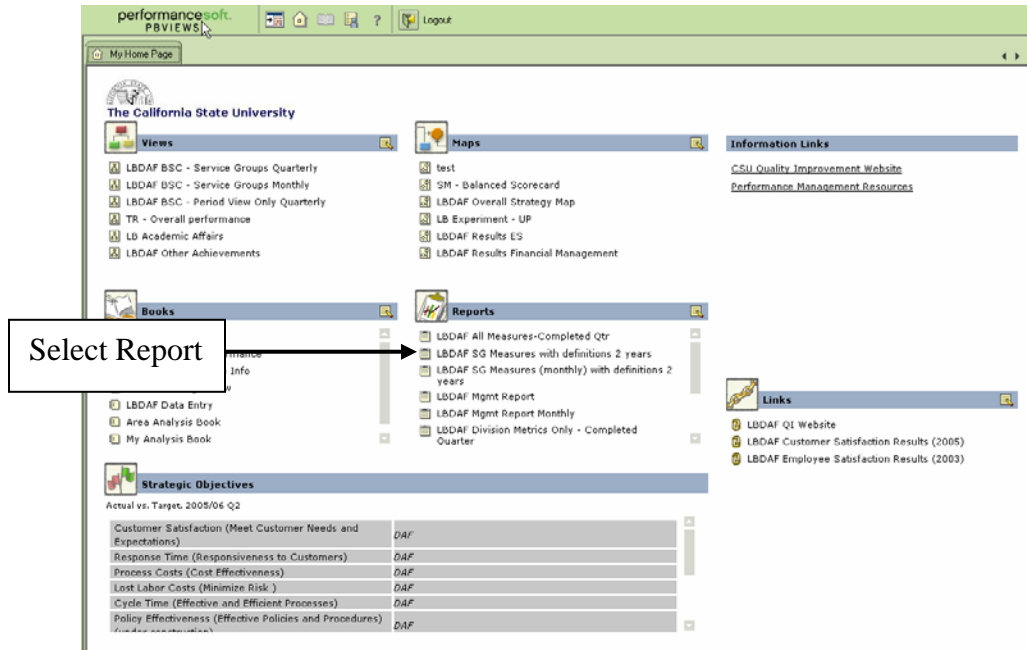


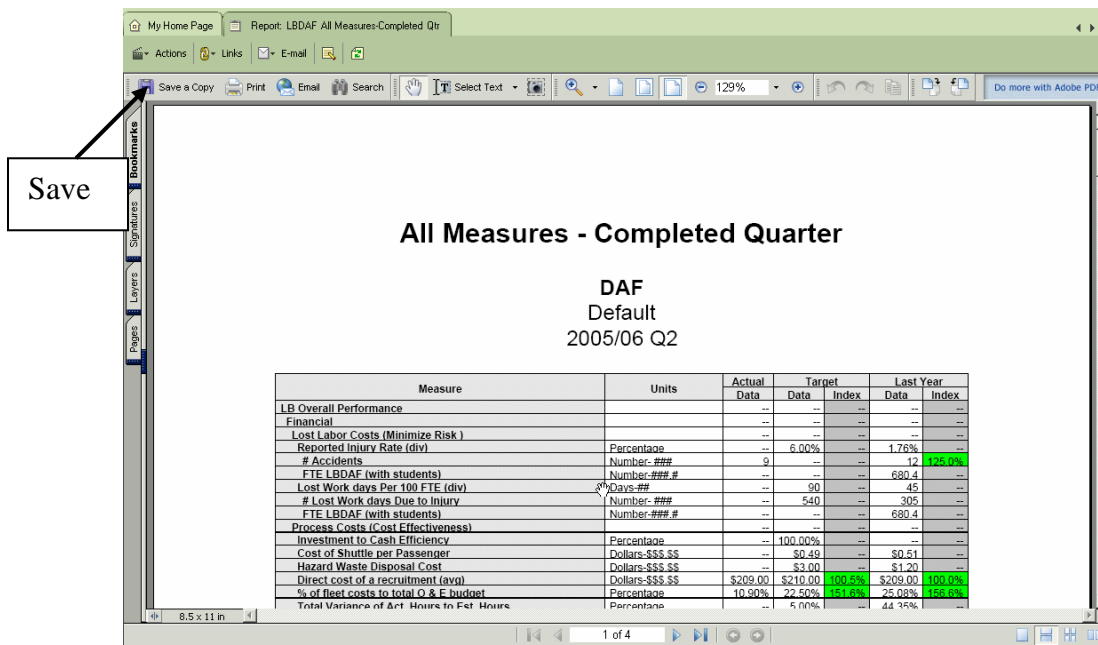
## How to save Reports to PDF from within pbviews

Saving Reports as local PDF files is the easiest way to distribute reports to someone who does not have pbviews installed on their computer.

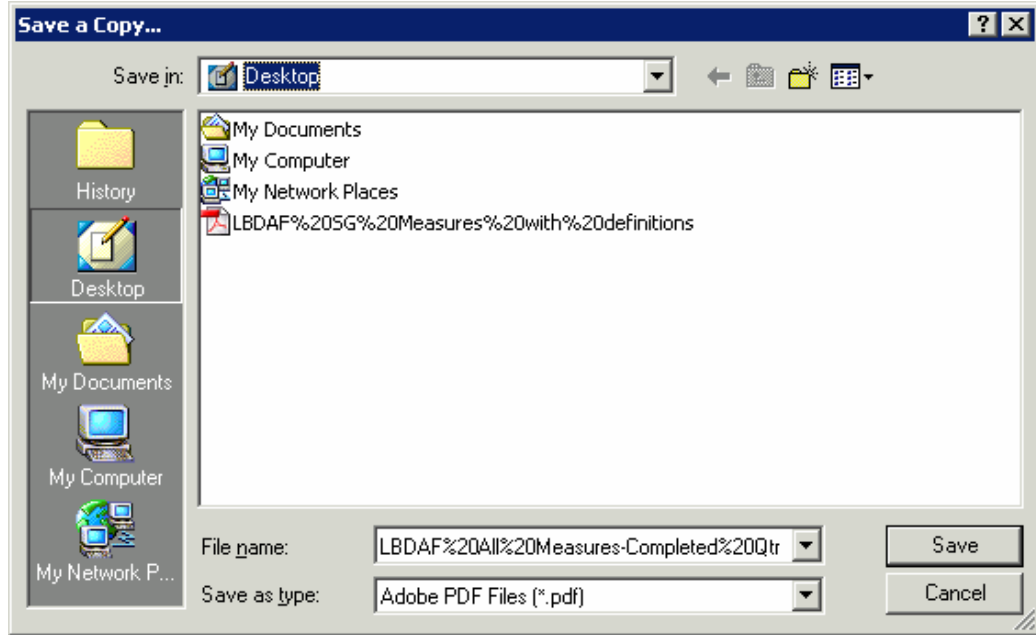
1. From your Homepage, select a Report you wish to save



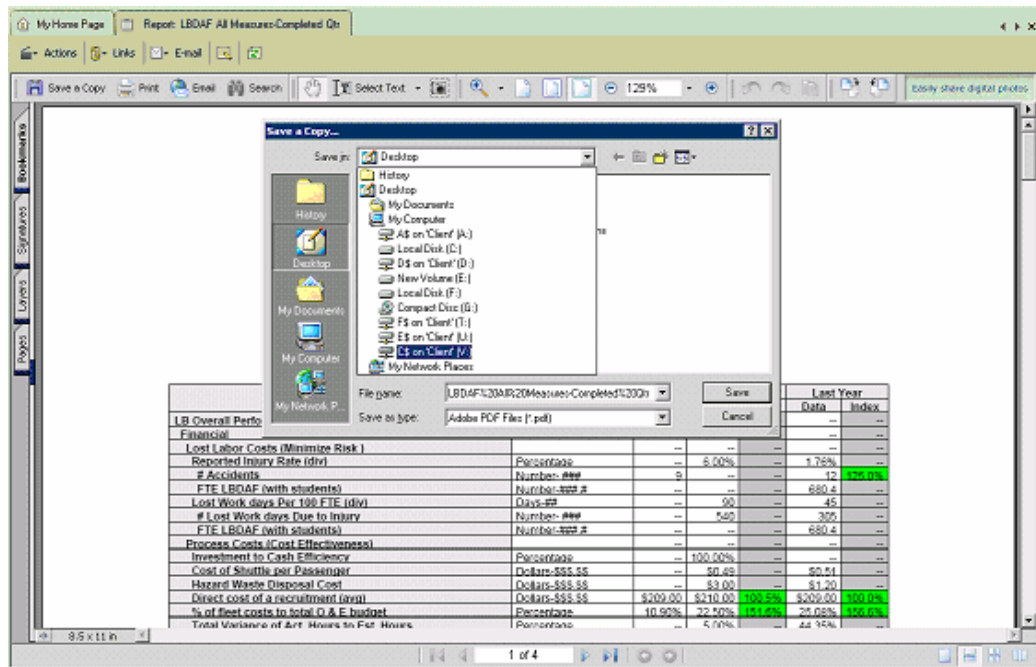
2. Click on the **Save** button  Save a Copy



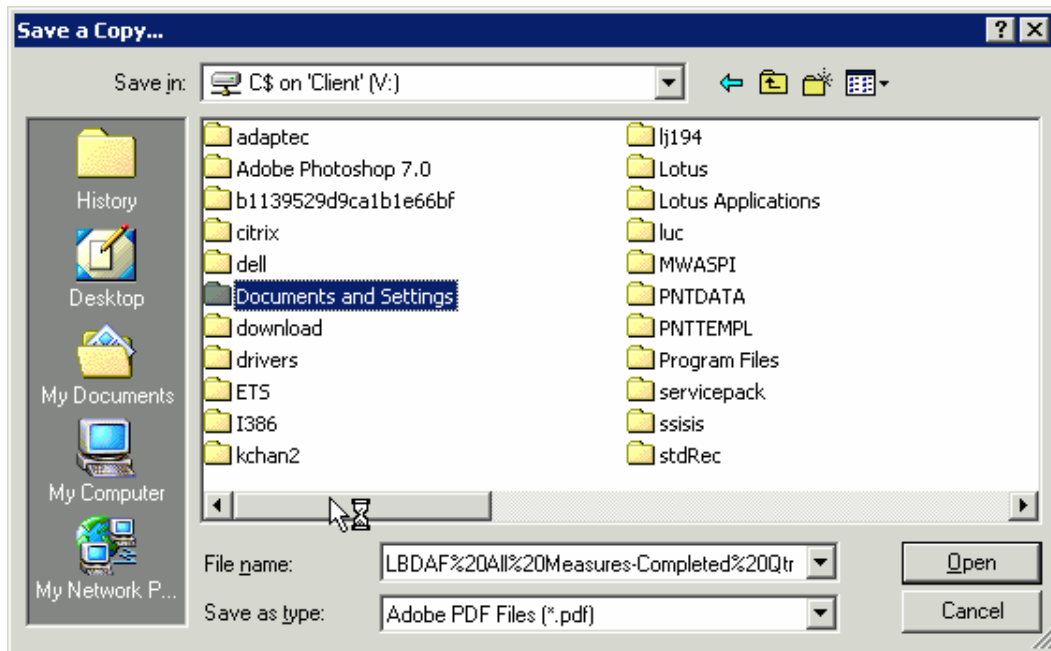
You will then get the following “Save a Copy” window



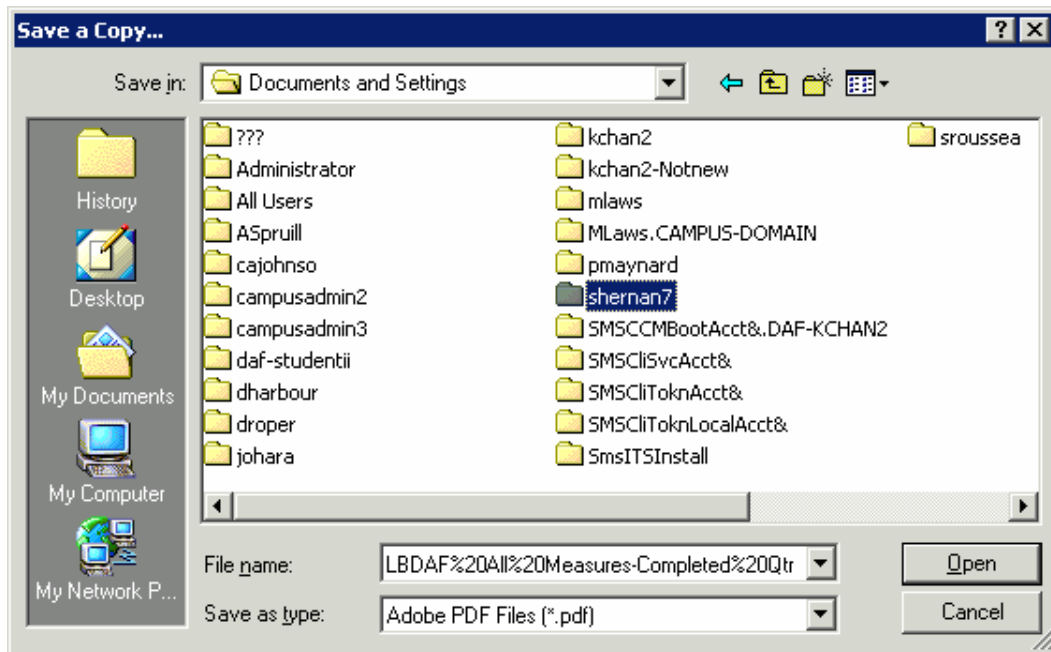
3. Do not save the file into the defaulted “Desktop” drive (this is not your local desktop); instead, select the “C\$ on ‘Client’(V:)” drive



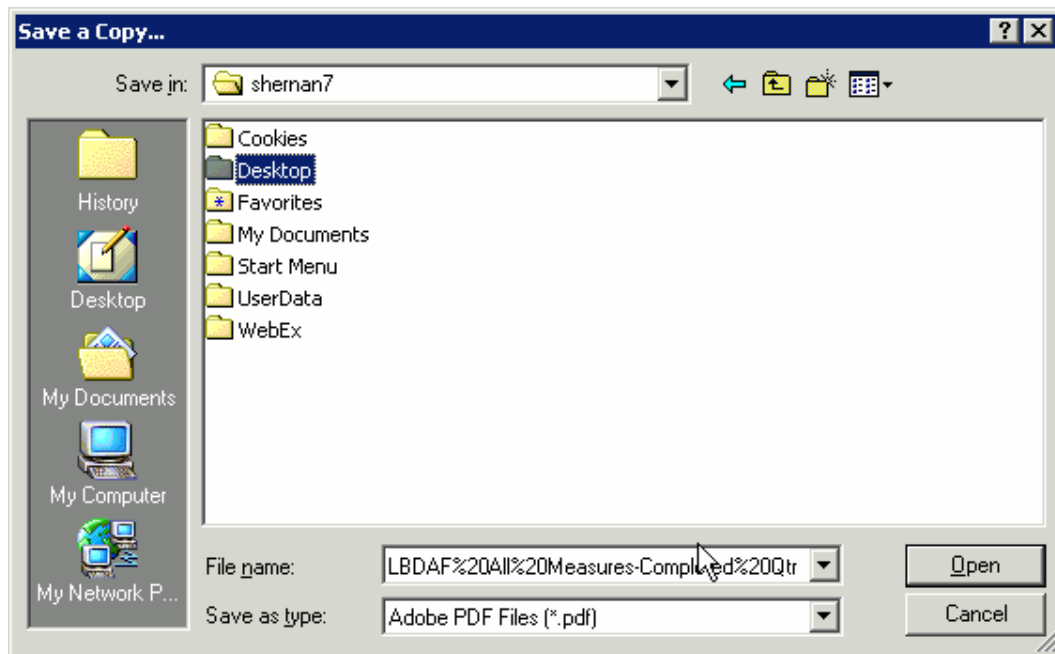
4. Select the **Documents and Settings** folder



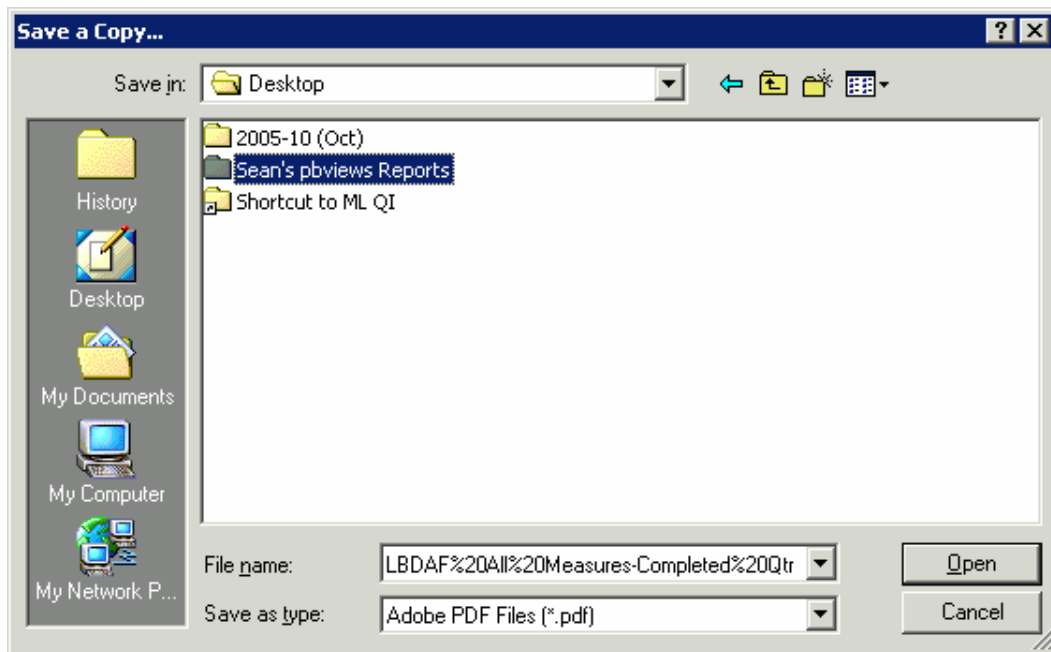
5. Select the folder named after your email address



6. Now select the “**Desktop**” folder. This is your actual desktop on your computer



7. Create a new folder specifically for saving pbviews reports if you anticipate doing so (e.g. Sean’s pbviews Reports)



8. Name your Report using a consistent naming convention, such as “Report Name + Current Date (e.g. LBDAF All Measures – Completed Qtr 01-15-06)

