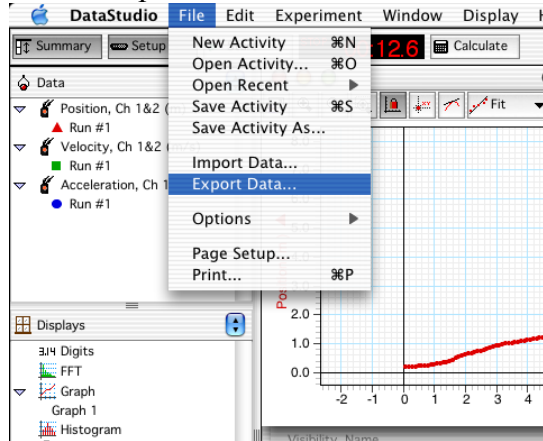


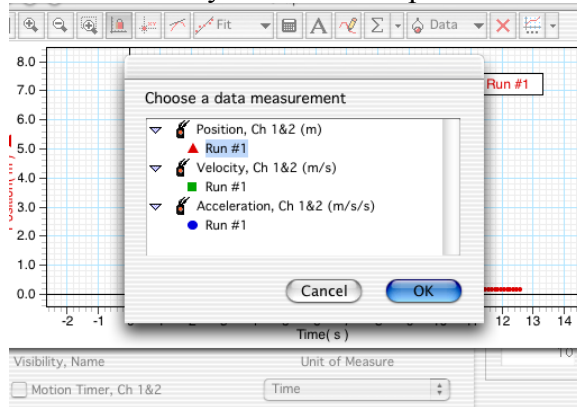
## Inserts

### How to export data from DataStudio

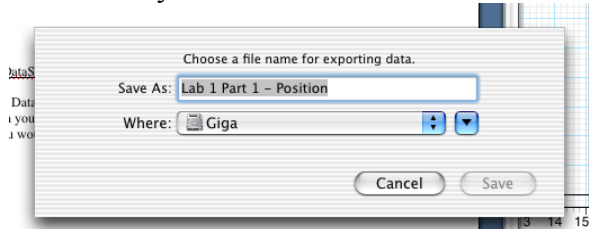
- Insert USB
- File -> Export Data



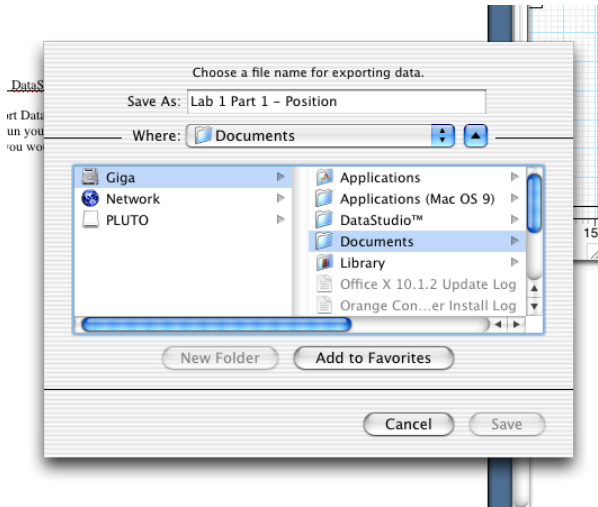
- Select data run you'd like to export and click 'Ok.'



- Enter what you would like to name the data file under 'Save As.'



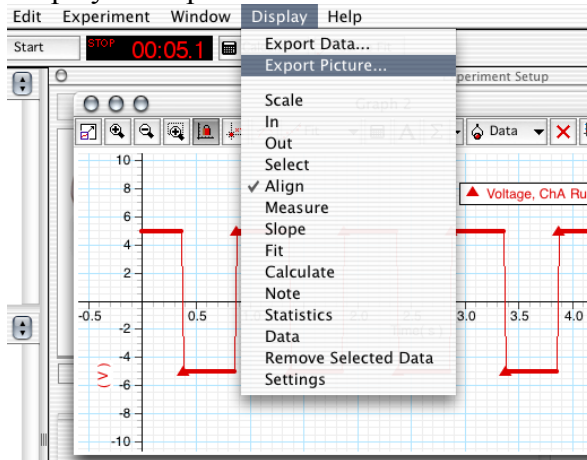
- If needed, drop the browser by clicking on the down arrow after the drop-down menu
- Scroll the browser to the left



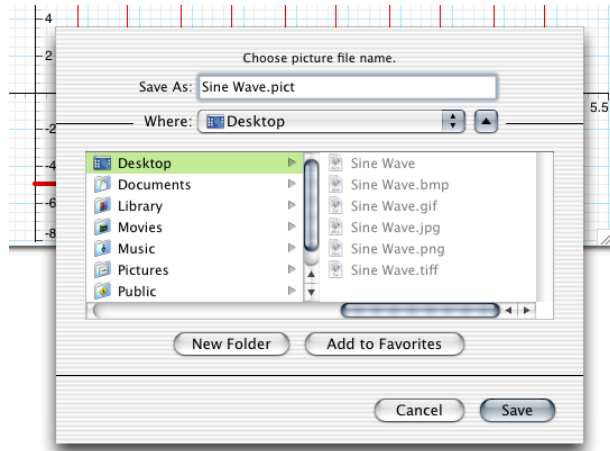
- Select your USB and the folder you want to put you data in
- Click 'Save.'

### How to export graphs from DataStudio

- Select the graph
- Display -> Export Picture...



- Browse to the correct folder on your disk (as done in "How to export data from DataStudio")
- Type in the name of the figure. Include the suffix ".pict" as shown below.



- NOTE: Since DataStudio only exports pictures into the ".pict" format, you will need QuickTime to view this if you are on a Windows machine.
- Microsoft Word can import the picture without problems.

#### How to import data into Microsoft Excel

- Open Excel
- File -> Open
- Browse to find your file and select
- Text Import Wizard will open:
  1. Choose 'Delimited' and click next
  2. Select 'Tab' as your delimiter and click finish

#### Alternatively:

- In file browser, find the data file and double-click to open
- Highlight the desired data and copy (Control-c in Windows, Command-c in Mac)
- Open Excel
- Paste (Control-v in Windows, Command-v in Mac)

#### How to graph in Microsoft Excel

Tutorials on graphing in Microsoft Excel are found around the internet. Here are some you can look at:

- Excel 2007/2010 for Windows
  - <http://office.microsoft.com/en-us/excel-help/demo-create-charts-in-excel-2007-HA010200499.aspx>
  - <http://office.microsoft.com/en-us/excel-help/quick-start-chart-your-data-in-a-worksheet-HA010354473.aspx?CTT=5&origin=HA101829993>
- Excel 2007 for Windows; Excel 2008 for Mac
  - <http://www.uwec.edu/help/Excel07/ch-basics.htm>
- Excel 2008/2011 for Mac
  - <http://mac2.microsoft.com/help/office/14/en-us/excel/item/895bae98-48d3-4646-8d52-4b2f73eefdf7>