# PRINTING / SAVING FROM CITRIX

1. Once you have generated a Report or opened a PDF, you will find some basic commands at the bottom of the window

2. Here are some basic commands you will find on the printable document/report's floating tool bar:
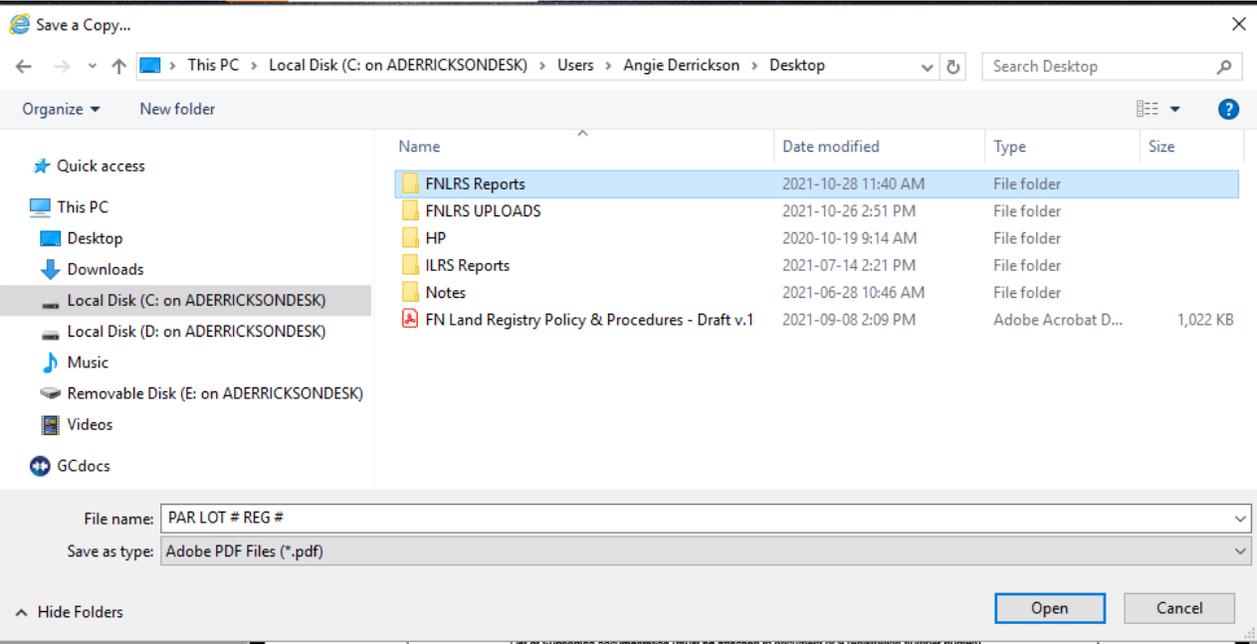

a) **Save a copy**: click this to save the report to a specific location on your computer.

b) **Print file:** click this button and your default printer will be chosen as the printer where the report will be printed. If necessary, specify the printer where you wish to print report.

c) **Show previous page/Show next page arrows:** click the up and down arrows to navigate the report one page at a time".

d) **Page Numbers:** enter a page number in the field provided and click [Enter] to go directly to that page in the report.

e) **Zoom out /Zoom in:** click the plus or minus icons to increase/decrease the magnification of the page.

f) **Show Adobe Reader toolbar:** click the Adobe symbol to hide the floating toolbar and to display the main menu toolbar in Adobe.

3. Select SAVE a copy of the document, a "Citrix Workspace – Security Warning" pop up menu may appear, click "Permit all access" this will load your Local Disk Drives.
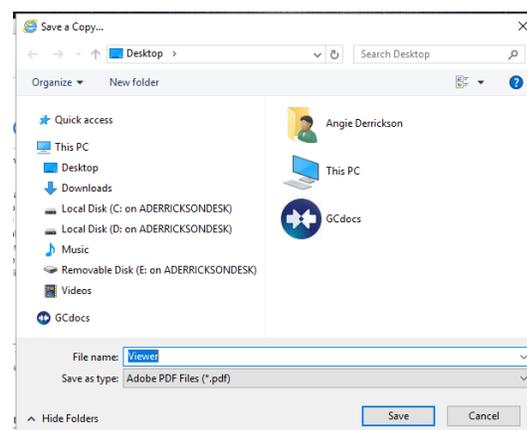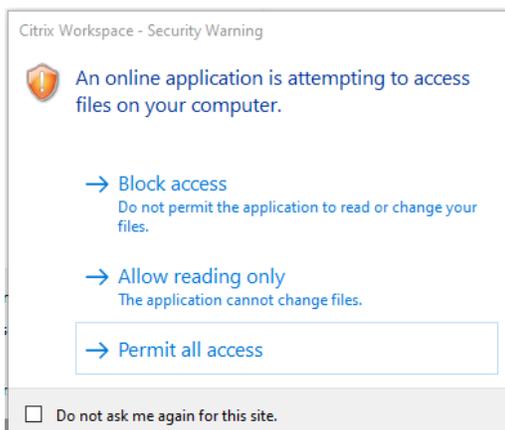
4. Once you have access to your Local Disk Drive, you can navigate between the Citrix Workspace App and your Desktop Files (C:/User/Name/Desktop/…) or USB Removable Disk Files (E:/…) then name and save your file for retrieval and printing on your local printer. See Desktop and USB navigation samples below:

Example: **Save to Desktop**, suggest that you can create an "FNLRS" folder to organize these files

Example: **Save to USB**