

Indicator Library

Instructions for exporting and printing data

Exporting data (enabling ActiveX for Internet Explorer)

1. Click on the **Tools** menu in your browser and select **Internet Options**.
2. Go to the **Security** tab and confirm that your current settings are at “medium–high” or lower.
3. Click on **Custom level...** to change your security settings.
4. Scroll to the section **ActiveX controls and plug-ins**.
5. Under **Allow previously unused ActiveX controls to run without prompt**, select **Enable**.
6. Under **Initialize and script ActiveX control not marked safe for scripting**, select **Prompt**.
7. Click **OK** and accept the warning to change your settings.
8. Click **OK** to close the Internet Options dialogue box.
9. Refresh the page and ensure that Excel is closed before exporting.

Note: The export function provides an unformatted comma-separated value (CSV) file when using internet browsers other than Internet Explorer.

Printing a page

1. Click on the printer icon at the top right of the page. This will open a printable version of the page in another window/tab. Please note that when printing information from the **Detailed View** tab, metadata headings will be collapsed as a default. On the print version, please expand the headings you are interested in displaying the information for, before printing.
2. Print the page using the print functionality of your internet browser.

Note: If your browser did not scale the page correctly, adjust the size in the print preview window to 70% to fit a portrait 8 1/2" x 11" page.