Pasting Viewer Output Into Another Application

You can paste your output into another Windows application, such as a word-processing program.

- To copy and paste a single output table or chart, select the item (click once to select it) and choose Copy from the Edit menu. In the target application, choose Paste from the Edit menu. The item is pasted as a metafile, a bitmap, or unformatted text depending on the other application. Use Paste Special in the other application to control the pasted format.
- To copy and paste multiple output items, select the items (Shift-click or Ctrl-click to select multiple items), and choose Copy objects from the Edit menu. In the target application, choose Paste from the Edit menu.
- To paste pivot tables as text into another application, choose Paste Special from the Edit menu in the target application, and then select Unformatted text. When pasting into Word, pivot tables can be rendered as editable tables in rich text format (RTF).

Displaying Output as Simple Text in the Draft Viewer

The Draft Viewer allows you to view a “draft” version of your output. You can get tables formatted in simple text (instead of interactive pivot tables) and charts in metafile format (instead of editable chart objects).

Text output in the Draft Viewer can be edited, charts can be resized, and both text output and charts can be pasted into other applications. However, charts cannot be edited, and the interactive features of pivot tables and charts are not available.

To produce draft output for the Frequencies procedure:

1. From the menus choose:
   File
   New
   Draft Output

   This opens a new Draft Viewer window. All procedures you run will be displayed in this window until another window is designated.

2. From the menus choose:
   Analyze
   Descriptive Statistics
   Frequencies...

3. Move Employment Category to the Variable(s) list.
4. Click Charts and select Bar charts.
5. Click Continue and then OK.

   The Frequency table is in simple text format, as shown in Figure 5.9. The bar chart is in metafile format.
In the Draft Viewer, you can navigate between output tables from various procedures by using the scroll bars or the cursor. The Draft Viewer window has only one pane, the contents pane.

**Pasting Draft Output into Another Application**

You can paste draft output into another application.

- To copy and paste a table, highlight the whole table and choose Copy from the Edit menu. In the target application, choose Paste from the Edit menu. The item is pasted as RTF or simple text, depending upon the application.