



## Information Systems Management for Movers

Thursday, January 17, 2008

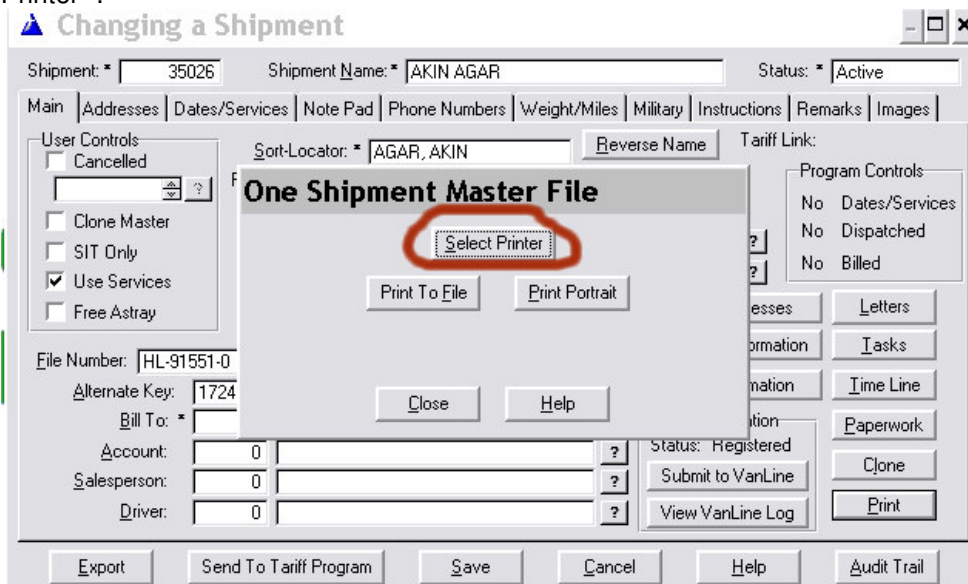
Re: Printing with the 2x Client and Direct IBS

There are two ways to print and/or save the printed document as a PDF file.

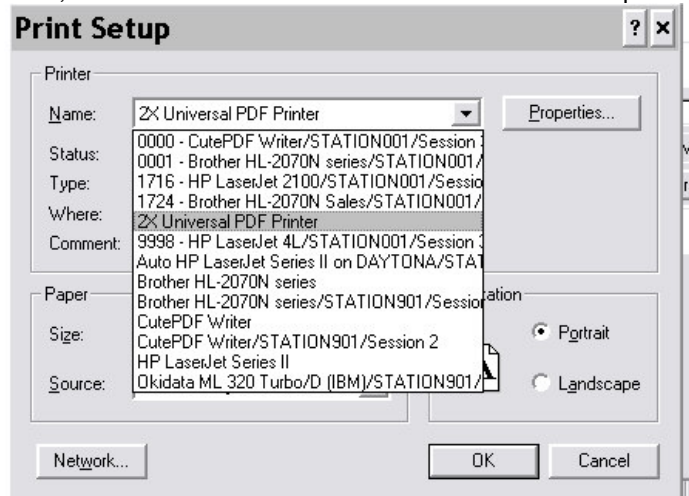
### 1. Use the 2x Universal PDF Printer.

*Selecting the 2x Universal PDF Printer allows you to use any printer on your local workstation, even if the printer is not setup with the Terminal Server AND allows you to save the printed document as a PDF file on your local machine.*

First, you will need to choose the 2x Universal PDF Printer within IBS by clicking on "Select Printer" :



Next, find "2x Universal PDF Printer" and select that printer and click ok...

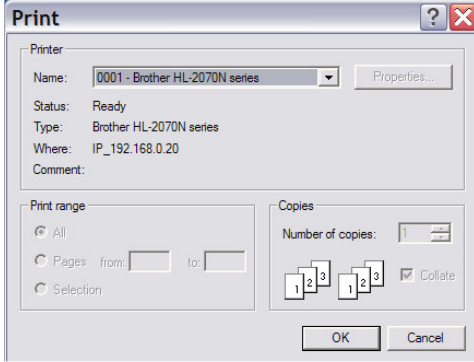




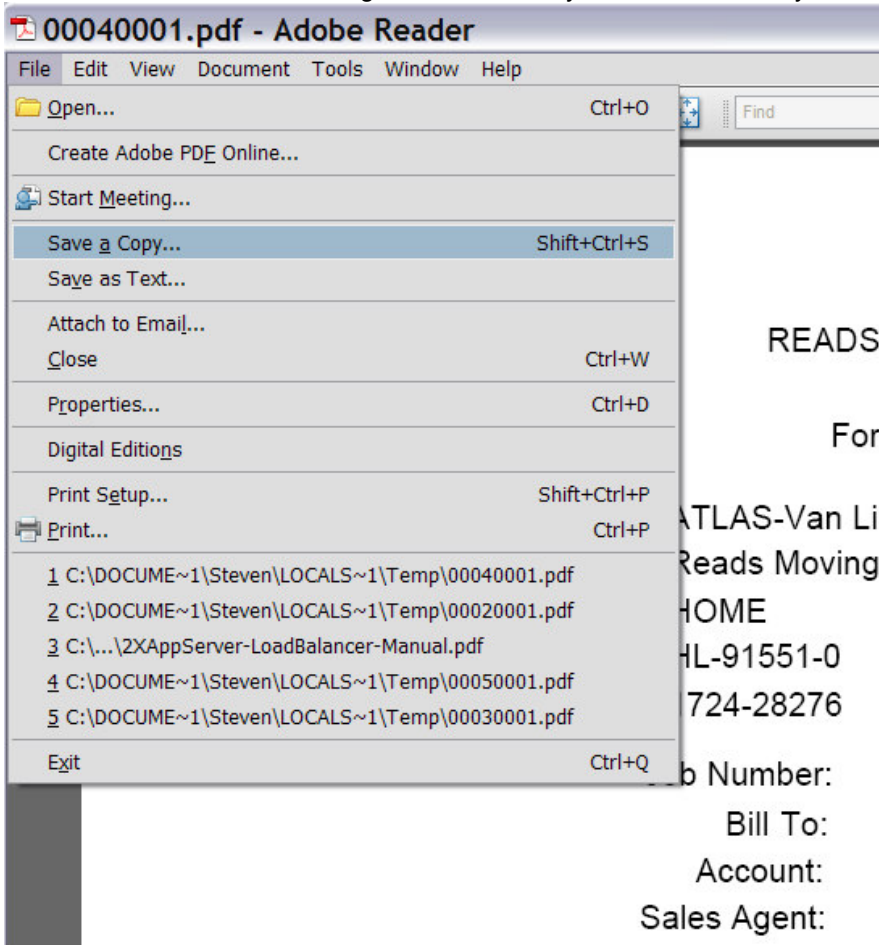
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Now, Click on Print Portrait or Landscape (if applicable) and the print preview within IBS will display, and you will select the print button.

A PDF image will appear on the screen along with the normal "select a printer" dialog window. If you need to actually print the report, go ahead and do so... if not, select cancel...



Now with the printed image in PDF format, you can save that image to your local hard drive... Click on "FILE" from the line menu, and then click on "SAVE A COPY" from the drop down menu as seen below... save the image to where ever you like such as "My Documents":



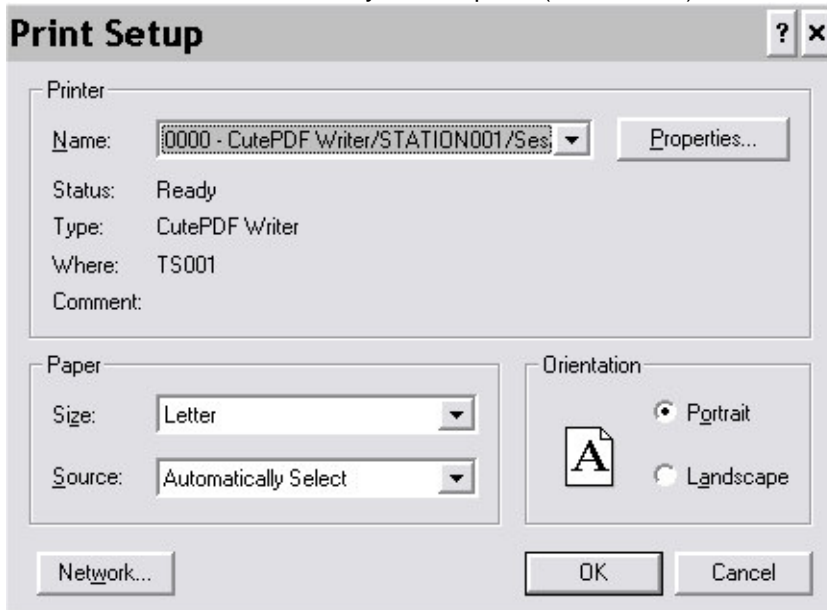


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### 2. Using the Traditional CutePDF Writer (for saving as PDF only)

The CutePDF Writer is supported on the Terminal Server. You will need to install that driver to your local workstation located at <http://support.readsmoving.com/downloads/cutepdf.zip>. Remember the username to download this is *reads* and the password is *atlas*.

When you select to print, be sure to choose the CutePDF Writer on your local workstation, you will need to know the name of your computer (workstation), such as "STATION001" below:



Once you click OK you will be prompted to name and save the PDF document.