

## Basics: Setting Print Options

As you begin creating and using your own analyses and dashboards, you certainly need to set up those analyses and dashboards so they print properly. For example, you might want wider analyses to be printed in landscape mode, and narrower analyses in the default portrait mode. You might also want to be sure that, when any analysis is printed, *all* of the data is being printed and not just the data that is visible on the screen. Those types of print options must be set for each individual analysis.

### Setting Print Options

On the **Results** tab for any analysis, there is a button bar that runs across the screen just above the Compound Layout pane. The fifth button from the left – the **Print & Export Options** button – is the access point for making any selections or changes for printing options for this analysis.



When you click the **Print & Export Options** button, you’re presented with the Print & Export Options screen. There are **Page Settings**, **Include**, and **Column Options** sections on this little screen.

### Page Settings

The **Paper Size** setting can be adjusted to accommodate a few different sizes of paper. This is typically left at **User Default**, which normally means “use 8½ x 11 inch paper.”

The default **Orientation** values are **Portrait** for printing PDF documents, and **Landscape** for reports viewed in PowerPoint.

If you wish to change those settings, change the **Orientation** option to **Custom**, then make your changes.

The **Print Rows** field should always be set to **All**, rather than the default Visible. This is probably the most important setting you’ll make on this screen.

You might elect to hide the margins, as well.

*The image above has been expanded to show the available orientation settings. This was done by selecting the **Custom** option in the Orientation field.*

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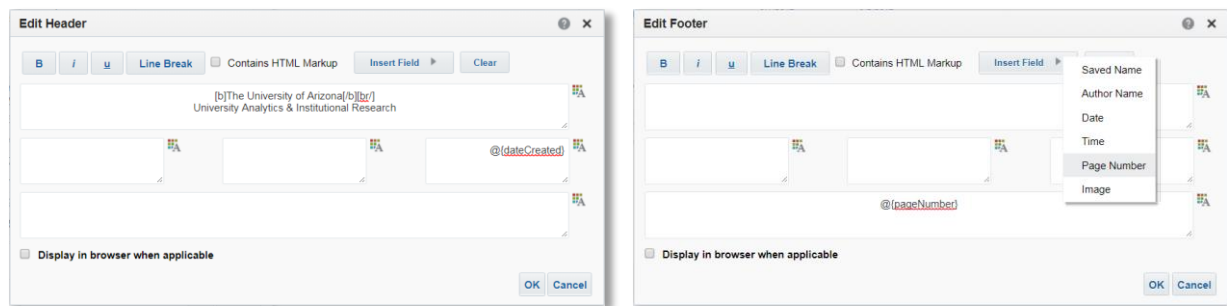
### Include

You can, if you wish, elect to print any charts or images included in your report, and can translate the formatting to your printed report. Those three options are checked by default.

You might consider including a header and/or footer section in your printed analyses.

For the header you could, for example, choose to include the phrase “The University of Arizona” and the name of your college or department at the top of each page of your report.

If you choose to include a footer, you might add a page number or other item.



There are five separate sections in the **Edit Header** and **Edit Footer** screens. Use the formatting buttons in the upper left as desired. You can also format the text in individual sections using the **Edit Format** buttons for any or all of the five sections. Use the **Insert Field** button to insert specific pieces of information into the section where your cursor is flashing.

### Column Options

If you wish, you can set a fixed column width for all columns in the printed report. This will override any customization or other settings you’ve created in the analysis itself, but will only affect the printed report.

This option might be a way to force a wider report to print appropriately in Portrait mode, or provide extra space in narrow columns in a small report.

### Establish Standards

Once you have your **Print & Export Options** set up, you may wish to make note of the different settings and options you’ve selected so you can replicate them for any additional analyses you create. Using those same settings across the board will ensure a consistent look for all of your department or college reports. There is no option to simply copy the header from one analysis to another.