

## Downloading Your Data from Klipfolio

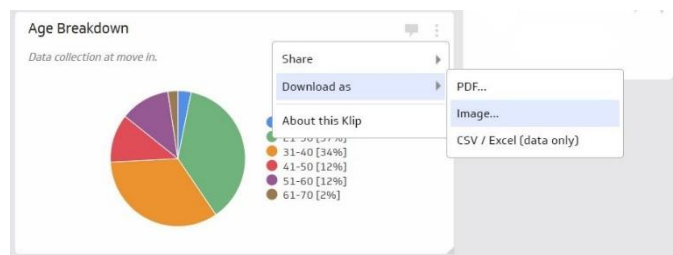
There are currently three ways to download your data from Klipfolio:

1. Download the individual graphics as images
2. Download the entire dashboard as a PDF
3. Download all raw data in an excel sheet

### Download Individual Graphics as Images

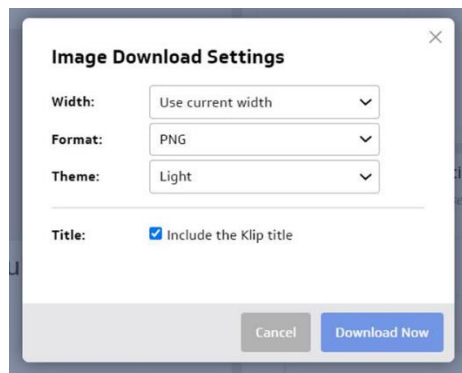
#### Step 1—

- Each Klip has three small vertical dots in the top right-hand corner
- Click those dots to get the menu and hover over **Download as**
- Click **Image**



#### Step 2—

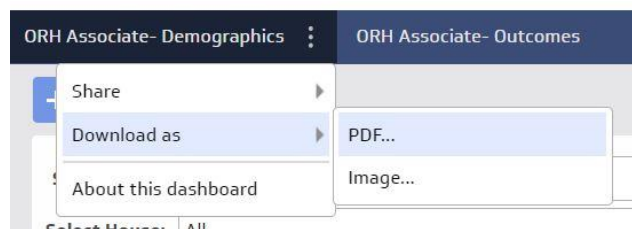
- The **Image Download Settings** window will appear
- The only item you will need to change is **Format**
- The **Format** drop down menu will let you choose which image file you want: **PNG** or **JPG**



### Download Dashboard as PDF

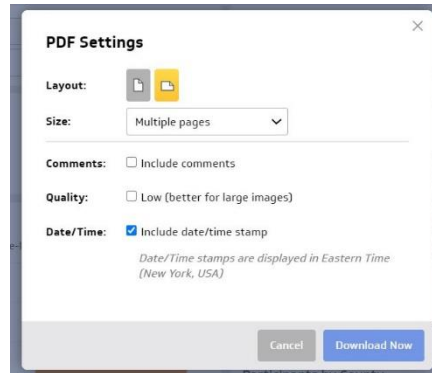
#### Step 1—

- At the top of the page on the blue menu bar, select the three dots next to the dashboard you wish to download
- A dropdown menu will appear where you will select **Download as** and then **PDF**



**Step 2—**

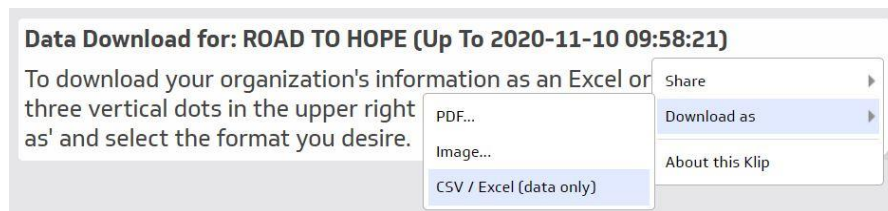
- The **PDF Settings** window will appear on your screen
- For the best outcome, select the **horizontal layout** and the **Multiple pages** option from the **Size** dropdown menu
- If you would like, you can select **Date/Time** from the options listed at the bottom of the window
- Note: To download all the data from your dashboard as a PDF, you will need to follow steps 1 and 2 for the **Demographics** tab and **Outcomes** tab separately to produce two different PDFs



**Download All Raw Data**

**Step 1—**

- Click on the **Outcomes** dashboard tab at the top of your screen in the blue menu bar and scroll to the bottom right-hand corner of the dashboard
- Click the three vertical dots on the upper right-hand corner of the Klip
- Choose **Download as** and then **CSV/ Excel; (data only)**



**For technical assistance with the ORH Outcomes Tools, please contact Katie Jo at [katie@ohiorecoveryhousing.org](mailto:katie@ohiorecoveryhousing.org) or by phone at (614) 453-5133**