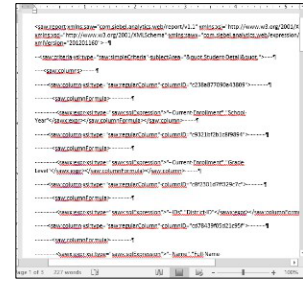


# How to Copy and Save a Shared XML Code



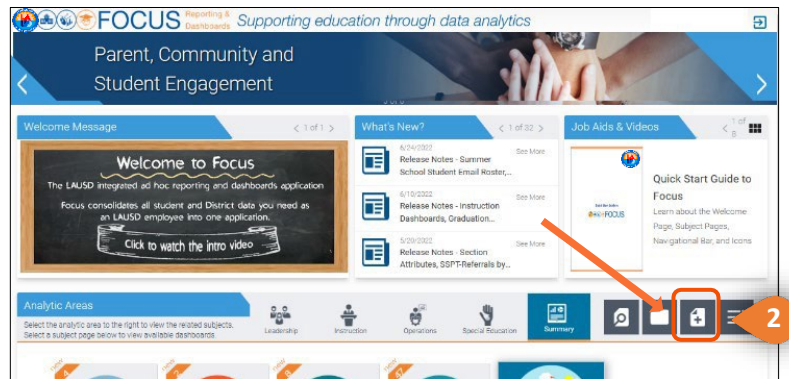
## Copy the XML Code

You are sent an email or a word document with XML Code for you to copy an analysis/report.



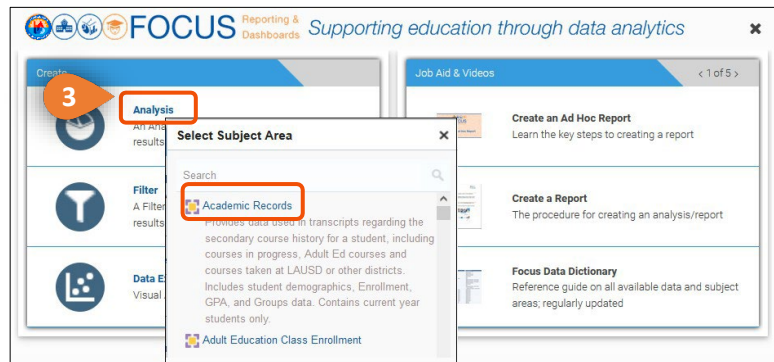
1. Open the document containing the shared XML code, highlight and copy just the XML code or it will not work.

2. In Focus, click the **Create Report** button next to the Analytic Areas.

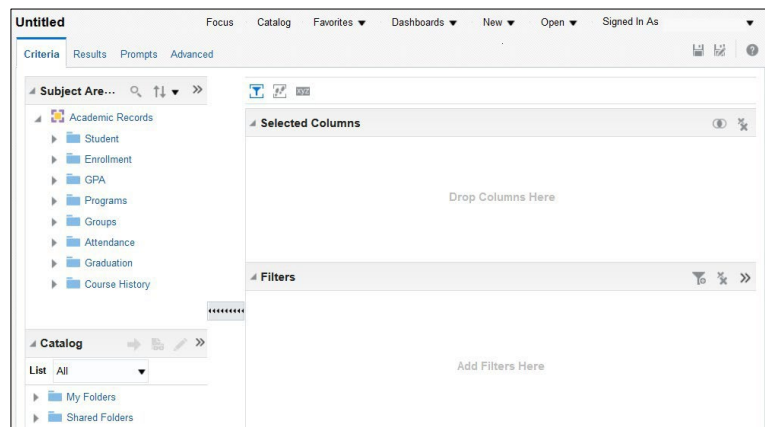


3. From the Create section, click **Analysis**.

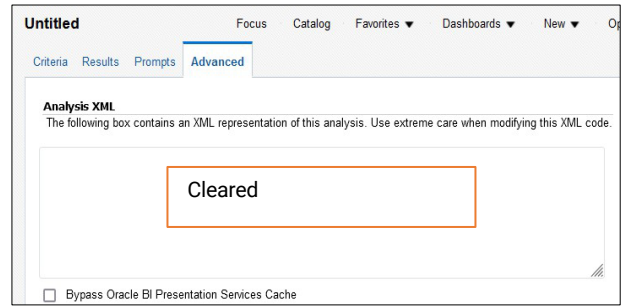
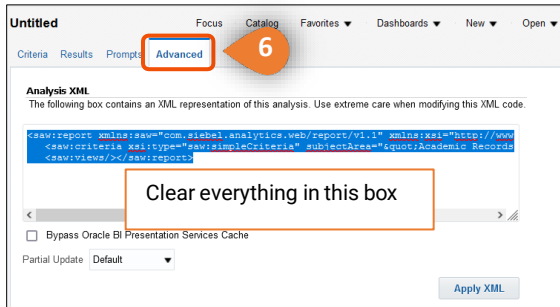
4. Choose any **Subject Area** from the popup window. When pasting a XML you don't need to know which subject area you will be using.



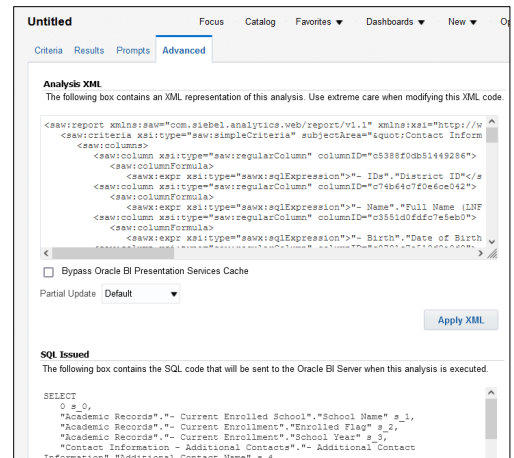
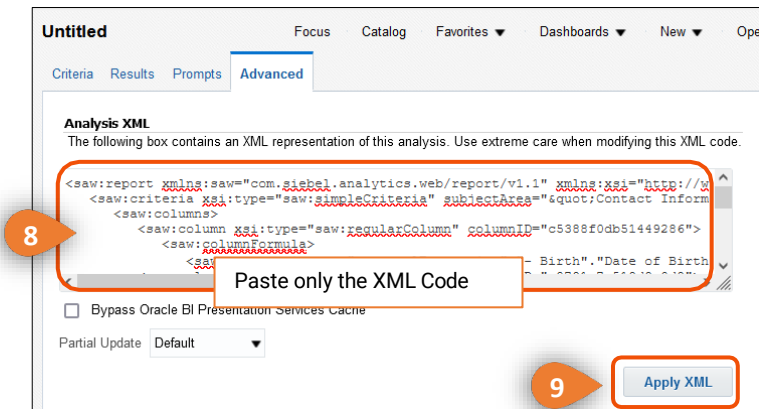
5. Composer View will open.



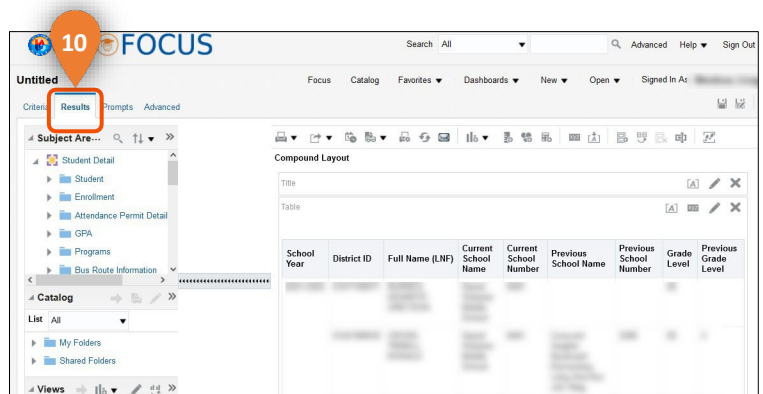
- Click on the **Advanced** tab.
- Highlight and delete all the existing text in the Analysis XML box.



- Paste** the copied XML Code that was sent to you in the blank Analysis XML box.
- Click the **Apply XML** button. If you forget this step it will not work.



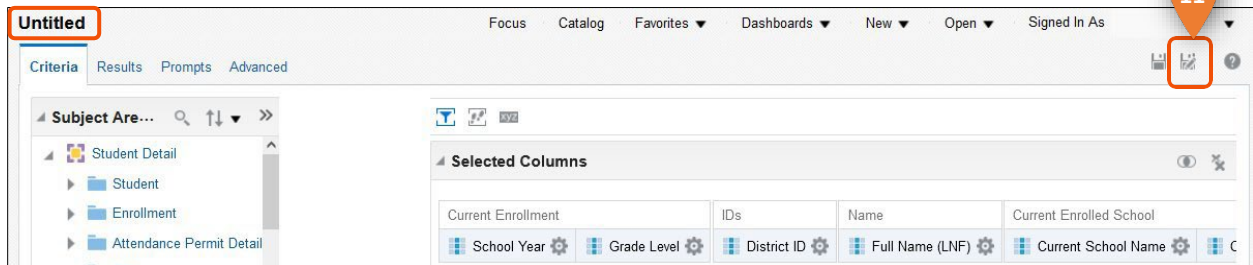
- Click on the **Results** tab to see your Analysis.



## Save your Analysis

Your report is Untitled (see top left). You can save an analysis in My Folders for future use.

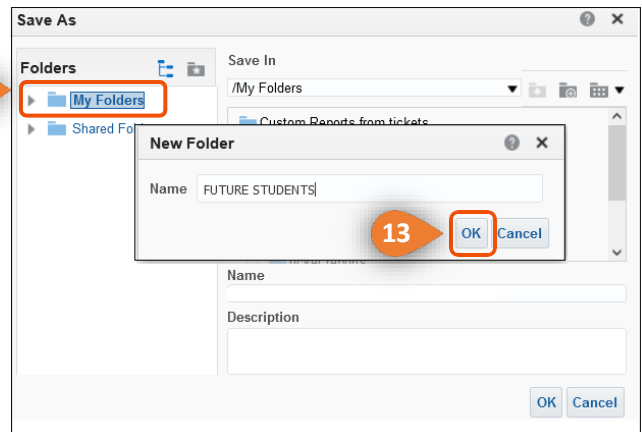
11. Click on **Save As** to save the report (Analysis) in the **My Folders** section.



12. Click on **My Folders** to highlight it and select it

13. If you want to create a new folder to save it in, click on the **New Folder Icon** on the top right; otherwise, just select the folder you want to save it in.

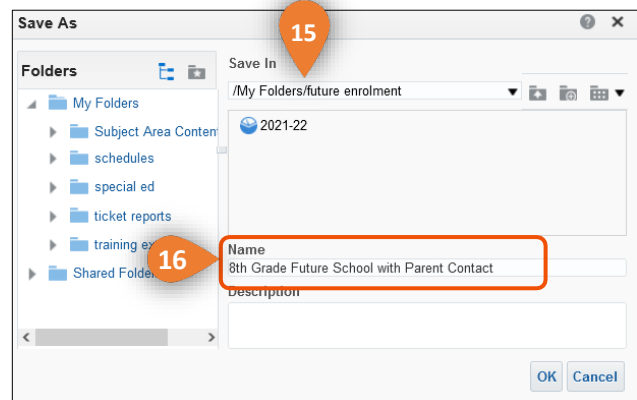
14. Name the folder and click **OK** (the description is optional).



15. Your new folder will open.

16. Name your report and click **OK**.

17. Once saved, the new name will appear on the top left of the report, click **Save** after you make any changes.



**NOTE:** If you know you made changes and the **Save** button doesn't look available click the **Save As** button and when it asks "do you want to overwrite?" Click **OK**.



18. You can access your analysis by clicking on Catalog on the home screen and then open the folder you saved it in.

