

### Directions for Exporting and Printing Reports

Last Updated September 23, 2010

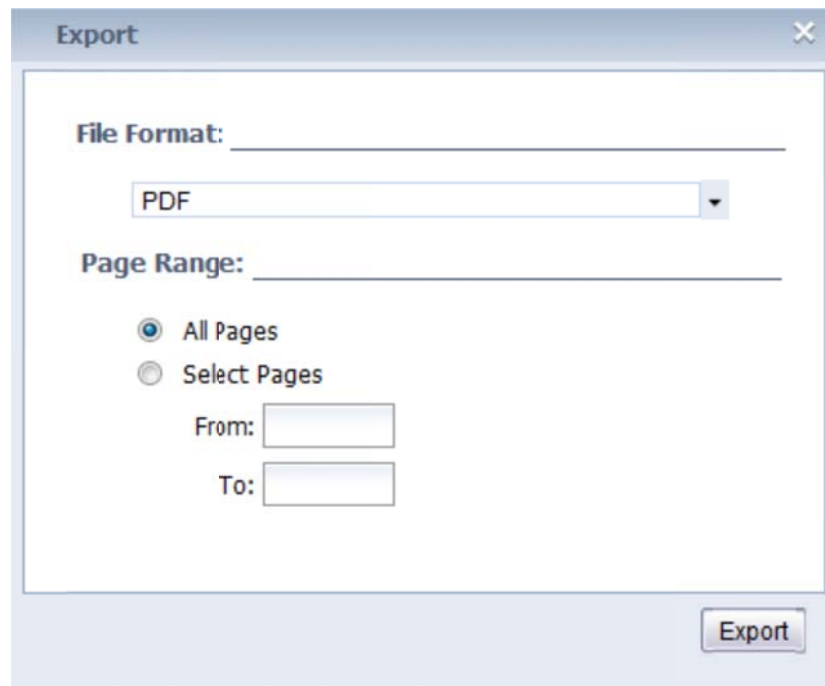
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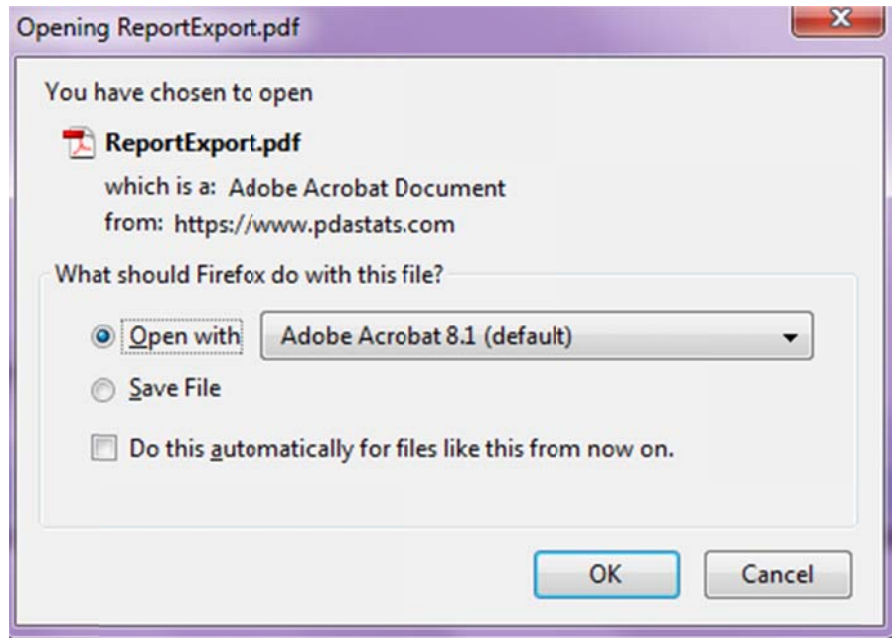
#### Exporting the Report from Mozilla Firefox

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To export the report, click the export icon on the toolbar (the first image on the toolbar). You will then see a popup window like the image below (**you MUST enable popup windows in order to print reports**).



Select your desired File Format and then “All Pages” in order to print all of the pages in the report, or select “Select Pages”, and type in the page numbers that you wish to export. Click OK. The popup window then closes and then allows you to open or save the report.



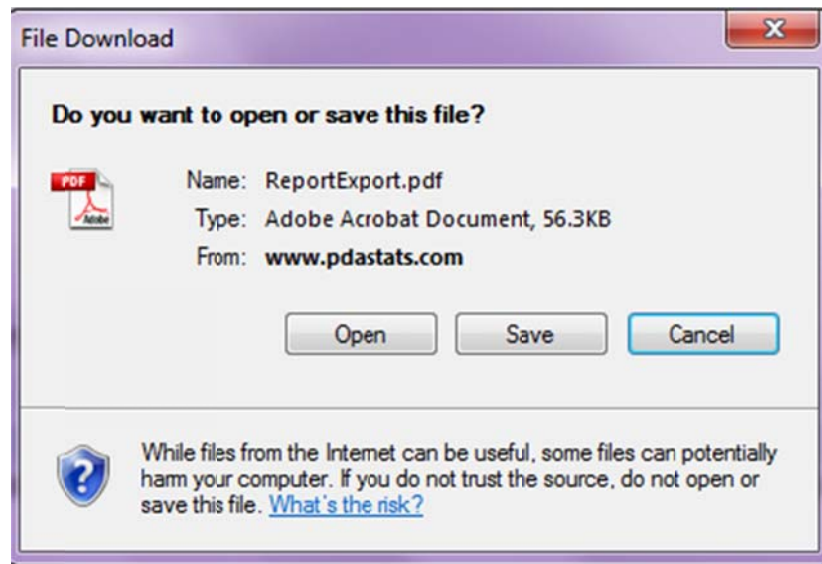
### *Exporting the Report from Internet Explorer*

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To export the report, click the export icon on the toolbar (the first image on the toolbar). You will then see a popup window like the image below (**you MUST enable popup windows in order to print reports**). Depending on your browser’s security settings, you may see a bar show up at the top of the screen that says “To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for Options.” Right click anywhere on this bar and select “Download File...” from the menu.



After you allow the file to download you will need to click the export button again select the file format and pages for your export. You will then see the menu below and be allowed to save or open the report.



**OPTIONAL:** If you would like to remove the warning about downloading the file each time you wish to export a report, you can designate this website as a Trusted website. To do that from Internet Explorer, go to File → Tools → Internet Options → Security → Trusted Sites → Sites. Add <http://www.flquitstats.com> as a trusted web site. The checkbox at the bottom of the window for Require Server Verification needs to be unchecked. Click Close. Change the security level for this Trusted Sites zone to Medium-Low and click OK. Restart your browser.

*Please make these changes at your own discretion. While any incidents that may result from lowered security settings for trusted websites are rare, these incidents may be potentially harmful to your hardware or software. Professional Data Analysts, Inc. is not responsible for any consequences resulting from operating Internet Explorer with lowered security settings. Please check with your internet security administrator before making these changes.*

### **Printing the Report**

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The best way to print a report is to first export the report to PDF following the directions above. After exporting the report, you can print the report to your printer from the PDF format.