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QUICKSTART **PRINTING REPORTS TO PDF**

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ENVI5NION5 allows you to export your report results to PDF format.

## 1. Print to PDF

First you will need to run a report to have something to export. Choose the report you wish. Open it up by clicking on the name in the Results page.

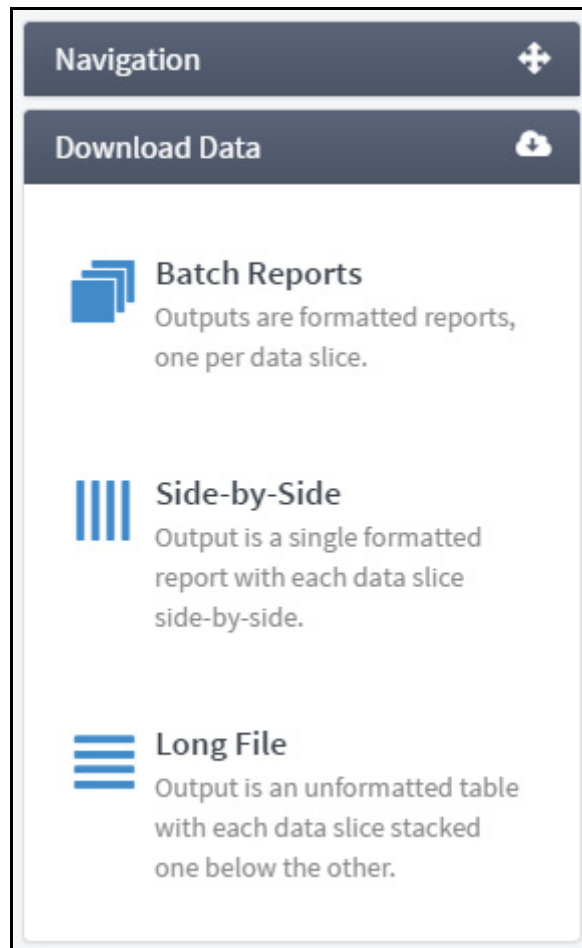
		Executive Dashboard	Areas: 3 Base Area: <i>Canada</i> Variables: <i>DemoStats - 2017, SocialValues, Opticks Vividata, PRIZM5</i>	6/2/2017 2:35:40 PM	
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**Note:** This functionality will not work with every report- only the ones created with in the new style, like the Executive Trade Area Report.

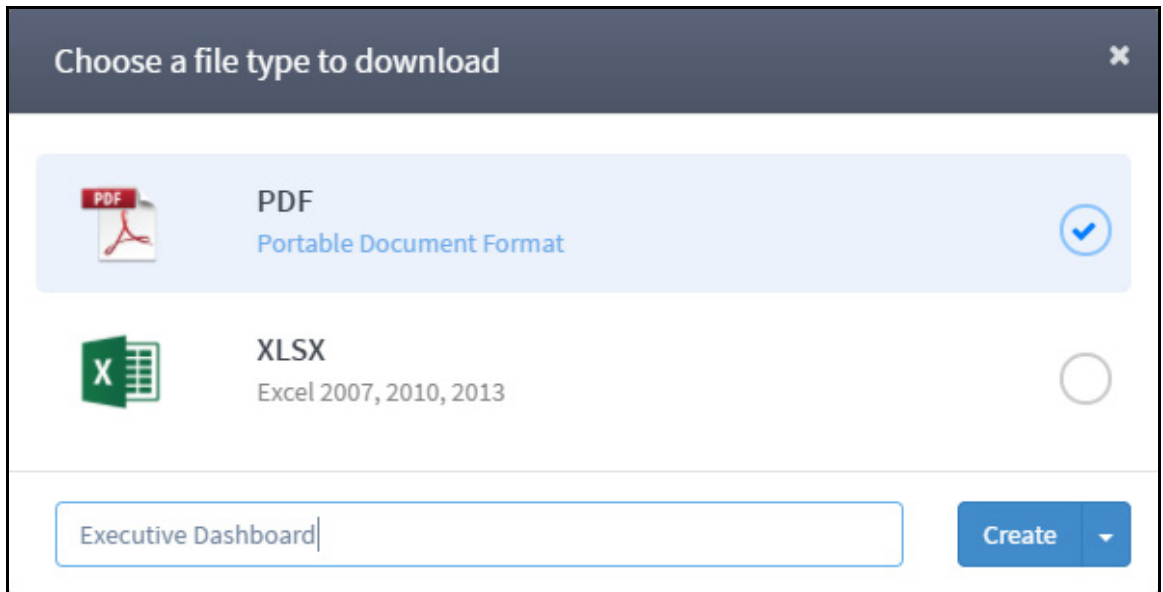
1. Once the report is open, expand the Side Panel by clicking on the arrow or pushpin.



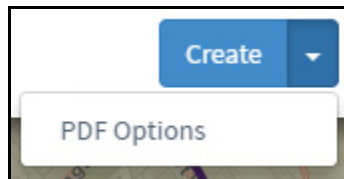
2. Click **Download Data** and then **Batch Reports**.



3. Choose **PDF**.



4. Before you click **Create**, click the arrow next to it to select the desired **PDF Options** for your output.



In the **PDF Options** dialog box, you can change a number of settings for your output.

- **Document Size**- Allows you to change the page size of the output PDF.
- **Orientation**- Allows you to change the orientation of the pages of the output PDF. If this is left set to Automatic, the pages will adjust to best fit the report pages.
- **Margins**- Allows you to adjust the size of the margins.
- **Zoom**- Allows you to adjust the size of the reports on the page.
- **Merge Documents** - Allows you to merge all of them into one single PDF file if you had run a report with multiple trade areas.
- **Title Page**- Allows you to create a title page for your PDF output.
- **Table of Contents**- Allows you to create a table of contents for your PDF output.

**PDF Options** [Close]

**Document Size:** Letter (8.5" x 11") [Dropdown]

**Orientation:** Automatic [Dropdown]

**Margins:** Normal (1/2") [Dropdown]

**Zoom (%):** 100 [Text Input]

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**Merge Documents** [OFF]      **Title Page** [OFF]      **Table of Contents** [OFF]

[Cancel] [OK]

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5. Make any necessary changes and click **OK**.

You will see a message appear in the bottom-right corner of your screen indicating that the report is processing. Once it is complete, you will see another message indicating so.

In the Results page, your report will now have a PDF icon next to it. You can click this icon to open the report.

