

# AviSys Adobe® Acrobat® PDF File Output Operations

*This document assumes you have AviSys Version 5.00B or later and have the free Adobe Acrobat Reader installed. If you do not have Adobe Acrobat Reader installed, download it from [www.adobe.com](http://www.adobe.com) and install it.*

## Concepts

Adobe Acrobat PDF (Portable Document Format) files are the worldwide standard for high quality documents that can be distributed easily and safely over the Internet via email or the Web. These days, most people who use the Internet have installed a copy of the free Acrobat Reader and can read and print PDF documents.

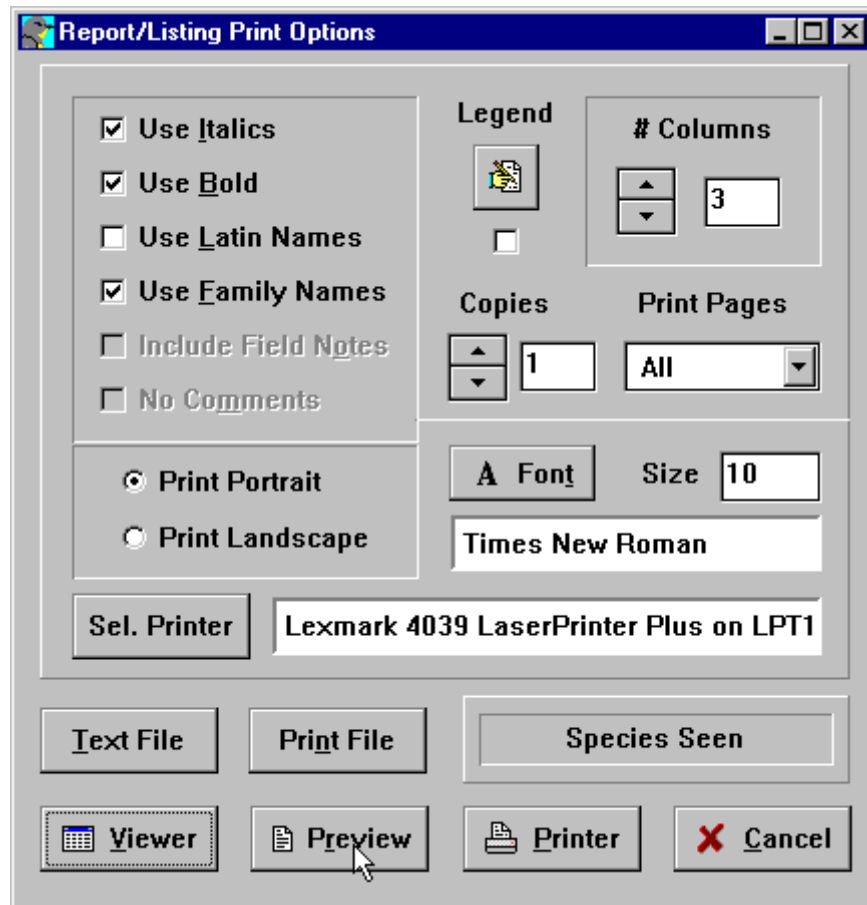
With this AviSys facility, you can attach any of your reports or listings to an email message and the recipients will see them in the same quality and form as you see them in Print Preview or as printed output, including fonts\*, character styles, and exact formatting.

Producing a PDF document from AviSys reports and listings is as easy as running a report or listing to **Print Preview** and clicking the **PDF** button. AviSys then calls the **AviSys 5 Adobe Acrobat Machine** which converts the report to an Adobe Acrobat PDF file in the current AviSys data set folder.

\* With this release, the PDF file will use **Times/Times [New] Roman, Arial/Helvetica, or Courier/Courier New** fonts. If you select a different font, the program will convert it to the closest representation. We look forward to future releases when any font you select will be reproduced exactly. In the meantime, for best results we recommend that you select one of the above fonts in the **Print Options** dialog if you intend to send a report to a PDF file.

## Creating PDF Documents from AviSys Reports

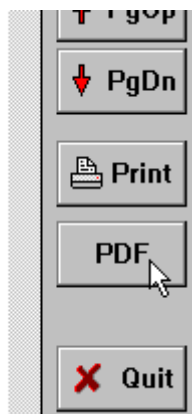
Prepare a report, such as a **Species Seen** report. Set up the criteria as you wish, and then click **Run**.



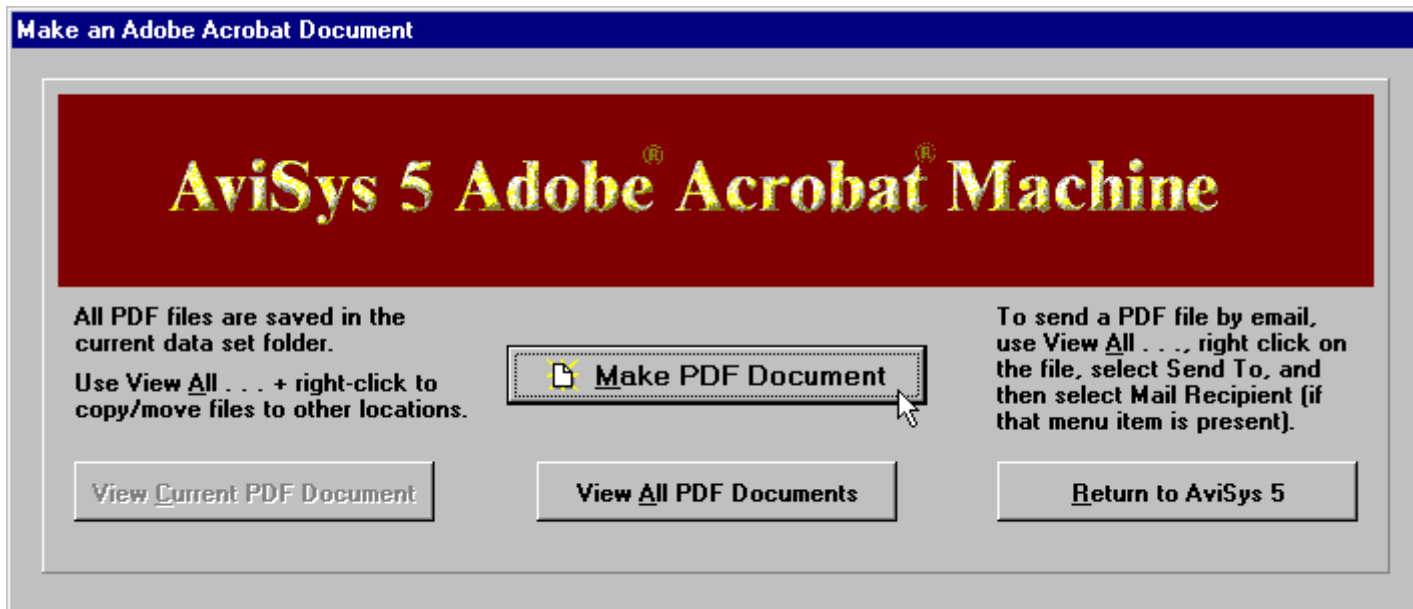
At the **Print Options** dialog, choose one of the three fonts recommended above, usually **Times New Roman** (the AviSys default), **Arial**, or, rarely, **Courier**. (Courier is an automatic selection for a couple reports.) Set up the various options, such as **Use Latin Names**, the number of columns, font size, etc.

Then click the  **Preview** button.

Northern Bobwhite  
**RAILS AND COOTS**  
 Black Rail  
 Clapper Rail  
 King Rail  
 Virginia Rail  
 Gray-necked Wood-Rail  
 Sora  
 Purple Gallinule  
 Azure Gallinule  
 Common Moorhen  
 Eurasian Coot



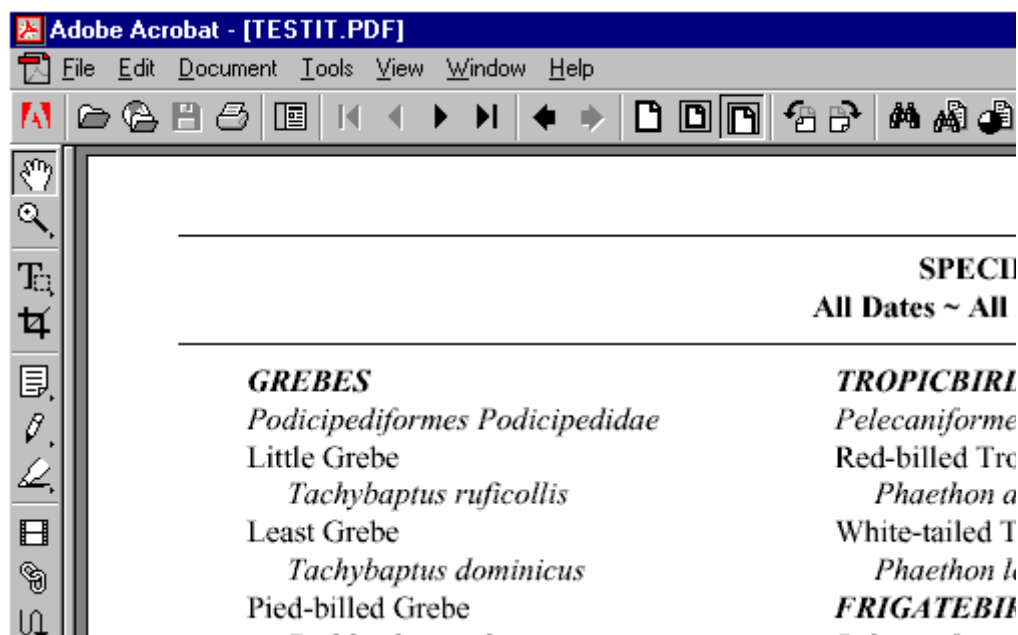
At **Print Preview**, after ascertaining that the formatting is as you want it, click the **PDF** button. You are taken to the **AviSys 5 Adobe Acrobat Machine**.



The **Make PDF Document** button is enabled. Click it. The **Machine** converts the report to a PDF file located in the current AviSys data set folder. The **View Current PDF Document** button is then enabled, and if you click it you will see your new PDF document launched in Adobe Acrobat Reader.

You can also click the **View All PDF Documents** to select any of the PDF documents in the current data set folder. (Actually, you can browse to anywhere to view any PDF documents.) You can send a document as an email attachment by right-clicking the file, selecting **Send To**, then selecting **Mail Recipient**. (The function may not be present on your computer.)

To view or email Acrobat PDF files when you haven't started the **Machine**, from the AviSys main screen you can click **Utilities** and select **View Any Acrobat PDF Documents**. The **Machine** will be launched with only the **View All PDF Documents** button enabled.



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