CREATING ADOBE PDF FILES IN CITRIX

1) You can now create a PDF file from any application in Citrix. This is especially useful for E-Rapid Tear Sheets. With this procedure you will be able to save a Tear Sheet from E-Rapid to your local computer as a PDF file. Adobe PDF files can be transferred via e-mail and any computer can open a PDF file.

2) Log into the Remote Access System according to your normal login procedures.

3) Open any document or page that you wish to convert to a PDF file. In this guide we will convert an E-Rapid Tear Sheet, but you can use these instructions for any open file in Citrix. Please note that Actuate Reports are automatically converted to PDF when you download a report.

4) With any E-Rapid tear sheet open, click on **FILE** > **PAGE SETUP**
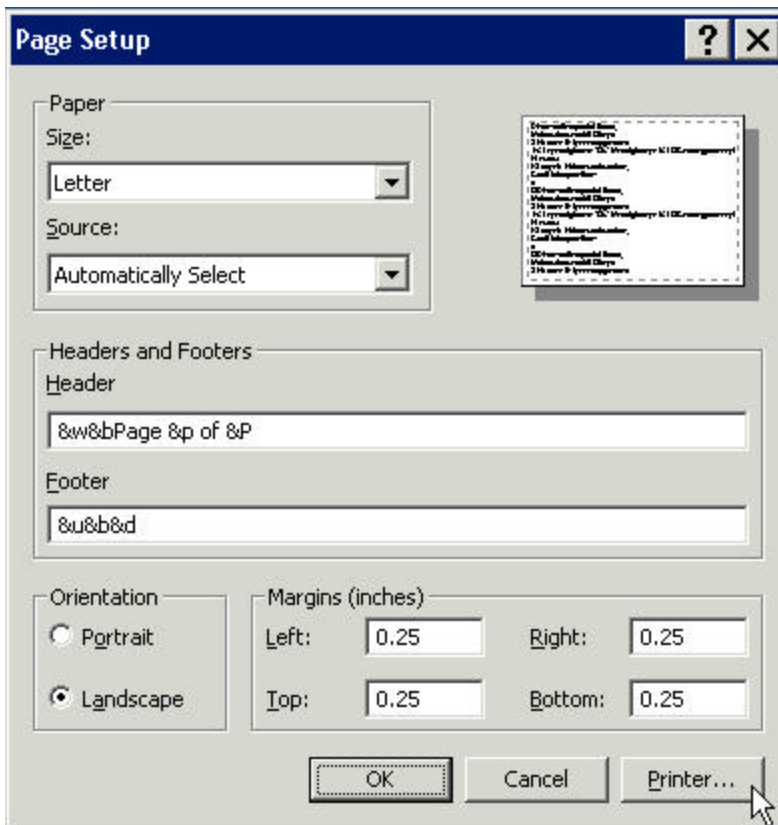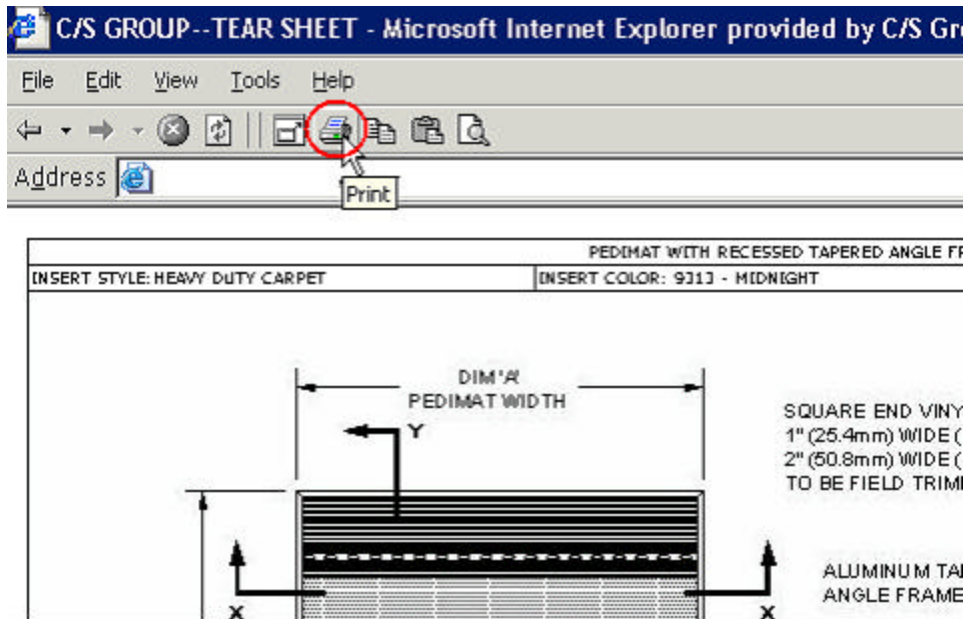

5) Change the Orientation to "**Landscape**" and change all of the Margins to "**0.25**".

6) Click on the button labeled "**PRINTER…**" and pick the printer called "**PDF995 Writer**".
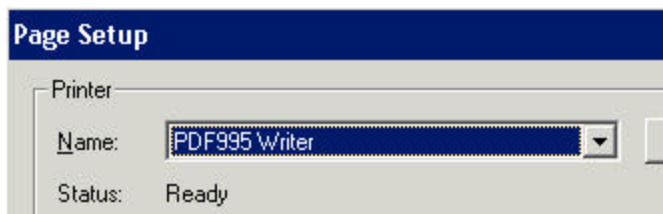
7) Click **OK** two times to close the Printer Selection and Page Setup windows.

8) Next simply click on the printer icon on the Internet Explorer icon bar to create your PDF file.

9) The next window will prompt you to save your new PDF file. You will be pointing at the **C:** on your local computer "**C$ on Client (V:)**". If you have created a special folder on your local C: drive for these types of files then browse to that folder and save the file there, otherwise you can save the file in the root of your local drive.
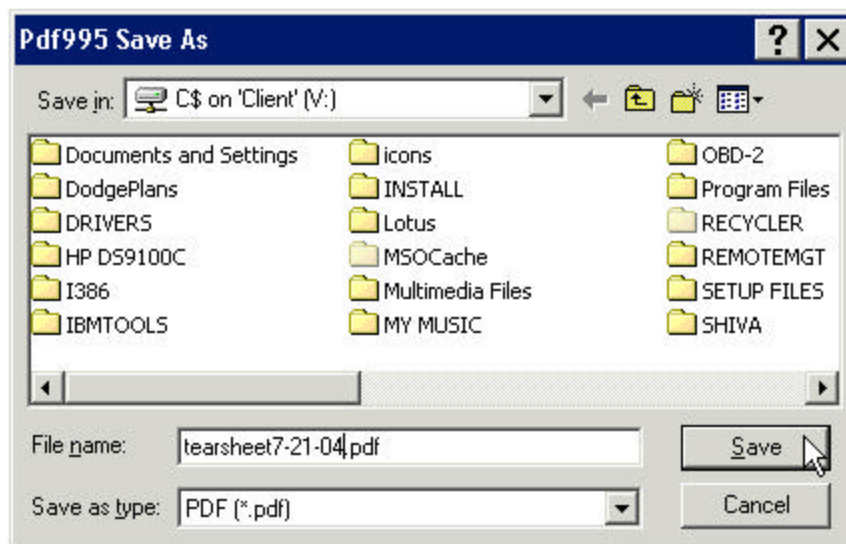
10) Change the file name to something descriptive and click **SAVE.**

11) It will only take a few seconds to create and save the PDF file depending on the size of the tear sheet. Wait until the hourglass disappears before proceeding to the next step.

12) Once the process is complete you can open the newly created PDF file on your local computer.

13) Minimize all of your windows, double click on "My Computer", and click on your C: drive. Another way to view your local files is to click on START > RUN and type "EXPLORER" into the run box.

14) In your **C:** drive you should find your saved PDF file. If you saved it into a sub-folder you will need to navigate to the correct folder.

15) Once you have located your file you can move it to any other folder on your system, print it on your local printer, or e-mail it to anyone else that needs a copy of it. Adobe PDF is a standard format that can be viewed on any PC. The free Adobe Reader for PDF files can be obtained from "http://www.adobe.com". **You must have Acrobat Reader version 5.0 or higher to view the PDF files created from Citrix.**

IMPORTANT – If you receive the "ICA Client File Security" warning message when attempting to save the file please configure as shown in the screen shot below and click OK when finished.