



Printing Reports

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

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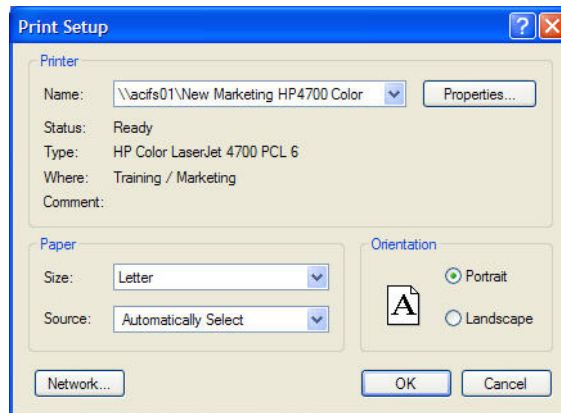
Printing Reports

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

Printer Setup

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

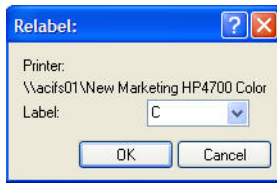
Portrait

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**.




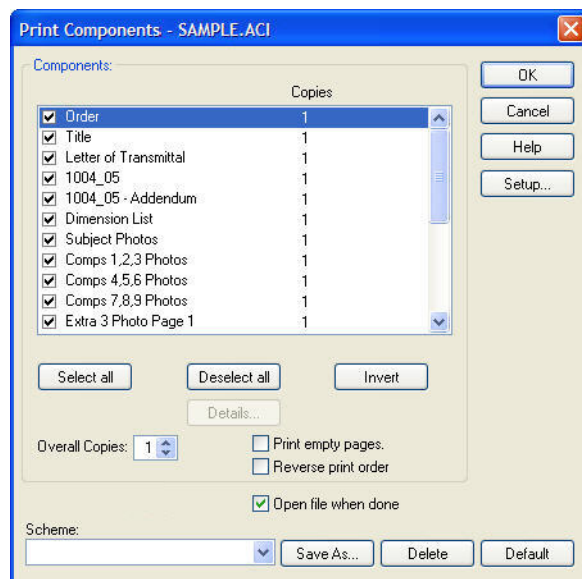
6. Click **Add** to set up an additional printer, or click **Done** to save the changes and exit *Printer Setup*.

Deleting a Printer

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

Printing to .PDF

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

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

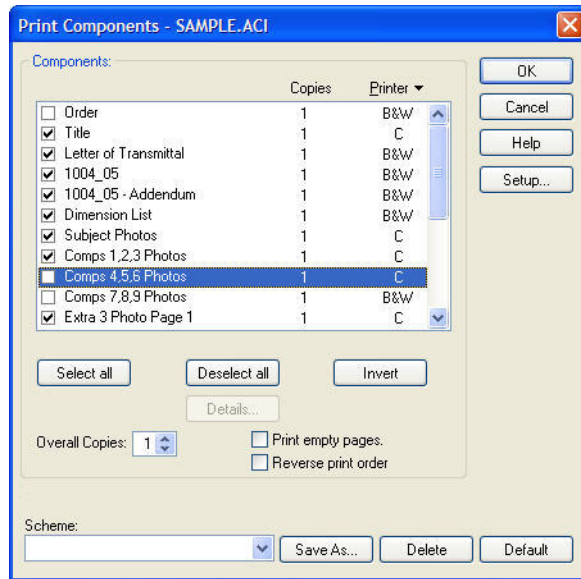
Deselects all forms. Manually select the forms to print.

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

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.