

## Printing Invoices and Reports from Internet Explorer, Mozilla Firefox, and Google Chrome using Adobe Acrobat

**Note: Your version of these Internet browsers may vary. If these instructions don't help you, please contact your IT department for further assistance.**

### Printing Invoices from Microsoft Internet Explorer®

To print an invoice from Microsoft Internet Explorer:

1. Click the drop down arrow next to the **Select a format** field.
2. Select **Acrobat (PDF) file** from the drop down menu.

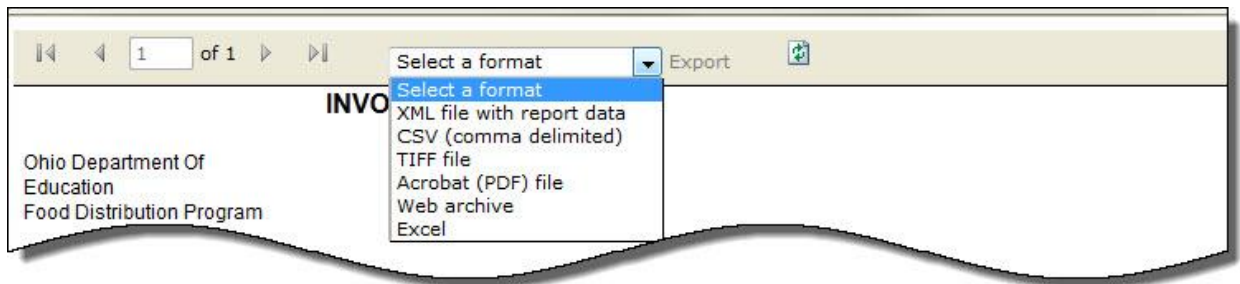


Figure 1. Pop-up Format Options menu.

3. Click the blue **Export** link. Windows displays the Opening FDP Invoice.pdf window.

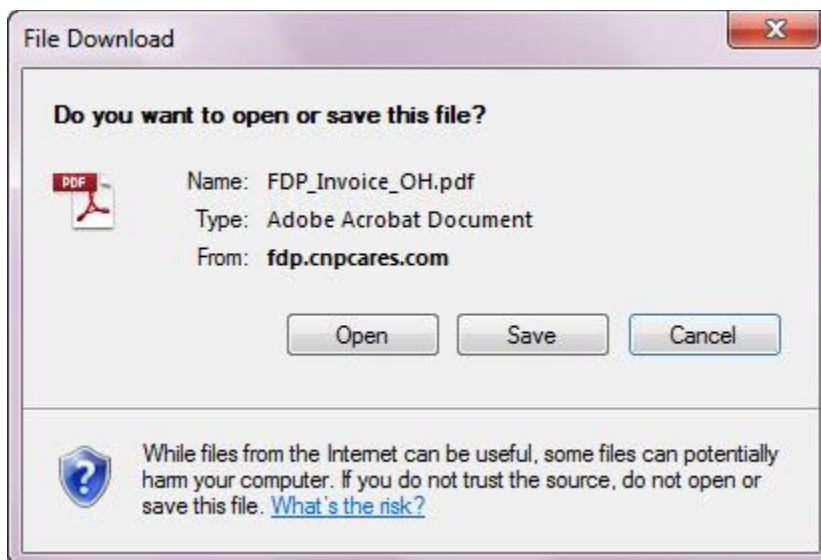


Figure 2. Opening FDP Invoice PDF window

4. Click **Open**. The invoice is displayed in the Adobe Acrobat window.
5. Click the print button to print the invoice to a printer attached to your computer or on your computer network.

## Printing an Invoice from Mozilla Firefox

1. To print an invoice from Mozilla Firefox:
2. Click the drop down arrow next to the **Select a format** field.

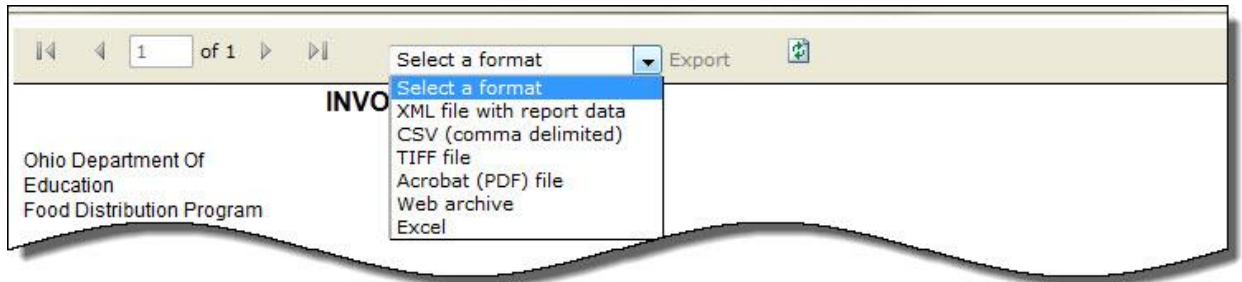


Figure 3. Pop-up Format Options menu.

3. Select **Acrobat (PDF) file** from the drop down menu.
4. Click the blue **Export** link. Windows displays the Opening FDP Invoice.pdf window.

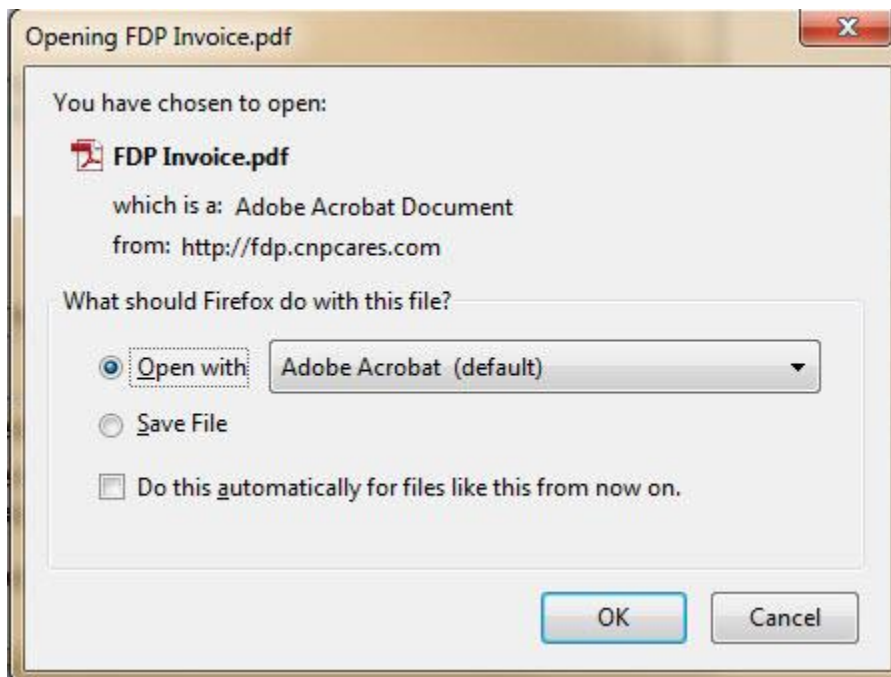


Figure 4. Opening FDP Invoice.pdf window.

5. Verify that the **Open with Adobe Acrobat (default)** radio button is clicked.
6. Click the **OK** button. The invoice is displayed in the Adobe Acrobat window.
7. Click the print button to print the invoice to a printer attached to your computer or on your computer network.

## Printing Invoices from a Google Chrome Browser

To print an invoice from a Google Chrome browser:

1. Click the drop down arrow next to the **Select a format** field.
2. Select **Acrobat (PDF) file** from the drop down menu.
3. Click the blue **Export** link. Google Chrome displays options for the PDF file at the bottom of the browser screen.

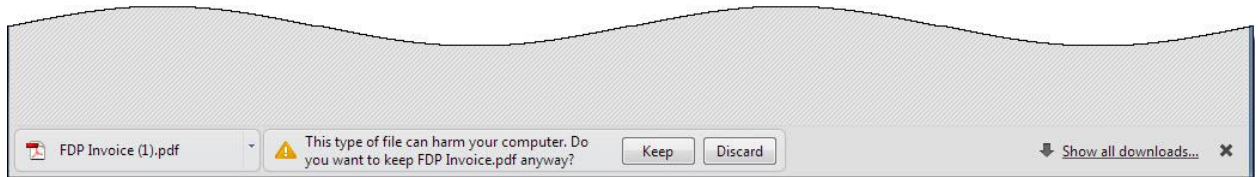


Figure 5. Google Chrome PDF Download options

4. Click the drop down arrow next to the **FDP Invoice(1).pdf** option.  
**Note: If there is no FDP Invoice(1).pdf option, click the Keep button next to the message, “This type of file can harm your computer. Do you want to keep FDP Invoice.pdf anyway?” Adobe displays the FDP Invoice(1).pdf option for you to click.**
5. Click the **Open** option. Google Chrome displays the Downloads page.

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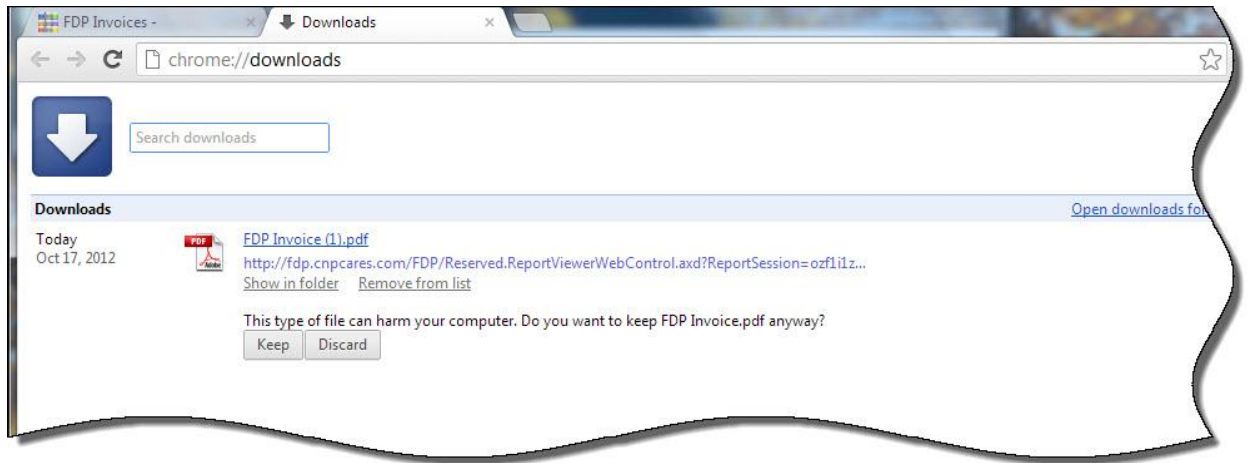


Figure 6. Google Chrome PDF Download options

6. Click the **FDP Invoice (1).pdf** link. The invoice is displayed in the Adobe Acrobat window.
7. Click the print button to print the invoice to a printer attached to your computer or on your computer network.