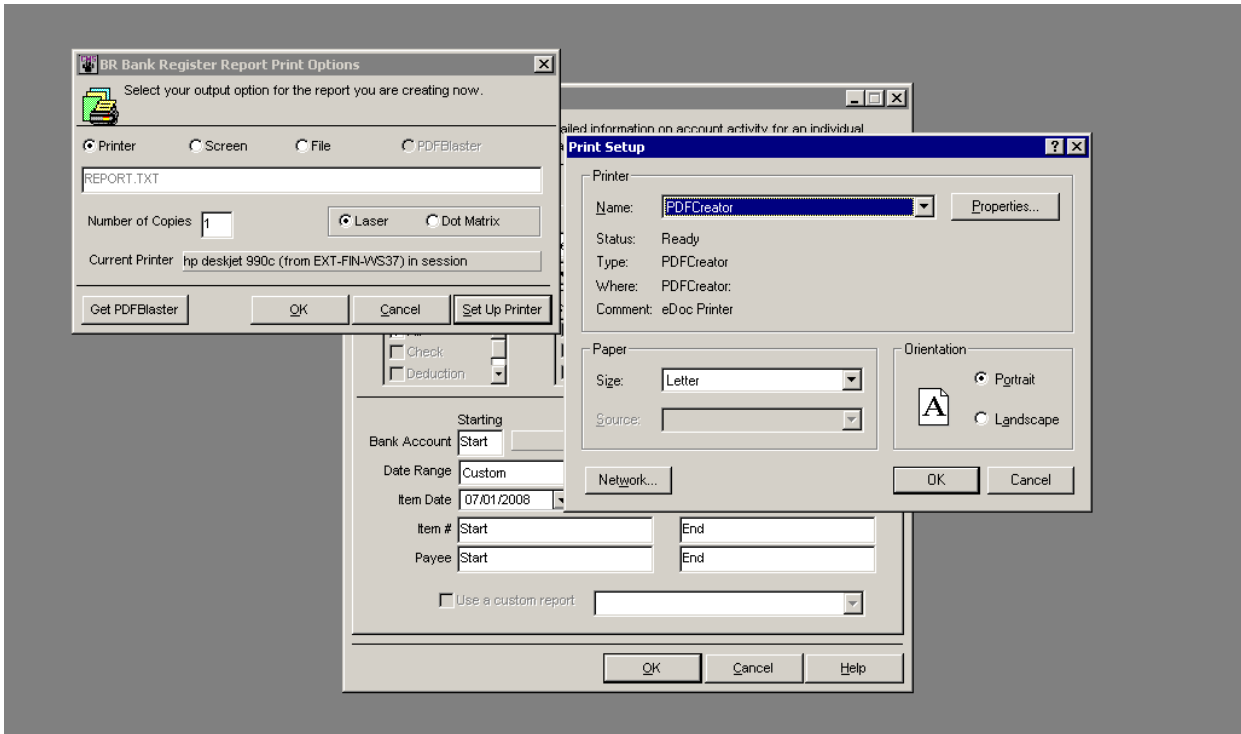


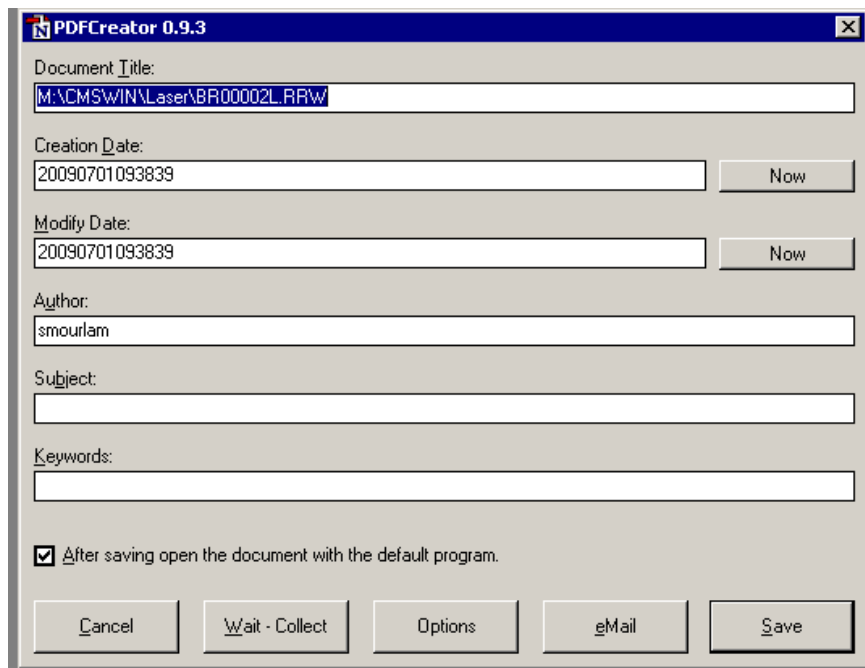
Quick Guide to Sending PDF Reports

You will first need to setup the report options for the report you wish to print. After this is done you will select OK and you will see the following screens. To create the PDF reports to send electronically follow these steps:

1. Click on Set Up Printer
2. When the Printer Setup box appears, you will select the PDF Creator.



3. There are two screens for the PDF Creator:
 - a. The first one is below and you can leave all fields as default and select Ok.



- b. The second screen allows you to select where you would like to save the file. It is important to remember where you store the file so that you can attach it to your email later. I normally recommend that you save it to your server location. This will provide easy access for you to retrieve the file later to attach to an email.
- i. This screen shows that I am selecting my S Drive on campus to save this file. I would also recommend that you name the file something that applies to the file being saved.
 - ii. You can do this with any reports that you are creating in CM.
- c. You can also save your Excel Reports that were created from the Outside Reports.
- i. You will do the following:
 1. File, Save As and then use the same screen below to save your file.

