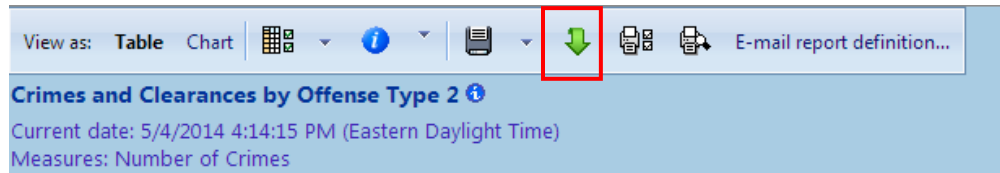# Perspective 6.0 Tutorial

Downloading Reports

Downloading a report opens or saves it on your computer.
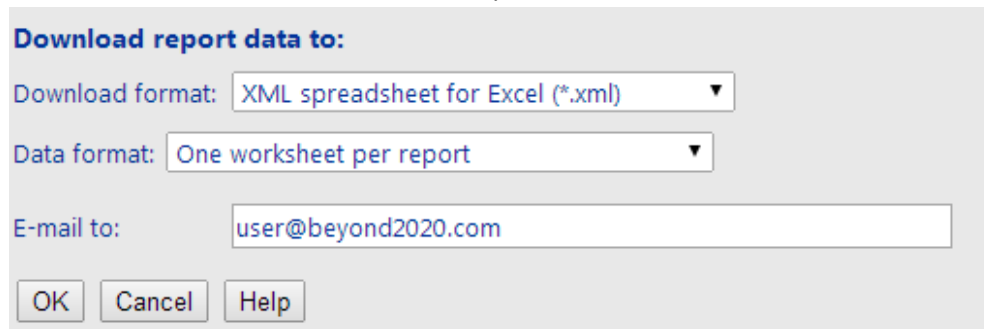
1. To download a report, click **Download report data**. (You can also select **File** menu > **Download report data**.)

2. Make your selections on the **Download report data to** dialog. * .CSV is a text format that can be imported into a spreadsheet, such as MS Excel. The separator can be either a comma or a semicolon. *.XML can be opened in MS Excel 2003 or later.

3. We will download our report as an XML file with the entire report contained in one worksheet. If the Email preference has been enabled for the site, you may enter an email for the person to whom you want to send the downloaded file.

4. The downloaded file can then be opened in MS Excel.

	A1			f_x	Crimes and Clearances by Offense Type 2		

	A	B	C	D	E	F	G	H
1	Crimes and Clearances by Offense Type 2							
2	Current date: 5/4/2014 4:22:43 PM (Eastern Daylight Time)							
3	Measures: Number of Crimes							
4								
5	ffense Typ	Crimes Against Persons						
6	cident Da							
7	Offender	2001	2002	2003	2004	2005		
8	18 - 24	36,000	37,733	37,535	40,030	41,785		
9	25 - 34	39,869	41,996	41,603	44,164	46,466		
10	35 - 44	30,243	31,905	32,121	33,135	34,024		
11	45 - 54	11,650	12,916	13,639	14,885	15,896		
12	55 - 64	3,170	3,531	3,797	4,129	4,403		
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

CONTENTS / DLD_INFO / **REPORT**