

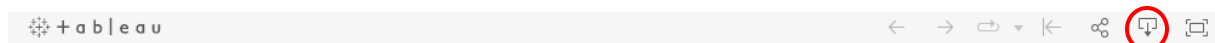
## TIPS FOR DOWNLOADING DATA



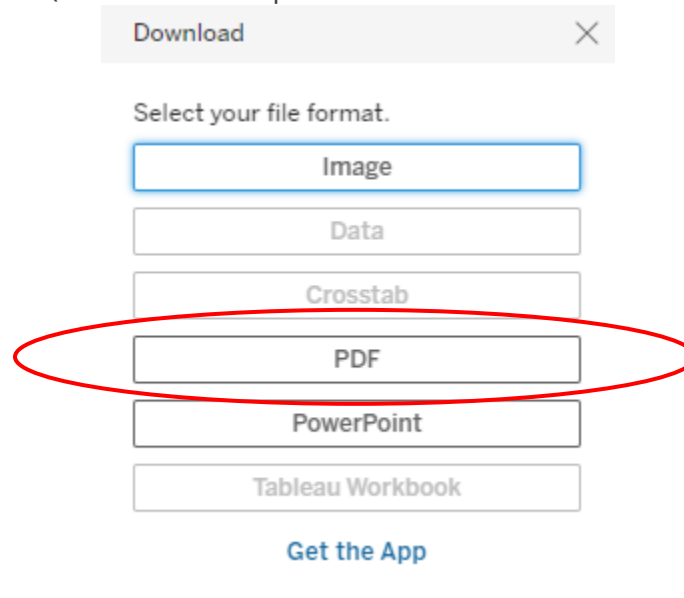
Employer information for this tool is provided by Data Axle and is subject to restrictions related to downloading the data. Accordingly, users can download up to 50 records at a time.

### To Download the List of Businesses from the Filter Results

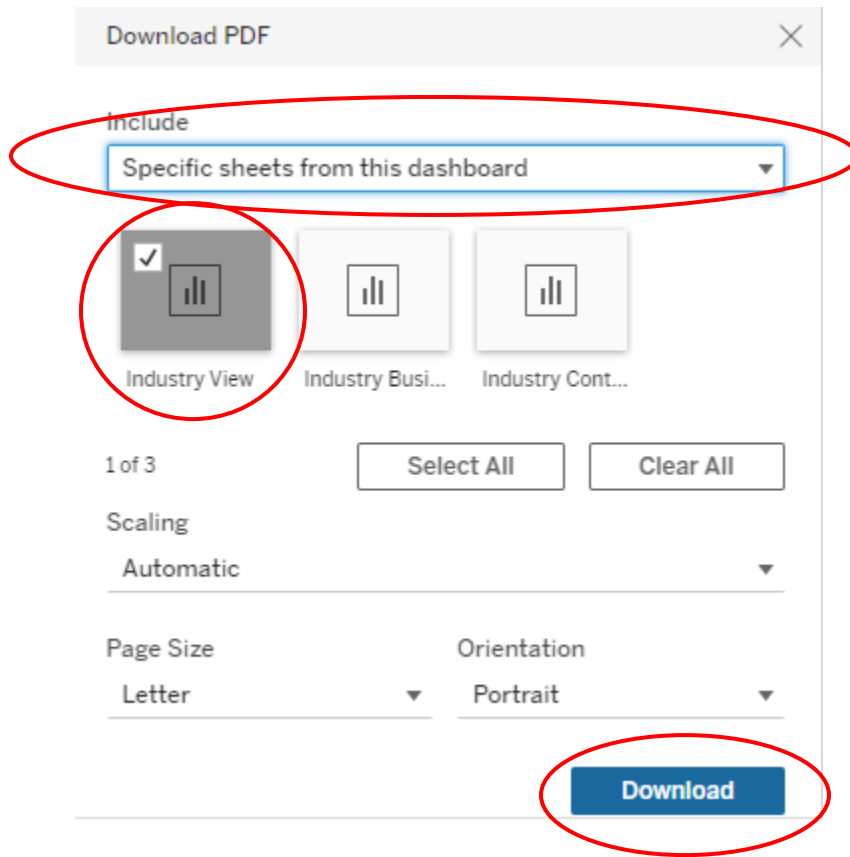
1. After you have applied your desired filters, select the download button located in the bottom right-hand corner of the dashboard.



2. Three options will be available. The **PDF option is the best choice** as it allows you to download up to 50 records at a time. The "Image" and "PowerPoint" options will only allow you to download the information that is visible on your screen.
  - a. Select "PDF" (will download up to 50 records from the current page).



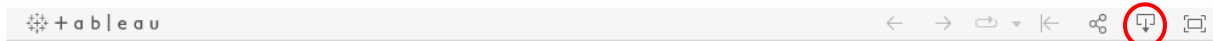
- b. From the "Include" dropdown menu, select "Specific sheets from this dashboard" and choose the "Industry View" sheet.



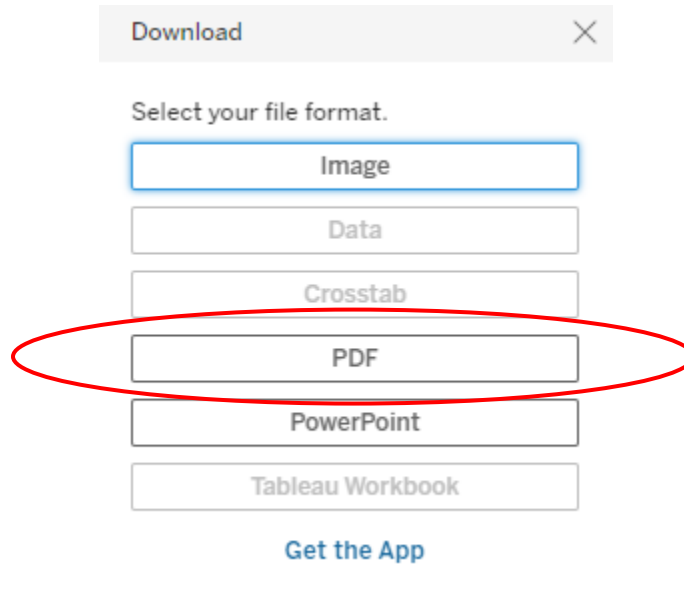
- c. Select "Download".

## To Download Contact Info for a Selected Business

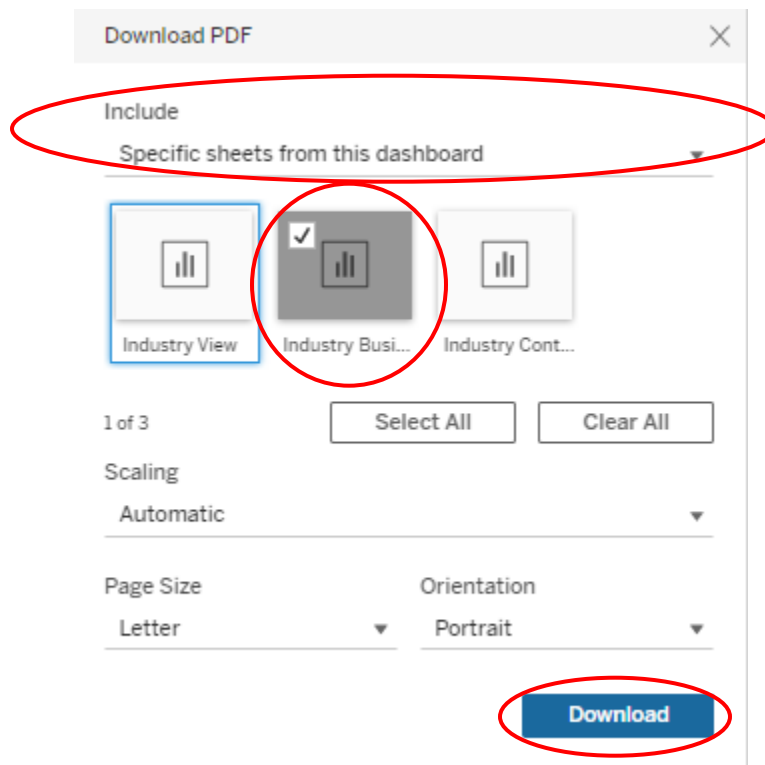
1. After you have applied your desired filters, click on the record for the business for which you would like to download the contact information. Select the download button located in the bottom right-hand corner of the dashboard.



2. Three options will be available. The **PDF option is the best choice** as it allows you to download records that may not be visible on your screen.
  - a. Select the “PDF” option.



- b. From the “Include” dropdown menu, select “Specific sheets from this dashboard” and choose the “Industry Business Directory” sheet.



- c. Select “Download”.