Printing Reports from Datatel UI 4.3

Datatel now provides the option of saving reports as PDF files, where you can print them to any printer, save them, or email them.

All Datatel standard reports and XQTP custom reports prompt for some user input, then take you to a **Set Printer Characteristics** screen where you specify your output device, etc. As before, you should enter **H** for Hold File in the **Output Device** field. *DO NOT CHOOSE PDF HERE*—that option is for tax and other forms.

Figure 1: Set Printer Characteristics screen

Your report will be displayed in a Report Browser window. Click the **Export PDF** button.

Figure 2: Report Browser with Export PDF button

A dialog box will prompt you to set formatting options for your PDF (orientation, font and font size). The typical report is printed in Landscape, Courier 8.0. You may experiment with orientation and font size, but choosing any font other than Courier will produce non-aligned reports. Click **Create PDF**.

Figure 3: Export to PDF dialog box
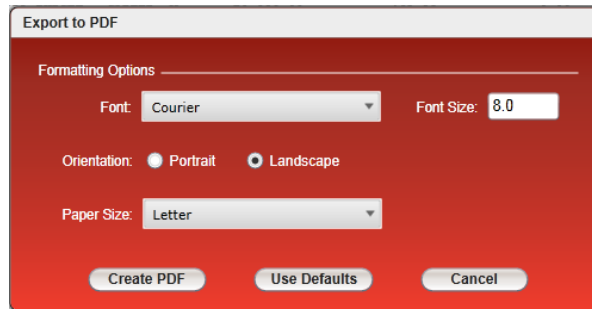
Your PDF will download and display in a new browser window. You can use either the "floating" Acrobat toolbar that appears near the bottom of the page or place the Acrobat toolbar on your browser using the **Show Acrobat** toolbar button.

You may save it to your computer or a network drive using the **Save a Copy** button, or print to any available printer using the **Print** button.

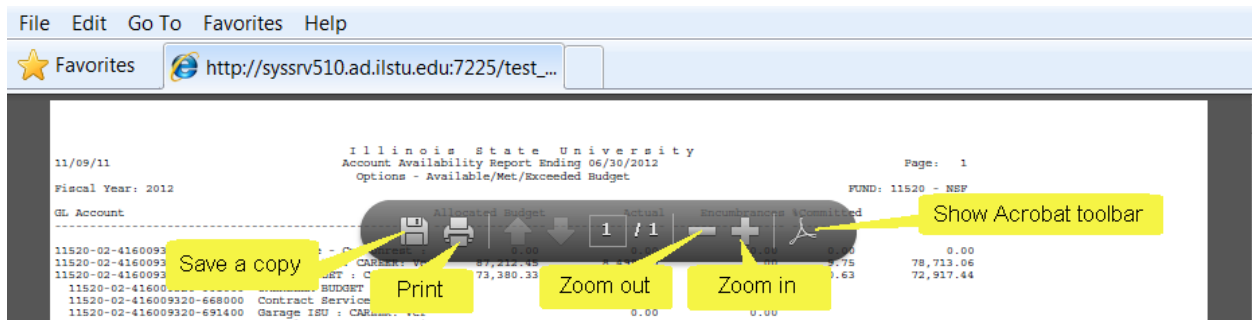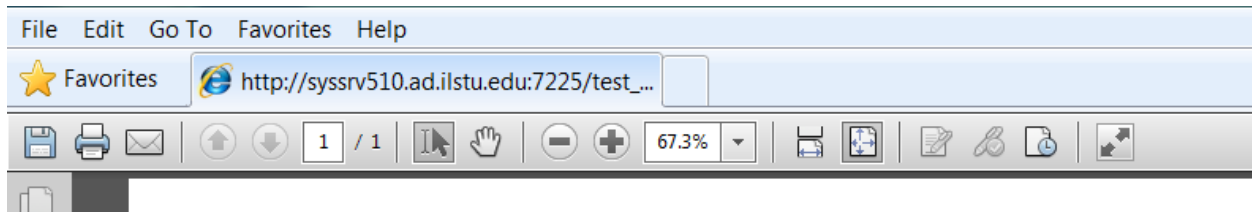**Figure 4:** "Floating" Acrobat toolbar


Figure 5: "Normal" Acrobat toolbar

You can make the "normal" toolbar appear permanently by opening Acrobat, clicking on *Edit / Preferences / Internet,* and unchecking *Display In Read Mode By Default.*

Troubleshooting

If your PDF does not open automatically and you must click a link to open the file, you may need to configure your browser to **Enable Automatic prompting for file downloads**. Contact your computer support technical staff if you need assistance with this.

If your text is cut off when printing the PDF, choose **Shrink to Printable Area** from the **Page Scaling** dropdown box in the **Page Handling** section.

Figure 6: Print Dialog Box
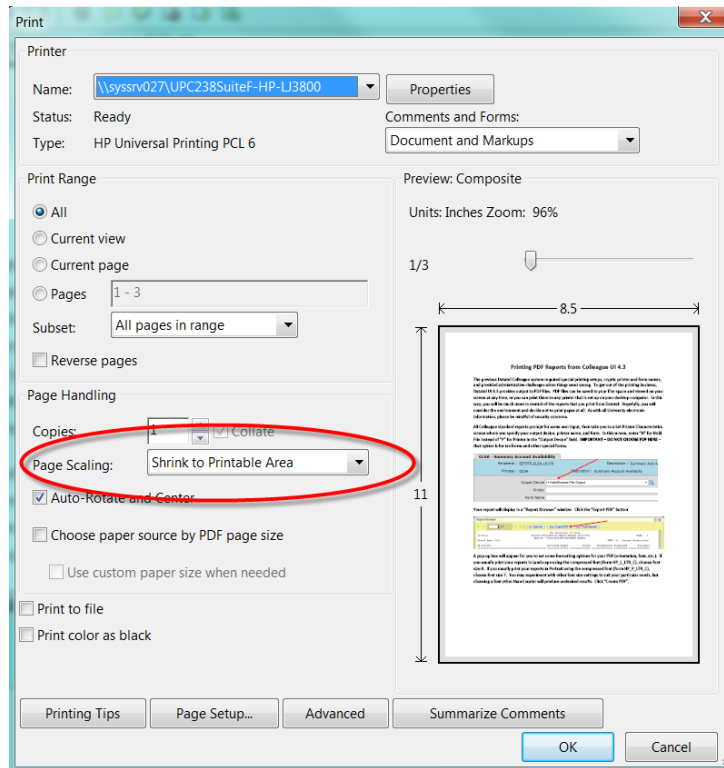
This setting is "sticky" and Adobe Acrobat will remember it unless the value is changed in the future.