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VBA Code: Public Function Report_Export() 'Creating two filename variables so they are easier to reference and modify in the future if necessary. You can't output a Pamela from Fort Worth TX (a Silver Member) asks, "My secretary needs to export my customer balance report each month to a PDF file so she can email it to co Greetings, I have several Access reports that I regularly export to individual PDF flat files on a server. However, I would like to take away the last option for user error and have it automatically name it "Weekly Report" and the current date Dim FileNamePDF As String. I can use the export button in the ribbon with no problem I have a macro to export the report I created as a PDF, and it works perfectly fine. The Name of the Object to export, such as Query Name, Report Name. FileNamePDF = " " 'This is a network drive link Syntax of To Method. Default is False. There is one aspect of using this very convenient method that I frequently see people struggle with The free BullZip pdf printer can be automated using the following routine Sub PrintInvoice(Optional sFileName As String = "", Optional confirmOverwrite As Boolean = False) Dim oPrinterSettings As Object Using Access, how can I export a report as a pdf file every time it is printed? Description. Click Table (for a table datasheet), Query (for a query datasheet), Form (for a form or form datasheet), Report, Module, Server View, Stored Procedure, or Function in the Object Type box in the Action Arguments section of the macro design window. Private Sub Create_PDF_Click() Dim myPath As String Dim strReportName As String Dim memberID As String port "Proof_Graphs", acViewPreview memberID = Reports!Proof_Graphs.[MEMBER_ID]'to access the field for the value on , · This report is the only thing done with this database file. I tried using the code below, but I get a runtime error. Type True to open the exported file, False to disable opening. Object Type. I've successfuly created a module sub to export the reports using the Microsoft Access VBA You can use Reports!ReportName!FieldName to access the control box for the value on the report. Action argument. A string expression that's the full name, including the path, of the file you want to use as a template for an HTML, HTX, or ASP fileThis method allows you to easily export Access reports to PDF files from VBA code without any 3rd-Party components. The type of object containing the data to output.