

Using Adobe to Print Reports

If you have Adobe Acrobat Distiller or Acrobat PDF Writer installed on your computer, you can print Data Plus reports in PDF format. The reports can then be viewed by anyone who has Acrobat Reader, which can be downloaded for free, just visit the link below:

<http://www.adobe.com/products/acrobat/readstep.html>

This technical note explains how to print from Data Plus using Adobe Acrobat Distiller or Acrobat PDF Writer, however Data Plus Support cannot provide assistance with technical issues related to Adobe Products.

Creating the PDF File

1. When you print a Data Plus report, a windows print screen always appears, allowing you to choose the printer you wish to print the report to. Simply select from the printer menu either Adobe Distiller or Acrobat PDF Writer. The main difference between the two is that the Distiller will also generate a log file along with the pdf file.
2. Once you have made that selection press Print or OK to continue. The system will then prompt you for a location to save the file. The PDF file will be saved in the location you specified.
3. You may then browse to the location in which the PDF file was saved, print the report, or attach the report to an email!