## Microsolve creating reports (including PRCs) for the WEB in PDF Format

This procedure will create separate pdf files, one for each record in your database. The HTML file will show a list of parcel ids and when you click on one of the parcel ids it will open the appropriate pdf file for that record.

1. Download and install PDF Creator by PDF forge. It is free and as some features required to make this procedure work, especially the Autosave feature.

- 2. Create the folder PDFWEB under Microsolve.
- 3. Create the file PDFWEB.NEM in the MSOL folder.

4. Setup the options in PDF Creator with autosave. Autosave on, PDF format, filename as: as NEMRC<Counter> into the folder PDFWEB under MSOL.

5. In CAMA Simply run any report to the PDF Creator Printer.

6. When complete the <u>PDF</u> creator will tell you the name of HTML file that has all the links to the <u>PDF</u> files listed by Parcel ID.

7.= Once the file is created you need to give the pdfweb folder to your web designer. They will have to put the information in a place that can be accessed from your website.

For more assistance please call NEMRC 800 387 1110