## Printing Agvance Reports in PDF Format

Last Modified on 06/24/2025 11:29 am CDT

To export a report from Agvance to a PDF file, follow the following steps:

- 1. Preview a report in Agvance.
- 2. Select the **Export Report** icon at the top of the screen.



3. Select Acrobat Format (PDF) as the Format.

🖶 Export				×		
	Format	Adobe Acrobat (pdf)				
Destination		Disk File		~		
			ОК	Cancel		

4. Select a location to save the PDF file.

🖳 Export Report										×
$\leftarrow \rightarrow \cdot \uparrow$	> T	his PC → Desł	top			~	Ō	Search Desktop		Ą
Organize 👻 Ne	w fold	ler								?
<ul> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> </ul>	~	Name		^	No i	Date modified tems match your search	Tyr	De	Size	
File name:	cstlb	asic.pdf								~
Save as type:	Adol	be Acrobat (*.p	df)							~
∧ Hide Folders								Save	Can	cel

**Note:** To print Invoices or any other output as a PDF file, PDF print driver will need to be downloaded. SSI recommends the Fine Print driver (PDF Factory).