

## OINK—Downloading Grading Data

1. Go to <http://www.ontariopork.on.ca>
2. Enter your login and password in the top right. Click on Enter.
3. Click on Producer Data and Graphs.
4. Click on Grading Data.
5. On the Grading Data page, enter the start and end date for the data you wish to view, then select view, file or view and file; then select Enhanced or Basic data; click on submit. **HINT:** if you want to save your data for viewing in a spreadsheet, it is faster to select only the file option. By selecting the Basic option, you will get only a limited amount of data and the download time will be faster. Click on the information link in the left hand column to find out what information you will download with each of the two options.
6. If you chose file or view and file, click the right mouse key over the file you wish to download, then select the save/save as/save target as (this varies from browser to browser) option. A status window will pop up. From the drop down menu, choose the folder or spot (such as desktop) you wish to save the file in, then click on save.
7. Once the download is complete, minimize all your windows so that all you see on your desktop are your menu icons.
8. Open your spreadsheet program (Excel, Lotus, etc.) and open a new, blank worksheet.
9. Reduce the spreadsheet screen in size so that the icons on your desktop are visible.
10. If you saved your text file on your desktop, click on the file once, then hold and drag it into the spreadsheet. The program should automatically format your text file into columns. From there, you can then work with your data.
11. If you saved your text file into a specific folder, double click on My Computer and find your file. Then proceed as above by clicking and dragging the file into your spreadsheet program.
12. If you don't wish to manipulate the data but still have it on file, choose the view option, then print out the pages. **HINT:** Be sure to change the page layout to "Landscape" in order to get a decent print out (Select File, Print, Properties, Paper, Landscape, Ok).