

# How do I save a report or graph?

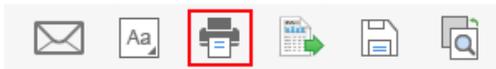
When you save a report or graph, Quicken adds it to the My Saved Reports list in the Reports & Graphs window so that you can easily recall (find and display) it again. When you recall a saved report or graph, you're really recalling the report or graph definition, including all the settings and sort criteria that you've specified.

1. [Display](#) the report or graph you want to save.
2. Click **Save Report**.
3. In the **Report** name field, enter a name for the report or graph.
4. In the **Description** field, enter a description for the report or graph. (Optional)
5. In the **Save** in field, select the folder where you want to save the report, or select **None** to save the report at the same level as the report folders. If you want to create a new folder, click **Create Folder**.
6. If you want to save the [report history](#), select the **Save report history** check box. (Optional)
7. Click **OK**.

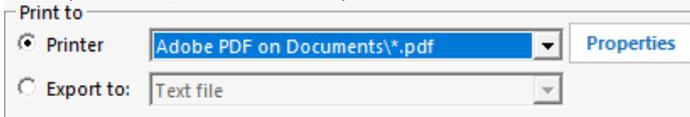
## Frequently asked questions

- **How do I save the report outside of Quicken so I can store it or share it?**

The best way to save a copy of a report for use outside of Quicken is to print the report as a PDF. To do this, use **Ctrl + P** or click the printer icon.



On the print screen, be sure to select .pdf.



- **How do I rerun a report I have saved?**

To [rerun the saved report](#), click the link in the My Saved Reports list in the Reports & Graphs Center.

- **What if I change the settings for a saved report?**

If you change the settings for a saved report or graph, you can resave it with the same title, or you can give the altered report or graph a new title and save it again. If you don't resave a report or graph after you've changed its definition, it retains the original definition.

- **Can I organize my saved reports?**

Yes. As you add more saved reports, if you need to [reorganize the folders in the My Saved Reports list](#), it's easy to do.

- **Can I get one-click access to the reports I use the most?**

Yes. You can [customize the Quicken Toolbar](#) for one-click access to your most frequently used reports.