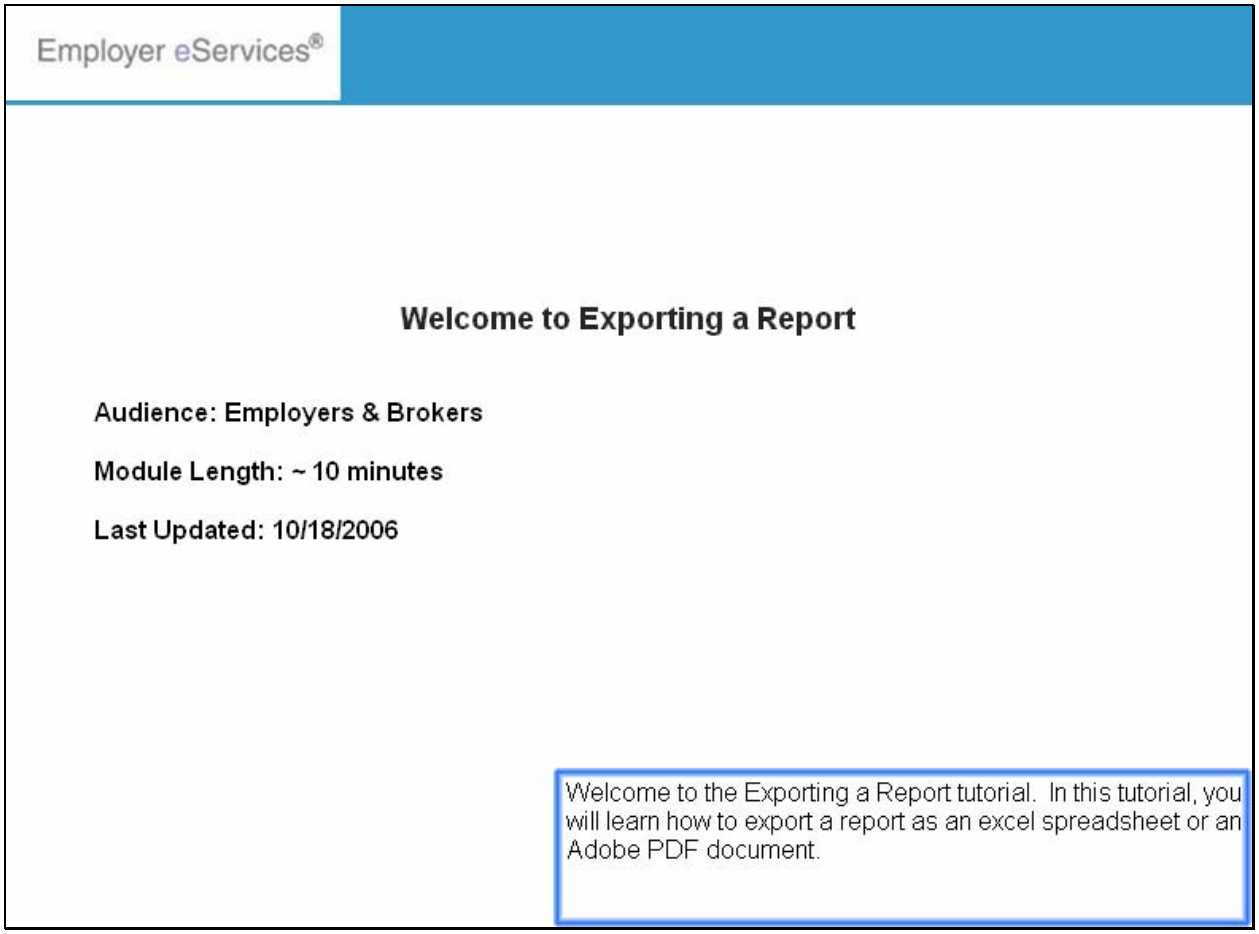
Slide 1 - Slide 1



Slide notes

Text Captions

Welcome to the Exporting a Report tutorial. In this tutorial, you will learn how to export a report as an excel spreadsheet or an Adobe PDF document.

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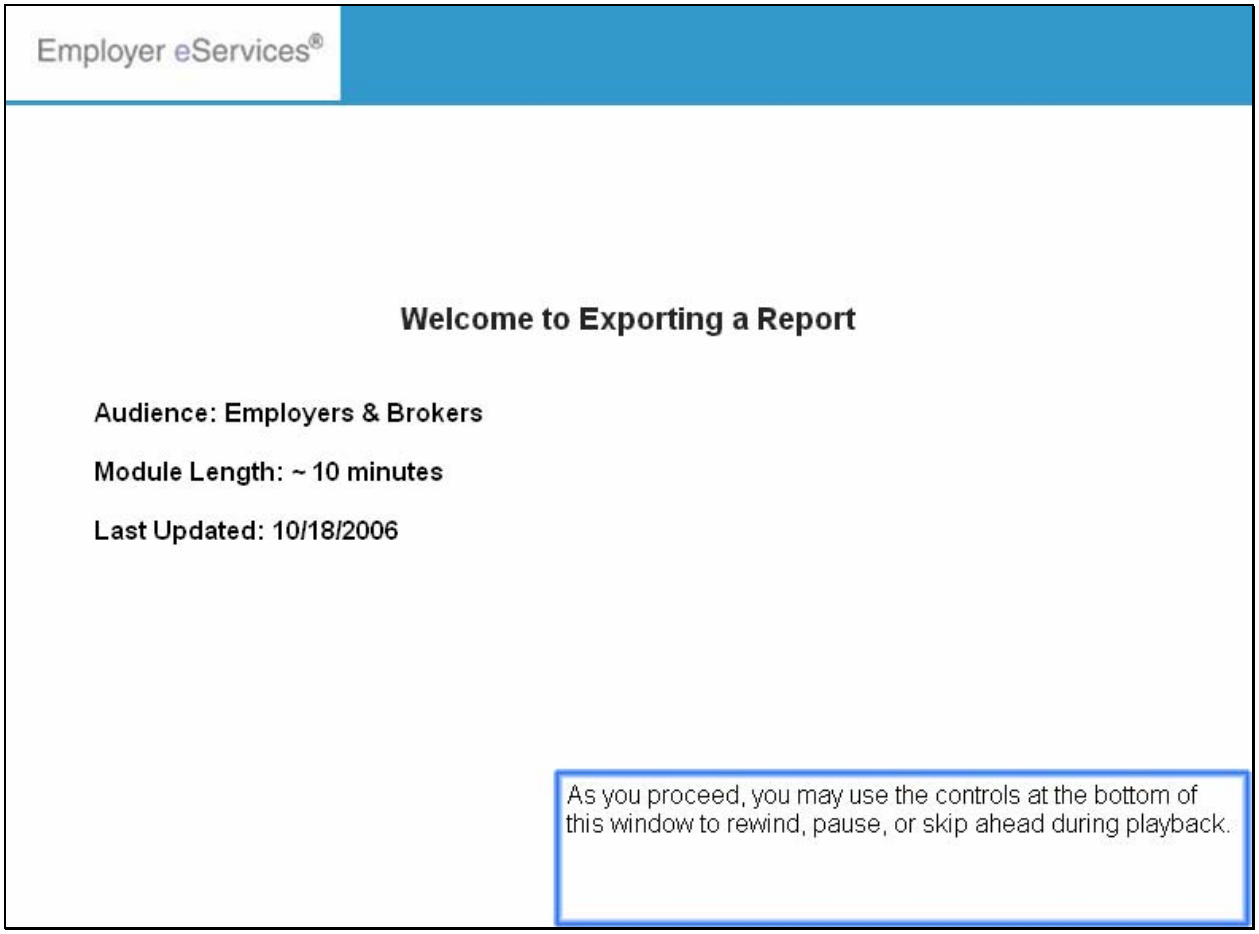
Slide 2 - Slide 2



Slide notes

Text Captions

As you proceed, you may use the controls at the bottom of this window to rewind, pause, or skip ahead during playback.

Slide 3 - Slide 3

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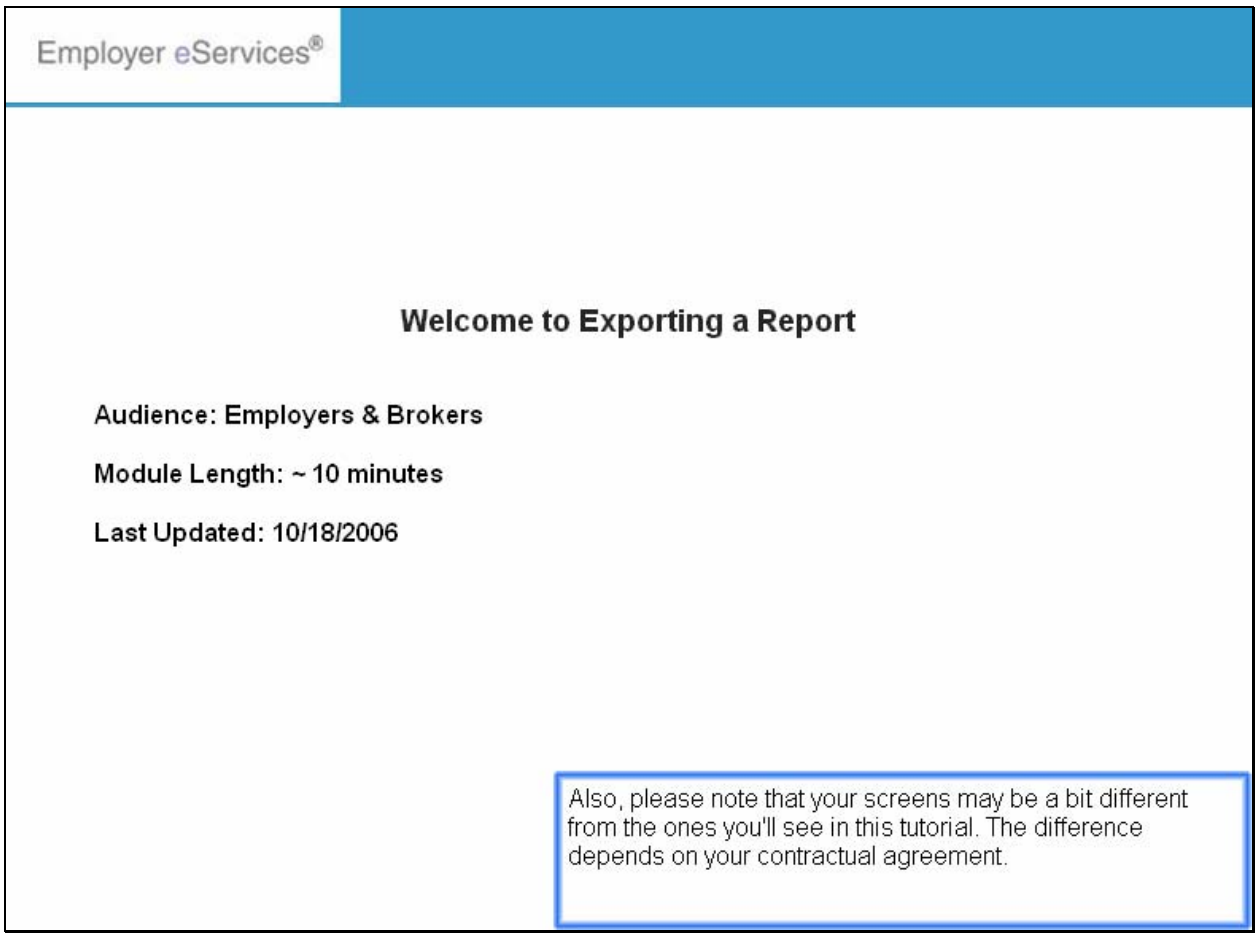

Slide notes

Text Captions

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

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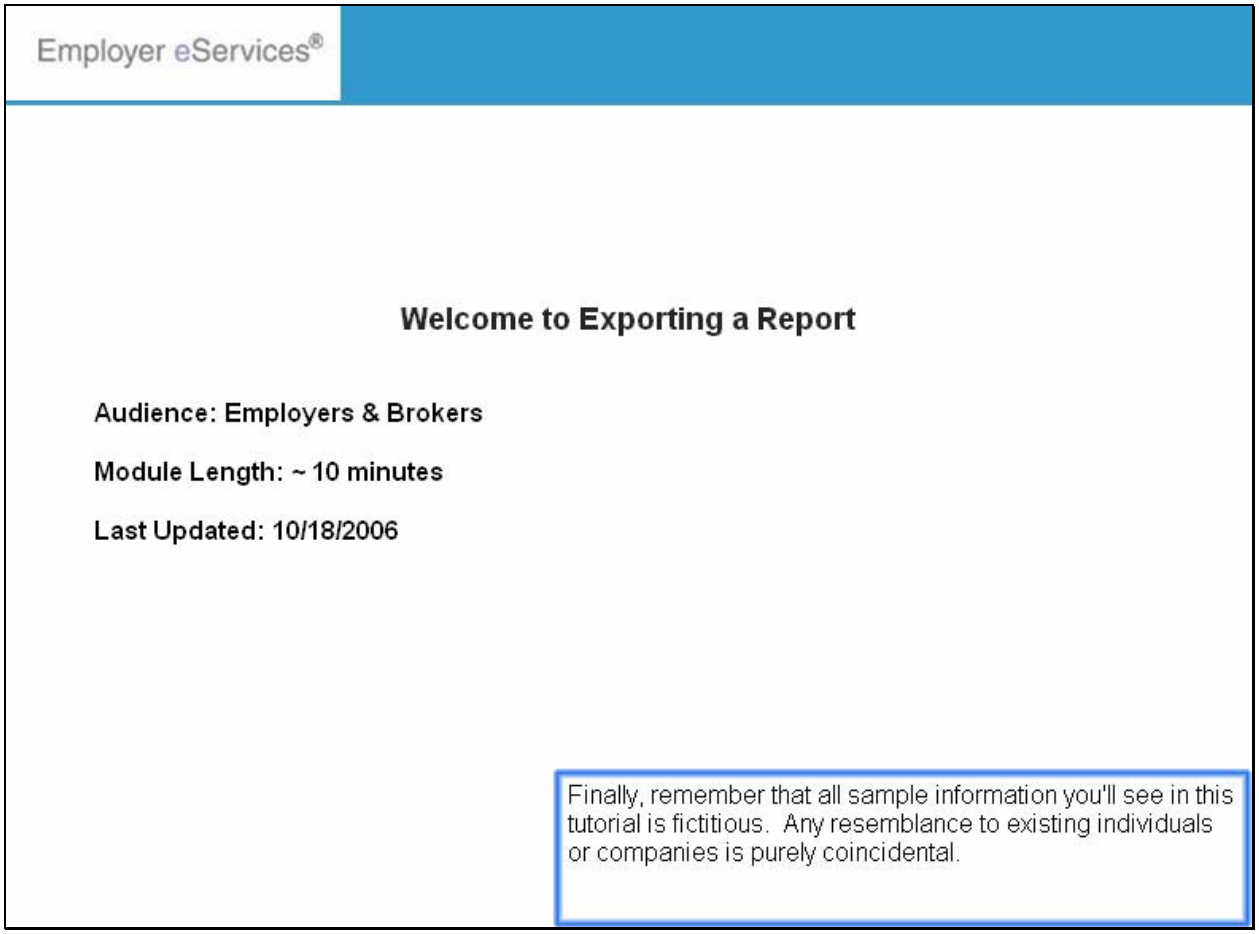
Slide 4 - Slide 4



Slide notes

Text Captions

Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.

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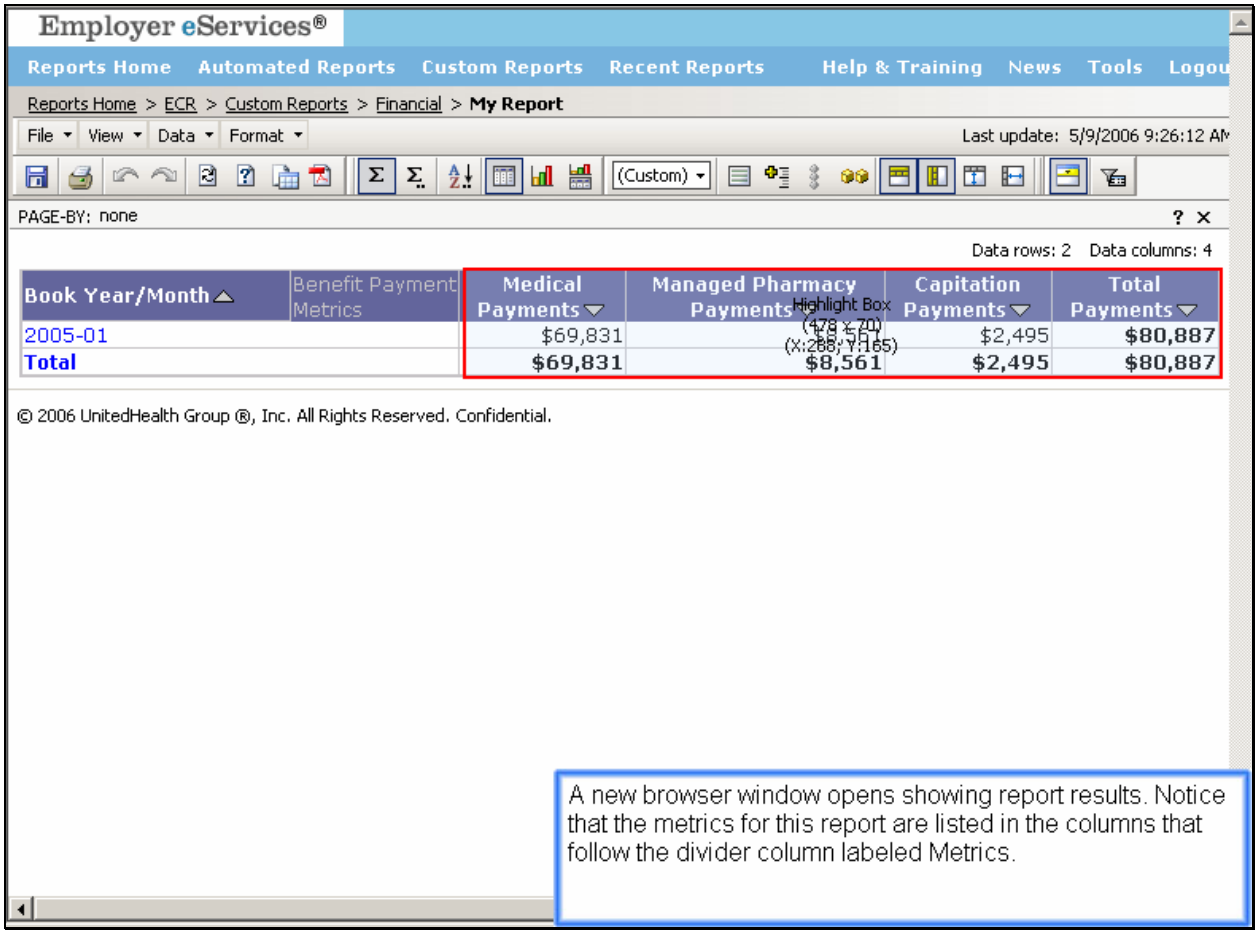
Slide 5 - Slide 5



Slide notes

Text Captions

A new browser window opens showing report results. Notice that the metrics for this report are listed in the columns that follow the divider column labeled Metrics.

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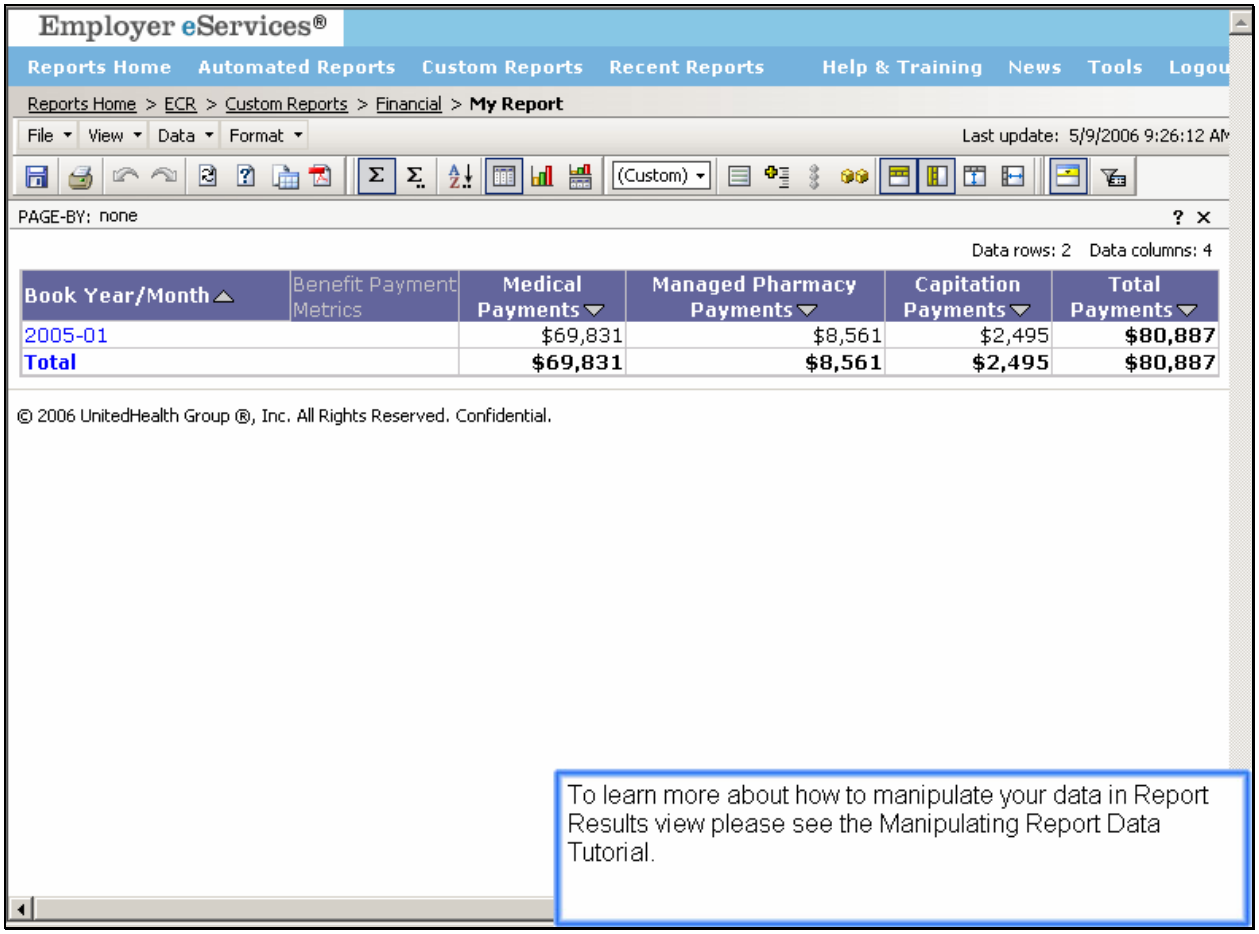
Slide 6 - Slide 6



Slide notes

Text Captions

To learn more about how to manipulate your data in Report Results view please see the Manipulating Report Data Tutorial.

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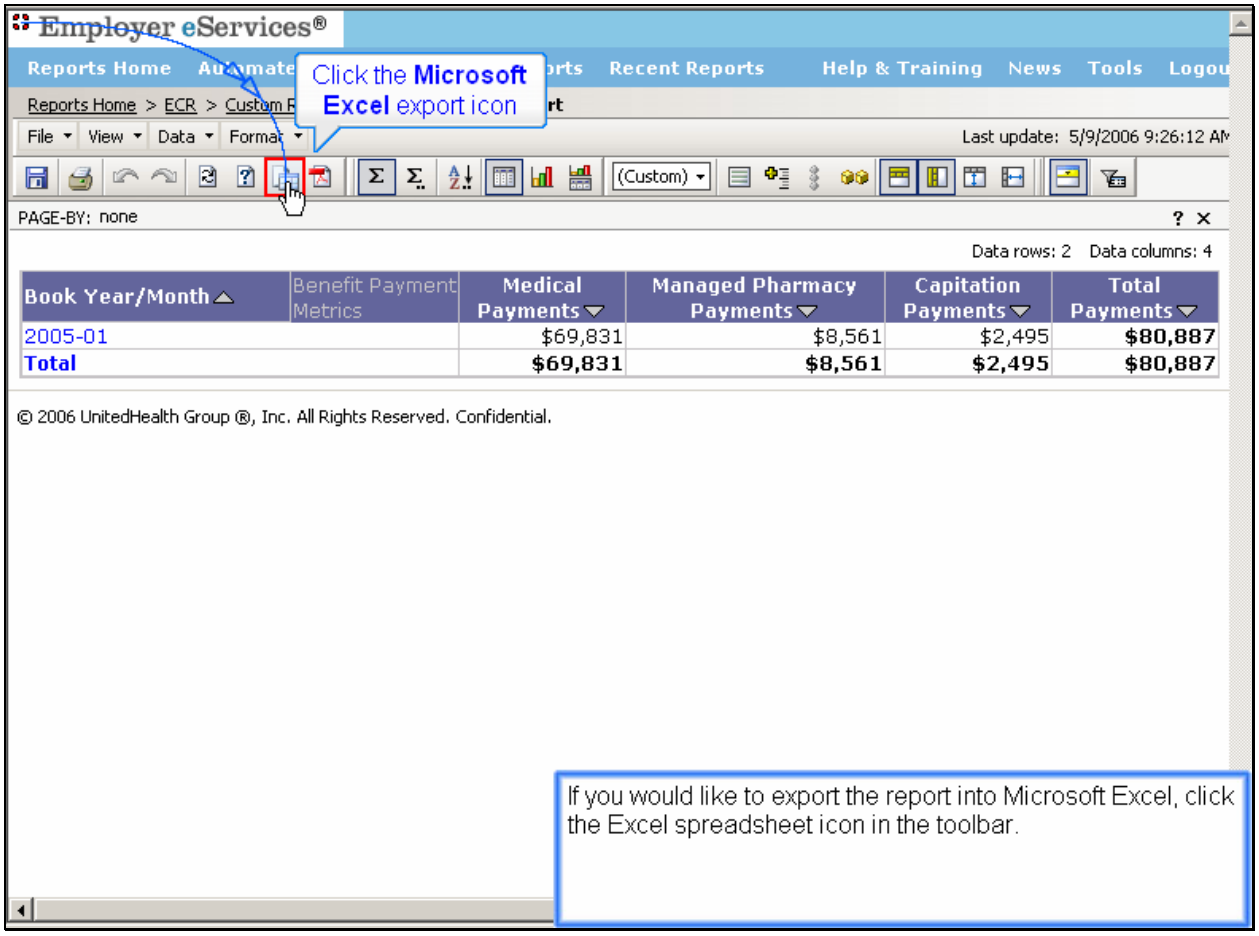
Slide 7 - Slide 7



Slide notes

Text Captions

Click the **Microsoft Excel** export icon

If you would like to export the report into Microsoft Excel, click the Excel spreadsheet icon in the toolbar.

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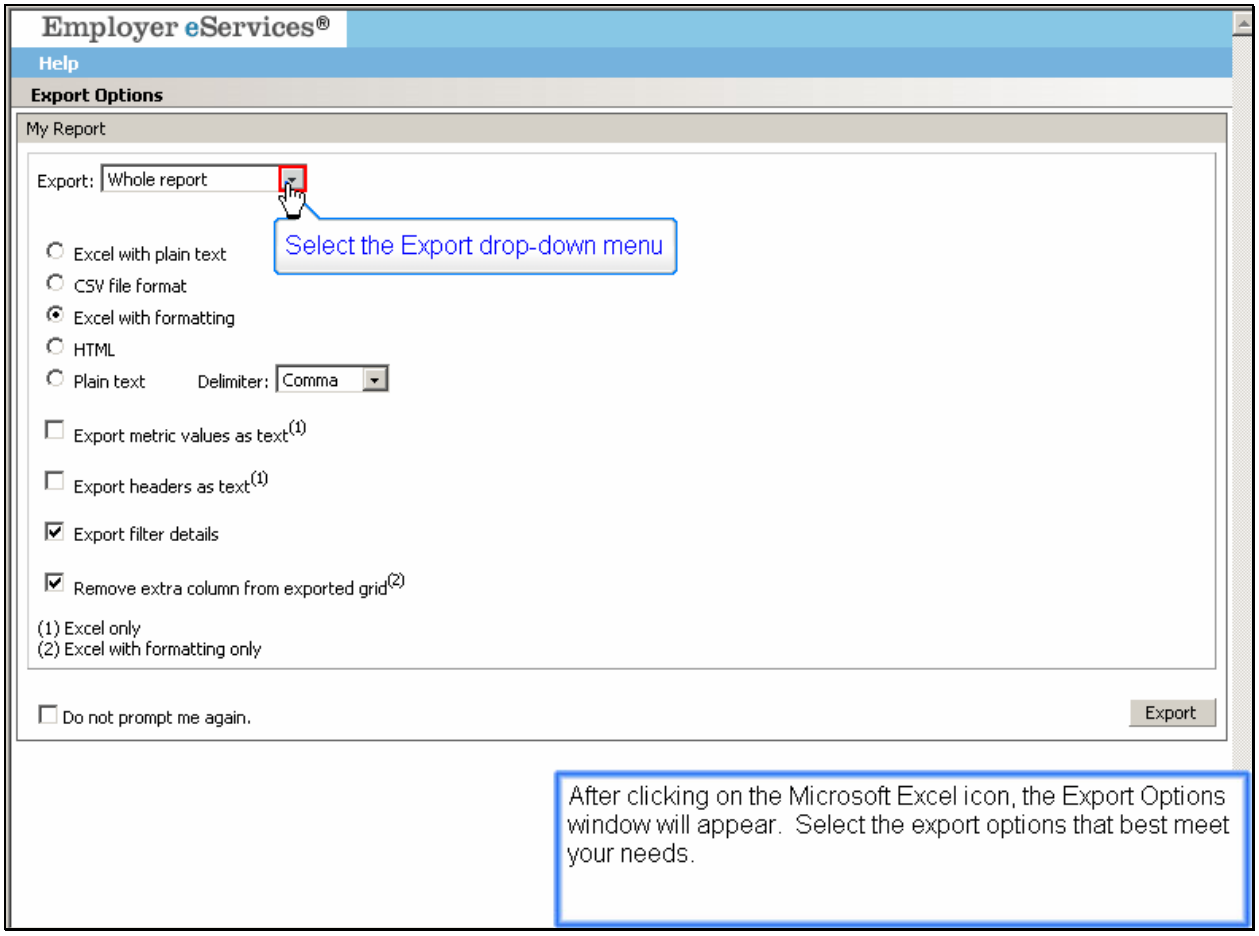
Slide 8 - Slide 8



Slide notes

Text Captions

Select the Export drop-down menu

After clicking on the Microsoft Excel icon, the Export Options window will appear. Select the export options that best meet your needs.

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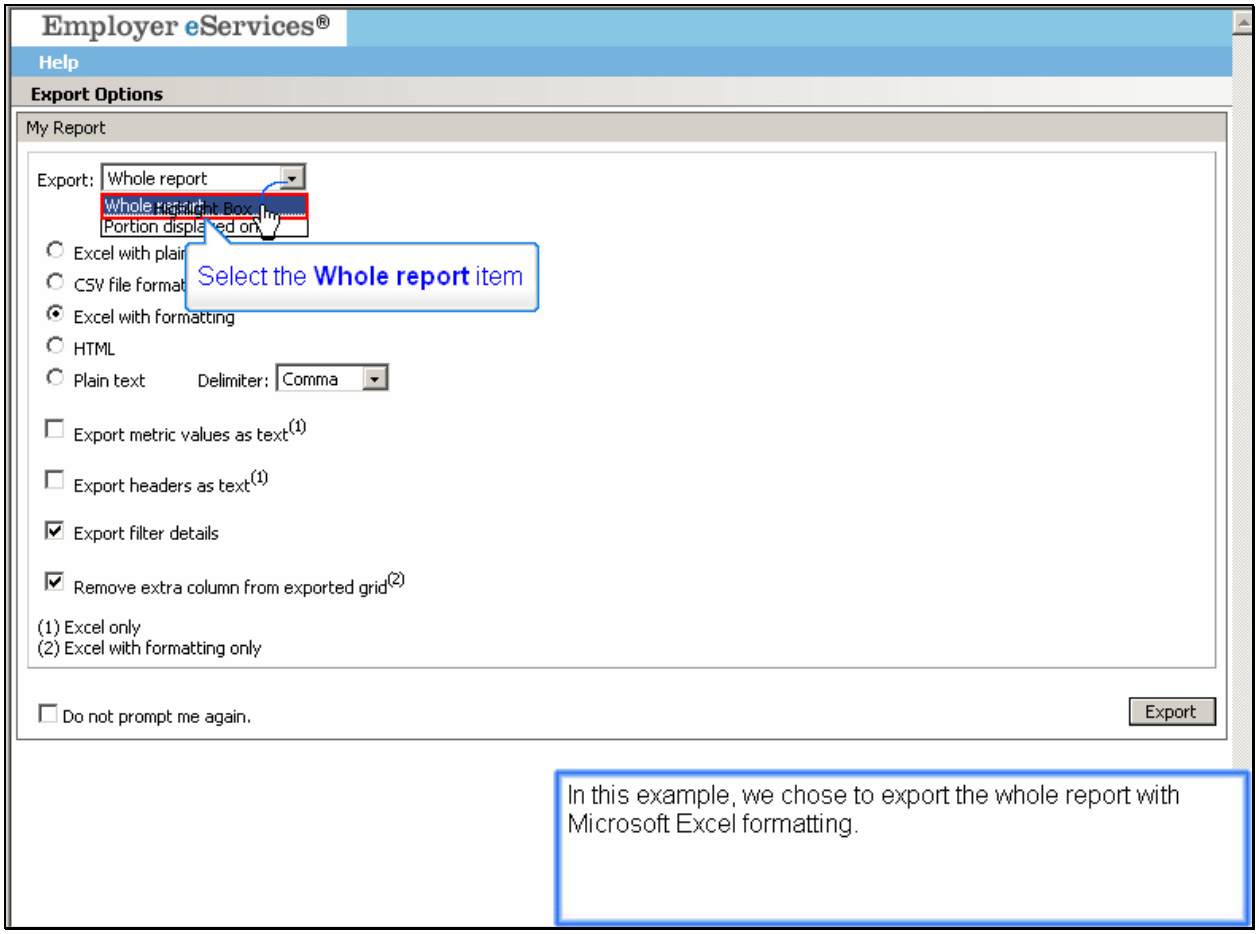
Slide 9 - Slide 9



Slide notes

Text Captions

Select the **Whole report** item

In this example, we chose to export the whole report with Microsoft Excel formatting.

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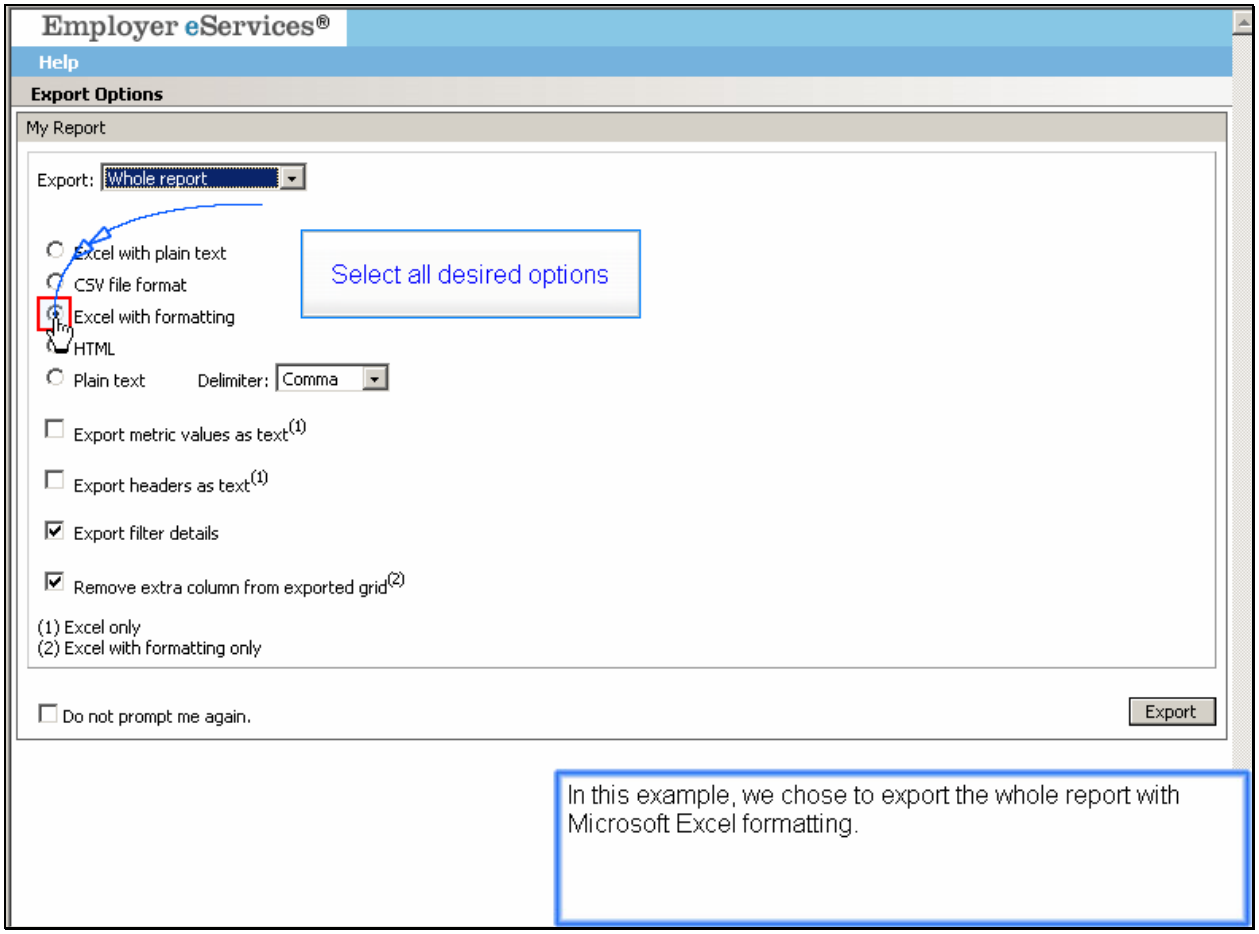
Slide 10 - Slide 10



Slide notes

Text Captions

In this example, we chose to export the whole report with Microsoft Excel formatting.

Select all desired options

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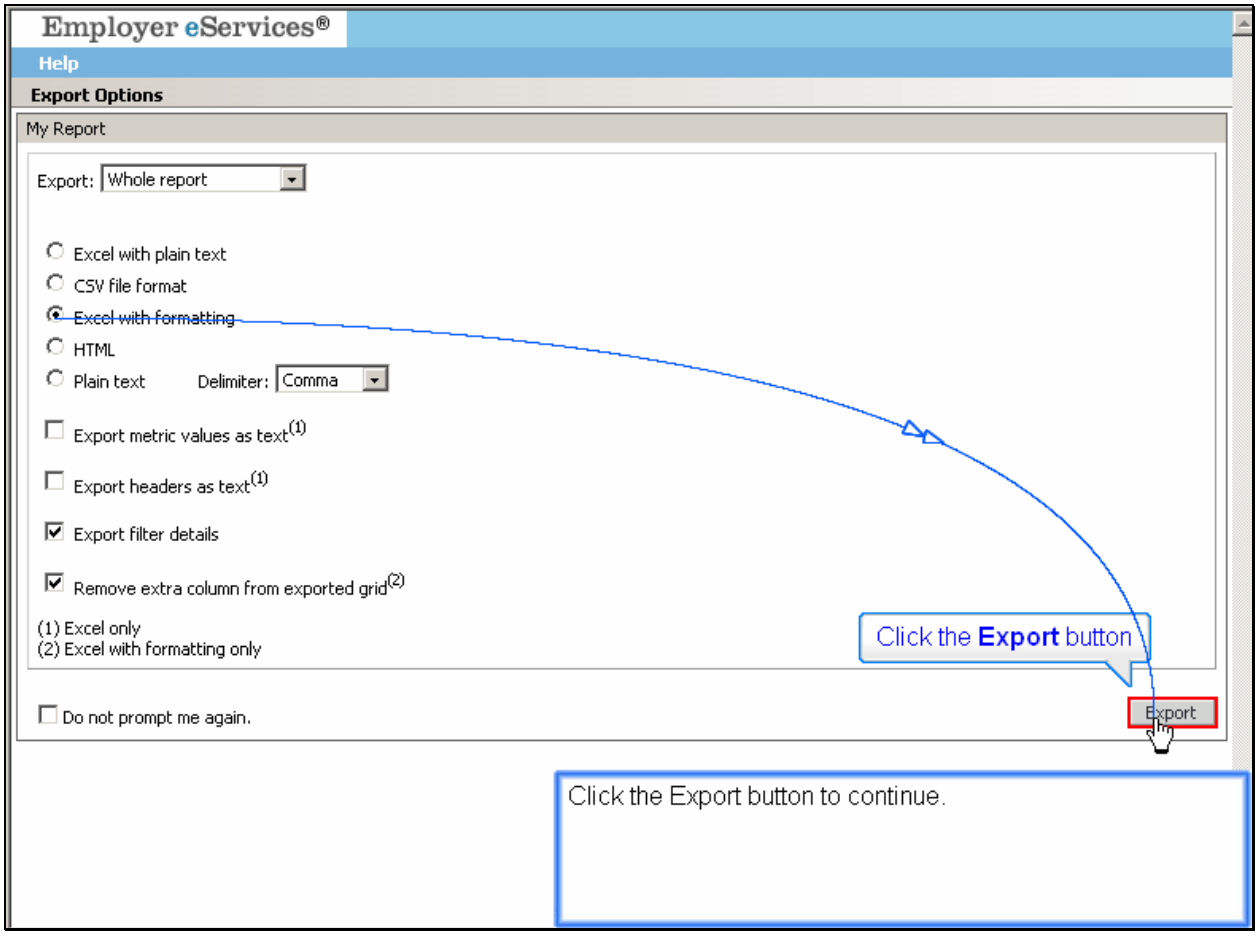
Slide 11 - Slide 11



Slide notes

Text Captions

Click the **Export** button

Click the Export button to continue.

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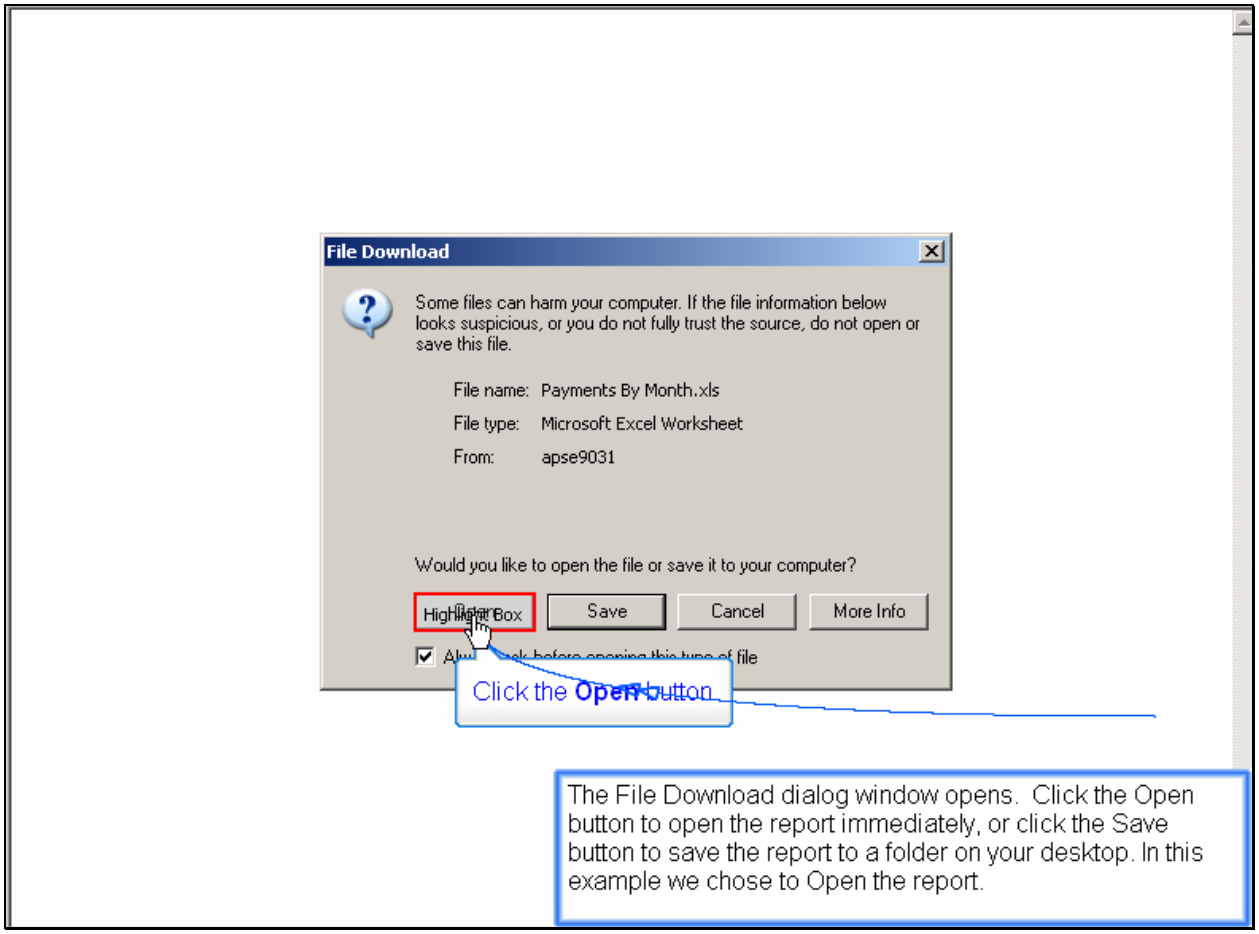
Slide 12 - Slide 12



Slide notes

Text Captions

Click the **Open** button

The File Download dialog window opens. Click the Open button to open the report immediately, or click the Save button to save the report to a folder on your desktop. In this example we chose to Open the report.

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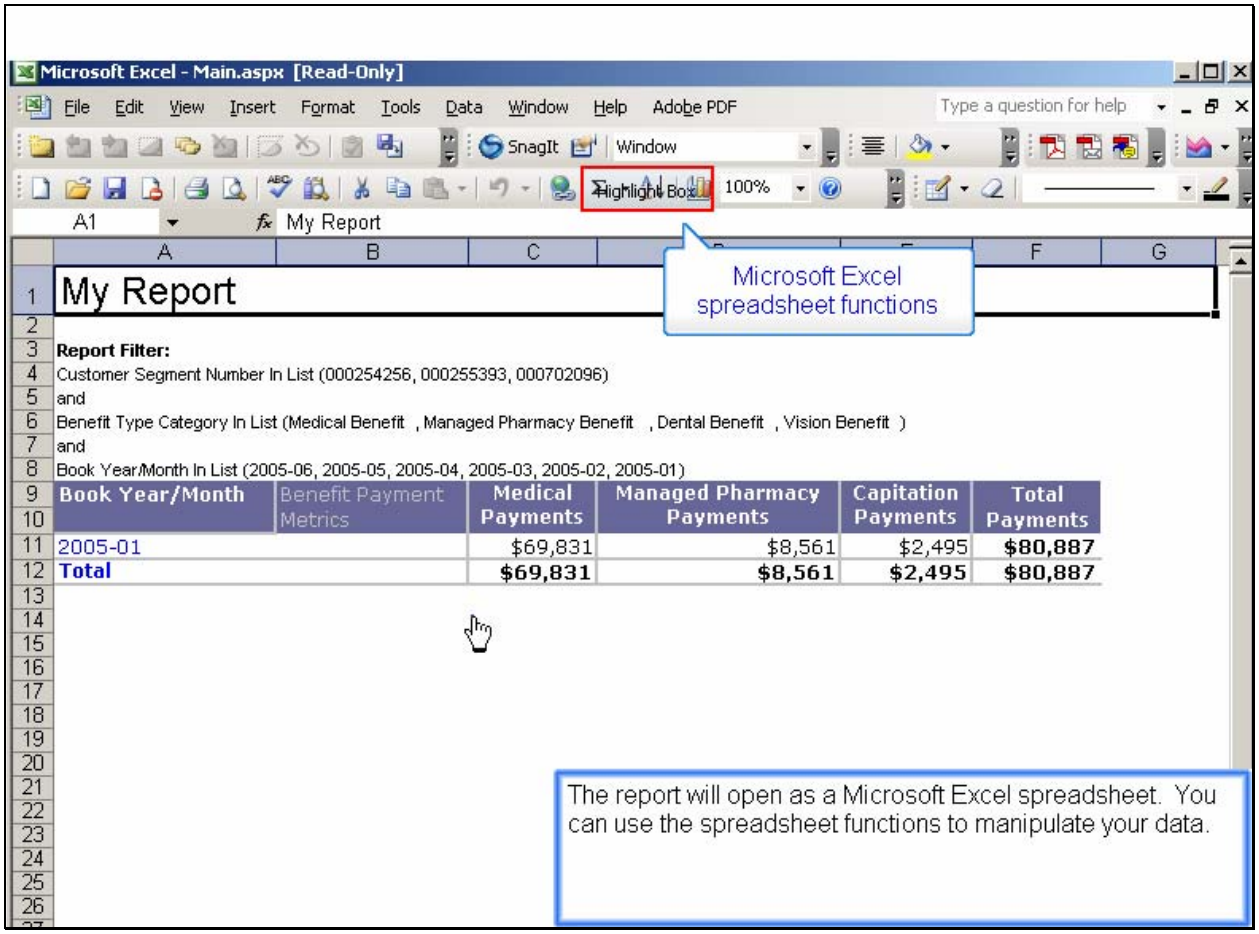
Slide 13 - Slide 13



Slide notes

Text Captions

Microsoft Excel spreadsheet functions

The report will open as a Microsoft Excel spreadsheet. You can use the spreadsheet functions to manipulate your data.

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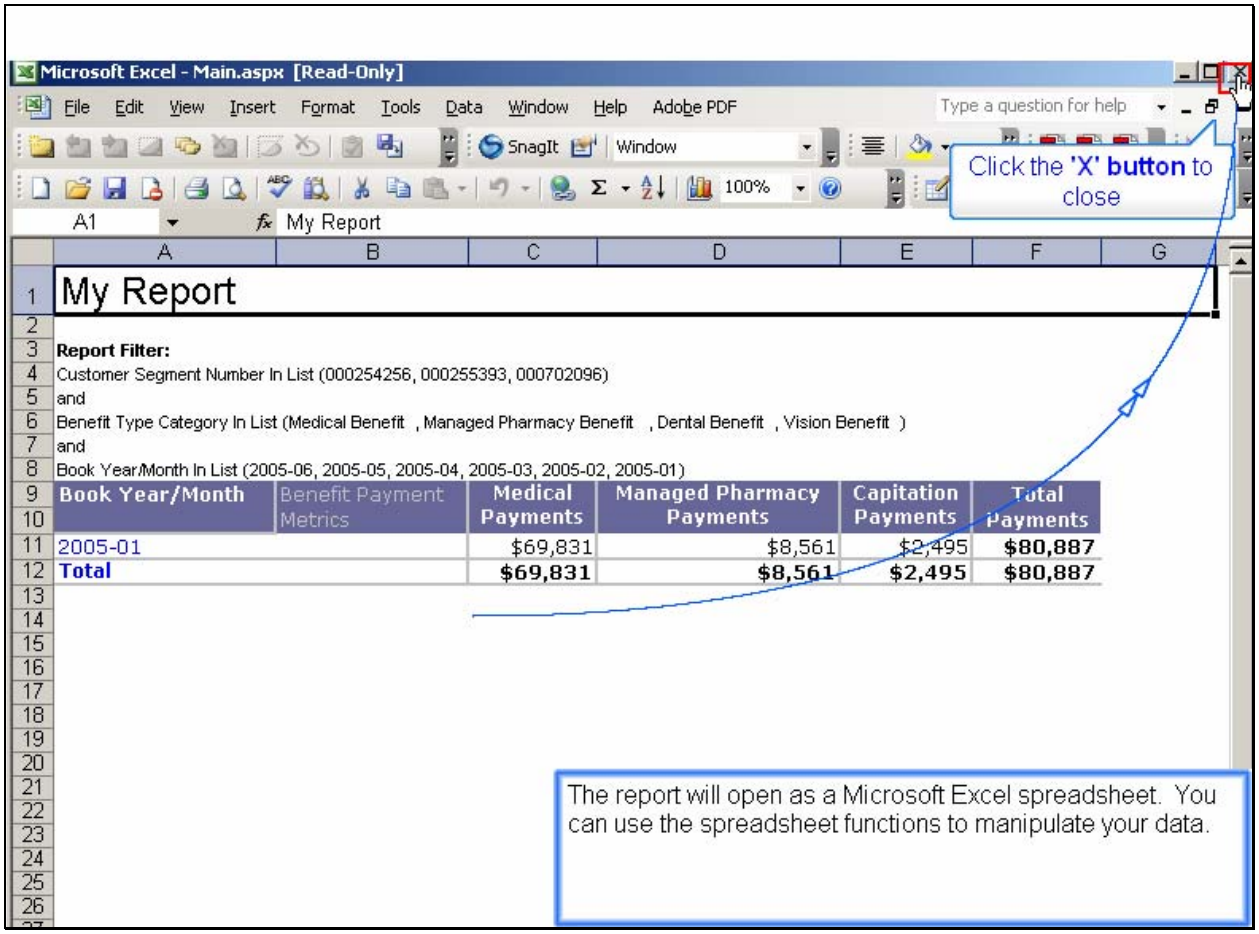
Slide 14 - Slide 14



Slide notes

Text Captions

Click the **'X' button** to close

The report will open as a Microsoft Excel spreadsheet. You can use the spreadsheet functions to manipulate your data.

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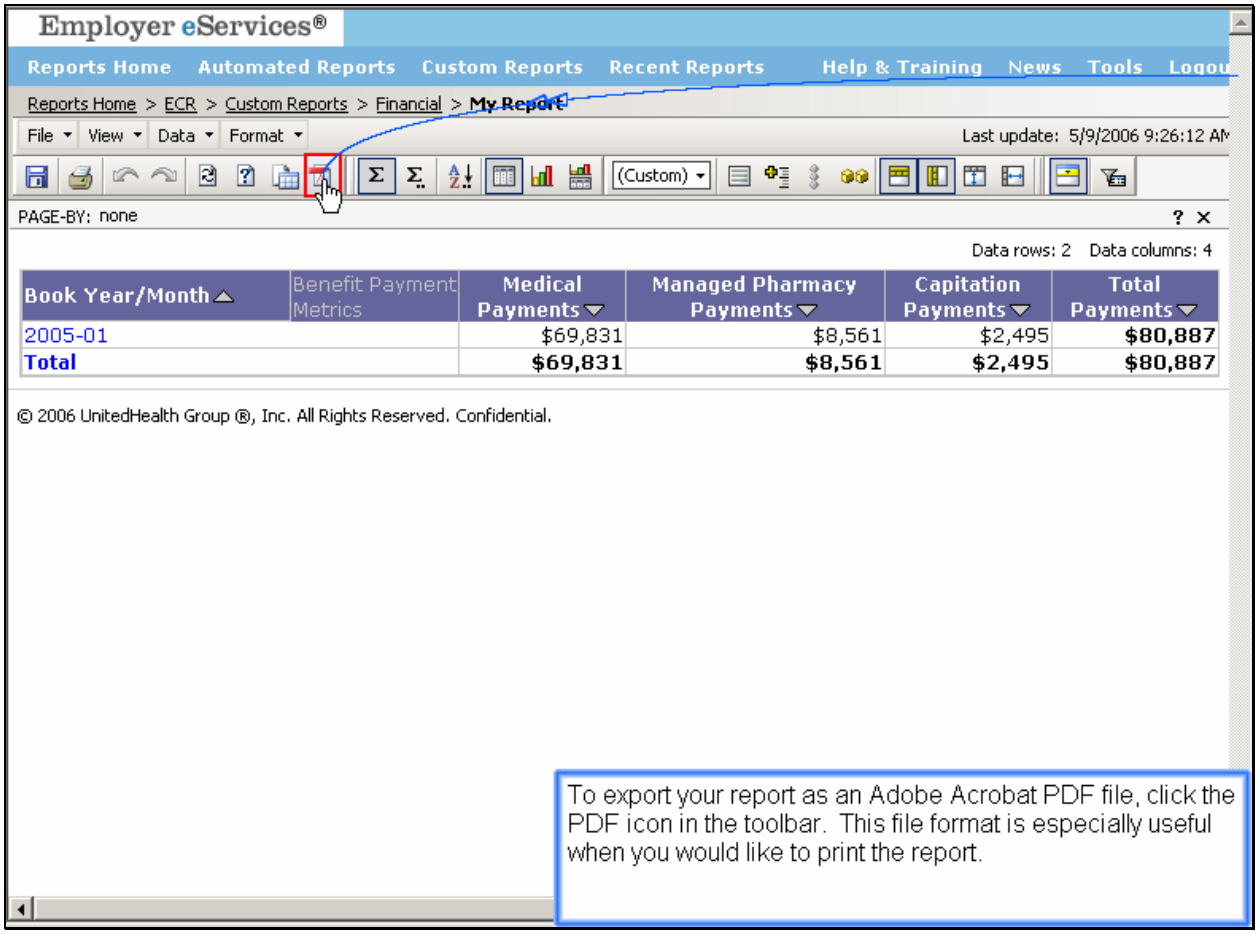
Slide 15 - Slide 15



Slide notes

Text Captions

To export your report as an Adobe Acrobat PDF file, click the PDF icon in the toolbar. This file format is especially useful when you would like to print the report.

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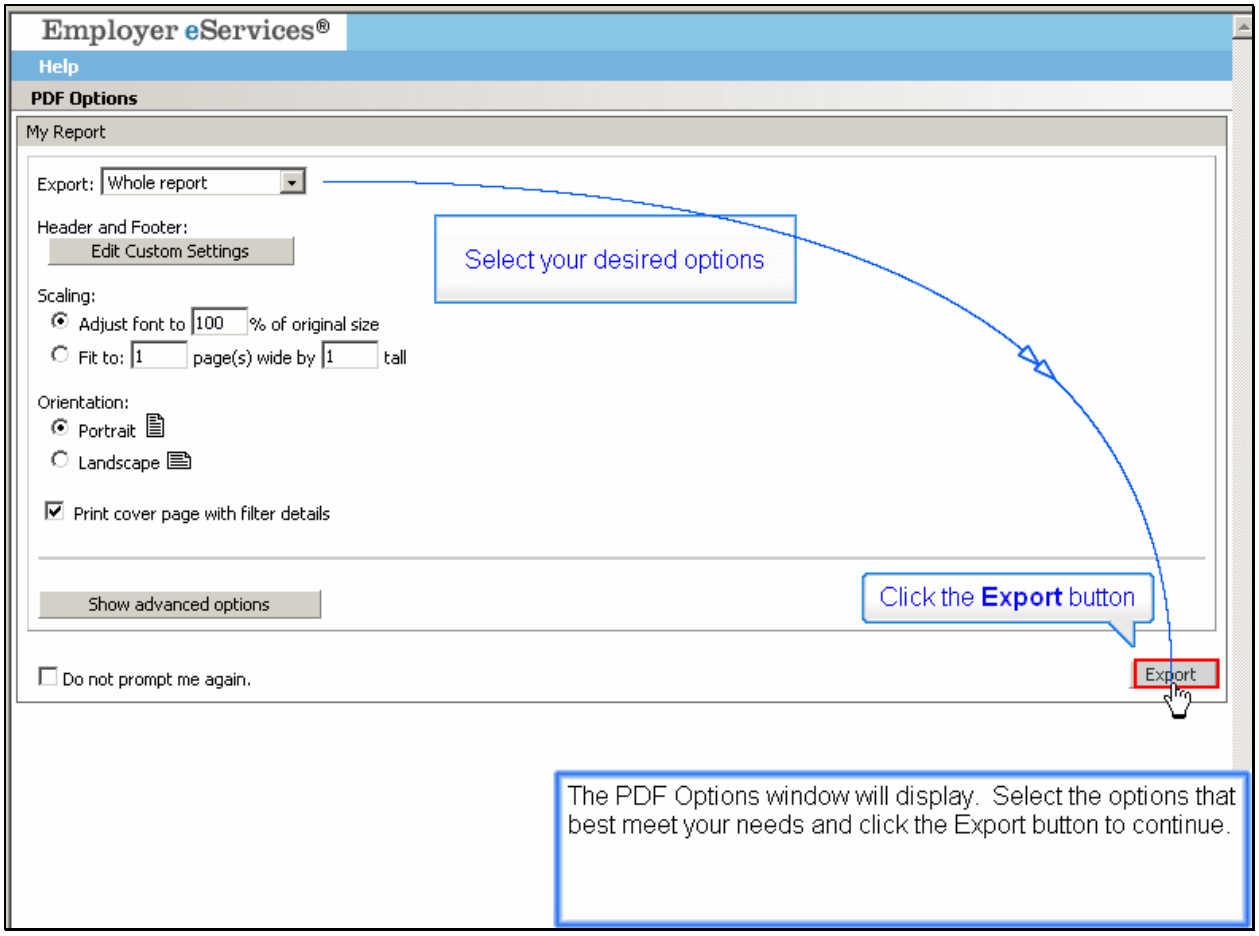
Slide 16 - Slide 16



Slide notes

Text Captions

Select your desired options

Click the **Export** button

The PDF Options window will display. Select the options that best meet your needs and click the Export button to continue.

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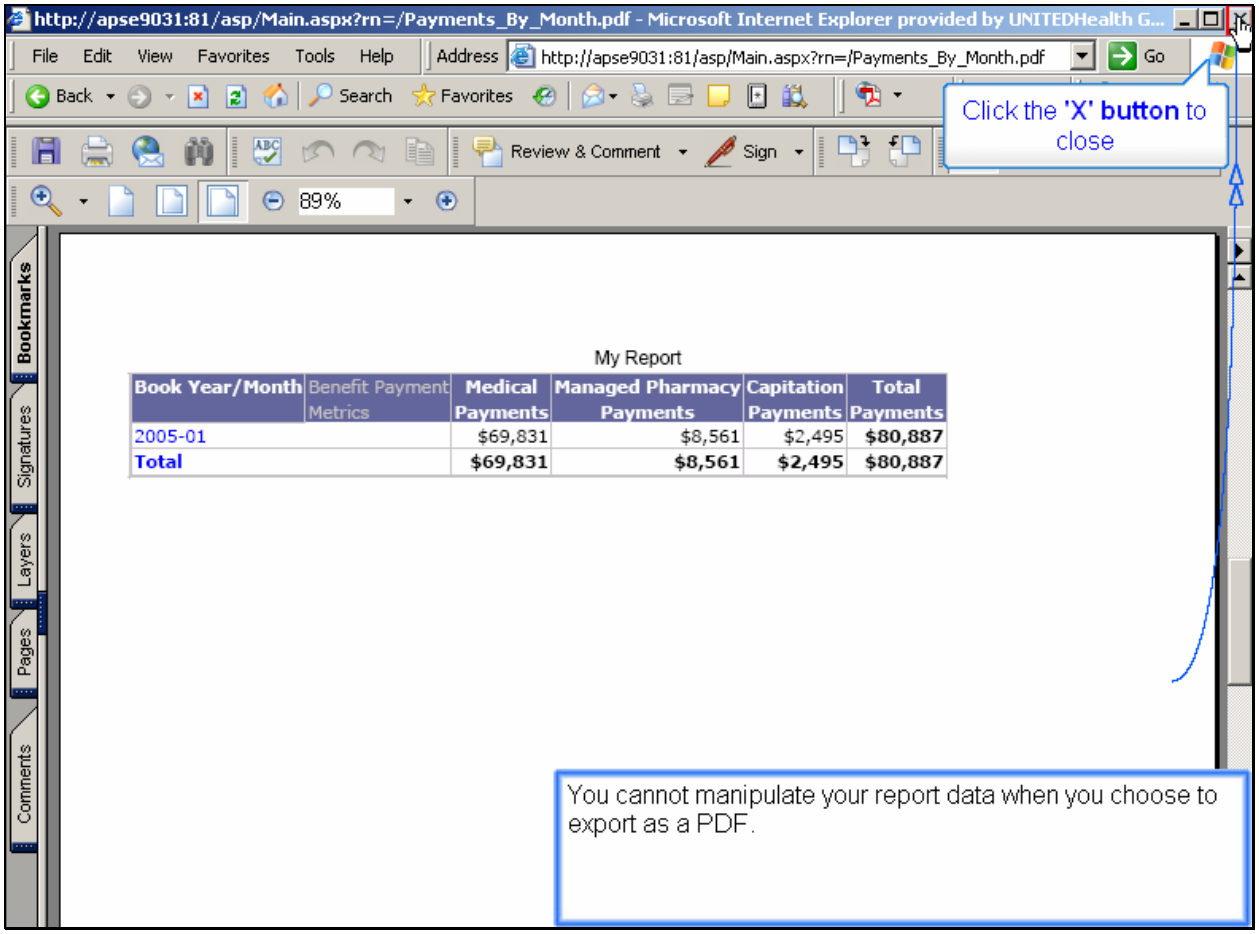
Slide 17 - Slide 17



Slide notes

Text Captions

Click the **'X' button** to close

You cannot manipulate your report data when you choose to export as a PDF.

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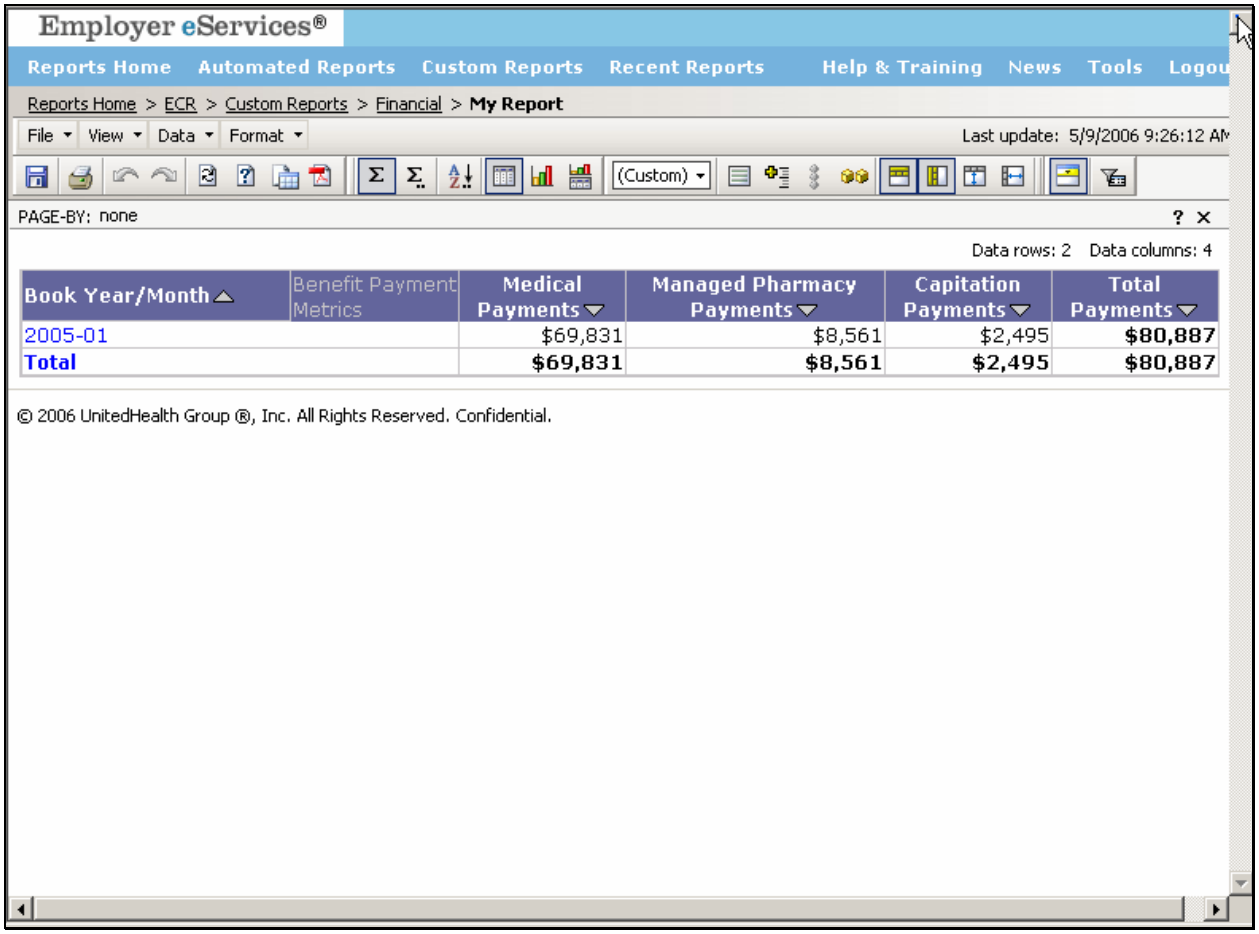
Slide 18 - Slide 18



Slide notes

Text Captions

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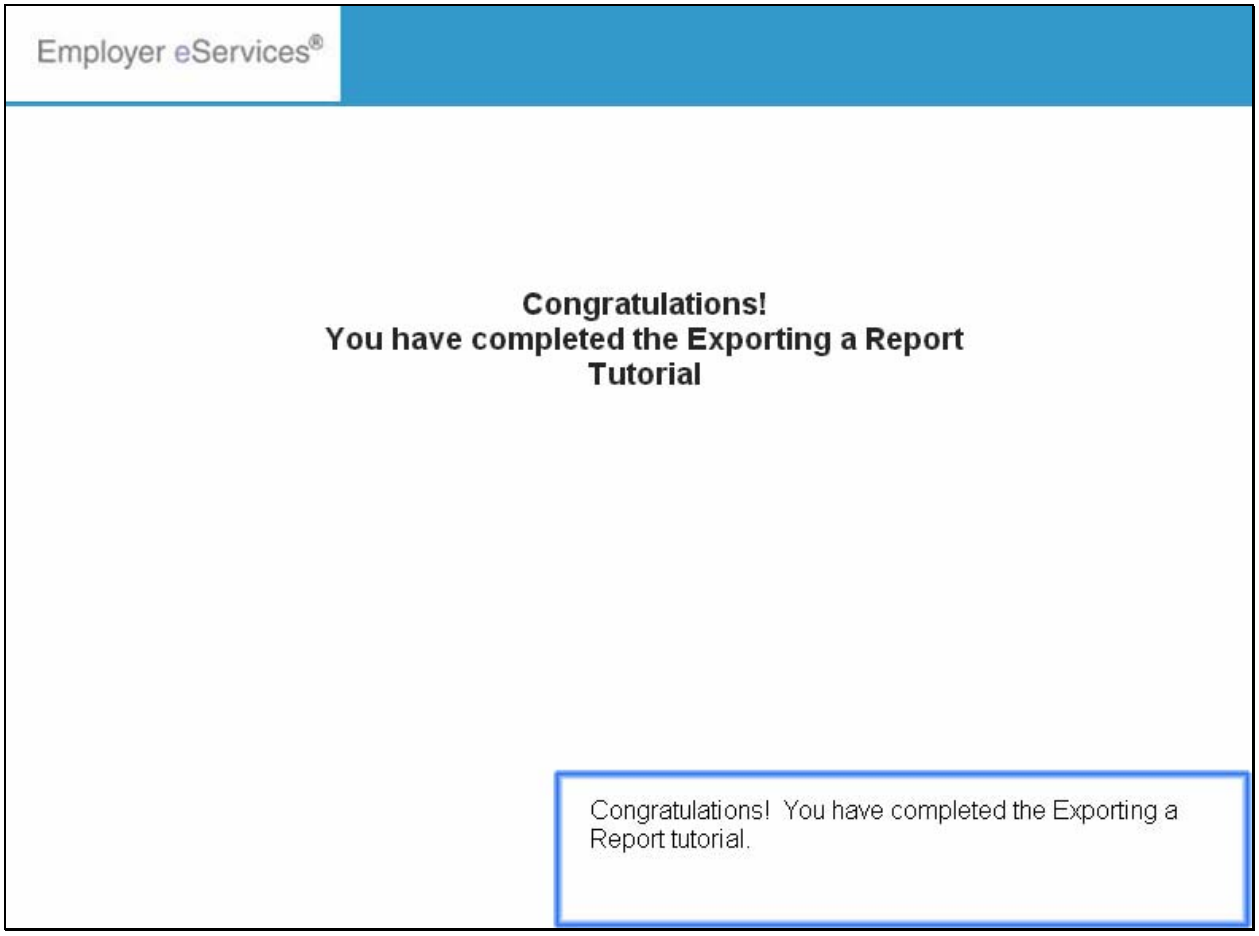
Slide 19 - Slide 19



Slide notes

Text Captions

Congratulations! You have completed the Exporting a Report tutorial.

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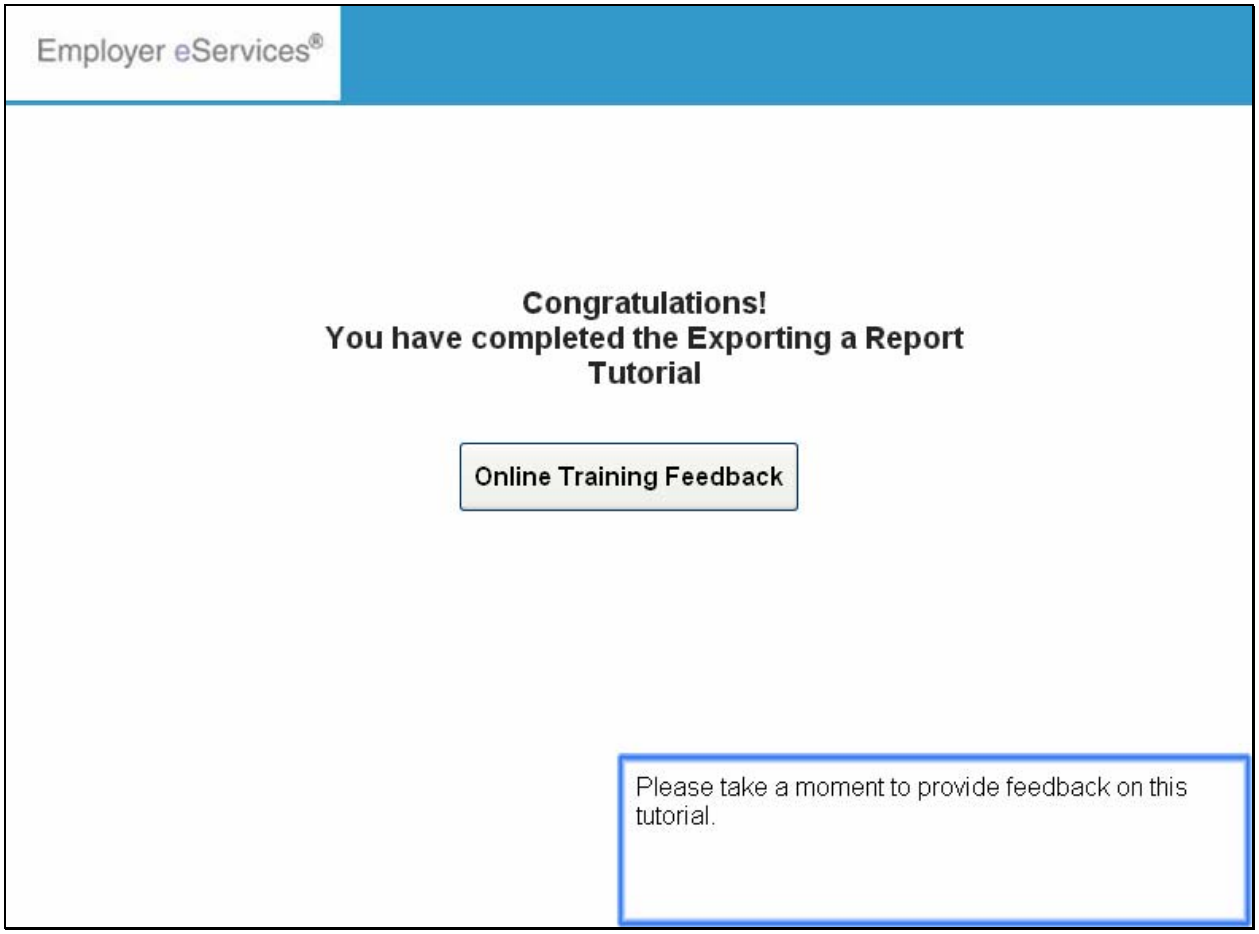
Slide 20 - Slide 20



Slide notes

Text Captions

Please take a moment to provide feedback on this tutorial.

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