

## Printing & Exporting Data

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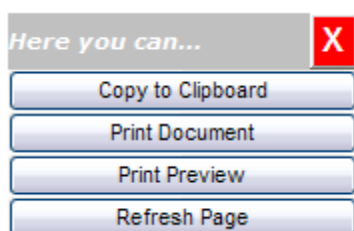
Data, reports, or other information viewable on any screen, can be either printed, or exported to another application such as Excel or Word.

For example, you may want to export or print off a scheme report, or one of the annual schedules. Scheme input data or perhaps *My Organisation Details* can also be exported or printed.

First go to the screen showing the data you want to export/print.

Right mouse click anywhere on the page.

This dialog box appears:



Select the appropriate option.

### Exporting

This is done in two stages.

1. Click *Copy to Clipboard*.
2. Open the application, eg. Excel, you want export to and choose the *Paste* option in that application.

You may need to amend the formatting to suit your requirements. Note that the data pasted will not change when subsequent changes are made in Catalyst, in other words, the pasted data is not *linked* to Catalyst.

The exporting is context-sensitive. Click on the page background to export the entire page, or on a cell in a table to export just that table on the page.

### Printing

Click *Print Document*

Check the *Print Preview* option first to ensure that the data appears correctly. If the preview image is not satisfactory, we suggest you export the data to another application first and then apply formatting changes.

### Refresh Page

This may be necessary if two people are accessing the Catalyst page at the same time and changes have been made by one person which the other person also needs to see.

### Close

To close the dialog box click the red cross gadget.

#### Note

You may also get a message asking *Do you want to allow this webpage to access your clipboard?*

Click the option *Allow access*. This message will appear once on every page. Ask your IT department how to allow programmatic access to the clipboard for scripts in your browser's security settings so that this message will not appear again.

#### Tip

Change the scaling to  $\pm 80\%$  at the top of the Print Preview window to get the page width correct, or change to landscape orientation.