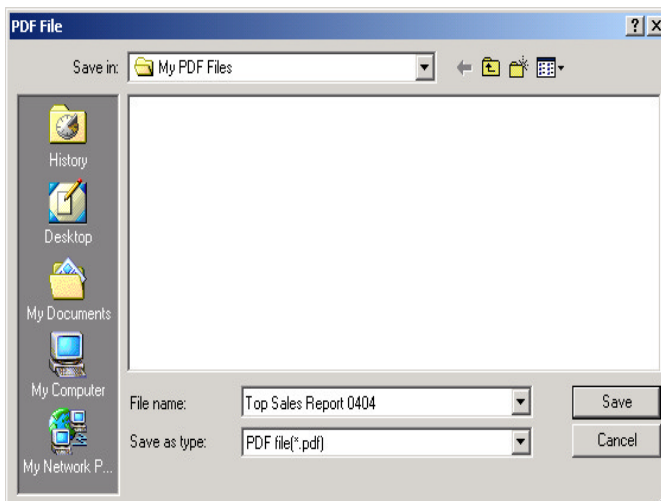
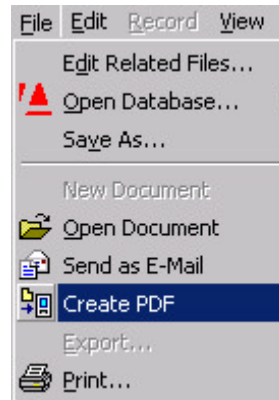


## Creating a PDF File

1. Create a data set prior to running reports. If a data set is not created, the report will include all records in the module.
2. Run the Report. **Note:** PDF format is excellent for sharing image graphics reports or financial statements.
3. Once the report processes. Report Preview will open.
4. Click File. Highlight Create PDF and click.
5. A PDF File Save in window opens.
6. Locate the folder to save in, name the file, then click Save.



7. A prompt will appear with a pathname indicating the PDF file created successfully.

