# Use PrimoPDF To Print Jobs That Include Attached External Documents (PowerDB Version 10.5.1 or later)

## Overview

PrimoPDF software is a free download used for creating PDF documents from any other type of Windows document.  PrimoPDF installs as a virtual printer driver on the PC.

Version 10.5.1 of PowerDB introduced a feature that allows printing of external documents at the end of the job report.  This document provides the recommended steps for setting up PrimoPDF and for printing jobs with external documents.

All versions of PowerDB prior to Version 10.5.1 can use PrimoPDF.  The same steps can be used with all prior versions with the exception that external documents cannot be included in the job report.

Notes:
- Only PDF documents attached inside a job can be printed with the job report.  Other files types are not supported.
- External documents printed with the job will print after all the other selected report sections and will appear at the end of the resulting PDF document.

## Installing PrimoPDF:
1. Install PrimoPDF: available at http://www.primopdf.com/

## Altering PrimoPDF settings:
1. Run the file: "PrimoPDF Settings".
2. In the dropdown menu "Post Process", select "Do Nothing".
3. Click the "Options" button in the lower left corner to see more options.
4. In the Tree in the left window, expand the node "Creation".
5. Select the branch within the Tree "Saving PDF".
6. In the right window, select "Append to existing" for "If PDF exists:" dropdown menu.
7. In the right window, un-check the check box for "Ask before appending or overwriting document".
8. Click the "OK" button towards the lower right corner.
9. Click the "Save Settings" button near the lower center of the window.
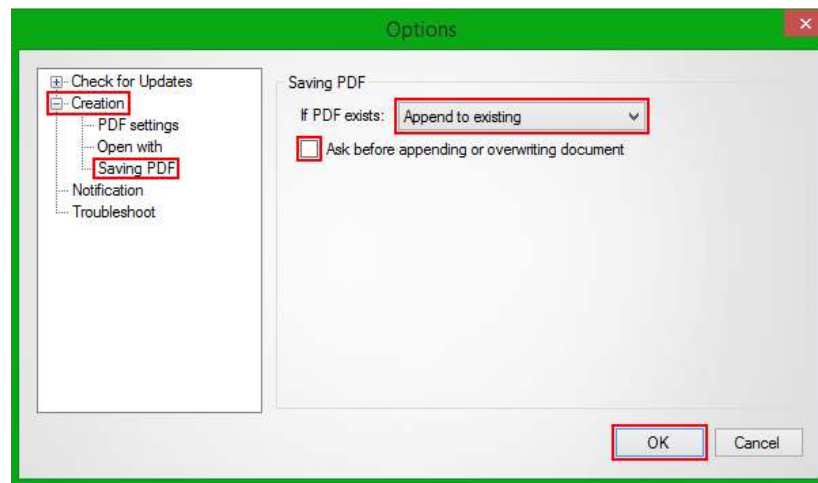
To print PowerDB jobs without external documents:

1. Ensure that PrimoPDF is not currently running.
2. Right click the job that contains the results to be printed.
3. Select "Print Job Results" in the right click menu.
4. Choose the desired options. (If selecting "Print External Docs", see below)
5. Click the "Save & Print" button.
6. Choose final options, then click the "OK" button.
7. On Print dialog that appears, select PrimoPDF in "Name" dropdown field.
8. Click the "OK" button.
9. A Progress bar will appear near the lower edge of PowerDB to indicate the progress of the printing.
10. A PrimoPDF window should appear, either in front of PowerDB or elsewhere on the task bar.
11. Click the "Create PDF" button near the lower center of the window.
12. In the newly prompted "Save As" window, select an appropriate location and File name for the PDF.
13. Click the "Save" button.
14. The PrimoPDF window should close and the PDF be printed to the selected location.
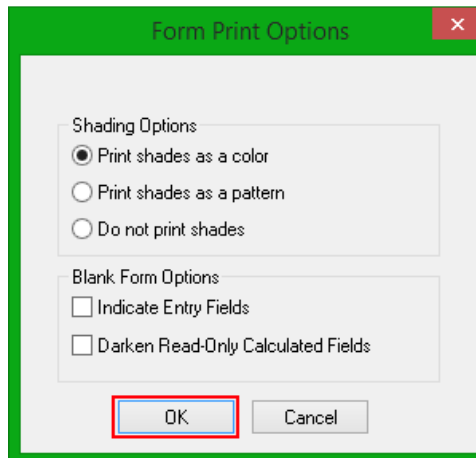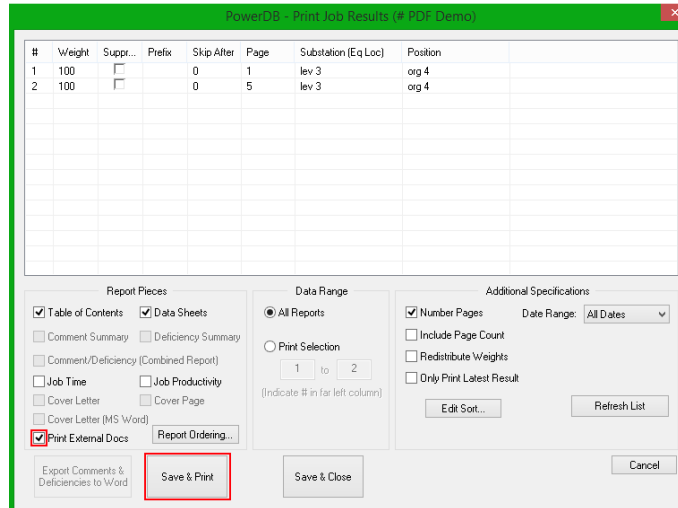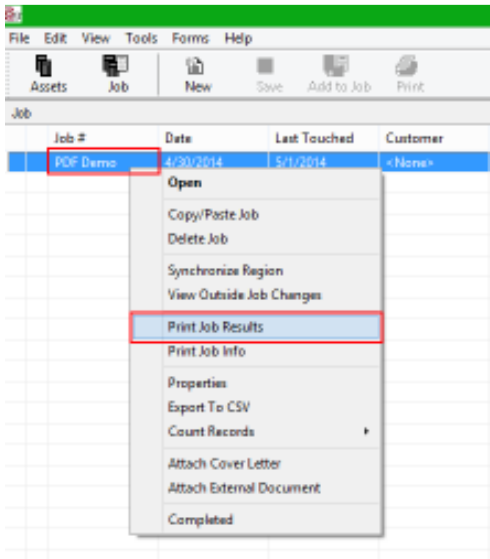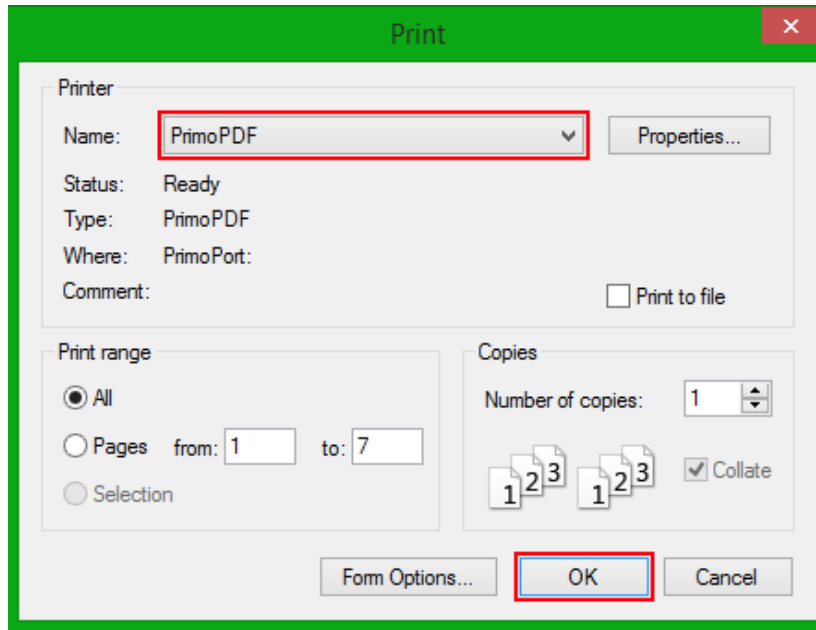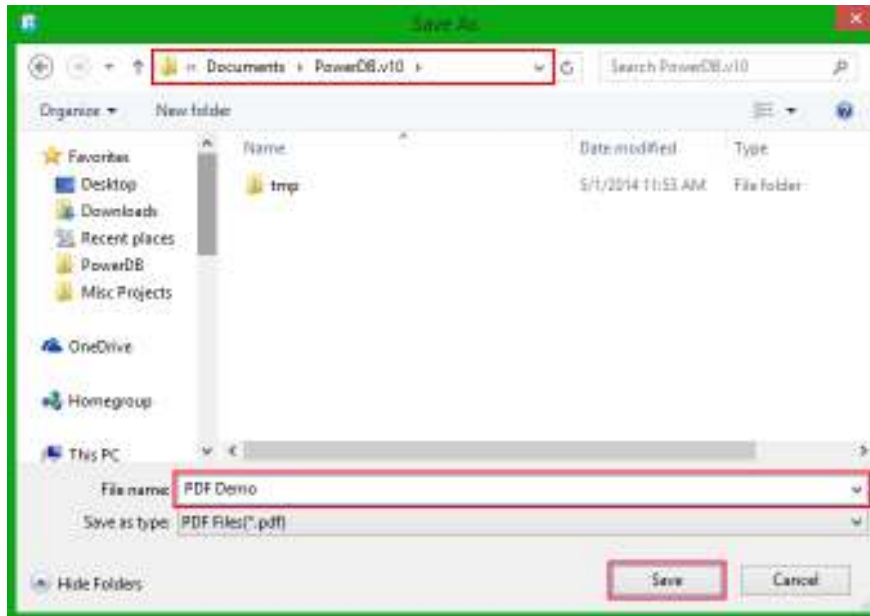
## To print jobs which include external documents:

1. Follow steps 1 through 6 of "When running PowerDB".
2. After clicking the "OK" button, PDFs of the external documents should open and close (usually fairly quickly). This is normal.
3. After all external documents have opened and closed, an empty PDF viewer window should be active. (This may differ based on PDF viewers installed) Ensure that all external documents are closed.
4. A PrimoPDF window should appear, either in front of PowerDB or elsewhere on the task bar.
5. Click the "Create PDF" button near the lower center of the window.
6. In the newly prompted "Save As" window, select an appropriate location and File name for the PDF.
7. Click the "Save" button.
8. For each external document within the printed job, repeat steps 5 through 7, using the same File name.
    a. If the "Ask before appending or overwriting document" option was not deselected during the "Altering PrimoPDF settings" steps, an additional prompt will occur asking whether to Append, Overwrite, or Cancel. Select Append.
9. The PrimoPDF window should close and the PDF be printed to the selected location.

Note: If the PDF is incomplete (missing external documents or job results), re-check the settings of PrimoPDF. To fix this, repeat the "Altering PrimoPDF settings" steps, opting to check the check box for "Ask before appending or overwriting document" during step 7 in "Altering PrimoPDF settings". Then repeat the "If printing external documents" steps, taking care to also perform step 8a.