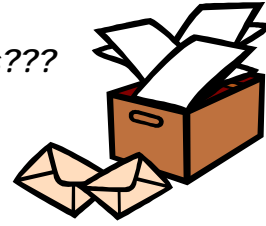

Marlatt Consulting

Ummmm....what did I do with those year-end reports???

When your accountant asks for year-end reports, do you scramble to find them? Are they already boxed up? Have they been sent to off-site storage? Or did you avoid printing some reports entirely because they are thousands of pages long?



Here is a convenient and practical tip that we would like to pass along.

Print your reports to a .pdf file instead of to paper! It's that simple.

You're probably familiar with the free program Adobe Reader, which allows you to view and print .pdf files. A related product, Adobe Acrobat (estimated price \$249.00), allows you to create your own .pdf files by selecting "Acrobat PDF Writer" from your printer options. Adobe Acrobat works well with most applications, including accounting software.

Go to <http://www.adobe.com/products/acrobat/main.html> for more information or to purchase.

We find this a great procedure for all our Period End Processing reports (even that entire G/L Detailed Report at month end!). We can store an entire year's worth of reports in a folder, and then copy them to a CD at year-end.

A few benefits are:

- PDF files will look and print just as they would if the reports were printed to a printer, and can be printed again and again if needed (not all accounting reports can be reprinted).
- PDF files don't take up a lot of hard disk space, *and won't take up any in your filing cabinet.*
- PDF files can be easily moved or organized into folders, and you can store all your .pdf files for a project, month, or year in one folder or on a diskette or CD.
- PDF files are easily emailed, so you can send them to your accountant easily.
- PDF files cannot contain viruses.

**If you have any questions regarding the above information,
call Marlatt Consulting for assistance.**