Export to PDF

You can export and print PowerPlay reports in PDF. PDF export settings ensure that PDF output from PowerPlay closely matches your interactive reports. You can:

- Customize the pagination, word-wrap, status line, paper size and orientation of your PDF report output so that the PDF matches the HTML display as closely as possible.
- Choose to show borders that aid report readability.

1. Once you have your PowerPlay report the way you want it, you are ready to download it. Click the **File** button.

2. Click the **Export PDF …** option.
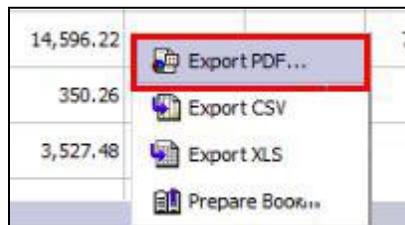
3. On the **Paper** tab, select the appropriate orientation and paper size.
   For this example, select **Landscape** option and leave the **Paper Size** Letter.

4. Click the **Display** tab.
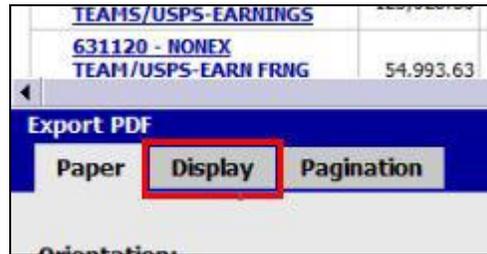
5. At the Display tab, select the options you want:

- To show the borders for crosstab and chart frames, click the **Display Frame Borders** check box.
- To apply word wrapping to the labels of data-level rows, click **Word wrap for detail row labels**.
- To show information about settings that affect the data display, click **Status Line**.

  The status line information appears under the data area.

- To present data in pages, where each page is filtered on a sibling of a dimension level, click the **Include Layers** check box, and select a dimension in the **In Dimension** field.
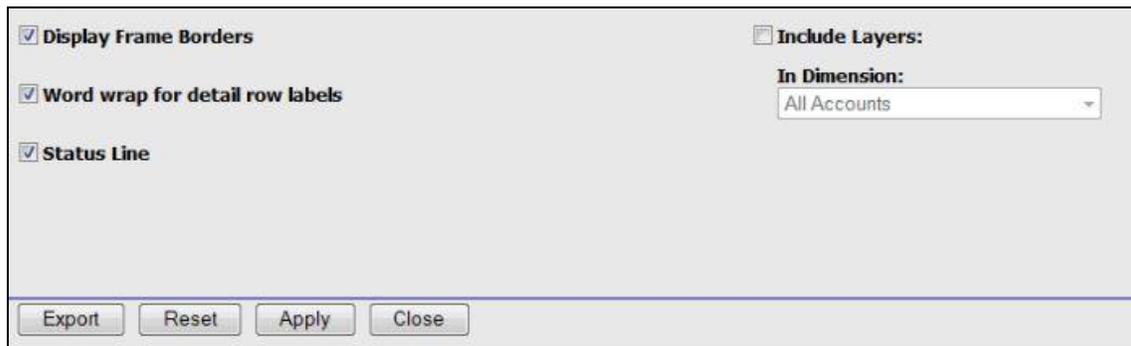
6. For this example, we will simply accept the defaults. Click the **Pagination** tab.

7. At the **Pagination** tab, select the appropriate display type and pagination. Available display types include: crosstab, chart, nested chart, and split view.
   Since Crosstab is chosen for us, we will accept the **Default**.
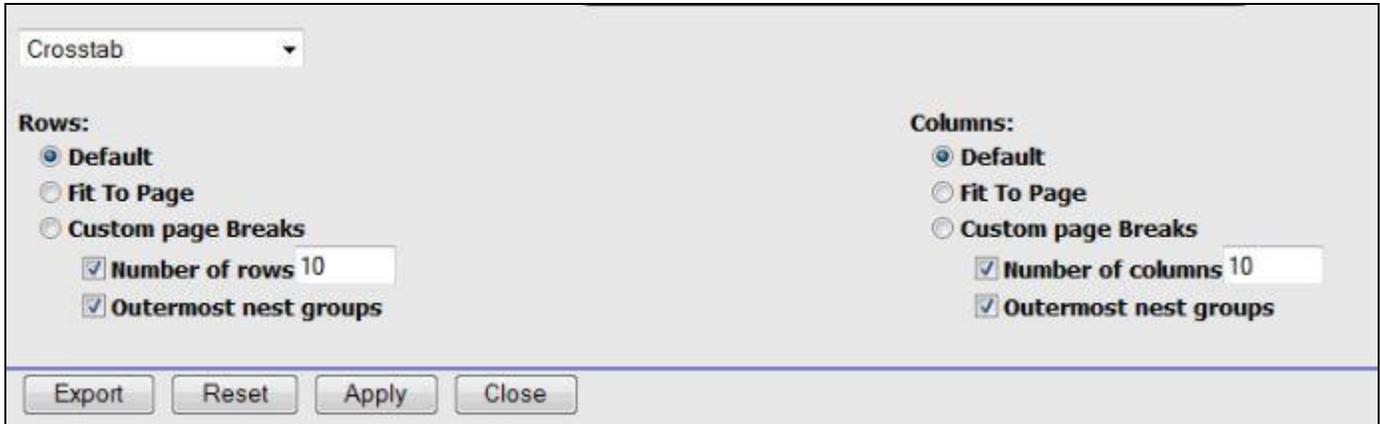
- If you don't click Apply, the settings are applied to only the current PDF export.

- To save the PDF export settings and return to the PowerPlay report, click Close.

- To revert to the default PDF settings, click Reset.

- To export the PDF file with the settings you chose, click the Export button.

8. For this example, click the **Export** button.
9. The information is downloaded in **PDF**. You will have all of the PDF functionality available to you.