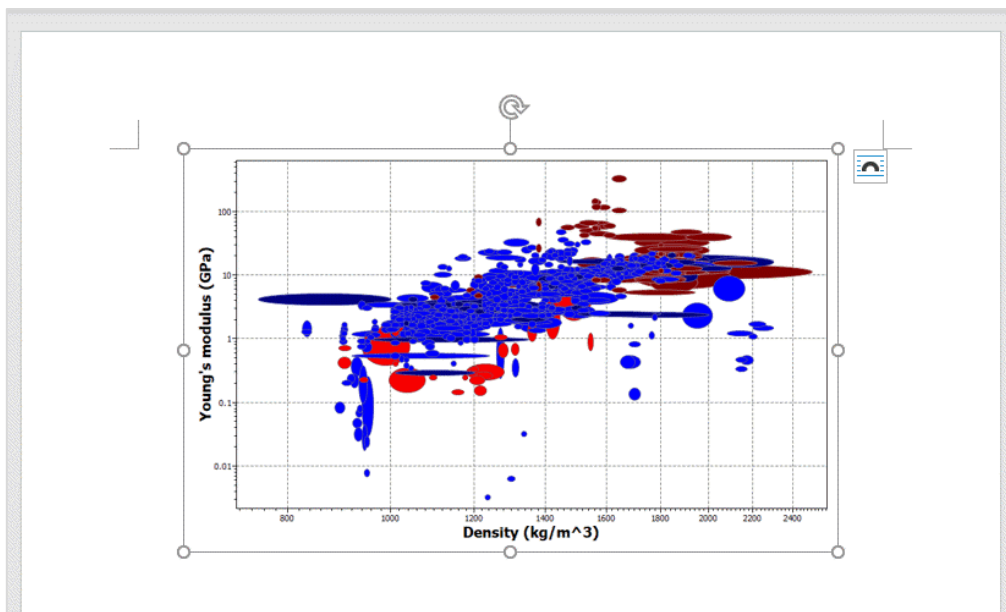




GRANTA SELECTOR

Getting Started with Granta Selector

Save & Copy



1 About these exercises

The Getting Started exercises provide an overview of the key tools and features in *Granta Selector*, and form a set of tutorials to help you familiarize yourself with the software. You can choose whether to work through them in order, or complete only the exercises relevant to you. They are intended for use with *Granta Selector 2021 R2*, and may not work correctly with earlier or later versions of *Granta Selector*.

There are also [Quick Start Videos](#) provided online to teach you about *Granta Selector*. These can be used independently of the videos, or alongside them, to test and check your knowledge.

This set of exercises covers saving, exporting and copying selection projects and materials data.

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Document conventions

In this document:

❖ Each step of the exercises is shown on a gold background, like this.

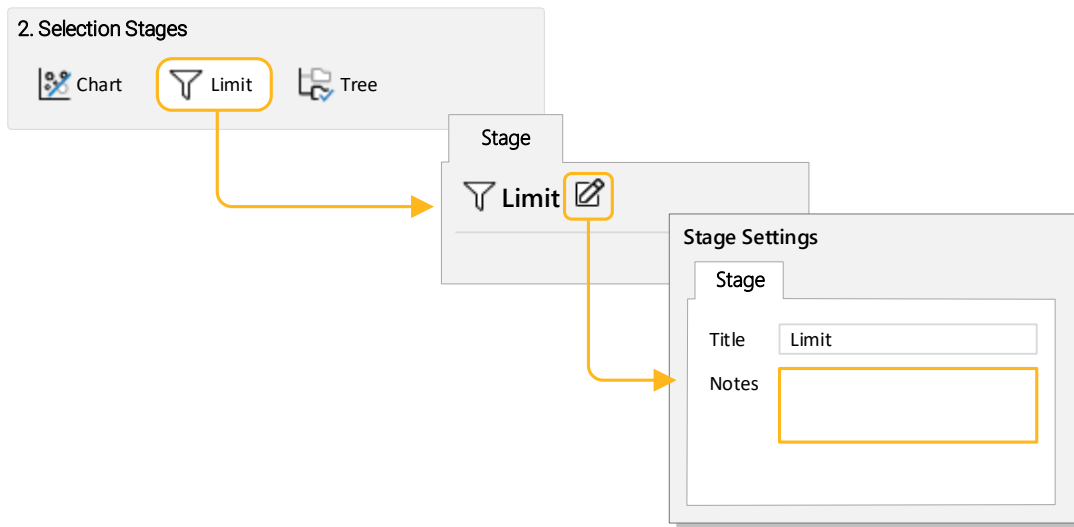
More detailed instructions appear below the main instruction.


Text on elements in the software (such as buttons, dialogs and tabs) appears in bold, **like this**. The names of records, datatables, and documents are emphasised *like this*. Words and numbers that you type as you follow the instructions appear in monotype, like this.

2 Exercises

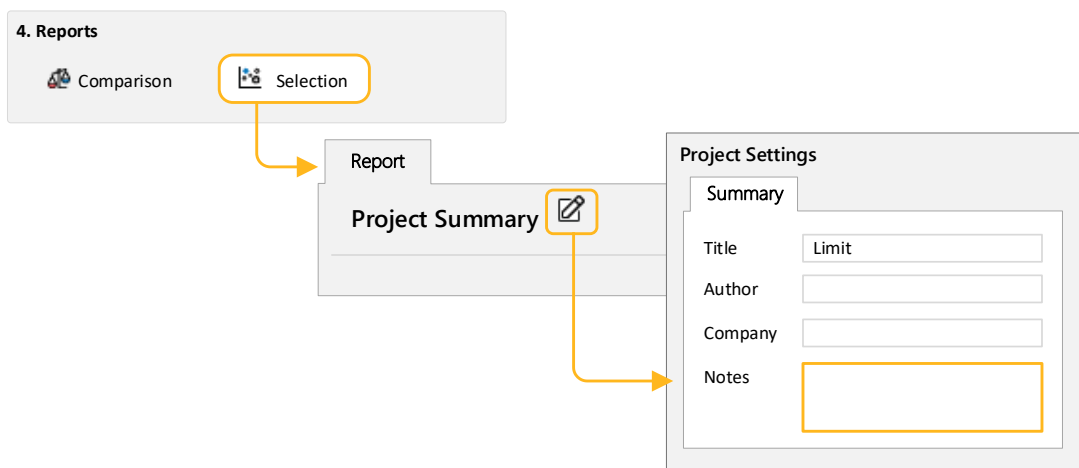
Exercise 1: Adding Comments and Saving a Project

You can add comments to a selection project as a reminder of why you have applied certain constraints and objectives. Comments are displayed in the selection report, and are saved in the project file. They can be added to all selection stages in a project.



- ❖ Click **Notes**  in the stage window heading, then enter some comments.

You can also add comments to the **Selection Report** Project Summary and include, for example, information on which material was finally selected and the reasons why, to provide full traceability of the material selection.



❖ Save the project

On the **File** menu, click **Save Project**. Give the project a filename and directory location; the project will be saved with the file extension **.ces**.

Exercise 2: Exporting Reports

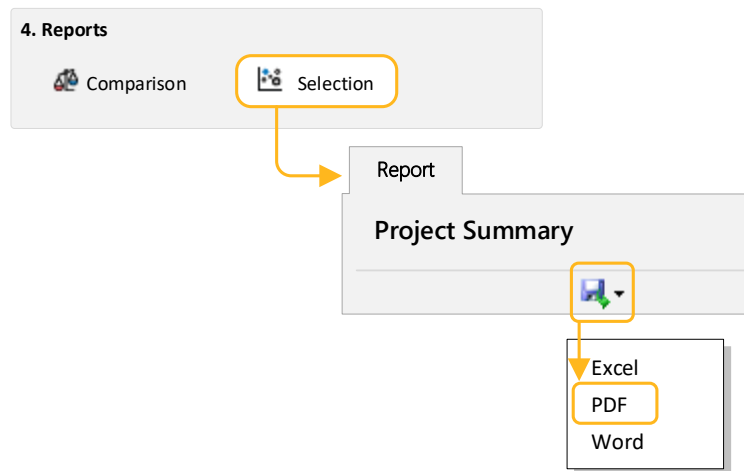
Reports can be exported as a PDF or Microsoft® Word document, or a Microsoft Excel spreadsheet.

❖ Generate a Selection Report

Click **Selection...** at the bottom of the Chart/Select pane.

❖ Export the report as a PDF

Click **Export**  and select **PDF**.



Note: You will require a PDF reader such as Adobe Reader® to view the exported selection report.

Exercise 3: Copying charts, data and results lists

Charts, records, and results lists can be copied and pasted into a document in another application such as Microsoft Word, Microsoft Excel, Microsoft Powerpoint, or Notepad.

❖ Copy a chart into a document.

To copy a chart to the clipboard: in the chart window, right-click the chart and select **Copy** on the shortcut menu, or press CTRL+C.

You can then paste the chart image from your clipboard into the document as a device-independent bitmap.

❖ Copy a datasheet into a document.

To copy a datasheet to the clipboard: display the datasheet and then right-click the datasheet and select **Copy** on the shortcut menu, or press CTRL+C.

You can then paste the data from your clipboard into the document.

❖ Copy results into a document.

To copy results to the clipboard, use SHIFT+click or CTRL+click to highlight the records you want, then right-click and select **Copy** on the shortcut menu, or press CTRL+C.

To select all results in the list, right-click and select **Select All** on the shortcut menu, or press CTRL+A.

You can then paste the results from your clipboard into the document.

❖ Edit the document you have created.

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Published in the U.S.A.

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Document version: SEL21-SC.02
Published: June 2021