

Adobe Acrobat PDF Writer (5/1/2003)

The single most productivity enhancing software package we have acquired in the past several years is the Adobe Acrobat 5.0 software utility. This software system has virtually eliminated our need to fax reports to our clients. More than that, we are now able to store printed reports in files on disk thereby reducing the paper filing system we formerly had. Reports that are stored in files using this software can be quickly e-mailed to your clients where they may be crisply printed without the typical fax quality degradation and lost pages. Even when we are on the road the entire file system is at our fingertips.

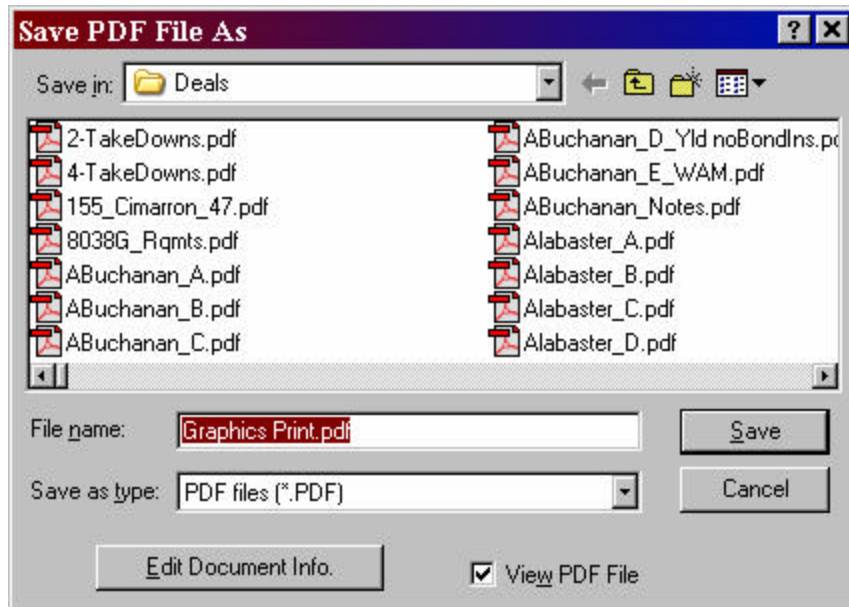
We have made changes to the ERIN/muni system to take full advantage of the Adobe Acrobat PDF Writer system as you will note below.

All of the clients with whom we deal these days have a copy of the Adobe Acrobat Reader which is made available to anyone at no cost. The Reader is ubiquitous – we have yet to find a client who does not have it on his or her P/C. When you send a report file generated with the Adobe Acrobat Writer the chances are excellent that your client will be able to read the file. Furthermore, your clients will appreciate receiving their reports in the Acrobat (.pdf) file format.

While the Reader is free, the Writer is not – the cost is approximately \$210.00. Version 6.0 is to be available soon. We are presently using 5.0 and have been for approximately two years. For us, the cost of the Writer is trivial compared to the productivity gains we have realized.

When you purchase and successfully install the Adobe Acrobat System you will note that you have an additional installed printer called “**Acrobat PDF Writer**”. This is the printer you use from ERIN/muni (or Excel, or Word or ...) when you print a report to an Adobe PDF file (more about this later). Note, for some unexplained reason, version 5.0 of the Adobe System does not install the “Acrobat PDF Writer” when you select the “typical installation” during installation. To insure a proper installation, select the “custom installation” and check the option to install the PDF Writer. When installation is complete check your list of installed printers to insure the “Acrobat PDF Writer” printer has been installed.

As you know, with ERIN/muni you may generate and print reports individually or as a group using the “stack reports” feature selectable from the reports menu. Before you generate a report or “stack” of reports you should check the “View Before Print” check box on the report menu screen (upper left section of the screen). “View Before Print” gives you the option to look at your report(s) before printing, but, more importantly, the “View Before Print” option allows you to select the “Acrobat PDF Writer” printer from the list of your P/C’s installed printers. To generate a file containing your report or “stack” of reports select the “Acrobat PDF Writer” printer then click on the print icon as you normally would to send the report to a printer. At this point the Acrobat Writer System will prompt you for a report file name using the following screen:



On the line labeled “File name:” enter the path and file name for the report file that is to be created to contain the reports you have just generated. Note that the ERIN/muni system provides a default name of “Graphics Print.pdf”. Simply overtype this default with the proper path and name (e.g. C:\ERINWIN\MainStreet.pdf). The single report or “stack” of reports will be stored in the folder/file name you enter. This report file may be e-mailed to a client, viewed and/or printed via the Acrobat “Reader”. Since we have converted to the Adobe Acrobat system we typically do not now print every set of reports we generate. We have organized our file system to contain our ERIN/muni file reports and we can access any set of reports regardless of when they were generated. When we travel we have our entire report file system at our “keyboard fingertips”. Over time, you too can develop a depth of reports reflective of the work you have done for your clients.