Campaign Finance Reporter Technical Bulletin

Print Reports to PDF

It may be beneficial for some users to keep a record of a report in electronic format. The most common format used for maintaining an electronic document is PDF, or Portable Document Format. This bulletin details how one can create an electronic report file using Campaign Finance Reporter.

Note: You will need to have a printer driver installed that allows you to print directly to PDF or another file format

Set the default printer
1. Open the Windows 'Printers' window (Located in Control Panel)
2. Right click the printer/driver that prints to file
3. Click 'Set as default printer'

Generate the report
1. Go to Reports > Board Reports
2. Choose the Report Period
3. Check the box next to each schedule that you would like save (e.g. A1 – Contributions Received)
4. Click 'Print'
5. You will be prompted to save each section of the report as an individual file.

   - Alternatively you can click 'Print Preview' instead of 'Print', which allows one to choose which sections of each schedule/report to print, rather than printing all sections.

Campaign Finance Reporter prints each section of a report individually. For easier maintenance, one may wish to form one file out of all the individual files. In order to compile all the files, you must use software that will allow merging of electronic documents. The full version of Adobe Acrobat is an example. The Campaign Finance and Public Disclosure Board does not distribute such software.

For questions or additional assistance, or to suggest improvements to this bulletin, call Jon Glass at 651-282-6893 or 800-657-3889, or email at jon.glass@state.mn.us.