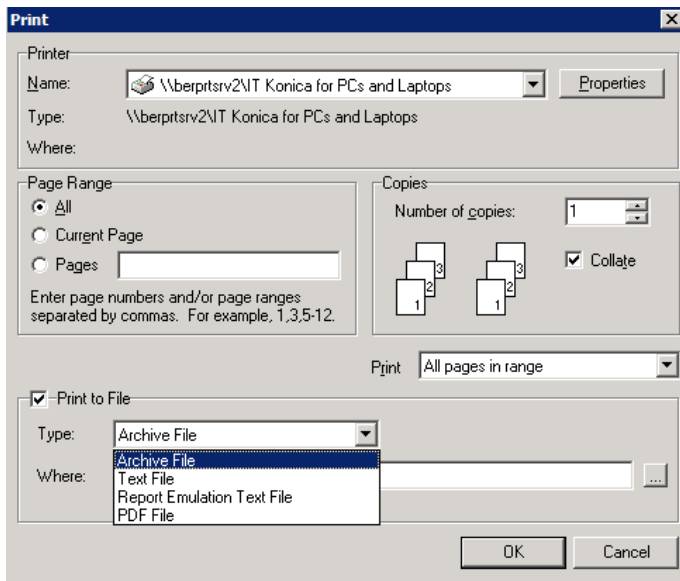# Bertline Reports Print to File Formats

When you print a custom report if you choose to print to file you have a few options for the format as shown below.


- **Archive File** may not show up and is for use with report builder, so is not of much interest
- **Text File** is the one to use if you want to print to a delimited or fixed width file but requires that the report has been set up to support it. It the report has not been set up for it then you will get an empty file, but do not worry the next section talks you through how to change a report for use with this option. Setting this up does not stop the use of any of the other print options.
- **Report Emulation Text File** tries to approximate the layout of the report as you see it on screen, but in plain text so the alignment of different elements within the report may not be exact.
- **PDF** replicates what you see on screen, but in Adobe PDF format.

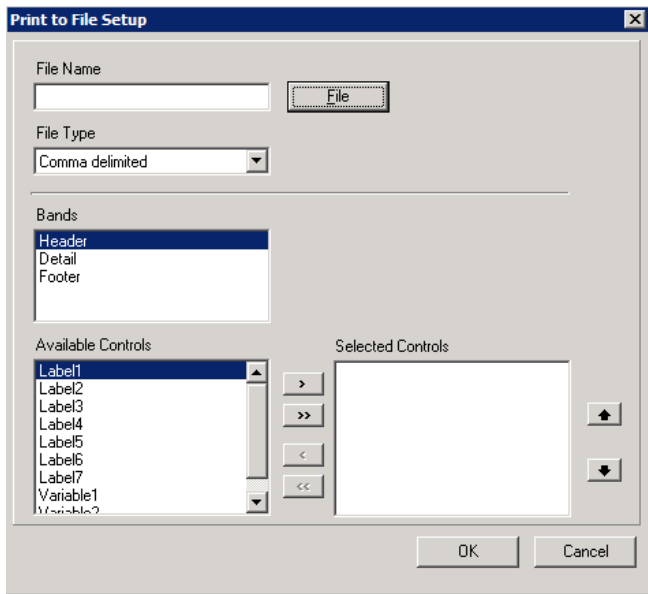# Updating Reports to Print to Delimited/Fixed Width File

First find and select the report in Custom Reports tab within the Reports section of Bertline.
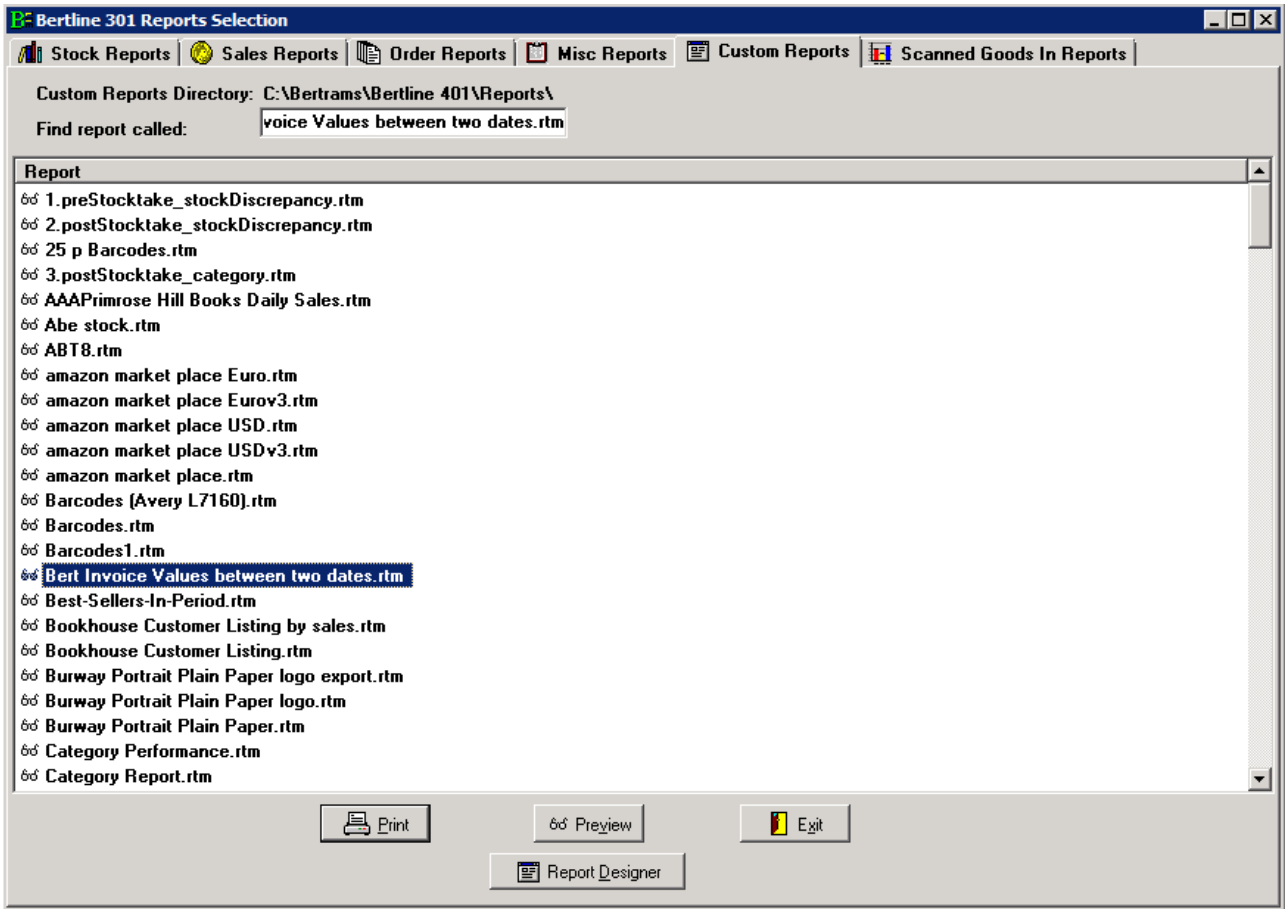
Now click the Report Designer button. This will take you to a screen that looks like the below:
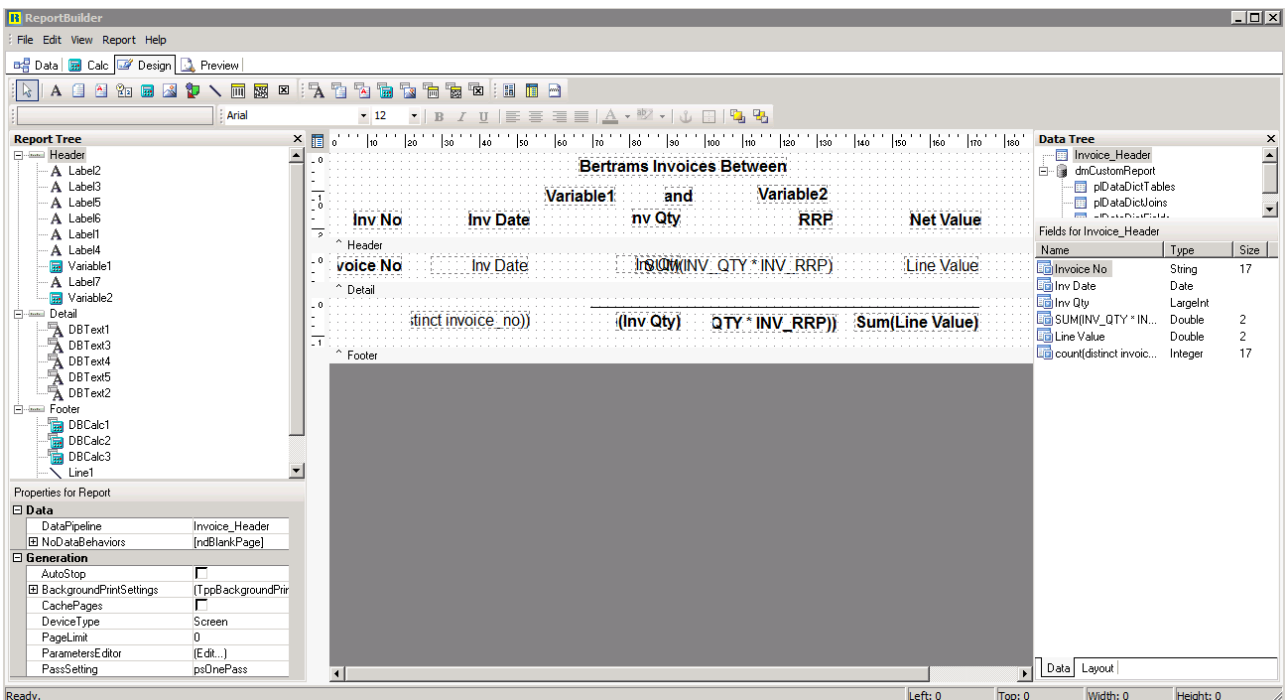
Now click on the File menu then Print to File Setup… which will display the below screen.


If your report has groupings, summaries etc then there might be additional bands listed.

You can fill in a filename if you want – this will be the default filename used when you print to file but can be changed in the print dialog when you print.

Then select what file type you want. The options are Comma delimited, Tab delimited or Fixed width.

Next select each of the bands you want in the output file in turn and select the fields from that band that you want to output. If the report designer has done a good job they will have named the fields so you can tell when they all are, but they might just have their default names. In this case if you do not want all fields output you might have to look at the report designer screen (the one you first got to after clicking the report designer button) to work out which field is which.

Example with default names:
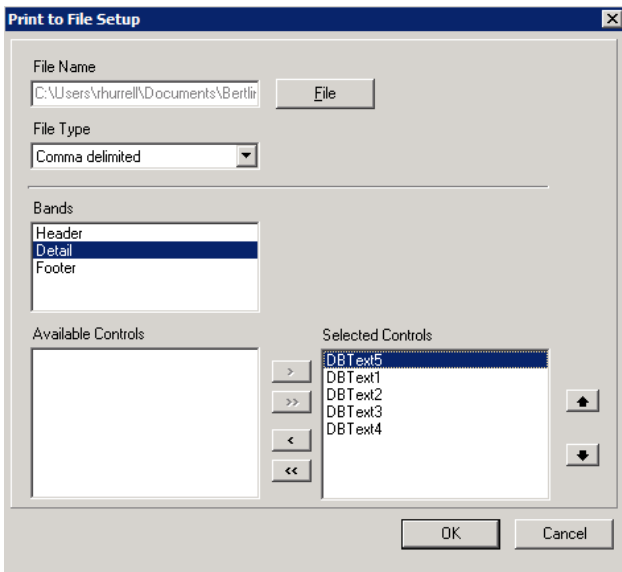

Example with helpful names:
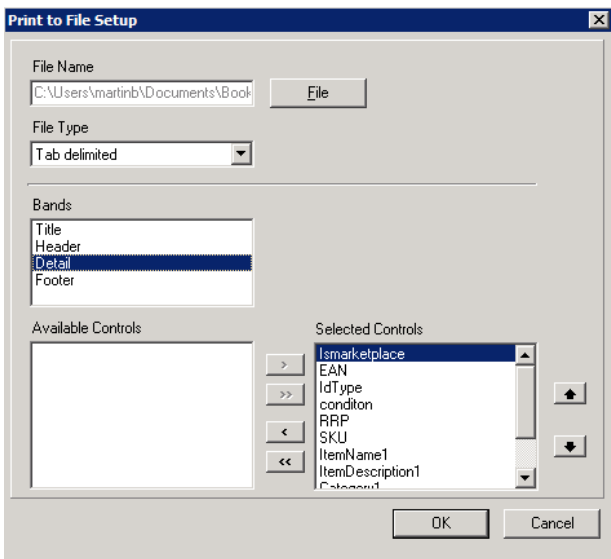
You are not required to put out any fields for any given band but you must select at least one field in one band to have anything in the file.

For example, you might just need the rows of data without the labels/headings in which case you can just select fields in the Detail band.

You can change the order of the fields (within the band) in the output using the up and down arrows on the right had side.

Once you have finished click OK.

Then click the File menu Save, or "Save as" if you want to keep the original report too, to save your changes else you will have to redo them.
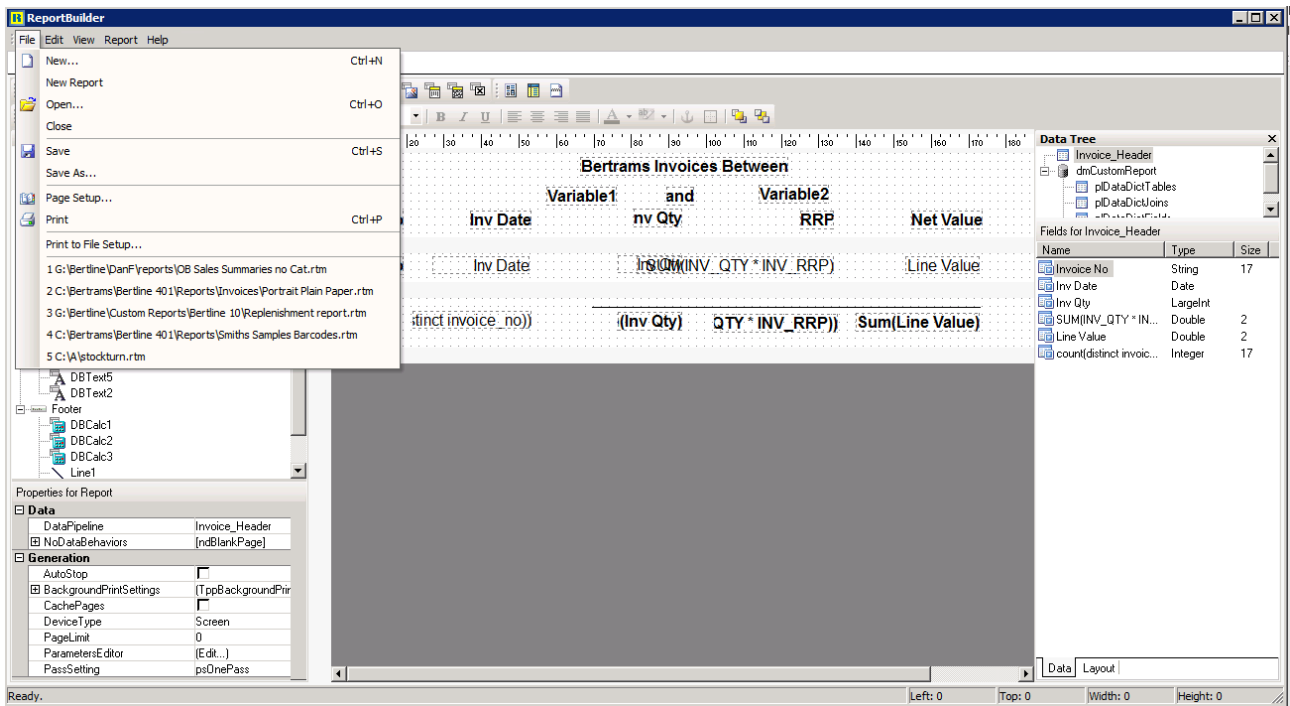
The report is now ready to use so you can exit the report designer.