If you are having trouble printing the DWH Reports in pdf format, you can do the following:

- 1) Select Print from the File drop down menu.
- 2) The following window will open.

Printer: STS Optra T612 2 General Copies: 1 Pages: @ All	Destination: Printer	8.7	
G From: To:			
Paper Source:	Auto Select		
 First page from: 	Tray 1		
Remaining from:	Tray 1	5	
Save Settings	Cancel Pri	nt	

3) In the upper right hand corner, change the term from "Printer" to "File."

Printer: STS Optra T612 2	8.7 Destination: File ♦	
General 🗢		
Copies: 1		
Pages: All From: To:		
Paper Source: 🖲 All pages from:	Auto Select 🔶	
G First page from:	Tray 1 🔷	
Remaining from:	Tray 1 🔷	
Save Settings	Cancel Save	

4) Click Save. The file has been saved as a document.

- 5) The file extension is ps.
- 6) The file can be printed by dragging the icon to the printer.

