



How To:

Send Print Settings to the Cloud

This step by step How To article explains how to send your Print Settings to the Cloud.

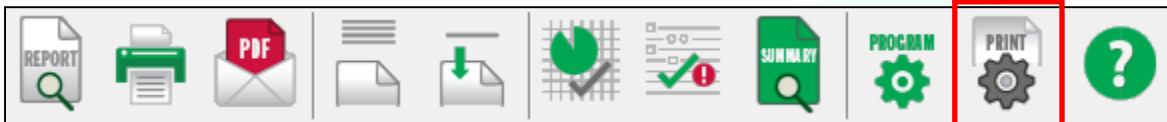
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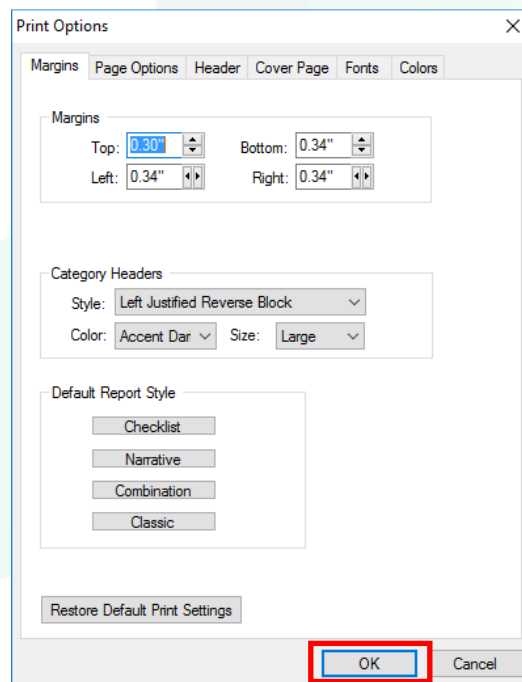
If you are going to create PDFs from the app you will want to send your Print Settings to the cloud. This will ensure that PDFs you create on the App will look the same as the PDFs you create on the PC. This how to will walk you through two ways to send your Print Settings to the cloud from your PC. The first method is from inside a report, and the second is from the Manage Cloud Drive screen.

Inside a Report

1. The first step is to click on the Print Settings icon from the Toolbar.



2. This will bring up the Print Options window.
3. On this screen you can make changes that impact how the reports you create look. Once you have finished making the changes you want, simply click on 'OK'.



4. If you have an internet connection then your Print Settings will automatically be uploaded to your cloud drive. The next time you create a PDF to email from the app it will use the Print Settings you uploaded.

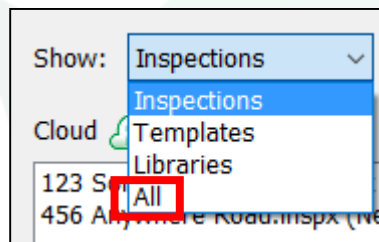
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Manage Cloud Drive

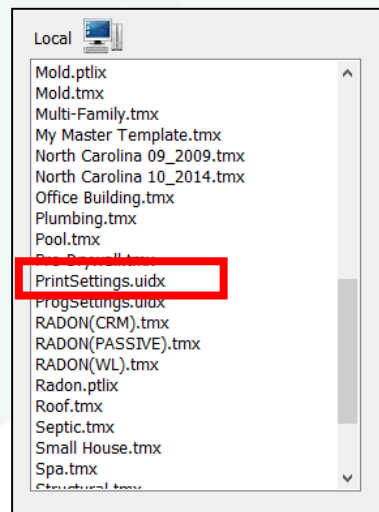
1. First, open the program and click the 'Manage Cloud Drive' tab from the shell.



2. Next, change the selection for 'Show' from 'Inspections' to 'All'.



3. Under 'Local', click on PrintSettings.uidx to highlight it.



4. Once you have selected 'PrintSettings.uidx', click the top arrow in the middle (the one pointing towards the files on your cloud) to send your settings to your cloud drive.

