

## How To Print Interlink Reports to a PDF File

Any of the reports generated by the Interlink Circulation program can be "printed" to a PDF file for remote printing, emailing, or archival purposes. Although Interlink Circulation does not directly create PDF documents it is possible to achieve through the use of a third-party program. Here's how:

1. Close the Interlink Circulation program if it is open.
2. Download and install the CutePDF Writer (click on the icon below) program.
3. Shut the computer down and turn it back on.
4. Open up the Interlink Circulation program.
5. From the **File...** menu, select **Configure Printers ...**
6. Select the tab for the type of report(s) you wish to be created as a PDF (Labels, Renewals, Page Reports)
7. In the **Printer Name:** drop-down box, select the CutePDF printer installed on your system. If no PDF printers are available in the list, restart your computer and try again. If there are still to PDF printers available, please contact Deannie Baxter.
8. Confirm the checkbox next to **advanced drivers** is not selected.
9. Click the **OK** button to save your changes.

Upon completion, all reports of the type(s) you performed these steps on will be sent to the PDF printer installed with your third-party PDF software. If you want to print any report after this is installed and set, you have to change back using the Change Printer Settings button.

### References:

#### CUTEPDF

Free software available for commercial use. Downloadable from the CutePDF website at: <http://www.cutepdf.com>. Product support available via CutePDF website. Highly recommended.

To install, click on the icon above. Select FREE DOWNLOAD and save to your desktop. When it's through saving, find the new icon on your desktop, click on it and select RUN. Shut your computer down and restart then go to Step 4 above.