PRINTING A REPORT IN LANDSCAPE MODE

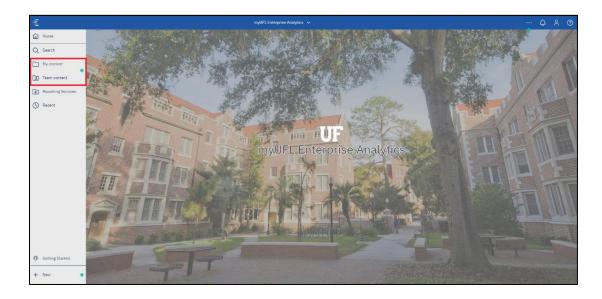
The following instructions will walk you through the process of printing a report in landscape mode.

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.

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Home	$\leftarrow \boxdot > By industry > Education > Reports + \bigtriangledown \uparrow \downarrow$	
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My content		
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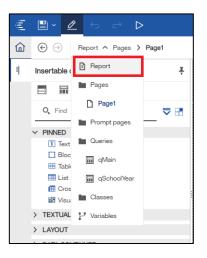
3. Click the **Edit** button.



4. Click the **Report** button.

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5. Click the Report item.





6. Click the **Properties** button.

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II.	Insertable objects						
		Description: Sources: This sample report displays information about enrollment by school and year for a fictional school board. Image: Sources: Image: Sources	data module '	•			*
		Parameters:					
<i></i> +		Counts: Page Object Count Pages 1 Image 7					

7. Click the PDF page setup item.

Report	;
RUNNING & VALIDATING	
Burst options	
Run with full interactivity	Yes
STYLE	
Report styles reference	(Defined)
REPORT	
Language	English (
Name	Nebrask
Report styles version	11.5
Page break for interactive HTML	
View pages as tabs	
Paginate saved HTML output	Yes
Use 1.x CSV export	No
Group repeating cells - export to Excel	
PDF page setup	
Conditional layouts	
DATA	
Data formats	



8. Click the More button.

Report	r.
RUNNING & VALIDATING	
Burst options	
Run with full interactivity	Yes
STYLE	
Report styles reference	(Defined)
REPORT	
Language	English (United States)
Name	Nebraska school board enro
Report styles version	11.5
Page break for interactive HTML	
View pages as tabs	
Paginate saved HTML output	Yes
Use 1.x CSV export	No
Group repeating cells - export to Excel	
PDF page setup	•••
Conditional layouts	
DATA	
Data formats	
PDF page setup Sets PDF page options.	

9. Click the Landscape radio button.

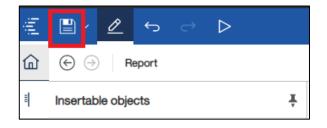
PDF page s	×	
Orientation -	Portrait Landscape	
Paper Size		~
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	ОК	Cancel

10. Click the **OK** button.

PDF page se	PDF page setup		
Orientation –	Portrait Landscape		
Paper Size (Default)		~	
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	ОК	Cancel	



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