



State of Oregon
Department of
Environmental
Quality

Using the Oregon DEQ Reports WEB Page Features

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Note: Not all formats work for all reports.

Toolbar



1. The page number of the current page being viewed and total number of pages in the report display. Click the single arrows to reach a particular report page; click to reach the first page or click to reach the last page of the report.
2. Select the viewing size of the report page.
3. Type a word or phrase in the box. Click the **Find** link or press (Enter) on the keyboard. The phrase or word is highlighted and displays at the top of the page if found. Use the far-right application scroll bar to view the toolbar, and click the **Next** link to find other occurrences of the word or phrase.
4. Select the needed report format. (See Exporting a Report Format.)
5. Click the **Export** link to save, view and print the report.
6. Click (Refresh) to update any changed report information.
7. Click (Print) to print the report, if available.


Note: If a security warning displays after clicking (Print), select the *Always install software from "Microsoft Corporation"* option, and click **Install**. Once the software is installed, this message no longer displays when **Print** is selected.

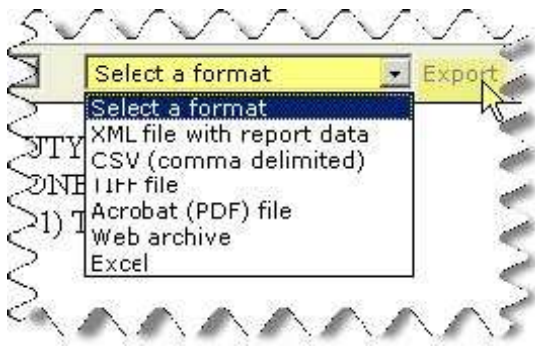


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Exporting a Report

1. Select the format type. See the format definitions and uses below.
2. Click the **Export** link.
3. Open to view or save the format; print the report by clicking  (Print), if available,



Note: If printing is not provided, export and print the report using the print function available in the application of the format.

Format Definitions and Uses

Important: Some reports formats may not export uniformly. Try the different format types to determine appropriate readability and usability.

- **XML file with report data:** Saves a report as an XML (Extensible Markup Language) file. The report opens in a browser. Use this format to copy report data to other applications or servers. The XML generated by the XML rendering extension is UTF-8 (8-bit UCS/Unicode Transformation Format) encoded.
- **CSV (comma delimited):** Saves a report as a comma-delimited format file. The report opens in an application associated with CSV (comma-separated values) file formats, such as a spreadsheet application, or other program that reads text files. This format produces the smallest file size. Use this format to copy report data to other applications or servers.
- **TIFF (Tagged Image File Format) file:** Saves a report in a page-oriented format. This format is useful for showing the report easily on a web page or for consistent printing regardless of printer capabilities; however, the report size is increased. Use this format to print paginated reports. This format is useful if you do not have Acrobat Reader installed.



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- **Acrobat (PDF) file:** Saves a report as a PDF (Portable Document Format) file that can be opened in Adobe Acrobat Reader (version 6.0 or later). Use this format to print paginated reports, to create PDF versions of a report.
- **Web archive:** Saves a report as an MHTML (Multipurpose Internet Mail Extension (MIME) HTML) file. The report opens in Internet Explorer. This is the default-rendering format for Internet Explorer 6.0. The Web archive format produces a self-contained, portable report (embeds images within the report). Use this format to view HTML reports offline or for e-mail-based delivery.
- **Excel:** Saves a report as a Microsoft® Excel file. Use this format to work with report data in Microsoft Excel 2000 or later. This format is useful for manipulating report data offline in Microsoft Excel XP or later versions.

Note: This format does not work for all reports. If the report was not intended to be exported in Excel format, the report may display with unexpected results.