PM Hacks for Quarterly Reports

Want to keep a copy

and can't figure out how?

JoEllen Hancock from Cherokee County offers this:

Create a Power Point document. Powerpoint has a tool to allow you to make screen shots, so you can literally take a picture of your report while it is on your screen.

Create a power point document.
You must already have the Reporting document open.
Go to the top toolbar in the PPT.....click on insert and then click on Screen shot.
When you click on that, it will show you what is being captured.

I just created a new slide every couple of questions so that it would all fit.

Save and go!