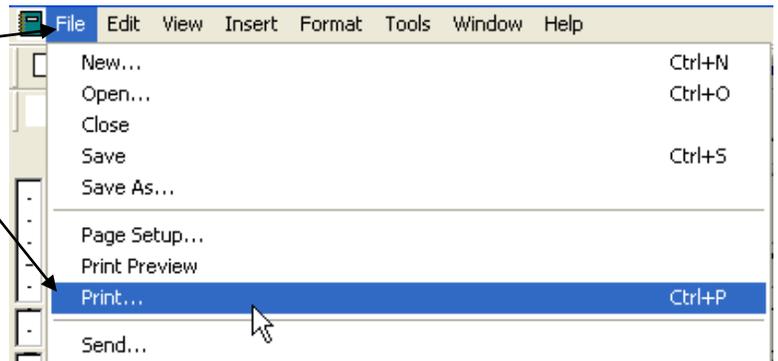
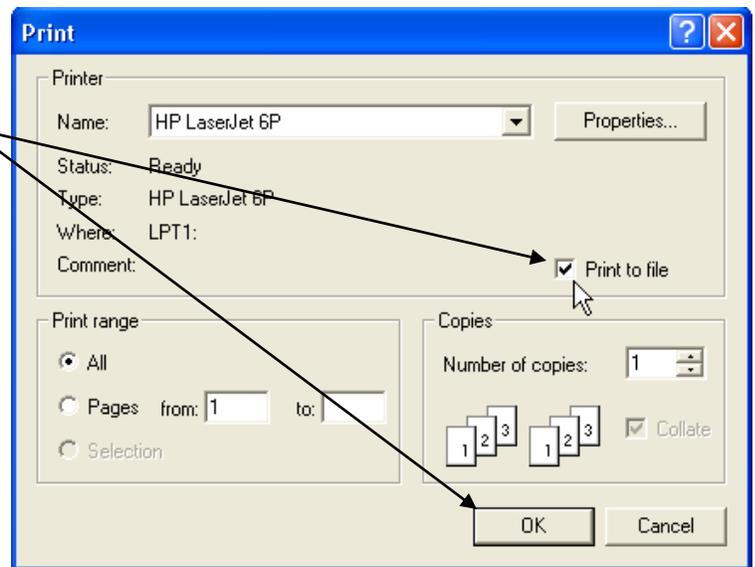


## PRINTING TO A FILE IN REPORT TOOL

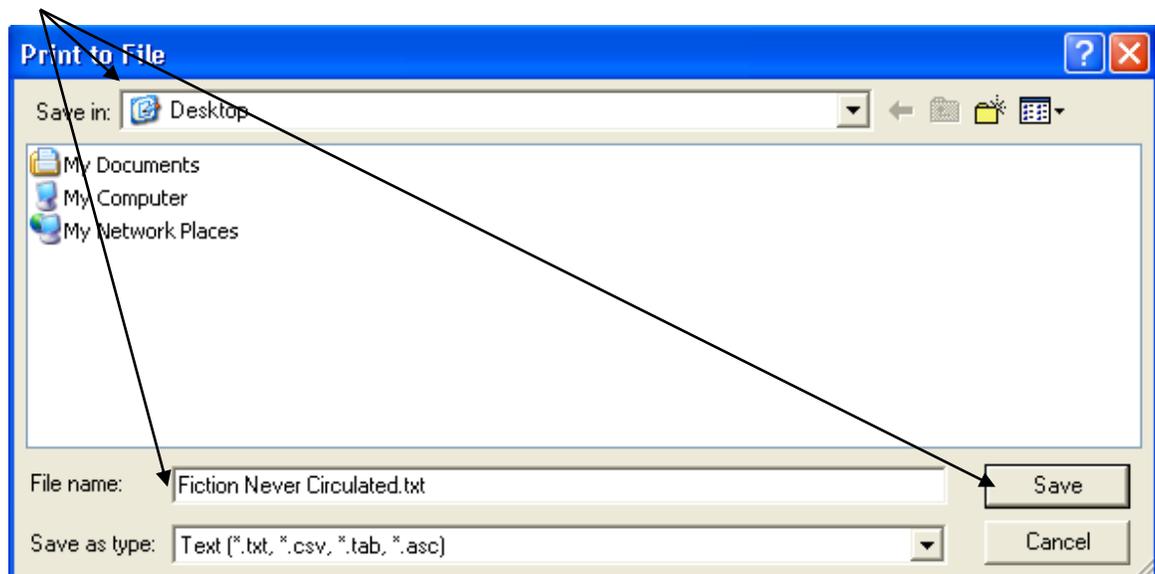
1. From the File menu, choose **Print**.



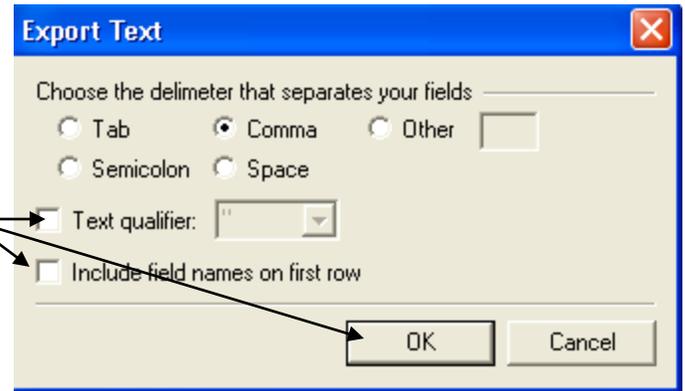
2. Click the "Print to file" box to select it, then click OK.



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.)



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.



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 right clicking the file and choosing “Open with...” then selecting the program with which you wish to further format the file.

