

HOW TO SAVE/EXPORT YOUR PROJECTS FROM THE OLD STEAM MODEL

Log Into STEAM 2.0

- » Next to Workbook, Click to **find the project you want to Save/Export** in the drop-down menu

Select the **Output Sheet** that you want to **Save/Export** from the menu on the left.

Once the project loads in the window on the right you have 2 options.

OPTION 1: You can either **Save as a PDF** or

OPTION 2: **Export the Data** by copying and pasting into an Excel spreadsheet.



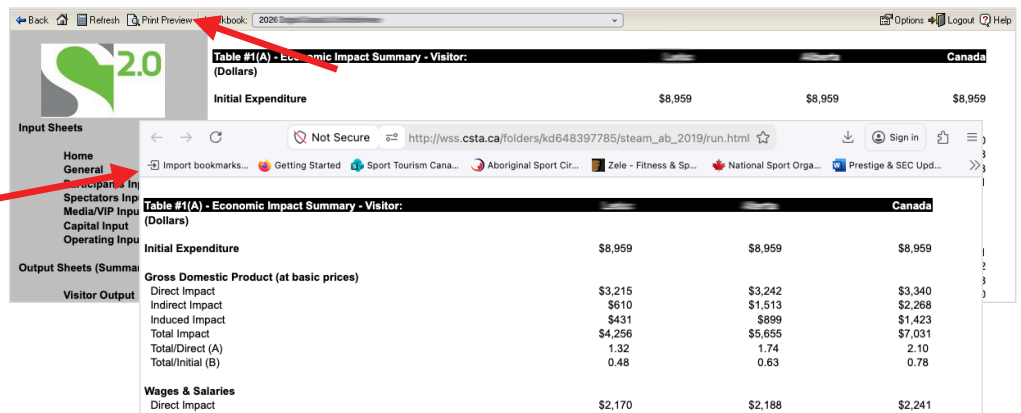
Table #1(A) - Economic Impact Summary - Visitor: Canada			Canada
(Dollars)			
Initial Expenditure	\$8,959	\$8,959	\$8,959
Gross Domestic Product (at basic prices)			
Direct Impact	\$3,215	\$3,242	\$3,340
Indirect Impact	\$610	\$1,513	\$2,268
Induced Impact	\$431	\$899	\$1,423
Total Impact	\$4,256	\$5,655	\$7,031
Total/Direct (A)	1.32	1.74	2.10
Total/Initial (B)	0.48	0.63	0.78
Wages & Salaries			
Direct Impact	\$2,170	\$2,188	\$2,241
Indirect Impact	\$359	\$713	\$1,132
Induced Impact	\$191	\$393	\$688
Total Impact	\$2,719	\$3,295	\$4,060
Total/Direct (A)	1.25	1.51	1.81
Total/Initial (B)	0.30	0.37	0.45
Employment (full-year jobs)			
Direct Impact	0.0	0.0	0.0
Indirect Impact	0.0	0.0	0.0
Induced Impact	0.0	0.0	0.0
Total Impact	0.1	0.1	0.1
Total/Direct (A)	1.16	1.27	1.49

OPTION 1: Save as a PDF

To **Save as a PDF:**

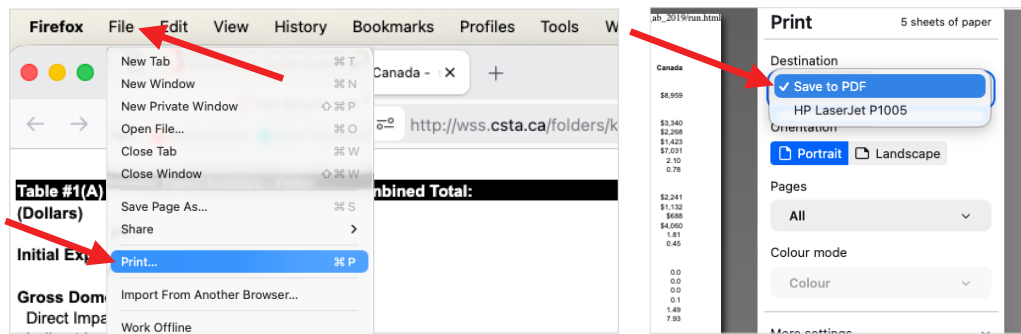
Click **Print Preview** in the top menu

This will open the **Output Sheet** in your web browser.



From the main browser menu select **File > Print**.

- » In your printer application where you choose your printer, choose **Save to PDF**
- » Then name the file by project & the output sheet you chose



Example:
2006 U18 Hockey Championships - Total Output Summary

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OPTION 2: Export the Data

To **Export the data** into an editable Excel file:

Select the **Output Sheet** that you want to save from the menu on the left.

Once the project loads in the window on the right,

- » Click and drag over all the data starting from the top left to select it
- » Right click and choose **Copy**

Open Excel and create a new worksheet.

- » Click into the first cell
- » Right click and choose **Paste**
- » Format the data however you like it
- » Then save & name the file by project & the output sheet you chose

Example:
2006 U18 Hockey Championships - Total Output Summary

	City	Province	Canada
Table #1(A) - Economic Impact Summary - Combined Total:			
(Dollars)			
Initial Expenditure	\$15,641	\$15,641	\$15,641
Gross Domestic Product (at basic prices)			
Direct Impact	\$7,715	\$7,742	\$7,840
Indirect Impact	\$1,595	\$3,000	\$3,950
Induced Impact	\$1,104	\$2,238	\$4,499
Total Impact	\$10,414	\$12,980	\$16,289
Total/Direct (A)	1.35	1.68	2.08
Total/Initial (B)	0.67	0.83	1.04
Wages & Salaries			
Direct Impact	\$6,670	\$6,688	\$6,741