

# Print to PDF

## Quick Reference Guide

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### Introduction

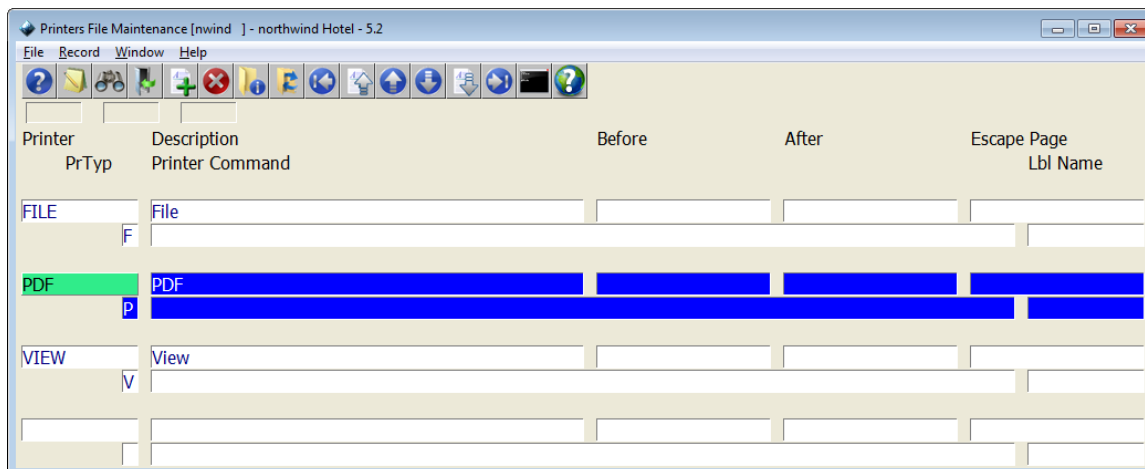
Maestro has the ability to print/save Notepad based reports into a PDF file format. This feature is available in 5.2.124 and up. The document will guide the user in the setup and usage of this feature.

It is assumed that users:

- Are familiar with the Maestro User Interface
- Has access to Maestro's Global Maintenance Module

### Setup

To set up Maestro to be able to print reports in a PDF format, begin in Global Maintenance. Go to **System | Printers File Maintenance**



The following values have to be entered on the screen:

- Printer: PDF
- Description: PDF
- PrType: P

### Printing Reports

Within the INI file, go to the private\_directory label to find the folder. Once reports are saved as PDFs, they will be stored in this location. This path should not be changed without speaking to Management/IT or Maestro Support

```

live - Notepad
File Edit Format View Help
[rem_cipher_key]
00000000

*** ADVANCED ***

[common_lock_file]
"T:\data\live\lock.bin"

[private_directory],
"T:\private"

[other_reports_dir]
"T:\reports"

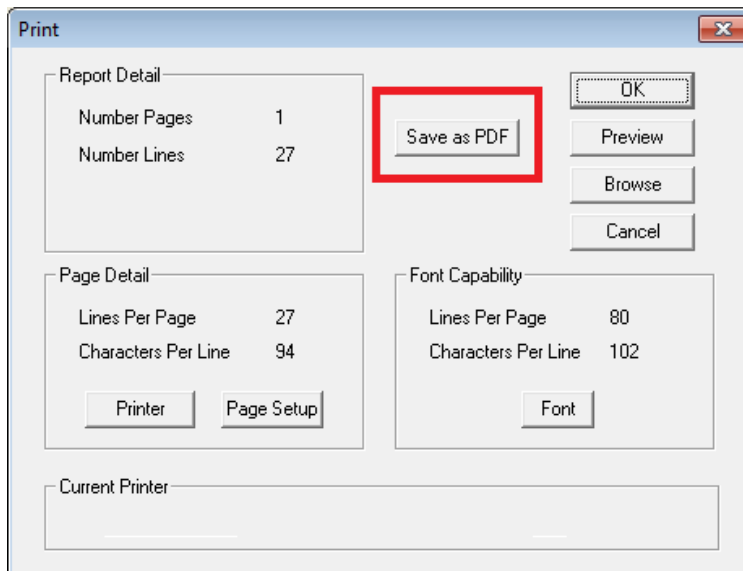
[sba_sort_prefix]
"T:\private\s"

[sba_sort_buf]
2048000

[rem_data_source_convert]

```

When printing a Maestro report that is Notepad based, there will be a new option on the Print screen. Therefore, instead pressing OK or Preview, the user will select Save as PDF.



Once the Save as PDF button is pushed, Maestro will return the user to the report screen, without indication that the report was saved. To view the saved file, go to the folder location that was listed under the private\_directory label.

The format of the file will save as: Clerk ID\_date/time

nm_201404240830	24/04/2014 8:18 AM	Adobe Acrobat D...	7 KB
nwind_201405301508	30/05/2014 2:55 PM	Adobe Acrobat D...	4 KB
nwind_201405301509	30/05/2014 2:56 PM	Adobe Acrobat D...	4 KB
nwind_201406231618	23/06/2014 4:04 PM	Adobe Acrobat D...	4 KB
nwind_201406231647	23/06/2014 4:33 PM	Adobe Acrobat D...	9 KB
pat_201406250908	25/06/2014 8:54 AM	Adobe Acrobat D...	3 KB
pat_nwh_fdmgdashrp_201404281535	28/04/2014 3:23 PM	Adobe Acrobat D...	14 KB
pat_nwh_fdmgdashrp_201404291030	29/04/2014 10:18	Adobe Acrobat D...	14 KB



Double click or press enter to view the report to open/view the saved PDF report.

**NOTE:** Although Adobe Reader is not necessary on the workstation to save the reports as a PDF, it is required to open the saved PDF reports.

maest\_201406251547.pdf - Adobe Reader  
 File Edit View Window Help  
 06/25/2014 04:47pm FD5810 Maestro Mountain Lodge Page 1  
 Arriving and Reserved Guests Report

Selection Criteria:  
 Arrival From : 06/25/2014  
 Arrival To : 06/25/2014  
 Guest Type :  
 Tour Operator:  
 Status: RESERVED \*\* = WAITLIST INVENTORY NOT RESERVED  
 Sort By Name?: Y

WL Bld Room#	Rm Type	Guest Name	Res#	Arrival	Departure	Rt Type	Amount	Curr	Guar	AD	BABIES	OTHER
ONE	QN	Carter, Robert	32927	06/25/2014	06/27/2014	RACK	178.00				1	
Total Res# For:			1								1	
Total Res# For: Group Guest			1								1	
Guest Type: Leisure Guest												
Sub Guest Type:												
NMR	BLUM	Darkholme, Raven	32962	06/25/2014	06/28/2014	AAA	162.00				1	
NMR	DOUBLE	Fuller, Gina	33020	06/25/2014	06/28/2014	RACK	178.00				1	
NMR	RM	Hamilton, Judy	33017	06/25/2014	06/28/2014	RACK	178.00				1	
NMR	DOUBLE	Kent, Clark	32956	06/25/2014	06/28/2014	AAA	162.00				1	
NMR	SINGLE	Liu, Patrick	33009	06/25/2014	06/26/2014	AAA	162.00				1	
ONE	DBL	Longstreet, James	32967	06/25/2014	06/27/2014	RACK	178.00				1	
NMR	SINGLE	Reese, Rebecca	33018	06/25/2014	06/28/2014	AAA	162.00				1	
		Smith, Aaron	33032	06/25/2014	06/27/2014							
NMR	BLUM	Young, Gina	33016	06/25/2014	06/26/2014	NORTH	99.00				1	