Saving PDFs

If you'd like to save some information that is not available in a report, you might just save the page as a PDF document to retain a copy on your computer. You'll do this through your browser's print feature, but don't worry, there is no printer required. In our example below, we saved a PDF version of our Farm Map to email to our organic certifier to show our buffer zones - or maybe to share with some friends to show them how cool it is! This is kind of like taking a screenshot, but you'll end up with a PDF instead of an image file.

To do this, just right click on the page, and select Print. The important part is to have the destination set to "Save as PDF", and not your actual printer. Click Save and then choose where to save the file. That's it; it's that easy!