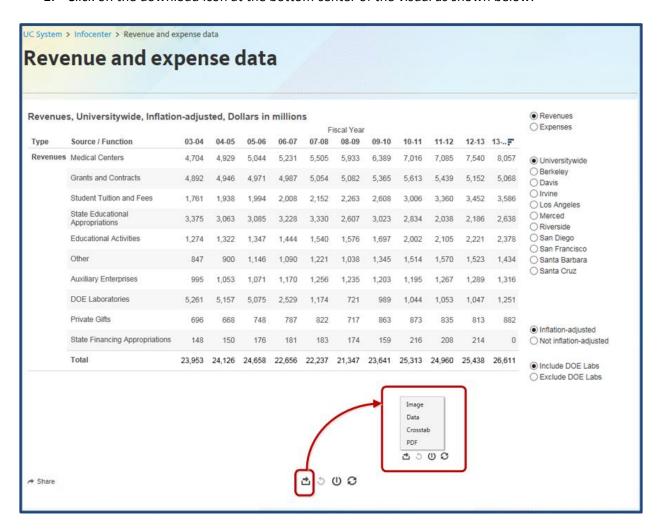
To download summary data from any visualization on the UC Information Center where download is enabled, please follow the instructions outlined below:

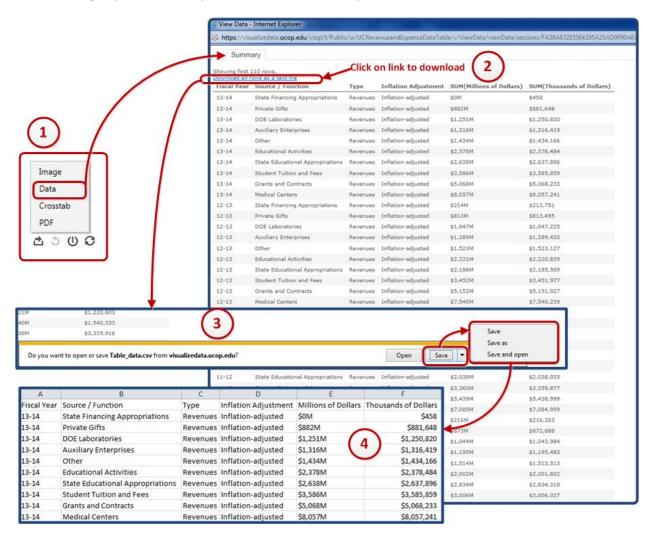
Click on the download icon at the bottom center of the visual as shown below.



- A small dialogue screen is displayed with the options to download the image, data, crosstab or PDF.
- 3. If the data and crosstab options are grayed out, try clicking on any cell in the table and clicking on the download button again. This action should enable these two options provided the visual is download enabled. For privacy reasons, not all visualizations on the UC Information permit download.
- 4. Click on the data option, this action will launch a separate web browser page that has a single tab similar to Excel with the summary data that is available for download.
- 5. Click on the 'download all rows as a text file' link.

UC Information Center Data Download Instructions

- 6. A download dialogue box opens that provides the option to Open or Save (Save, Save as or Save and Open) or cancel the download action.
- 7. Using any of the save options results in an Excel spreadsheet.



^{***} If you have any questions, please contact us via email at irap@ucop.edu