

Print Reports to PDF

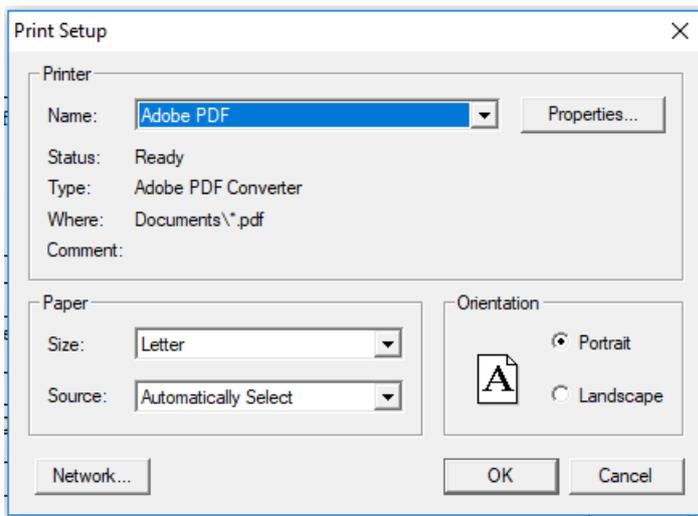
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We recommend you print reports to PDF whenever possible—especially if you are emailing them to your providers. Note that you must have a PDF creator installed before you can print to PDF. If you do not, you can download and install CutePDF Writer for free [here](#) (external link). To change the printer used when printing reports:

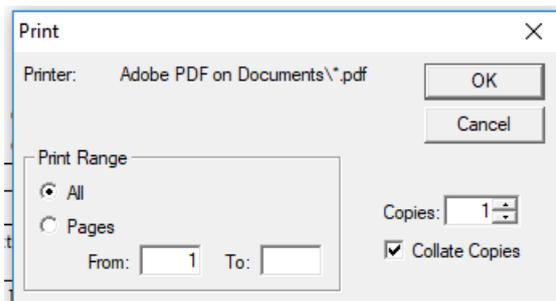
1. Generate a report as you normally would. See the bullets and linked articles, above.
2. In the Report Viewer, click . The Print Setup dialog box opens.



3. Click the **Name** drop-down menu and select your PDF printer, Adobe PDF, for example.



4. Click **OK**.
5. Click **Print** to print the report. Your PDF printer name should display.



6. Click **OK**.
7. Browse to the location on your computer in which to store the report, and click **Save**. You can now email the PDF report to your provider, if needed.