PRINTING TO A FILE IN REPORT TOOL



3. Type a name for your file, and choose where you wish to save it, then click Save. (NOTE: The default file format is .txt. If you wish to save in a .csv, .tab, or .asc, you must type the extension as part of the file name.)

Print to File		? 🔀
Save in: 🞯 Desktop	- 🛍 e	* 🎟 •
Documents		
My Computer		
My Network Places		
File name: Fiction Never Circulated.txt		Save
Save as tune: Text (* tvt * csv * tab * asc)	-	Cancel
	<u> </u>	

	Export Text 🛛 🔀
4. DESELECT both the "Text Qualifier" and "Include Field Names On First Row." (These will only cause the resulting document to be difficult to read.) You may use any delimiter you wish (yes, it is spelled wrong on the dialog box), but it is recommended that you use either a tab or comma. Click OK.	Choose the delimeter that separates your fields C Tab C Semicolon Text qualifier: Include field names on first row OK Cancel

- 5. The report will run and look as though it is printing, but you will not get any paper out of your printer. Instead, it creates a file with the information in whatever location you specified in step 3.
- 6. The resulting file may be opened either with the default program for that file type (for example, a .txt file will likely automatically open with Notepad) OR by <u>right</u> clicking the file and choosing "Open with..." then selecting the program with which you wish to further format the file.

Fiction Circulat	Open Print Edit Convert to Adobe PDF Combine in Adobe Acrobat.		
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