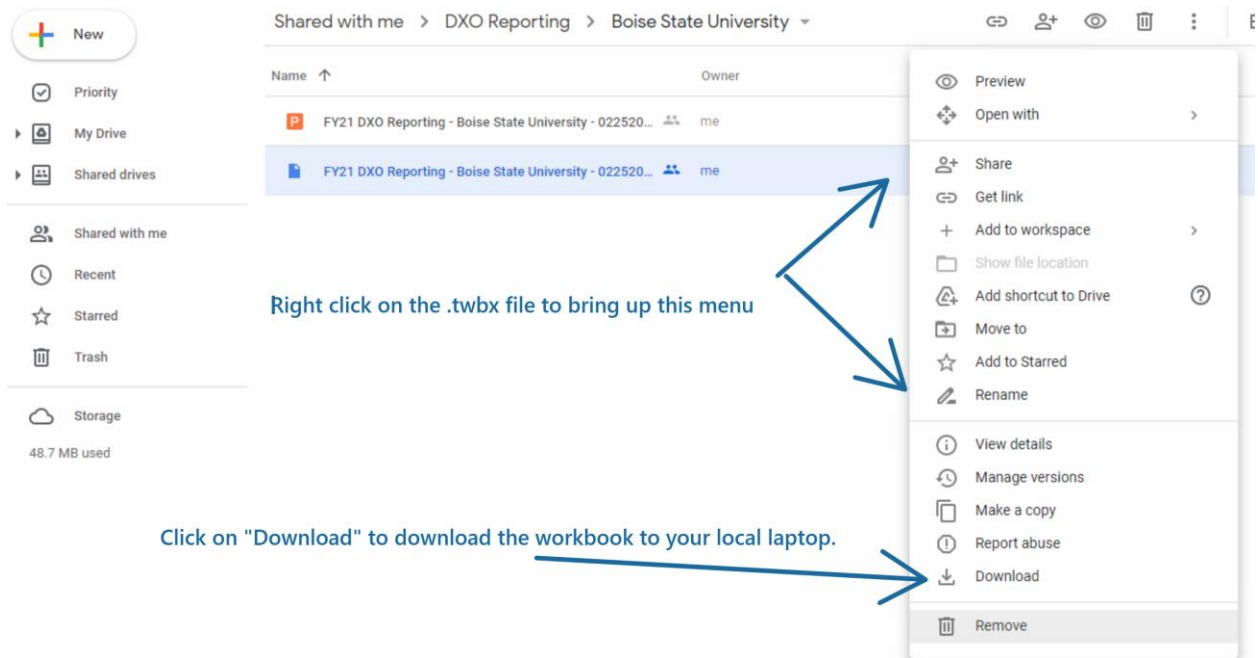
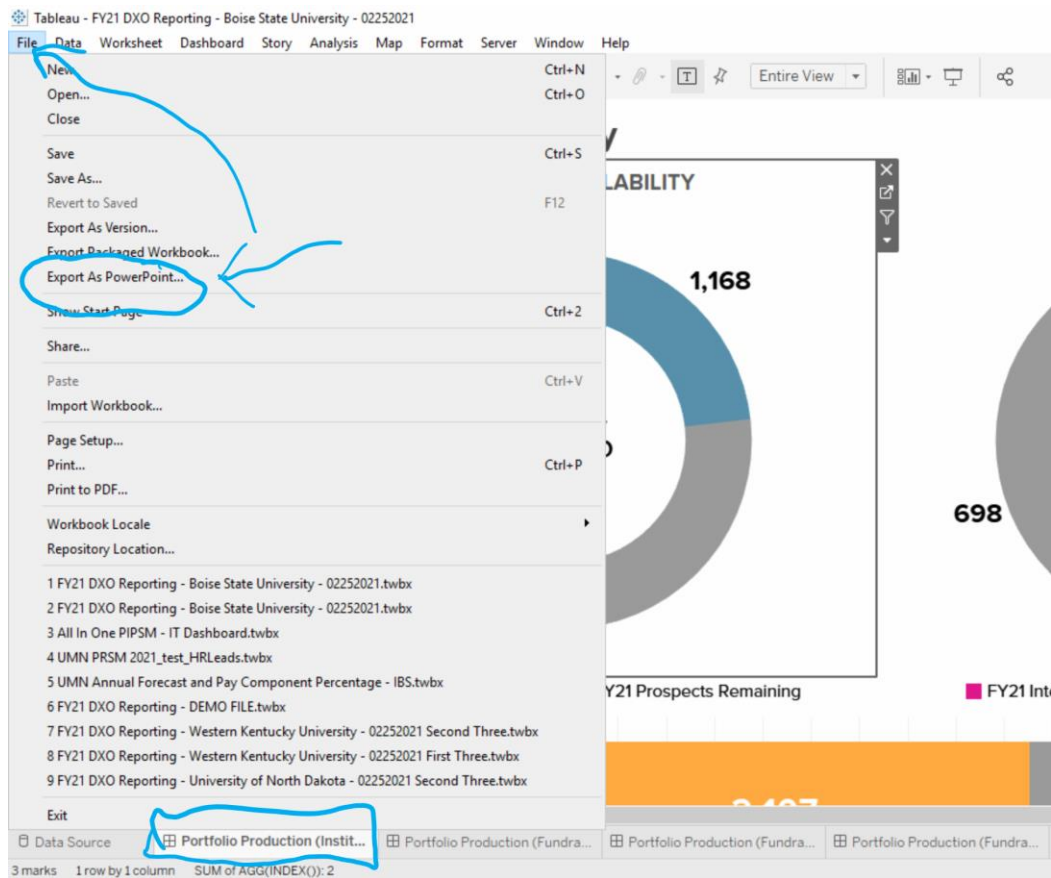


How To Export Dashboard Pages to PowerPoint & Convert to PDF

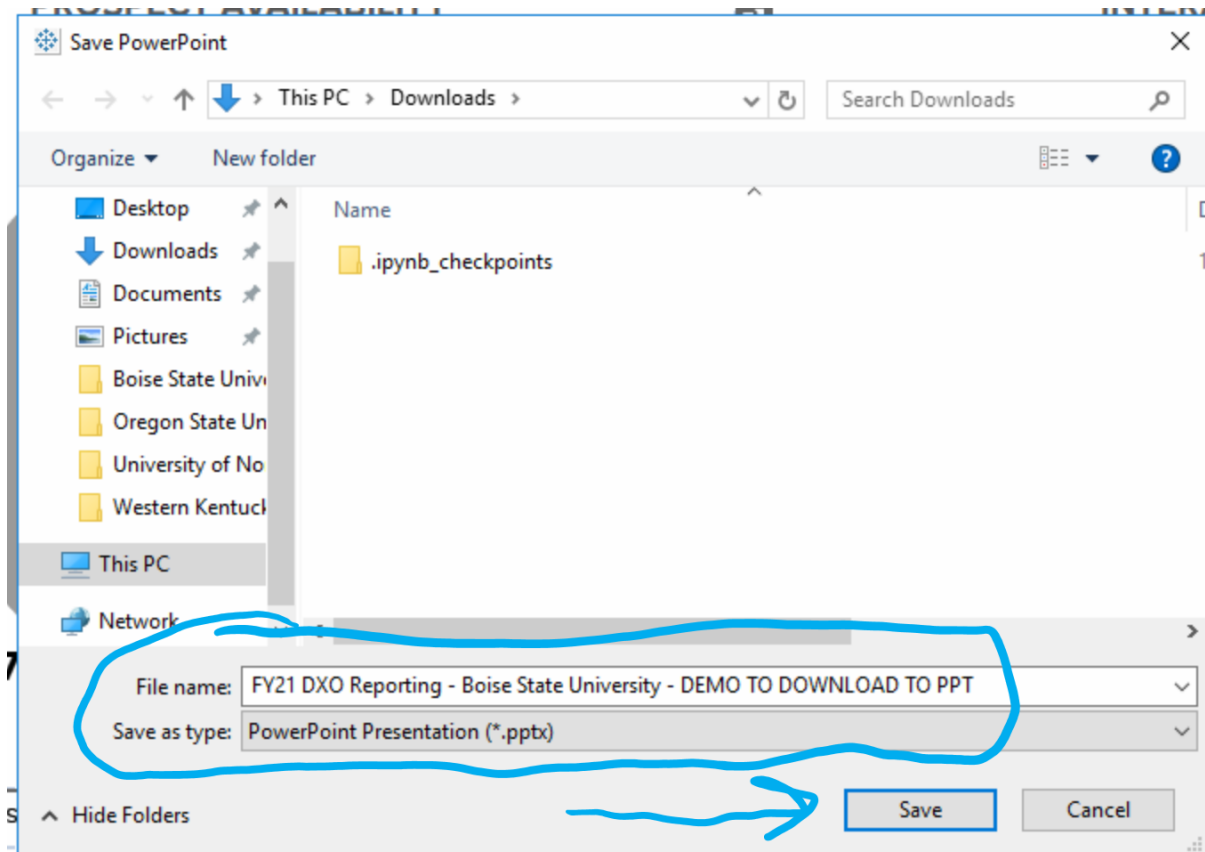
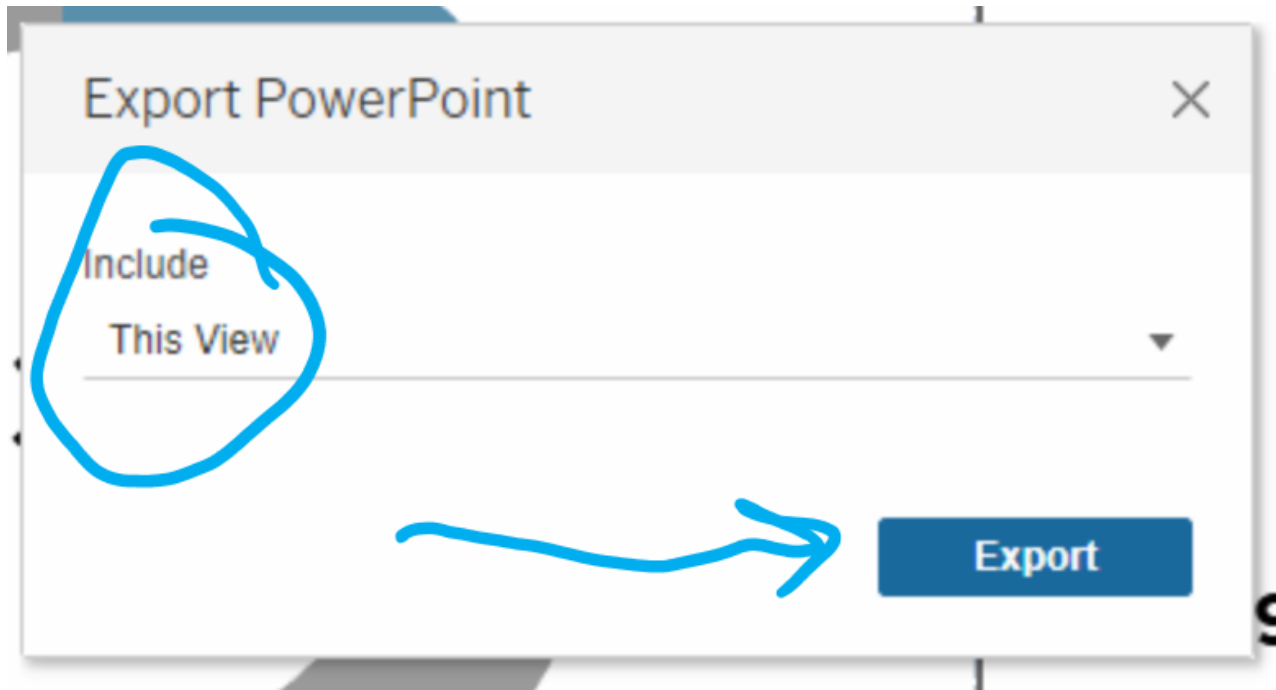
1. Download & open the completed workbook from the DXO Reporting Google Drive:



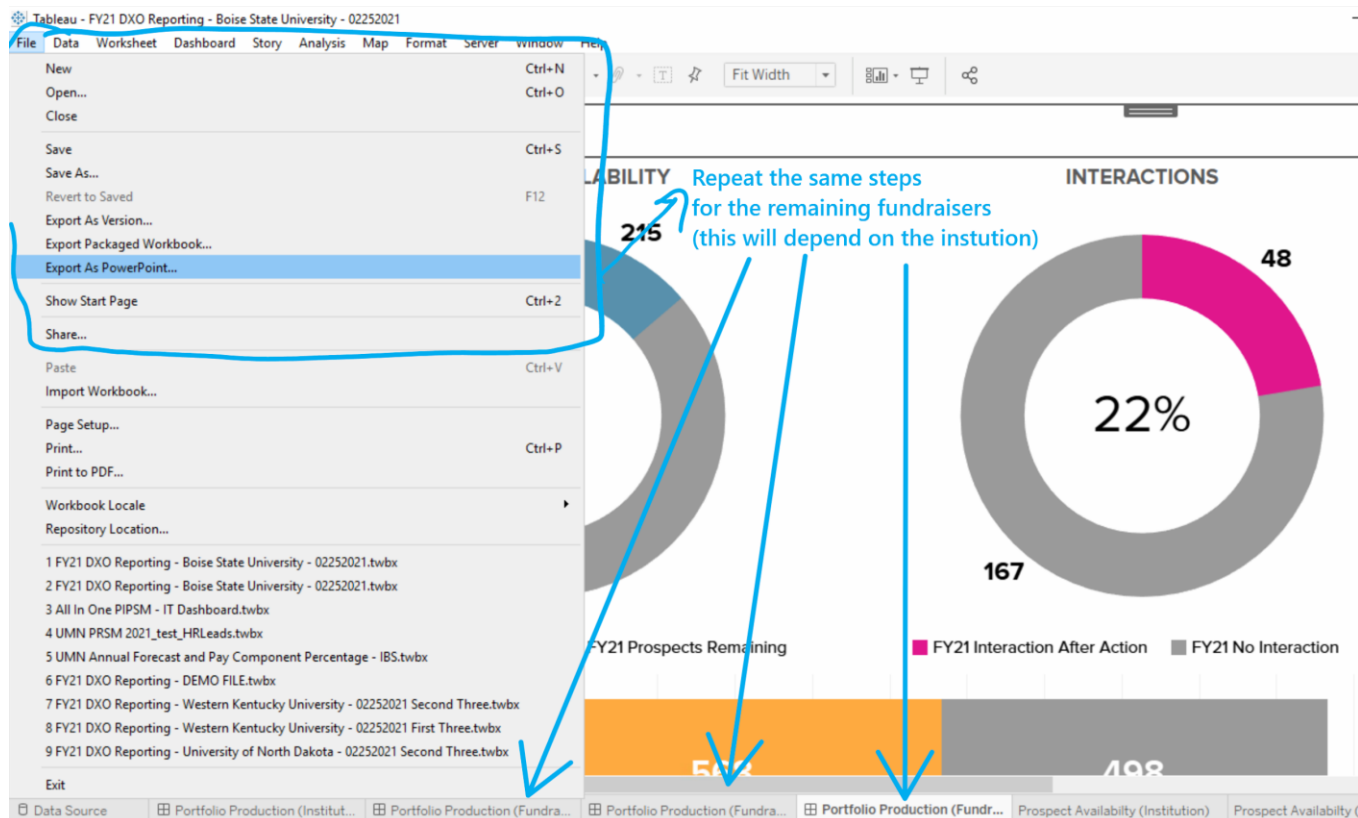
2. From the first dashboard tab (you will see that it has a symbol that looks like a window), go to File (upper left) -> Export As PowerPoint...



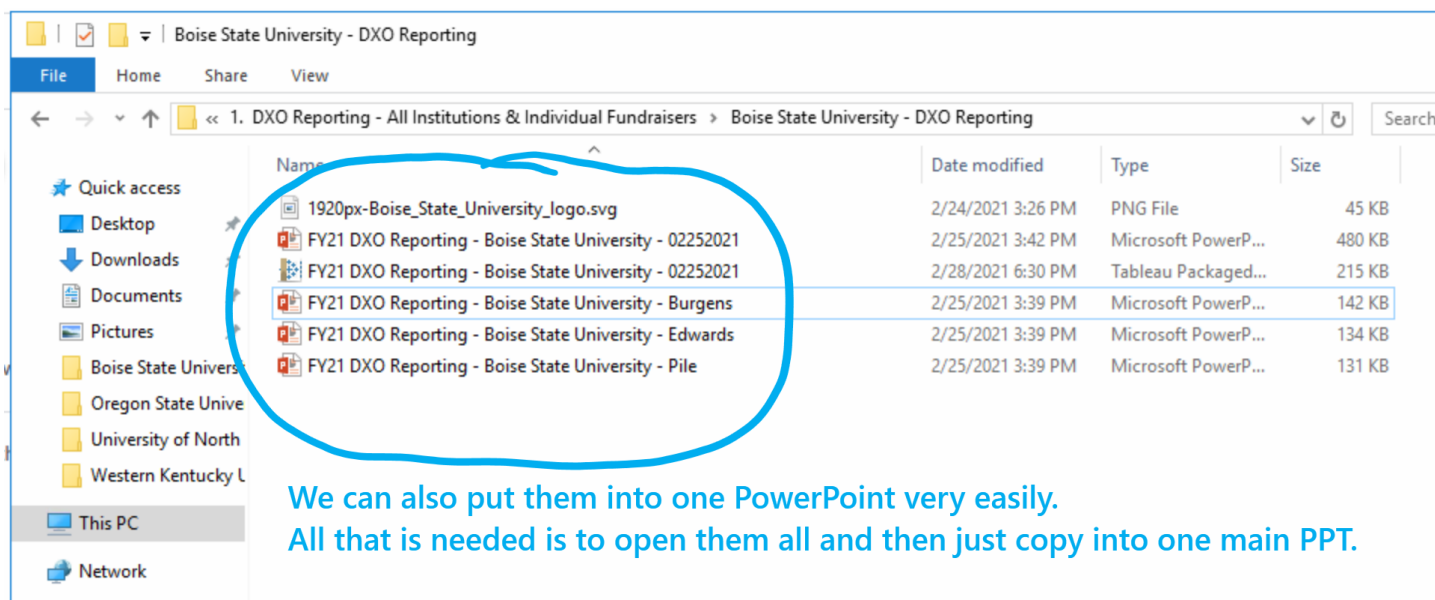
3. Select “This View” from the dropdown and then press “Export”. Pick a folder location to save it to (somewhere where you can find it!)



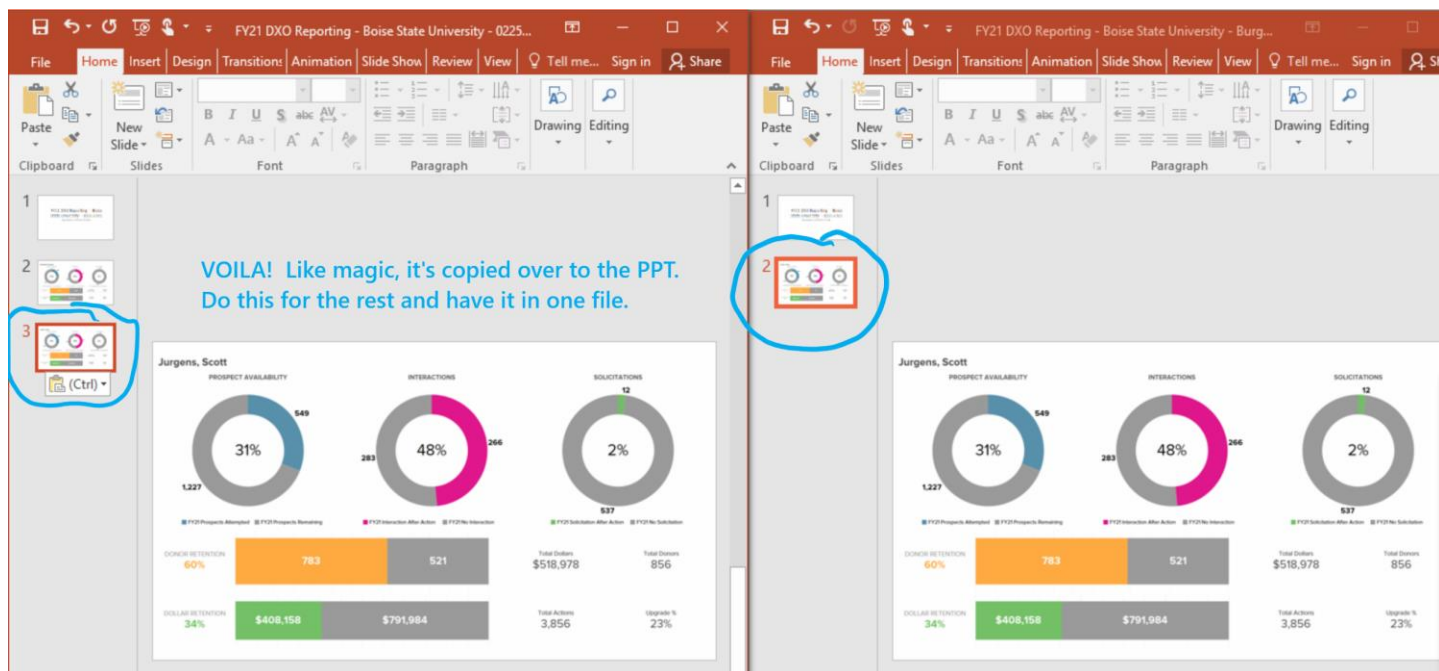
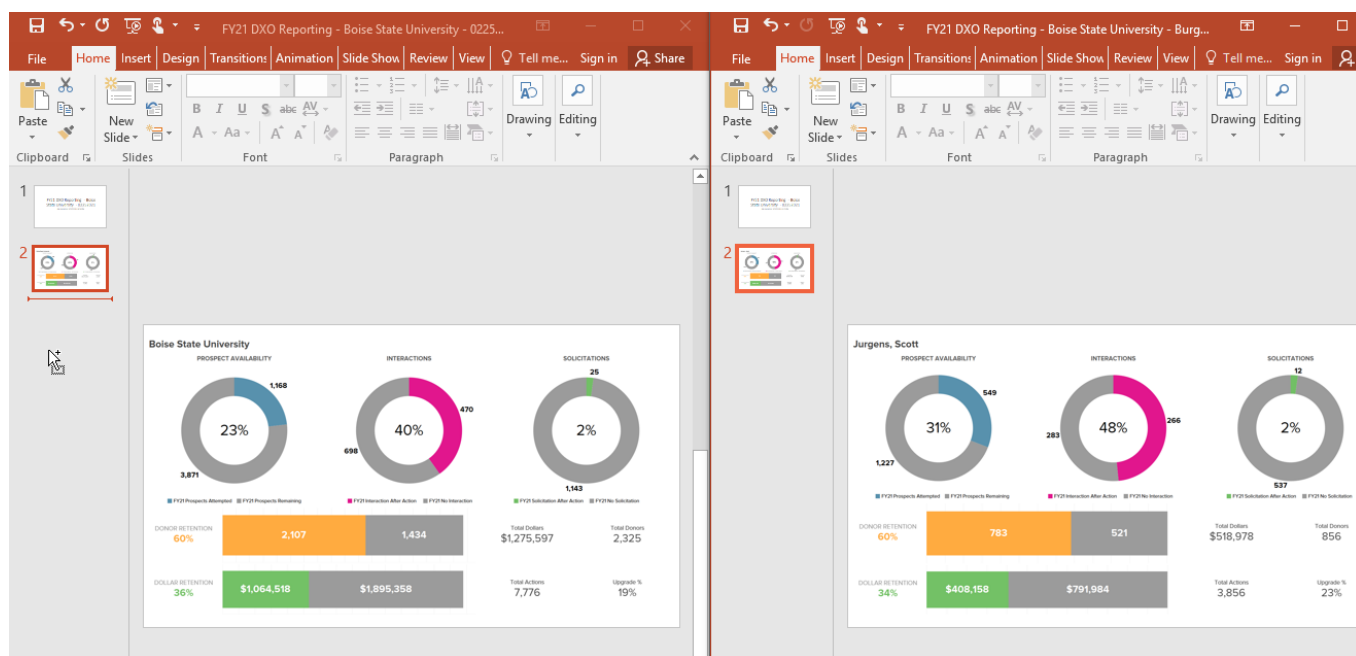
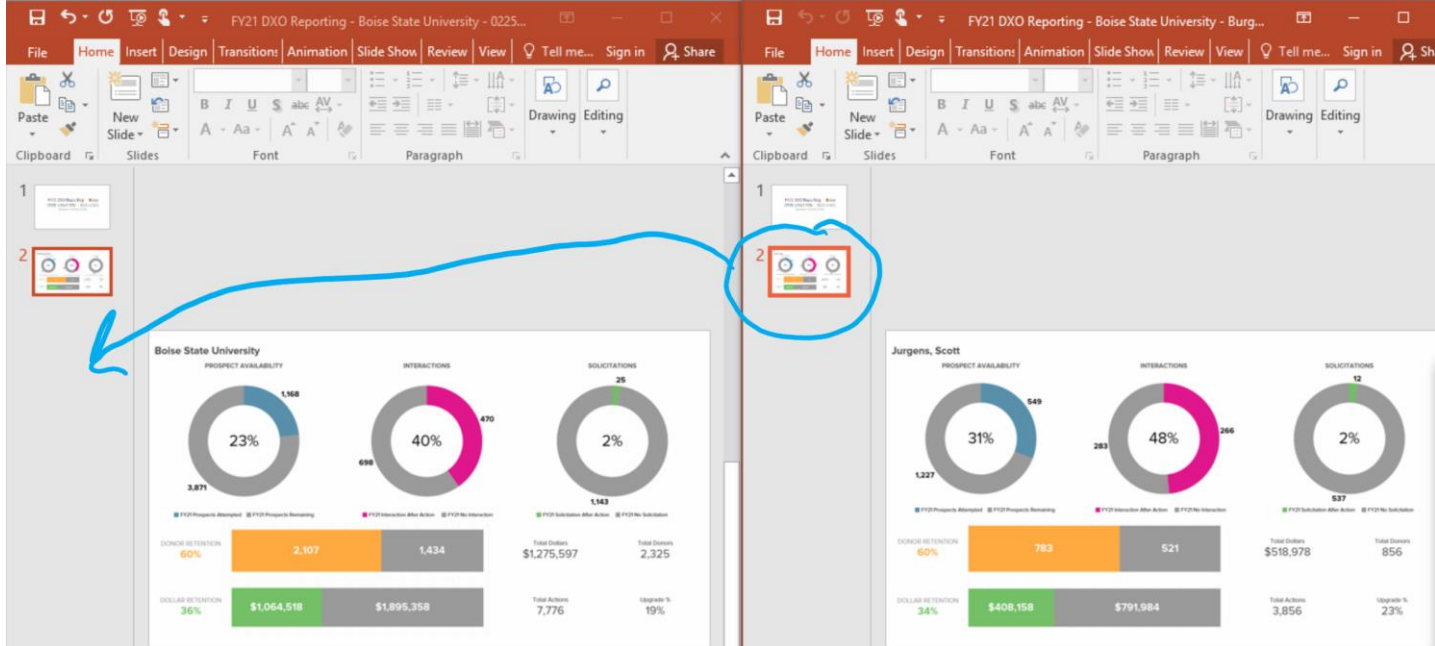
4. Repeat these steps for the remaining fundraisers (which will depend on the Institution - Western Kentucky, you will have to do this 7 times for the 6 fundraisers + Institution views)



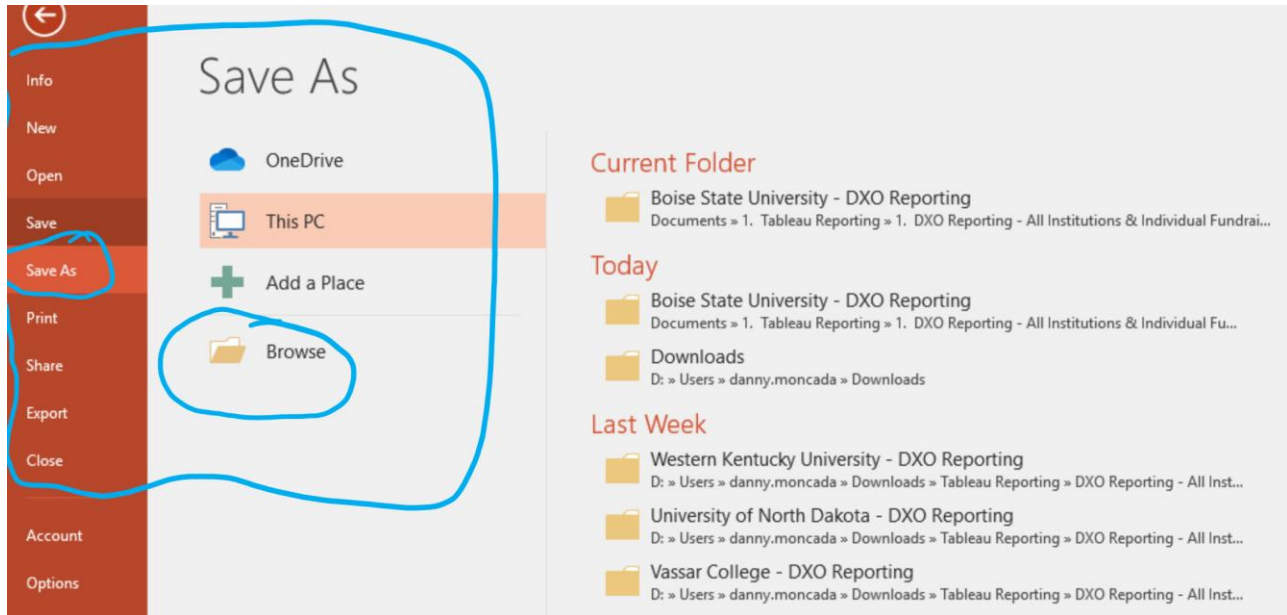
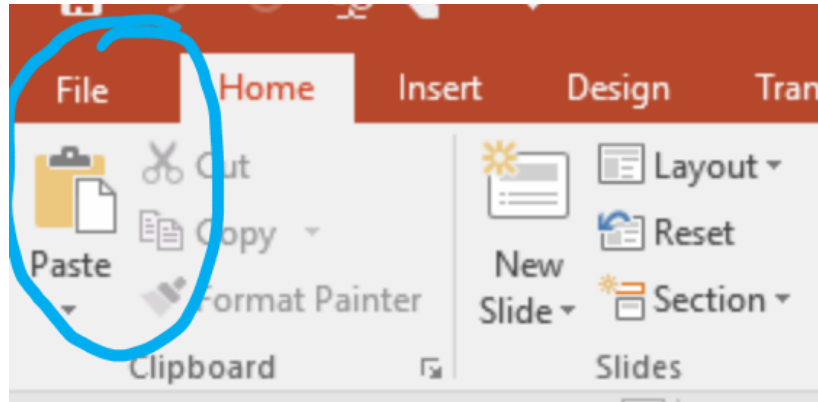
5. Now you have four (or however many) PowerPoints with each view:



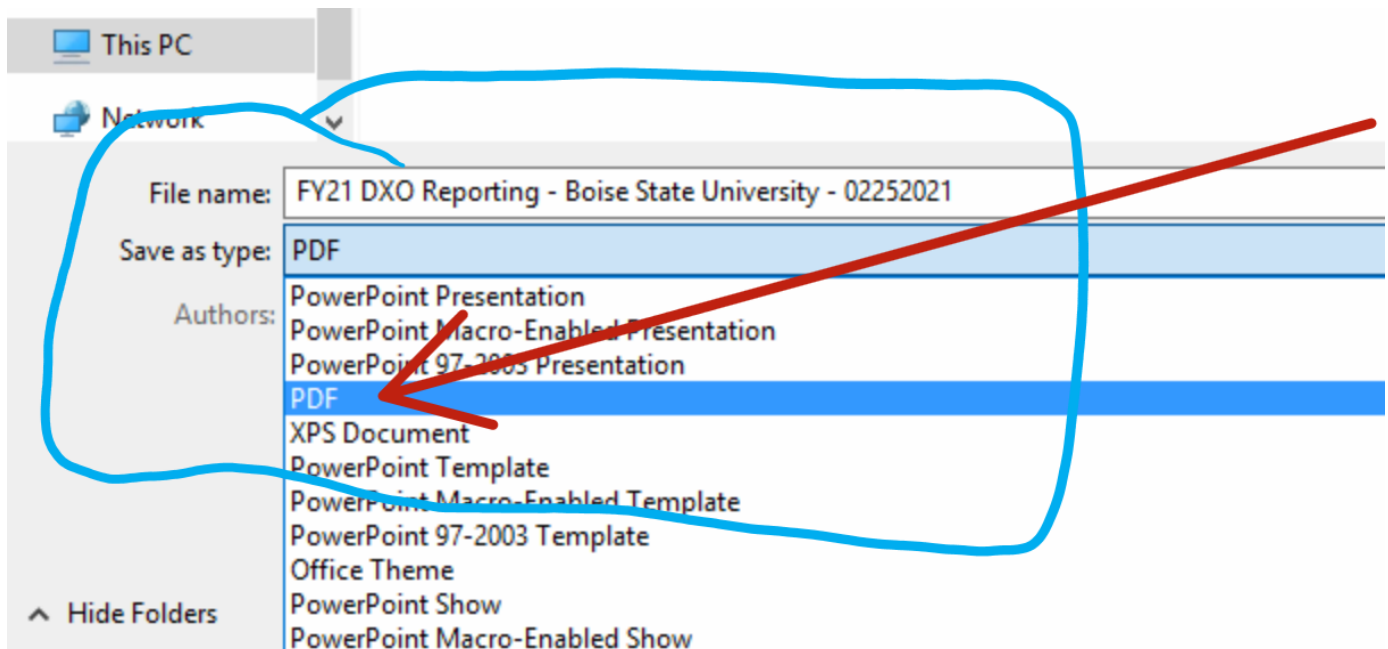
6. As an extra step, you can copy all of the PowerPoints into one master file for distribution; simply open all of the PowerPoint files and just copy each slide from the fundraisers into the institution file (you can just drag and drop).

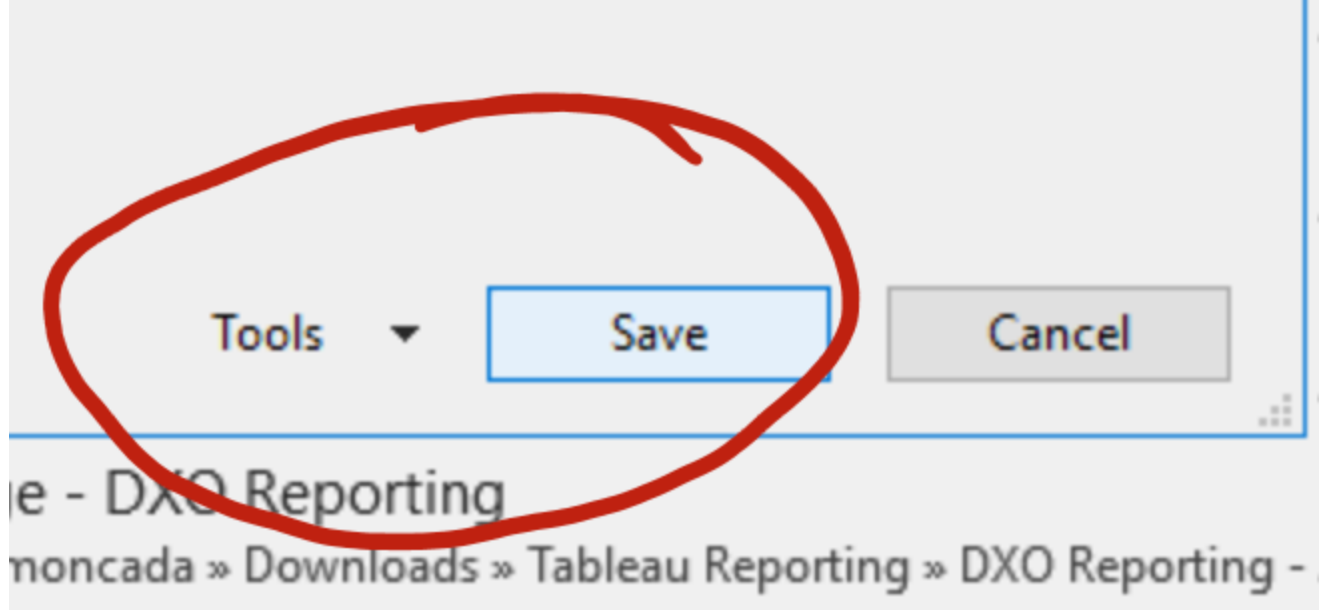


7. Once you have them all in one PowerPoint, saving them to a PDF is a cinch. Simply go to **File > Save As > Click on the “Browse” folder.**



8. Change the “Save as type:” from “PowerPoint Presentation” to “PDF”. Then click “Save”.





9. Once you have it as a PDF, you can distribute it to your clients if they prefer that file format.

