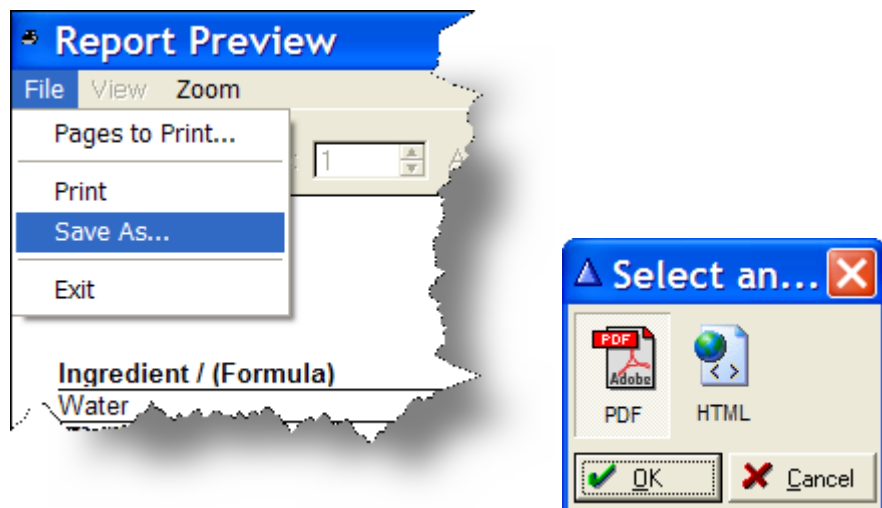
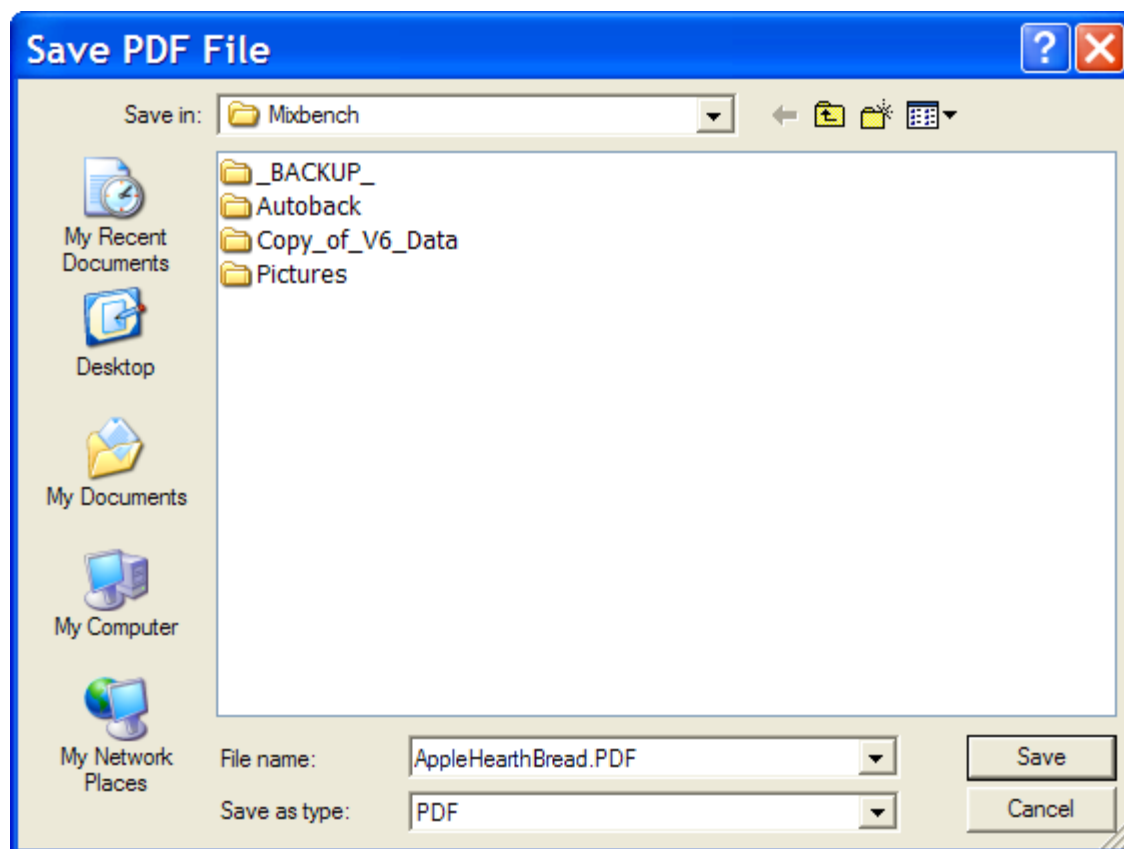


## REPORTS TO PDF

Reports can easily be saved to the PDF file format. While viewing a report preview select File, Save As... from the menu.



The select file type screen will open. Select PDF and click the OK button.



The save PDF file window will open. Choose where the file will be stored from the **Save in** dropdown. Enter a **File name** for the file and click the **Save** button.