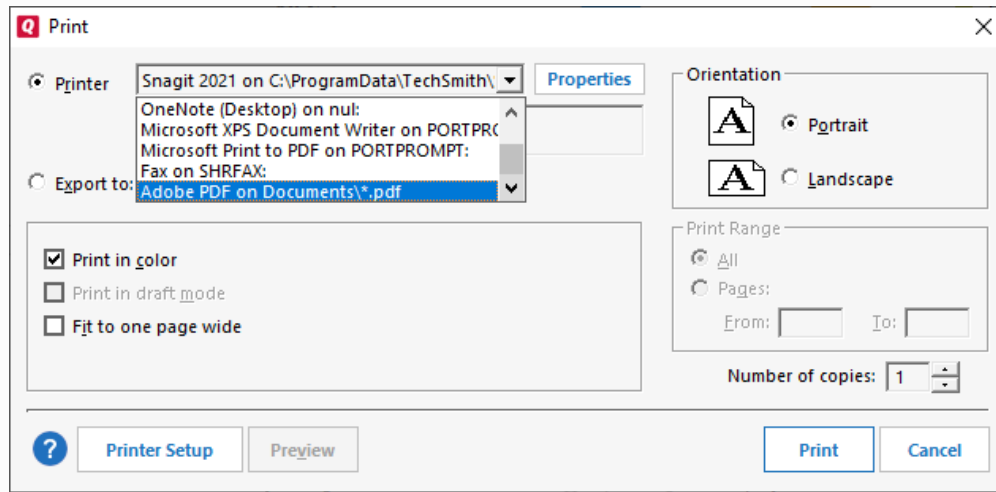# Printing in Quicken

(i) **The basics**

You can print most pages in Quicken simply by pressing **CTRL + P** or by looking at your print options on the **File** menu. If you want to create a **PDF**, select **Adobe PDF** from the printer option in your print dialog. (See image)

You can print many types of documents to paper or **PDF** in Quicken, including lists, reports and graphs, transactions from a register (or a transaction list), budgets, forms, and planner pages. You can also print checks (**Cheques** in Canada), cash flow forecasts, savings goals, and envelopes from the Address Book to paper. Sometimes printing to paper or PDF isn't sufficient. You may want to open a report in a word processing program to further adjust the appearance, or in a spreadsheet program to deliver it to your financial advisor. To do so, you can print to a file, and then see the documentation for the program you want to use for additional instructions.

1. Display the information you want to print.
2. Select the appropriate option:
   - To print a report, budget, or form (only in **Quicken Business & Personal**), click **Print**.
   - To print a check, register, transaction list, account, or **Spending Plan**, choose **File** menu > **Print**. (The exact wording of the menu item changes according to what you want to print. For example, if you want to print a check, you'll choose **File** menu > **Print Checks**.)
3. Select any options that you want to use; for example, you can select the font or the orientation of the document.
   - **Which documents will my changes apply to?**
     The changes you make in this dialog only apply to this document.
   - **Can I make global changes to my default print settings?**

     Yes. To modify global print settings, choose File menu > Printer Setup, then select the object you're preparing to print (Reports/Graphs or Checks or Invoices). Quicken displays the printer setup dialog for reports and graphs or checks or invoices (only in **Quicken Business & Personal**).

     The settings you select for reports also apply to budgets, registers, transaction lists, and other lists.
4. Click **OK** to print.
5. If you're printing to a PDF, enter a name for the PDF when Quicken requests this information, navigate to where you want to save the PDF, and click Save.
   - **What Quicken items can I print in PDF format?**

     You can print lists, reports and graphs, transactions from a register (or a transaction list), budgets, forms, and planner pages to PDF. If you have purchased **Quicken Business & Personal**, you can also print forms (estimates, invoices, credits) to PDF. You must print checks, cash flow forecasts, savings goals, and envelopes from the **Address Book** to paper.

Some objects you print in Quicken have special requirements.
When you create a report with a corresponding graph, you have the option to include both the report and graph on the same page, or to include just the report or just the graph. Quicken prints whatever appears on-screen by default, but you can add or remove objects from the printed document by selecting or clicking to clear the **Graph and Report** check box options in the **Print** dialog.
To print a report to a file instead of a piece of paper, in the **Print** dialog, simply select the type of file you want to print to, and click **OK**:

- ASCII Disk File is a good option if you want to edit the file with a word processor. Most word processors accept ASCII files. In the dialog where you name the file, you can specify the number of lines per page and the number of characters wide. If you set the number of lines per page to 0, Quicken prints the report as if it were on one long page.
- Tab-delimited Disk File is Excel compatible.
- .PRN Disk File is 123 compatible.

The print settings you apply to reports and graphs also apply to budgets.

You can customize the budget reports or graphs to keep categories that you haven't budgeted for from printing. After you create the budget report or graph, click **Customize**. Then click the **Advanced** tab, and in the **Categories list,** select **Budgeted Only.**

You can print transactions from any of Quicken's registers or transaction lists. When you do this, enter a title for the report and specify the range of dates you want to include.

For the transactions in a register (but not a transaction list), you can also select **Print Split Transactions** to include category, memo, and amount information from split lines. (If you're in an invoice/receivables register, you'll notice that the split line items show as **Form** on your screen as well as in the **PDF** report.)

Keep in mind that transactions print in the same order that they appear in the register. If you want your transactions to appear in another order, change the sort order of the register before printing.
Click the link for the object you want more information about:

- Print a check
- Print an envelope from the Address Book
- Print a form (only in **Quicken Business & Personal**)

ⓘ **Note for our Canadian Customers**

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"
Canada: "Colour" / United States: "Color"
Canada: "Centre" / United States: "Center"
Canada: "Realise" / United States: "Realize"
Canada: "Behaviour" / United States: "Behavior"
Canada: "Analyse" / United States: "Analyze"

Additional articles about printing

- Printing a form in Quicken
- Printing a form layout in Quicken
- Printing a tabbed center in Quicken
- Printing checks in Quicken
- Printing from the Quicken Address Book
- Selecting print options in Quicken