

# Quick Reference - Save a copy of an ESOPT Pivot Table or Income Statement to use offline.

## Save a copy of an ESOPT Pivot Table or Income Statement.

The ESOPT Pivot Tables and Income Statement are linked to your ESOPT database. If you would like to save a copy of a pivot table to work with on your own, follow the instructions below. The instructions are written for Excel 2003. If you have an older or newer version, you will have similar options. Please check your Excel documentation.

Open the document you would like to copy. For each pivot table you would like to work with offline the supporting data should be saved.

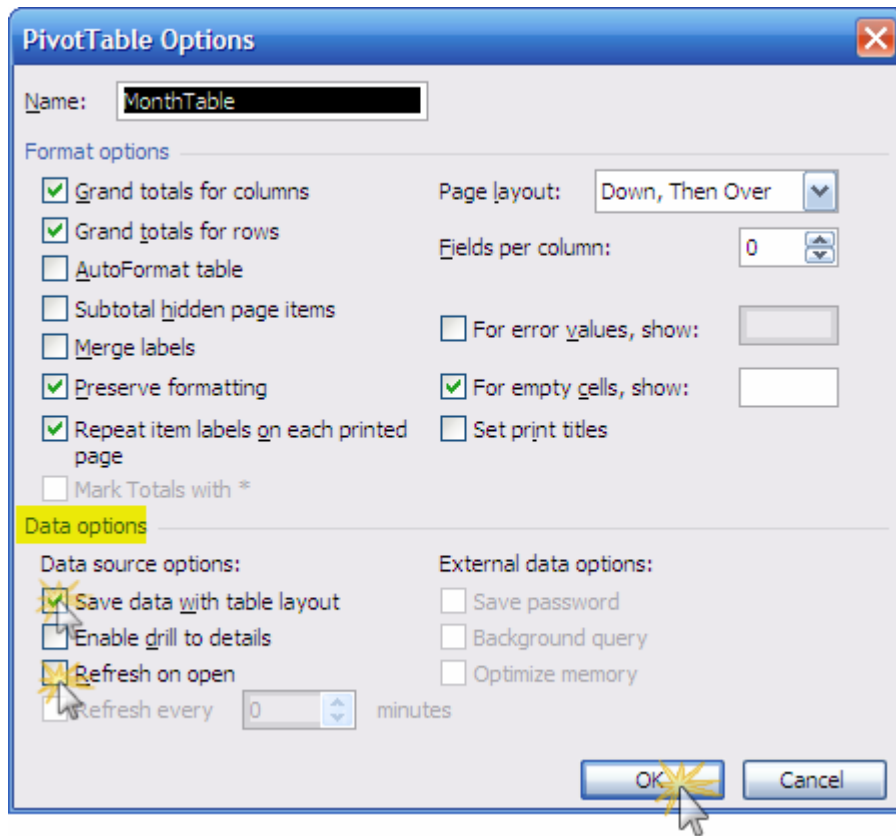
Right-Click anywhere on the pivot table. From the dropdown menu select **Table Options**.

	A	B	C	D	E
1				<b>S&amp;OP Data</b>	
2	<b>TYPE</b>	(All)		<b>Analysis by Month</b>	
3					
4	<b>Sum of QTY</b>				<b>YEAR</b>
5					2007
6	<b>DESC</b>			<b>Subgroup</b>	1/1/2007
7	DEMAND			US Compact	47,000
8				Specials	36,000
9				US Radios	290,000
10				Asia Radios	380,000
11				Total	753,000
12				Medical	600
13					600
14				Specials	140
15				Standards	44,500
16				R&D	2,800
17				Total	47,440
18					801,040
19				US Other	1,800
20				US N Mod	155,000



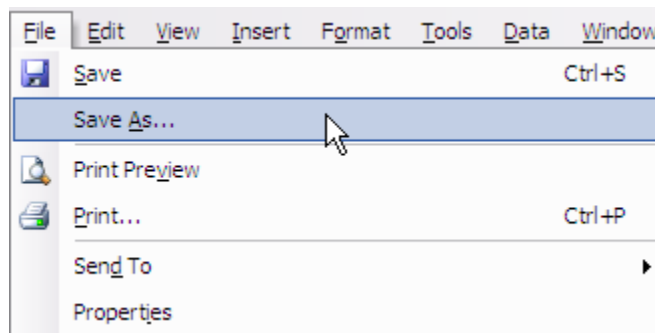
In the PivotTable Options Menu, **Data Options** section, verify the following settings:

- **'Save Data with Table Layout'** should be **checked**.
- **'Refresh on Open'** should be **unchecked**.



Click the **'OK'** button to close the PivotTable Options.

Save a copy of the spreadsheet to the desired location using **'Save As'**





Each time you open the document, you will see a **Security Warning** dialog box. Select **'Disable Macro's** to disable the update.

