



# Printing Reports

This document provides instructions for setting up printers and using the print functions in the Report program.

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# Printing Reports

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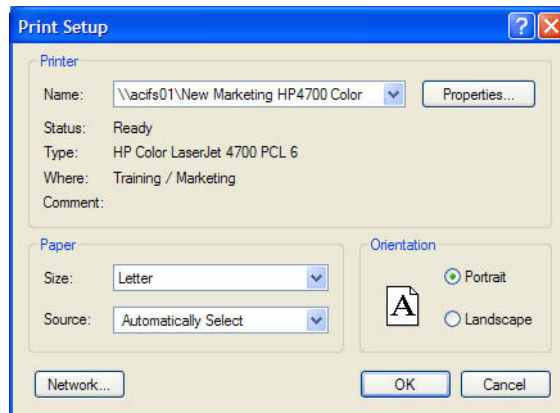
The Print function in Report streamlines the printing of reports to .PDF or to a printer.

## Printer Setup

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Prior to printing reports, set up the printer selections, paper size, source, and orientation using Printer Setup.

1. Click **File > Printer Setup**.
2. Click **Add**.
3. Select a printer. Click **Properties** to select the printer options (optional).
4. Select the print options and click **OK**.



### **Paper**

#### *Size*

Select the paper size for the printer.

#### *Source*

Select the paper source.

### **Orientation**

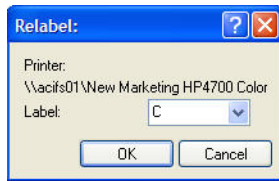
#### *Portrait*

Select *Portrait* to print the report with a vertical layout.

#### *Landscape*

Select *Landscape* to print the report with a horizontal layout.

5. Click **Relabel**, select the printer *Label* i.e., B&W (black and white), C (color), and click **OK**.



6. Click **Add** to set up an additional printer, or click **Done** to save the changes and exit *Printer Setup*.


## Deleting a Printer

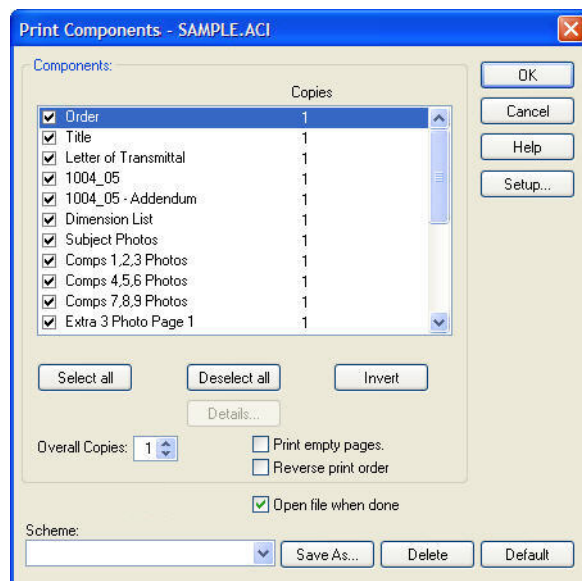
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1. Click **File > Printer Setup**.
2. Select a printer and click **Remove**.
3. Click **Done** to exit *Printer Setup*.

## Printing to .PDF

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1. Open a report.
2. Click **File > Print Adobe PDF**, or click the **Print PDF** icon () , or press **ALT+P** on the keyboard.
3. Select the file location directory. Enter the *File Name*, select *Save as Type – PDF Files*, and click **Save**.
4. Select the Print Components.



**Select all**

Includes all forms.

**Deselect all**

Excludes all forms. Manually select the forms to print.

**Invert**

Automatically deselects the previously selected forms and selects the previously unselected forms.

**TIP:** For forms with multiple sections (for example, the 1004 Single Family 2005), click **Details** and select the sections to print.

5. Select the print options and click **OK** to generate the .PDF.

**Print Empty Pages**

Select to include blank pages when printing. Deselect to exclude blank pages.

**Reverse Print Order**

Select to print forms in order from last to first. Deselect to print forms in order from first to last.

**Open File When Done**

Select to automatically open the .PDF File in Adobe Acrobat Reader after printing. Deselect to print the file to .PDF without opening it.

## Printing to a Printer

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1. Open a report.
2. Click **File > Print**, or click the **Print** icon () , or press **CTRL+P** on the keyboard.
3. Select the Print Components.

**Select all**

Includes all forms.

**Deselect all**

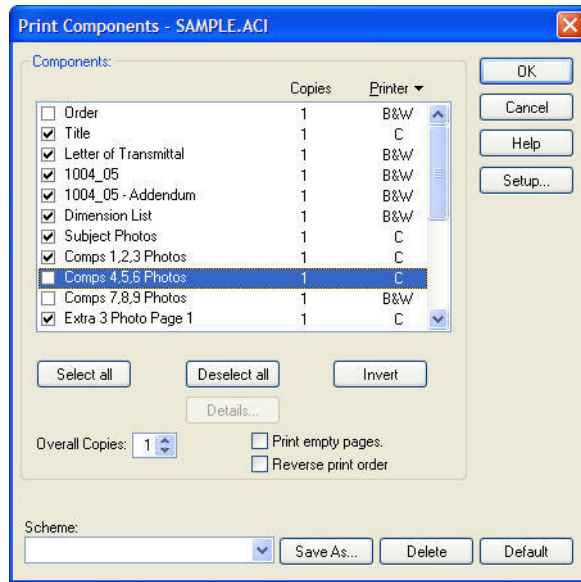
Deselects all forms. Manually select the forms to print.

**Invert**

Automatically deselects the previously selected forms and selects the previously unselected forms.

**TIP:** For forms with multiple sections (for example, the 1004 Single Family 2005), click **Details** and select the sections to print.

4. Select the print options and click **OK**.



### ***Copies***

Click the number next to the component and enter number of copies to print.

### ***Printer***

Select the printer for the Form.

### ***Print Empty Pages***

Select to include empty pages when printing. Deselect to exclude empty pages.

### ***Reverse Print Order***

Select to print forms in order from last to first. Deselect to print forms in order from first to last.

### ***Overall Copies***

Select the number of total copies to print.

## Print Schemes

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Create and save custom printing preferences using Print Schemes. Print Schemes save time. Once a Print Scheme is set up, the scheme is available for future print jobs; the selection of specific pages, number of copies and overall print copies is not necessary. Custom Schemes are available for use based on the main form type. If a scheme was created for the Single Family Report Pak, that print scheme will be available for any Report Pak in which the 1004 Single Family 2005 is the main form.

### Creating Print Schemes

1. Click **File > Print**.
2. Select the Print Components.

***Invert***

Automatically deselects the previously selected forms and selects the previously unselected forms.

***Select all***

Includes all forms.

***Deselect all***

Deselects all forms. Manually select the forms to print.

**TIP:** For forms with multiple sections (for example, the 1004 Single Family 2005), click **Details** and select the sections to print.

3. Select the print options.

***Copies***

Click the number next to the component and enter number of copies to print.

***Printer***

Select the printer for the Form.

***Print Empty Pages***

Select to include empty pages when printing. Deselect to exclude empty pages.

***Reverse Print Order***

Select to print forms in order from last to first. Deselect to print forms in order from first to last.

***Overall Copies***

Select the number of total copies to print.

4. Click **Save As**, enter the *Print Scheme* name, and click **OK** to save.

5. Click **OK** to print the report, or click **Cancel** to exit the *Print Components* dialog box.

## Deleting Print Schemes

1. Click **File > Print**.
2. Select the *Scheme* and click **Delete**.
3. Click **Yes** to confirm deletion, or click **No** to cancel.
4. Click **Cancel** to exit the *Print Components* window.