

Tips for Saving and Printing Figures from MDMAP Toolbox Data Analysis Templates

Below are steps to follow to save your figures as an Adobe PDF file (Option 1 and 2) or as a JPEG, PNG, GIF or TIFF file (Option 3). We suggest saving your files first, then printing the saved file(s).

Note: these instructions assume you are running Microsoft Office 2010 on Windows 7.

Option 1: Print and save your figures as a PDF file:

1. In the 'Figures' tab in the Excel file (tab 3 or 4), select 'File', then 'Print.'
2. Under 'Printer,' select 'Adobe PDF.'

This will save your figures as a PDF file. We suggest saving your figures as a PDF file first and then printing the PDF file. This will allow you to print the figures at a larger size with less white space on the page.

3. Select 'Print' and your PDF file will be created. Save your PDF file. If you'd like to print your figures, print the PDF file.

Option 2: Save and print your figures as a PDF file:

1. In the Excel file, select 'File', then 'Save as Adobe PDF.' The following window will appear:

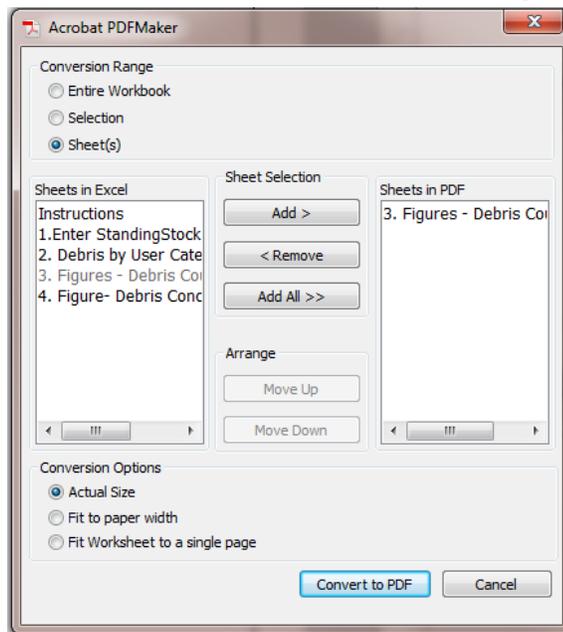


Figure 1. Example window that appears when saving a file via 'Save to Adobe PDF.'

2. Select the figures you want to save. To do this, click on the sheet/tab you want to save under the 'Sheets in Excel' column (the column on the left-hand side of the box). In the example above (Figure 1), we want to save the figures in tab 3. *Figures – Debris Counts*.

- Next, click the 'Add >' button under 'Sheet Selection' (the middle column in the box). Tab 3. *Figures – Debris Counts* will then appear in the 'Sheets in PDF' column on the right-hand side of the box.
- To finish, select 'Convert to PDF'. Don't forget to save your file! If you want to print your figures, print the PDF file you just created.

If you want to save/print all six figures (figures from tabs 3 and 4), simply highlight tab 4. *Figure– Debris Concentration* under the 'Sheets in Excel' column and follow steps 3 & 4 above (also see Figure 2 below). This will create a two-paged PDF document.

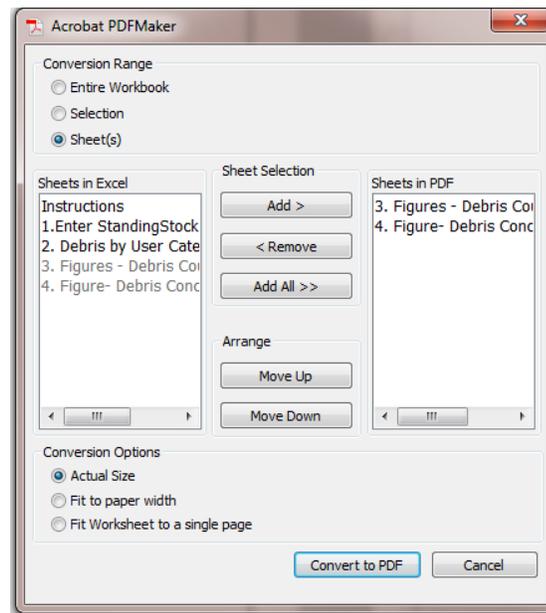


Figure 2. Example illustrating how to save two tabs of figures in one PDF document.

If you want to remove a sheet/tab, highlight the tab you want removed under 'Sheets in PDF'. Next, select '<Remove' and the sheet will be moved from the 'Sheets in PDF' column back to the 'Sheets in Excel' column.

Option 3: Save your figures as a JPEG, PNG, GIF or TIFF file:

- Right click on the figure you want to save.
- Select 'Copy' to copy the figure.
- Open the 'Paint' program on your computer and paste the figure into 'Paint.'
- (optional)* Use the 'Select' tool to outline/select your figure and then select 'Crop.'
- Go to 'File' and 'Save As.' Under 'Save as Type,' select the type of file you want to save your figure as (JPEG, PNG, GIF, or TIFF).
- Select 'Save' and you are done!