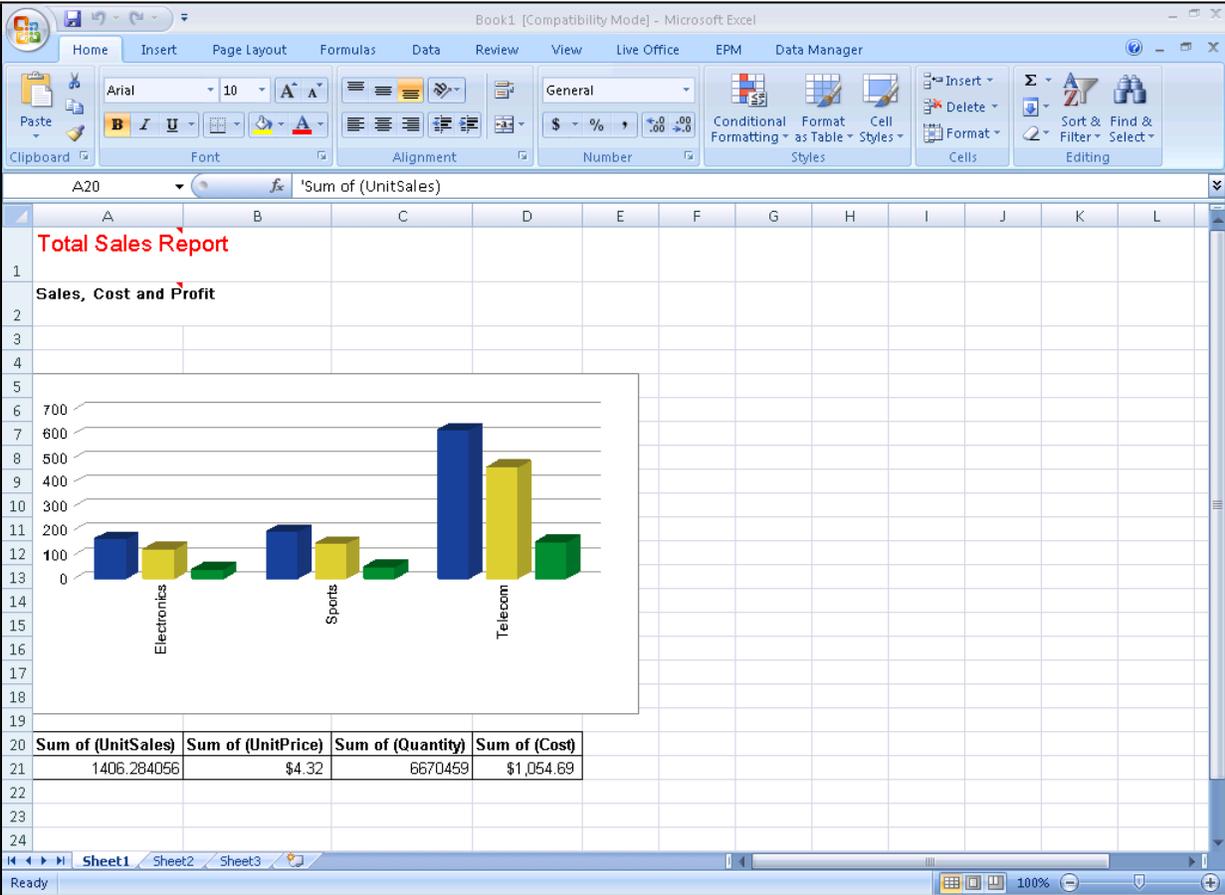


Create a Snapshot

Procedure

BI launch pad



1. Press any key or click anywhere to continue



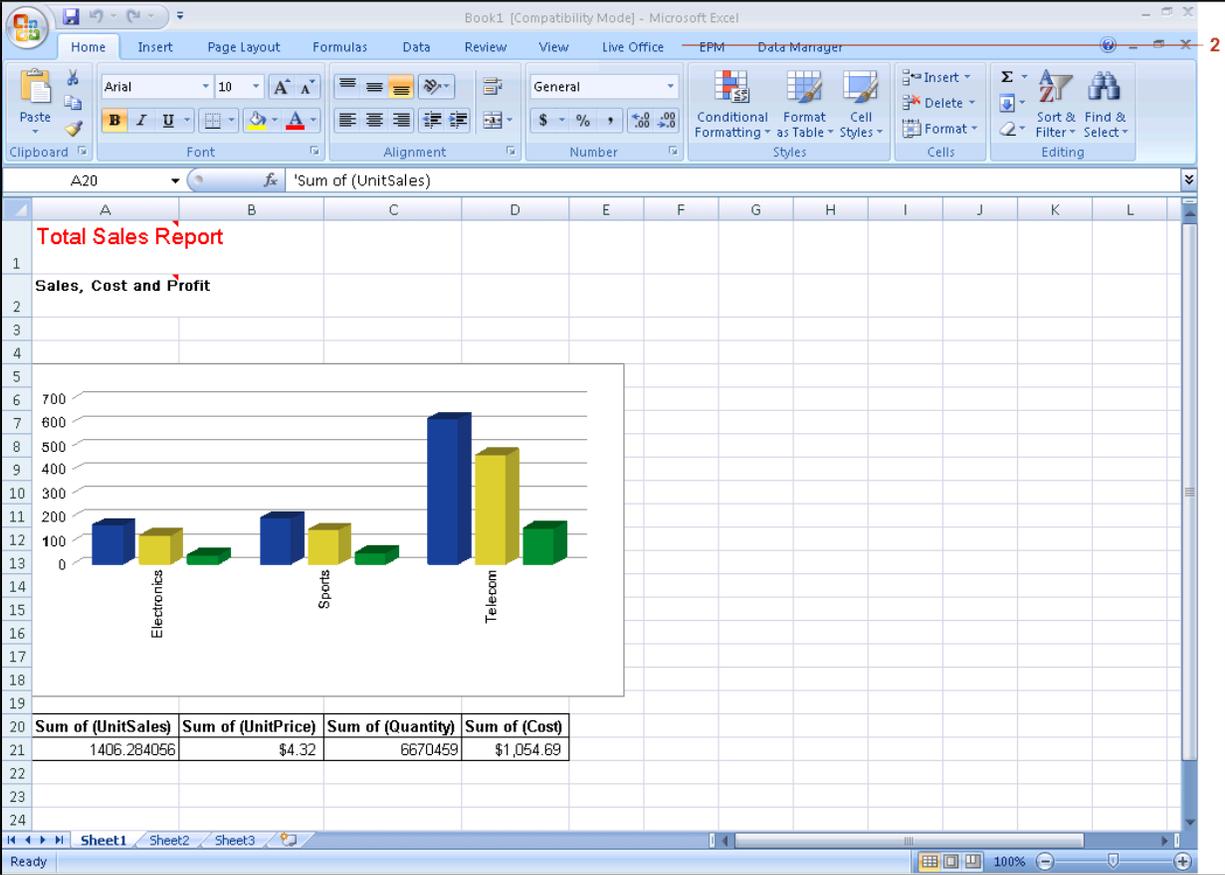
You can create a snapshot of your Live Office object in an Office document to preserve the data from a specific time.

Create a snapshot of the report and save it into your Documents.

Press any key or click anywhere to continue.

Create a Snapshot

Microsoft Excel - Book1 [Compatibility Mode]



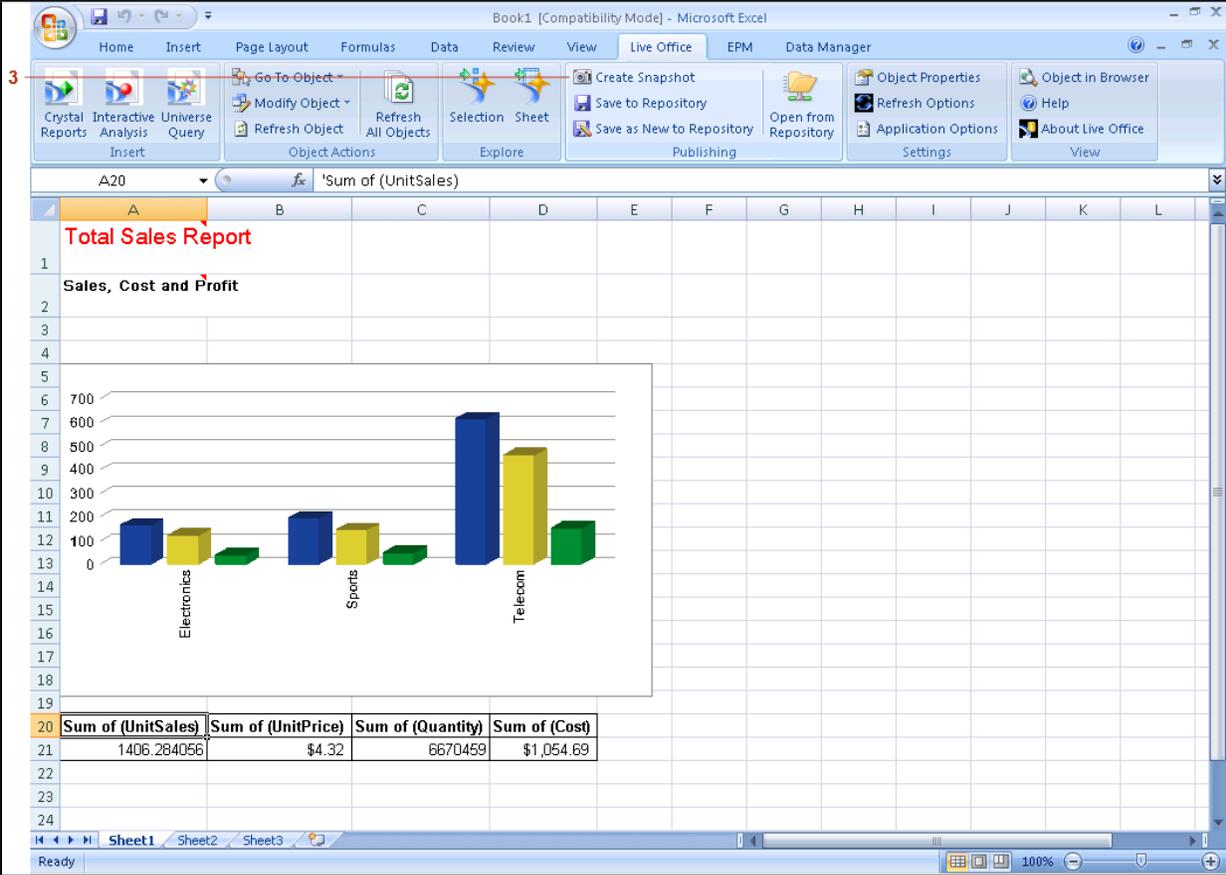
2. Click **Live Office**.



Start by selecting the Live Office tab.

Create a Snapshot

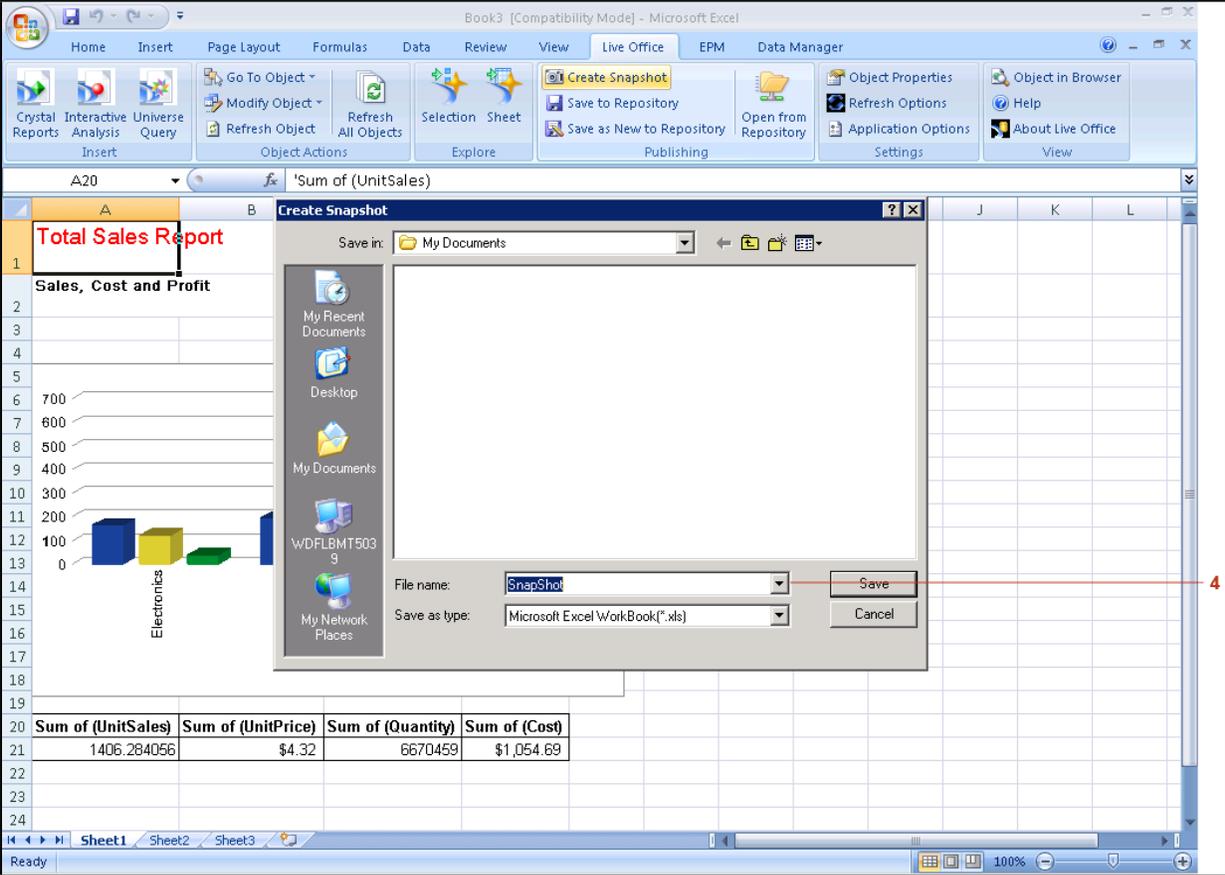
Microsoft Excel - Book1 [Compatibility Mode]



3. Click **Create Snapshot**.

Create a Snapshot

Create Snapshot



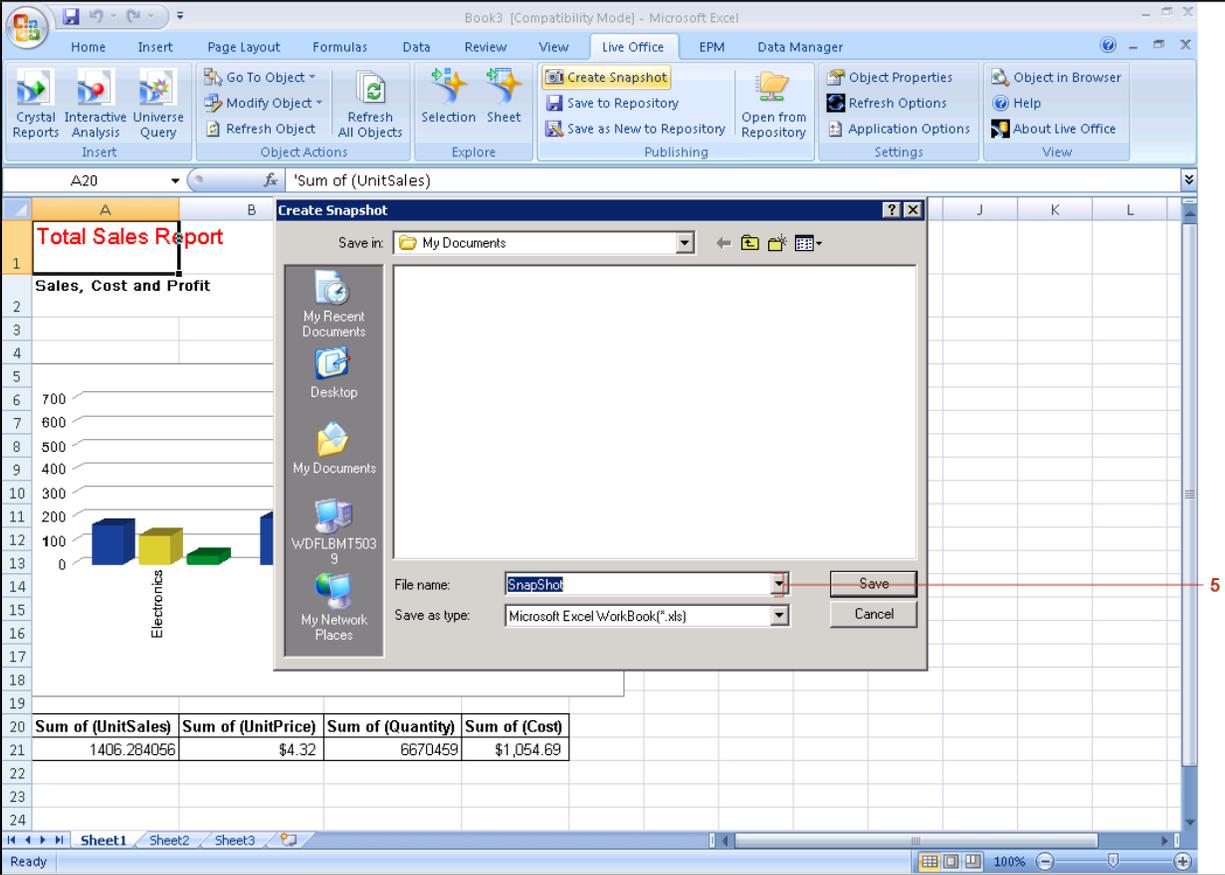
4. Click in the **File name**.



Save the file to a specific location with a unique name.

Create a Snapshot

Create Snapshot

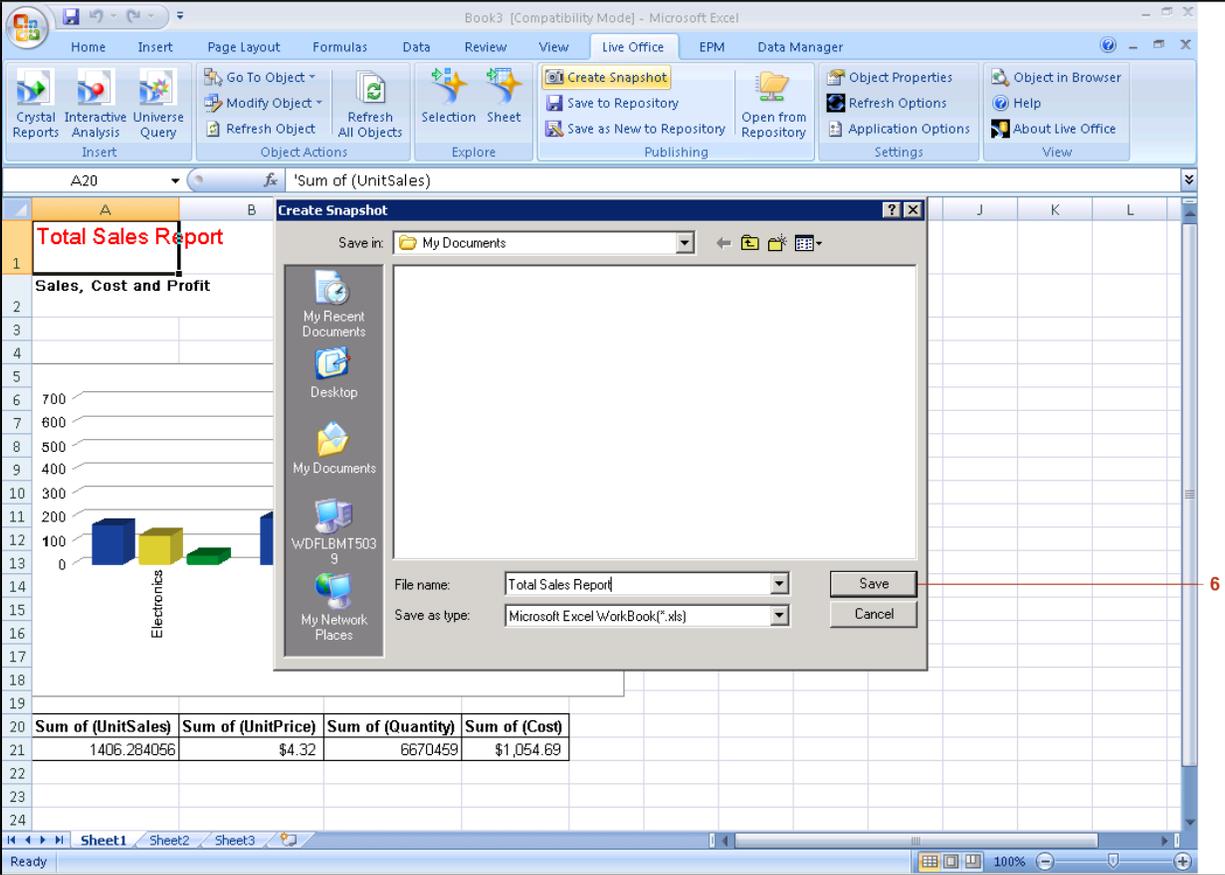


5. As required, complete/review the following fields:

Field	Description
File name:	Example: Total Sales Report

Create a Snapshot

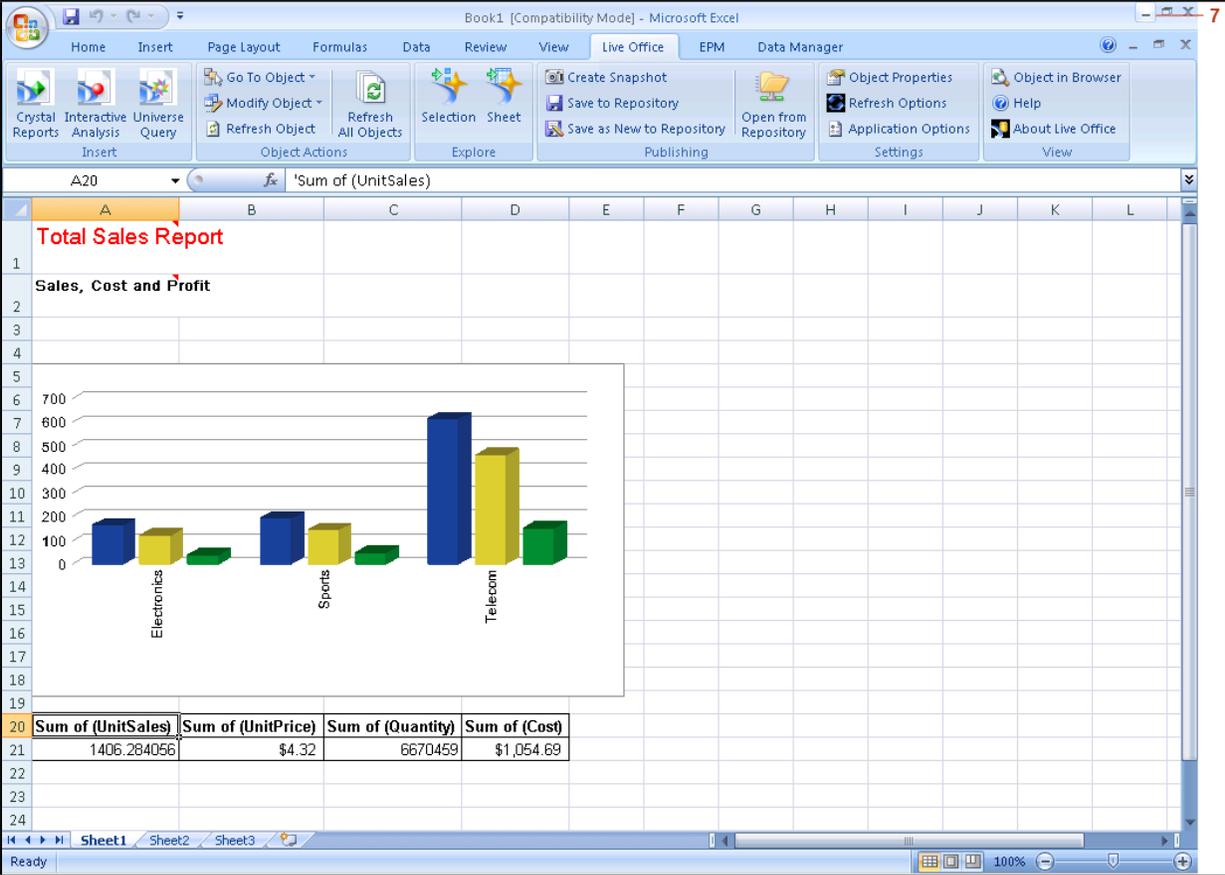
Create Snapshot



6. Click **Save**.

Create a Snapshot

Microsoft Excel - Book1 [Compatibility Mode]

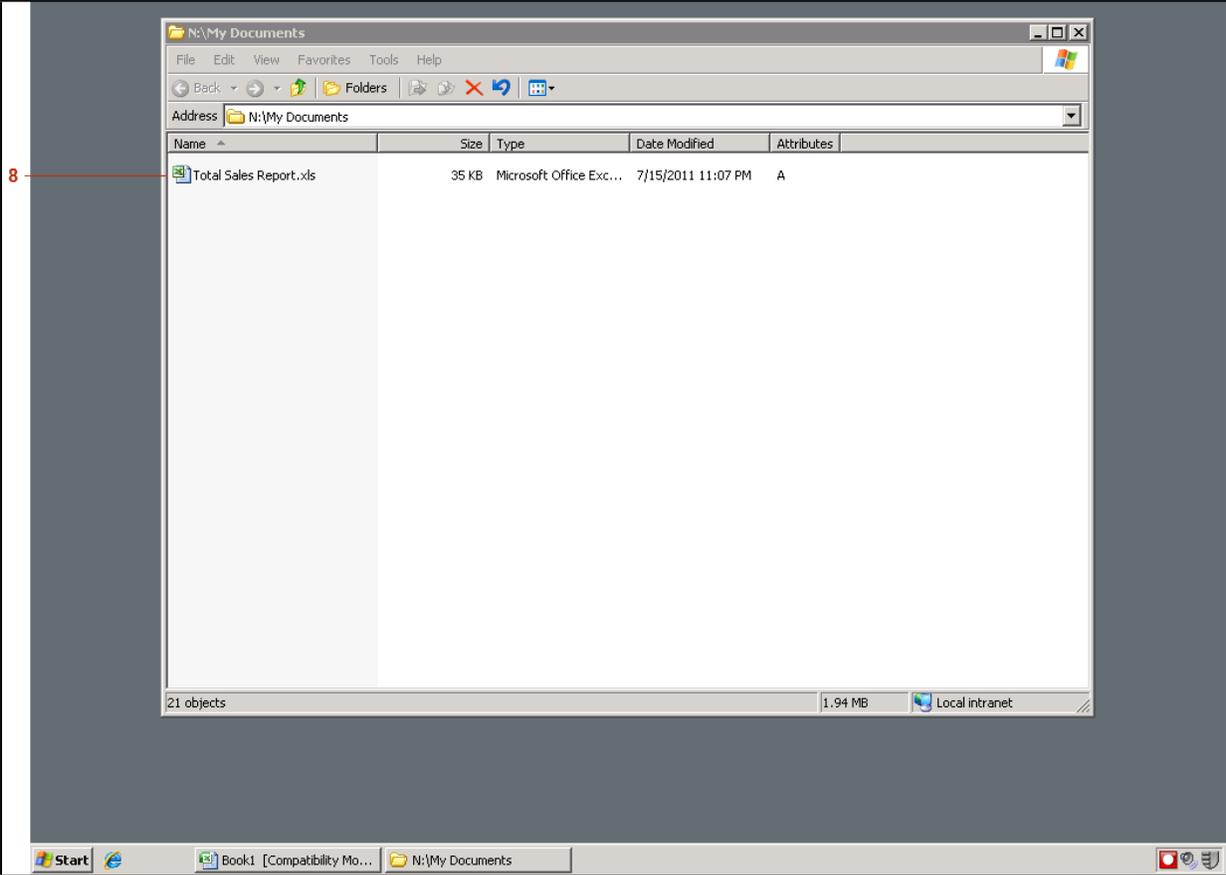


7. Click **Minimize** .

 Open the file to test the snapshot.

Create a Snapshot

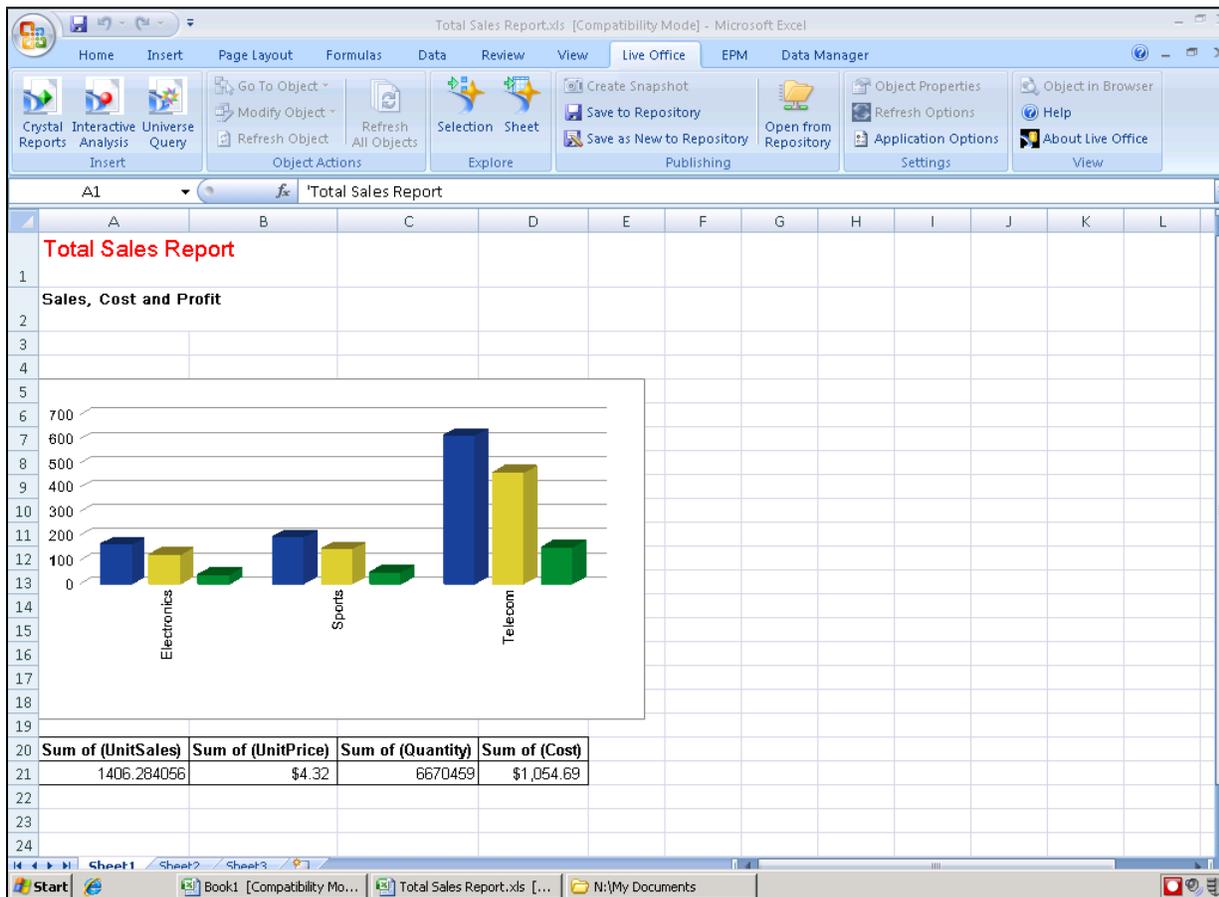
N:\My Documents



8. Double-click Total Sales Report.xls.

Create a Snapshot

Microsoft Excel - Total Sales Report.xls [Compatibility Mode]



9. Press any key or click anywhere to exit the activity.



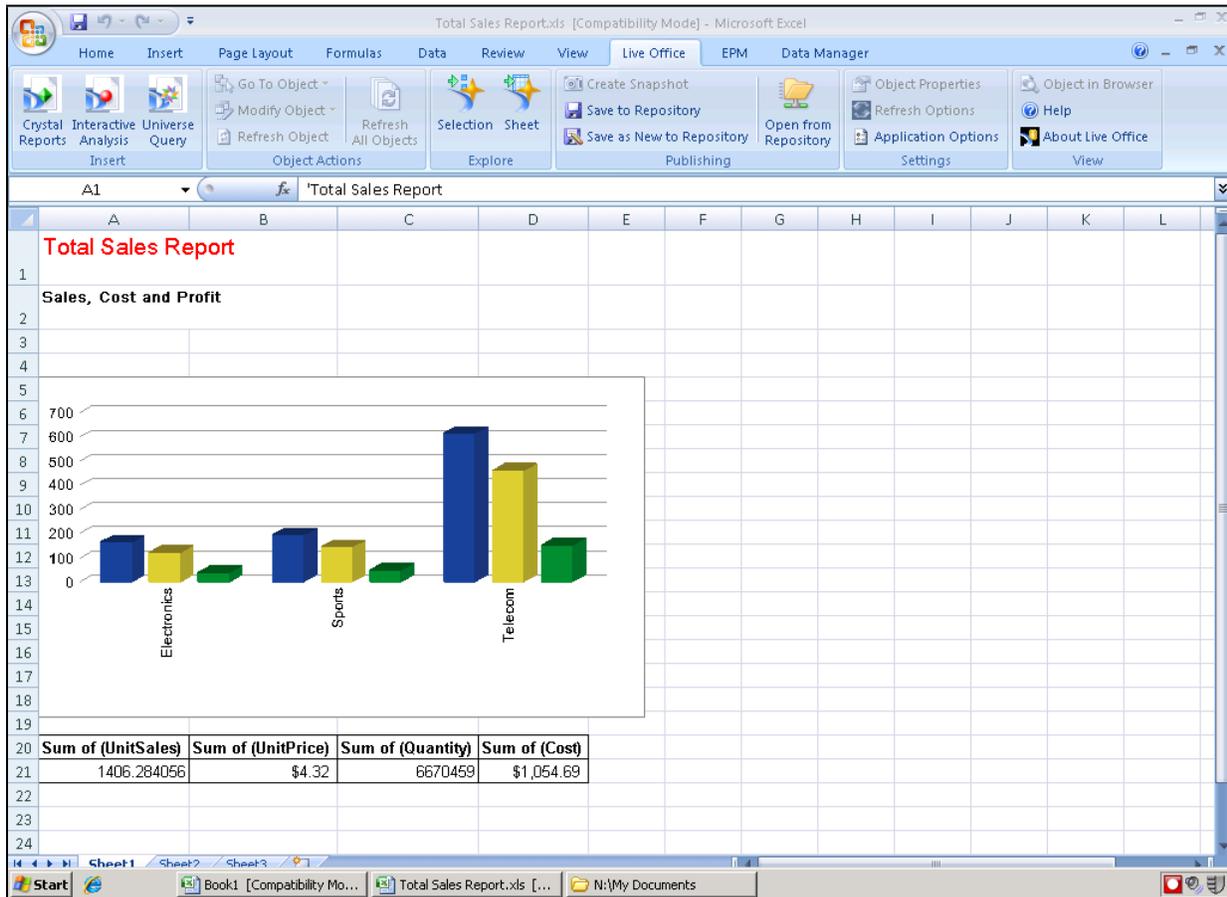
Note that the refresh options are disabled for the snapshot.

You have successfully created a snapshot of the report and saved it into your Documents.

Press any key or click anywhere to exit the activity.

Create a Snapshot

Microsoft Excel - Book1 [Compatibility Mode]



10. End of simulation.