

PRINTING A REPORT IN LANDSCAPE MODE

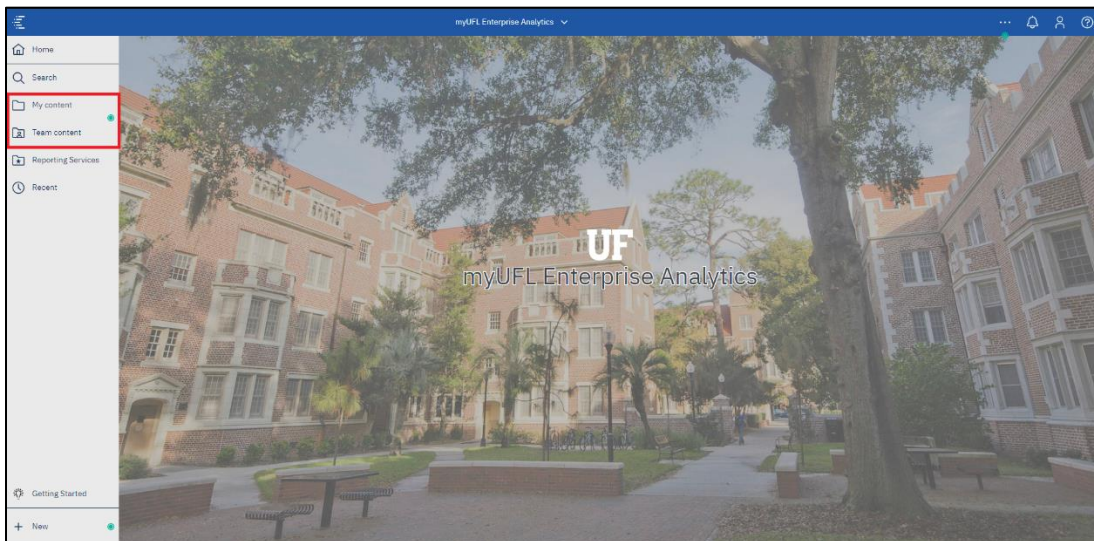
The following instructions will walk you through the process of printing a report in landscape mode.

NAVIGATION

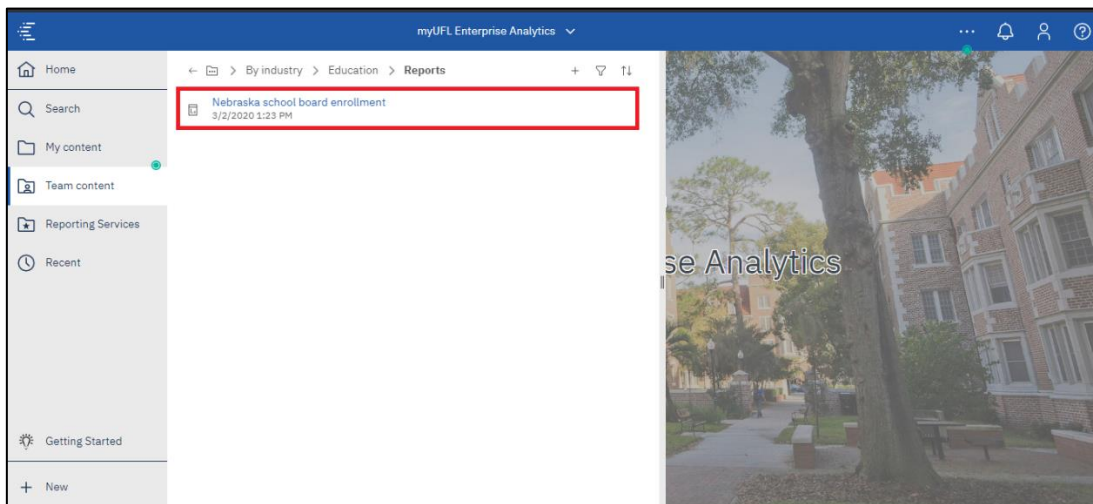
Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

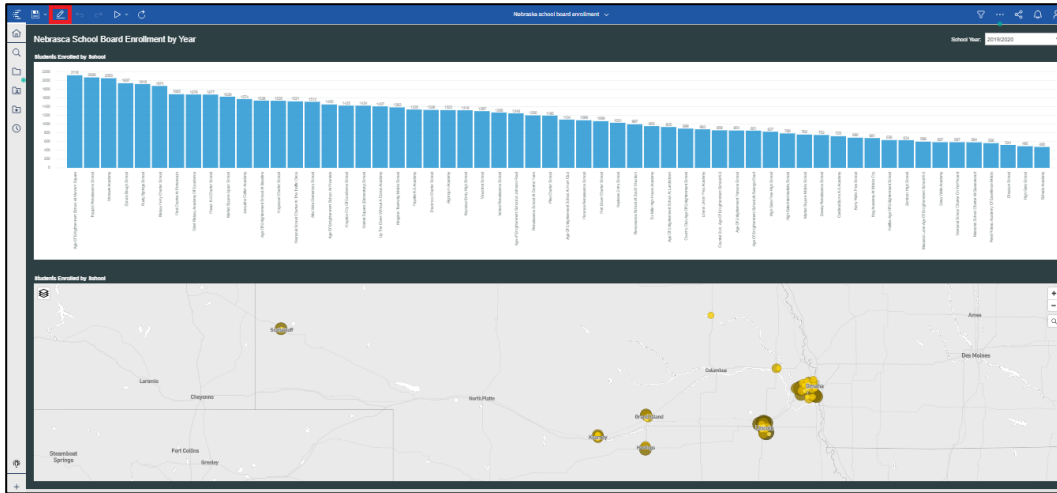
1. To open a report, click on the **My Content folder** or the **Team Content folder**.
 - The My Content folder is used for your personal reports.
 - The Team Content folder is used for reports shared by you and other members of your team.



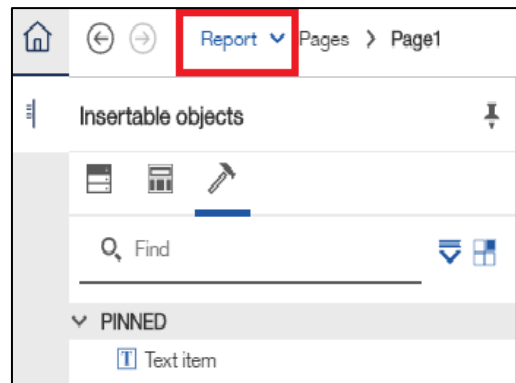
2. Click on the **Report** you would like to print.



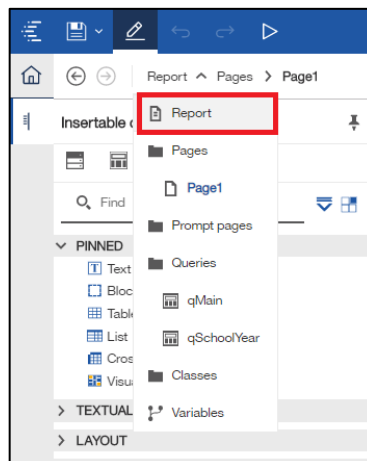
3. Click the **Edit** button.



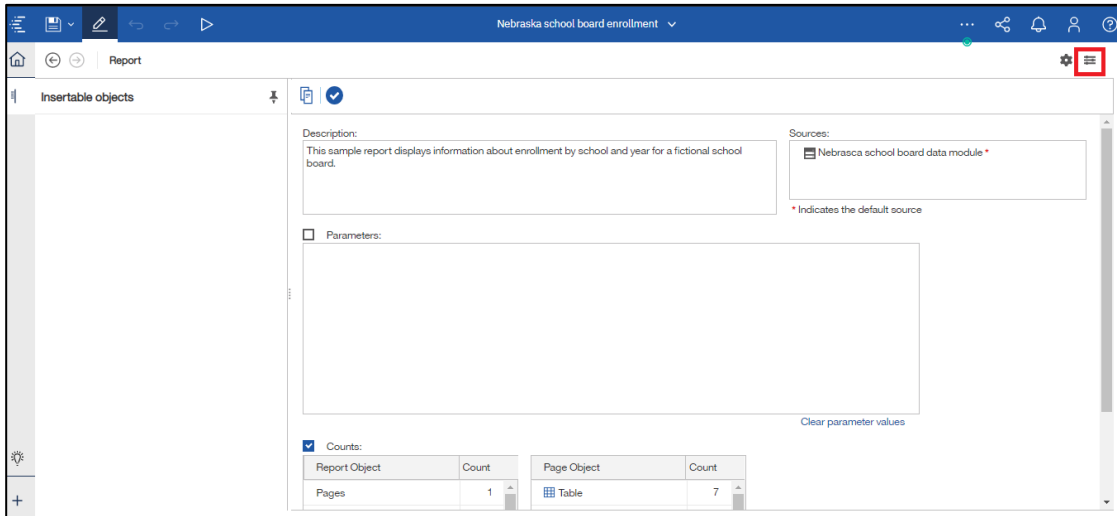
4. Click the **Report** button.



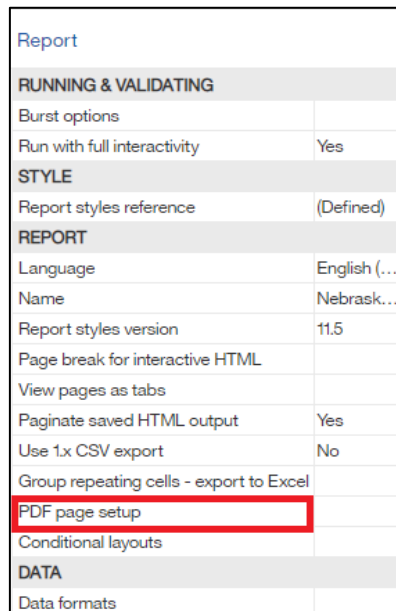
5. Click the **Report** item.



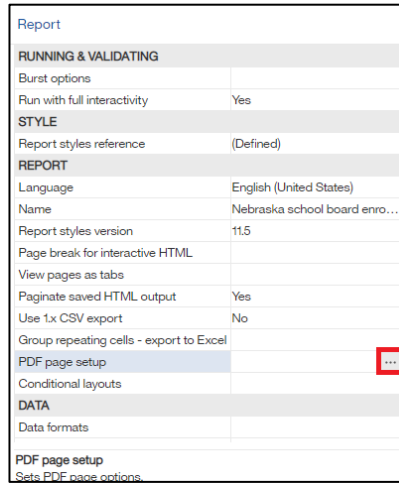
6. Click the **Properties** button.



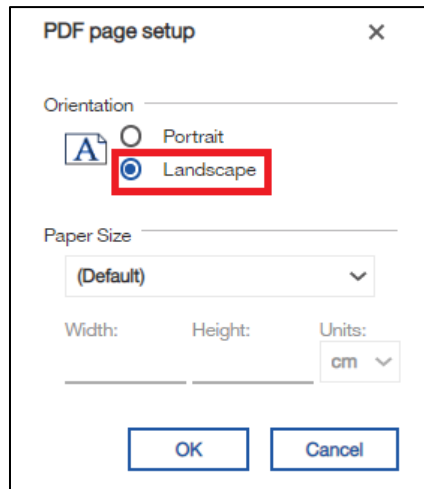
7. Click the **PDF page setup** item.



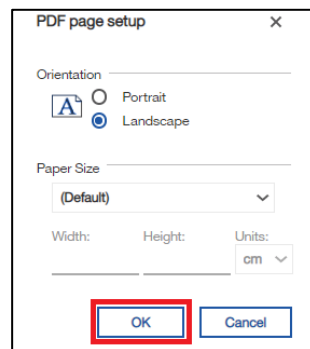
8. Click the **More** button.



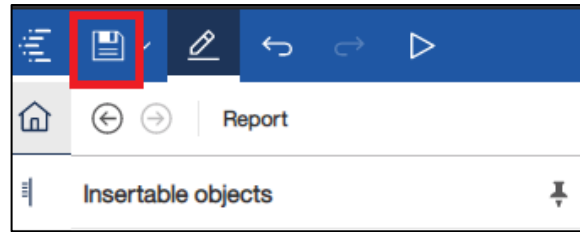
9. Click the **Landscape** radio button.



10. Click the **OK** button.



11. Click the **Save** button.



12. Now when you Export the Report to PDF it will print in Landscape Mode.

ADDITIONAL HELP

Technical issues, contact the UF Computing Help Desk
352-392-HELP

Policies and Directives, contact the University of Florida Reporting Services
reporting-services@ufl.edu