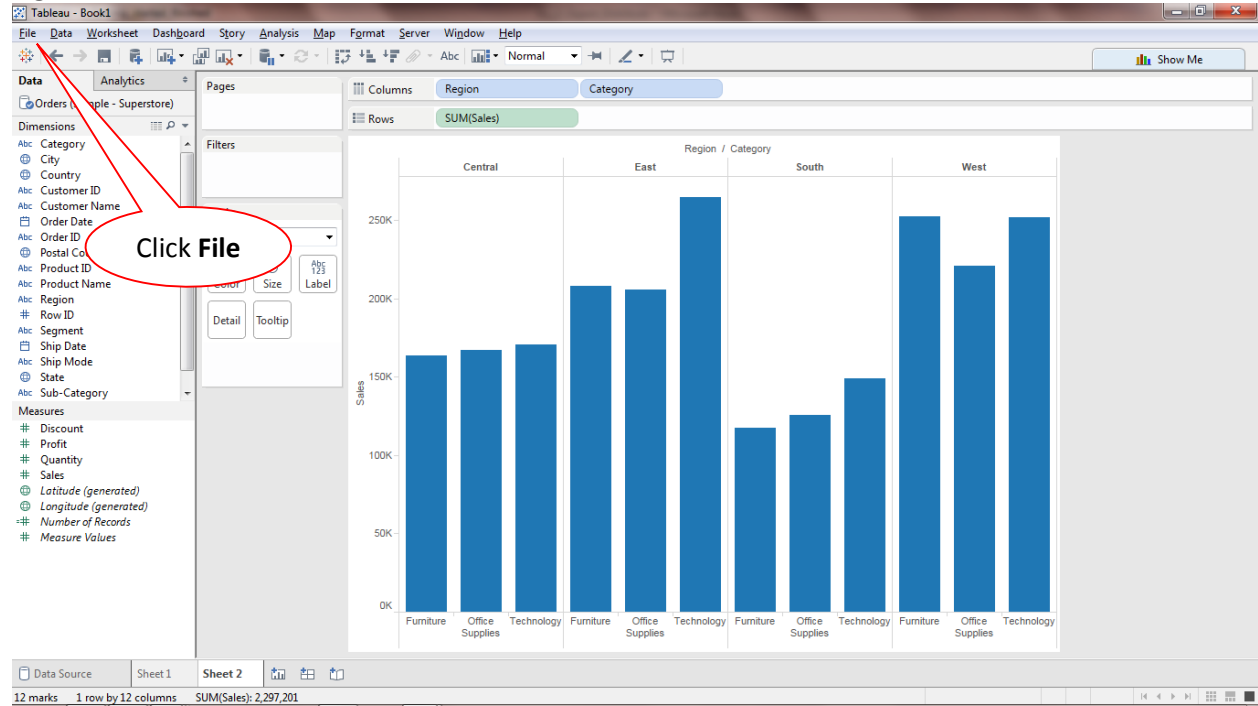


Objective: This exercise will demonstrate how to save a visualization in PDF format

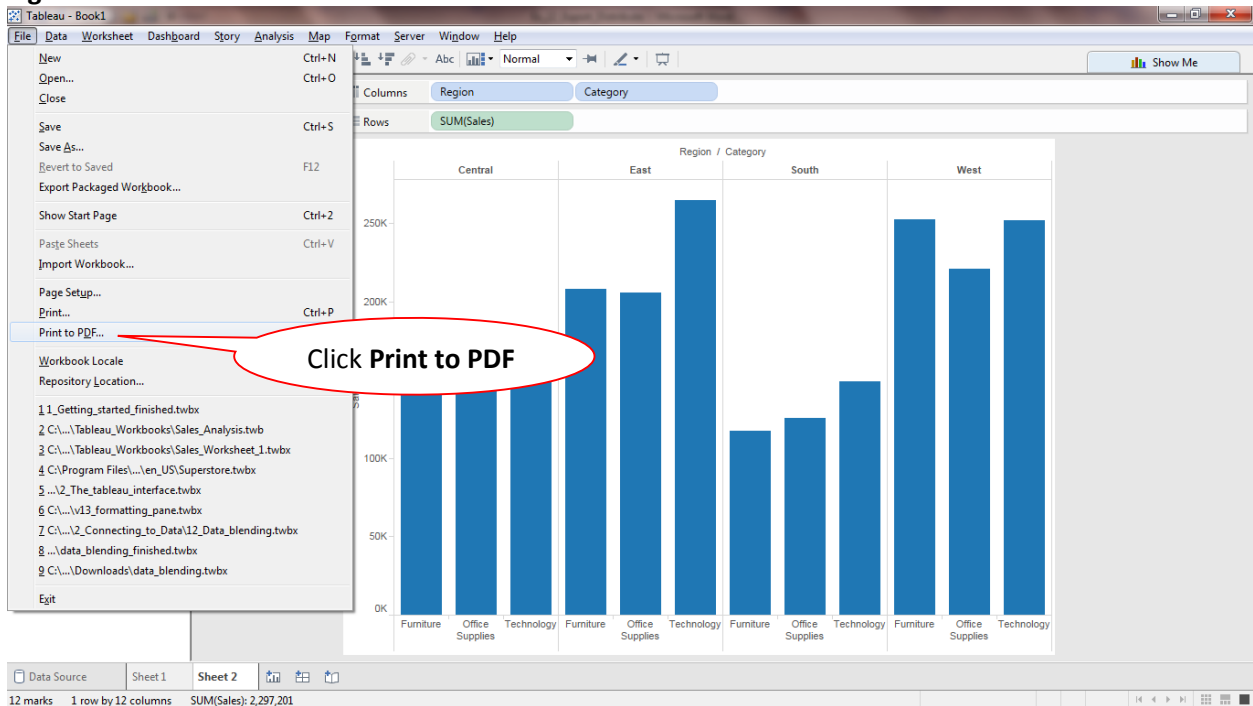
Figure 1 shows a chart that needs to be saved in a PDF format.

Figure 1



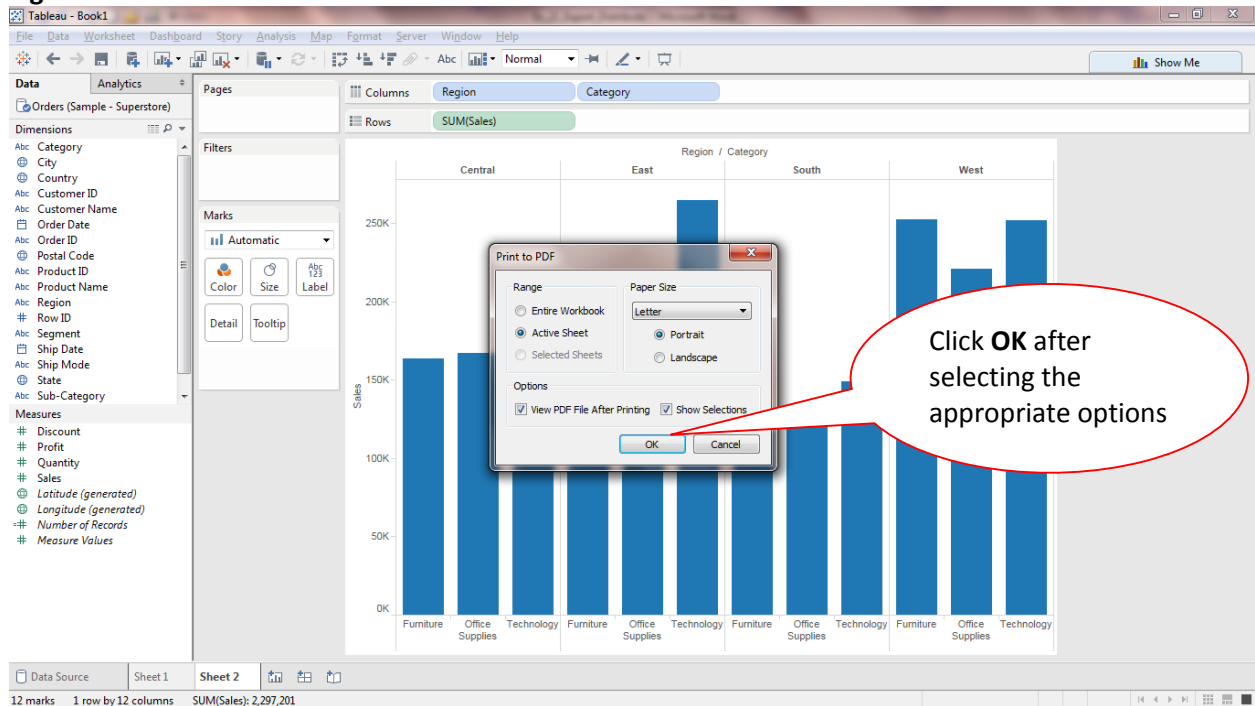
- Click **File** on the **Menu Bar** as shown on Figure 1, which will lead to the menu tree displayed on Figure 2

Figure 2



- Click the **Print to PDF** menu tree item as shown on Figure 2, which will popup the **Print to PDF** window displayed on Figure 3

Figure 3

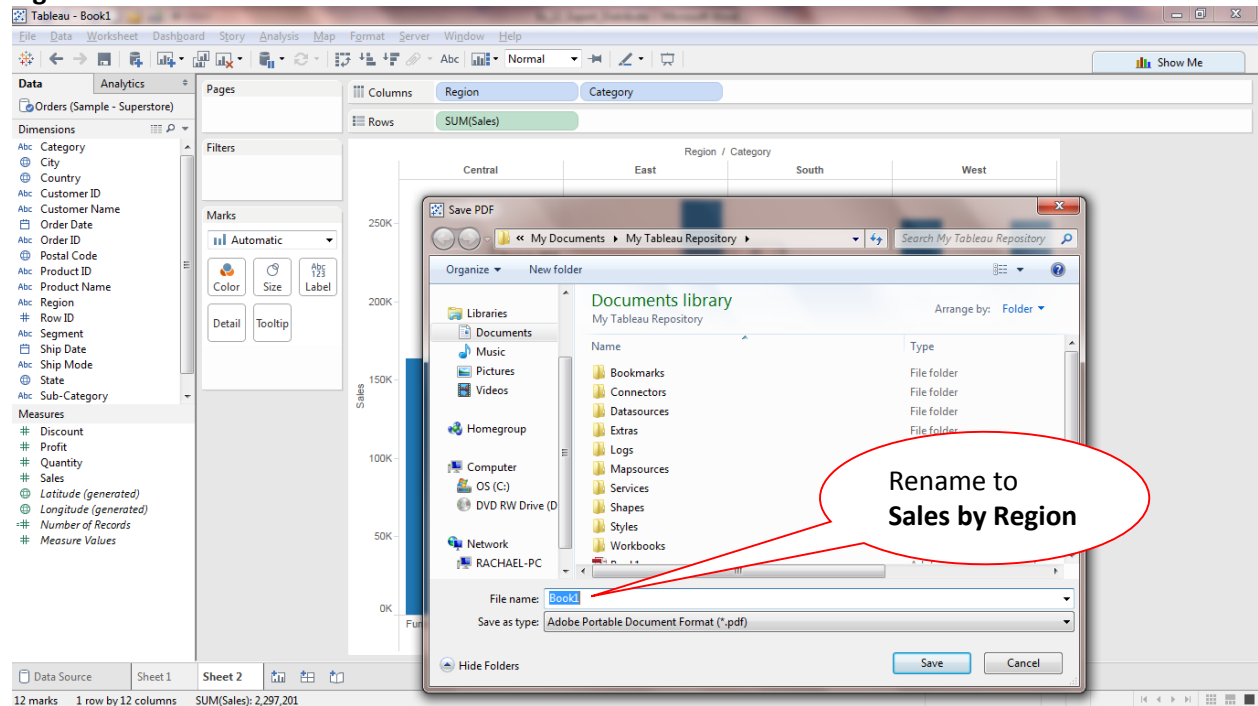


- Click the **Landscape** radio button, if needed

After the desired selections have been made on Figure 3:

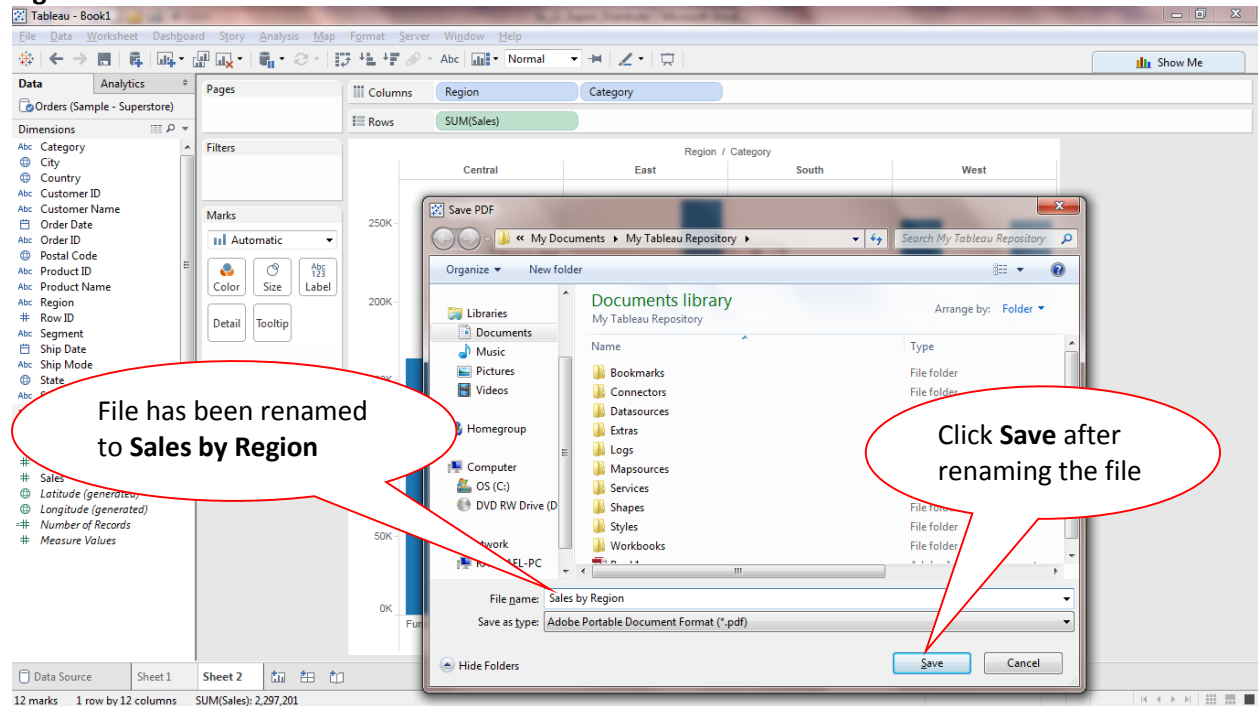
- Click **OK** as shown on Figure 3, which will popup the **Save PDF** window displayed on Figure 4

Figure 4



- Rename the default file name, **Book 1**, to **Sales by Region** as shown on Figure 5

Figure 5



- Click **Save** as shown on Figure 5, which will lead to the Figure 6 display (which contains the PDF display in a separate window)

Figure 6

