



Q Local™ Frequent Asked Questions Printing and Using Reports

Moving Text and Graphics from Reports into Other Software

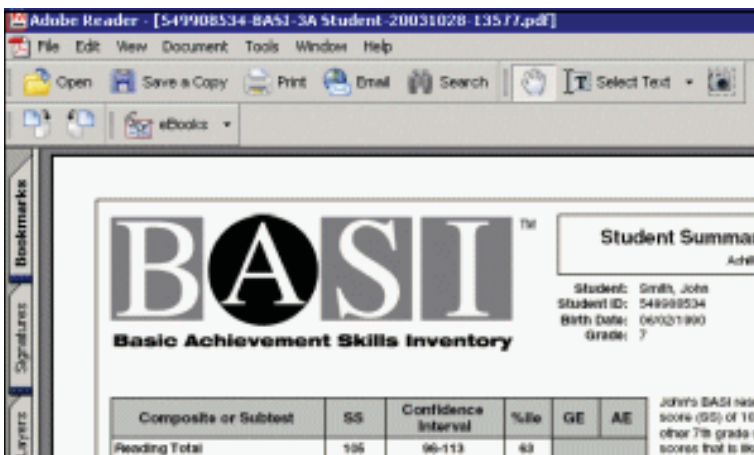
Note: Q Local™ software uses Adobe® Acrobat® Reader software (version 5.0 or 6.0) to display reports on-screen. Installing Adobe Acrobat is described on our website at: <http://www.pearsonassessments.com/qsupport/installie.htm>

Using Q Local report data in other software applications

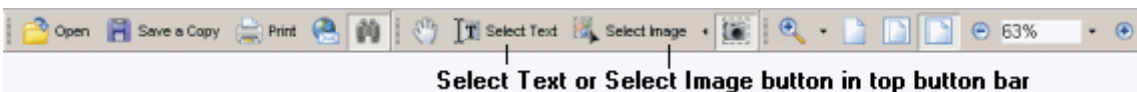
You may want to use parts of your Q Local reports in other software applications. For example, you could copy parts of a report and paste them into a Microsoft® Word document.

Copying parts of Q Local reports

1. First, display the report from which you want to copy. The .pdf report file is displayed in the Adobe Acrobat Reader software window. The example below shows part of a display:



2. In the Adobe Acrobat Reader top button bar, locate the Select Text or Select Image button.



Note: The button can be toggled from Select Text to Select Image, but it won't matter to you since you can use either button to clip portions of the report. You can even display both of the buttons at a time by clicking on the button and choosing "Expand Buttons" from the drop-down list.

3. Next, click on the small eye-like icon to the right of either the Select Text or Select Image button.



You'll notice that a cross-hairs graphic is displayed in place of your normal cursor icon:



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4. Use the cross-hairs to copy parts of the report by:

- Moving the cross-hairs to the part of the report you want to copy and positioning it immediately to the top left, and
- Clicking and holding the mouse button as you drag a rectangle to the lower right edge of the area you want to copy, and
- Letting go of the mouse button.

See the following example:

Start with cross-hairs at top left.



Finish with rectangle at bottom right.

The copied report part is stored on the Windows® clipboard and ready to insert into your other software package.

Pasting parts of Q Local reports into your other software

1. Open your other software package.
2. Position your cursor in the location in which you want to paste the copied report part.
3. From the menu bar, choose Edit and then Paste. The item will be inserted from the Windows clipboard.

Continuing

Continue to copy and paste areas of the report as described above in Copying parts of Q Local reports (step 4) and Pasting parts of Q Local reports into your other software (steps 1-3).

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