

## PDF Exports in Crystal 9.0

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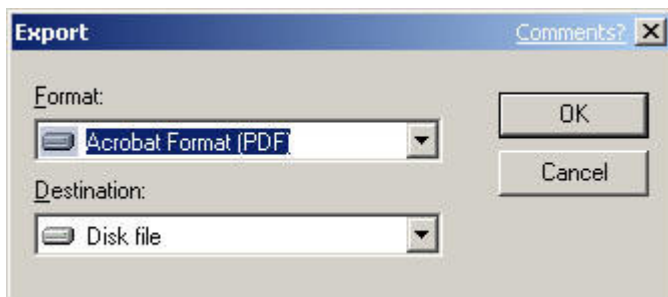
In this article we look at the new export format introduced with Sybiz Vision 3.00 and Sybiz Vision Pay 4.00 to be able to export out to a PDF file which can then be emailed and sent to others inside or outside the organisation. The recipients of the PDF file are then able to view the file with a well known free piece of software - Adobe Acrobat Reader.

You may already be familiar with exporting reports in different formats for emailing to other employees or suppliers of your company. However since the introduction of Sybiz Vision 3.00 (and moreover the update to a newer version of Crystal Reports within that version), your export options have increased. One of these is the ability to export a report to a PDF file. How do we do this?

When you print any report to screen in Sybiz Vision you have the opportunity to be able to export. The screenshot below shows the options displayed in the toolbar when a report is printed to screen.



The envelope with the arrow above it is the export tool. Click on this button and the following is displayed:



By default it is already set to Acrobat Reader, therefore you can click OK to then send it to disk. Alternatively click on the Format combo box and pick a different format, or the Destination combo box to change where the file will be output (In most cases you will only be able to choose MAPI or Disk File).

Now simply click on the OK button and a screen will be displayed that will allow you to be able save the file to a particular location on your hard disk or the network hard disk. You can now use Adobe Acrobat Reader to open the file and read the contents as well as printing if required.

Adobe Acrobat Reader is a free download from

<http://www.pacific.adobe.com/products/acrobat/readstep2.html>

We have had users asking how to reduce the amount of paper in the office and this could be a method that your own company can utilise to reduce paper use in the office. Please note though that reducing paper in the office means that these files need to reside on a file server and as the number of files increase, a good strategy needs to be implemented to enable these files to be retrieved quickly. This can be via a good file management system or an intranet.

Also note that your backup methodologies need to be improved to ensure that these critical reports can be retrieved if something goes wrong with your server. As there are legal requirements to many documents,

which require they be in print format, you can still print them to PDF to be able to add to the intranet for completeness as well as filing the paper copy.