

How to Format a Report for Printing in InfoView (fit to a page)

| Step-by-Step Instructions: | HINTS |
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| Click on View with the document open in InfoView | See FIGURE 1 on page 2 for screen layout. |
| Select Page mode from the View menu | <ul style="list-style-type: none"> Notice how the edges of the "printed" page appear after clicking Page mode. This is the only "print preview" option that exists in InfoView. If you see that the report runs off the page, you will need to modify its formatting and then preview it again in Page mode. |
| Modify the report's formatting | See "How to Take Advantage of InfoView Interactive Report Viewing" < http://www.upenn.edu/computing/da/bo/webi/resources/HowtoTakeAdvantageInfoviewInteractiveReportViewing-030311.pdf >for information on how to use the InfoView Interactive tools to modify the formatting. |
| OR | <ul style="list-style-type: none"> This is an alternative option for formatting in InfoView. See FIGURE 2 on page 2 for the resulting menu and FIGURE 3 for the Format Report dialog box. Right-clicking on other elements in the report will display slightly different menus. |
| Click the Print icon while holding down the Ctrl key  | <p><i>PDF/Printing Tip: To avoid getting caught in the 'IE Download file/ok/try again' loop, you need to hold down the Ctrl key as you're clicking on the Print icon to save document first as a PDF. Hold it down until you see the Download box, save the PDF, and then print as usual.</i></p> <ul style="list-style-type: none"> With the report open in Adobe Reader, you can do some manipulating of the file through the Adobe Reader Print dialog box, which includes "Page Scaling" options, but you won't really be able to squeeze wide content onto a page. |
| <p>Note:</p> <ul style="list-style-type: none"> In some cases, it is easiest to simply "Save to my computer as" and choose "Excel." When saving the report to Excel, you do NOT lose any leading zeros as you do when saving to CSV and then opening directly in Excel. (see the FAQ re leading zeros) <i>Webi/Excel Tip: To avoid getting caught in the 'IE Download file/ok/try again' loop, you need to hold down the Ctrl key as you're picking the option from InfoView or Webi to save document as Excel. Hold it down until it's all the way open in Excel and let go.</i> | |

! ATTENTION -- BEST PRACTICE !

When you are printing a report, be sure that you will be storing it in a secure location, and properly destroying reports with sensitive data when they are no longer needed.
If you share it with someone else, make sure that person has permission to access the data.

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FIGURE 1. Screen layout with report open in InfoView.

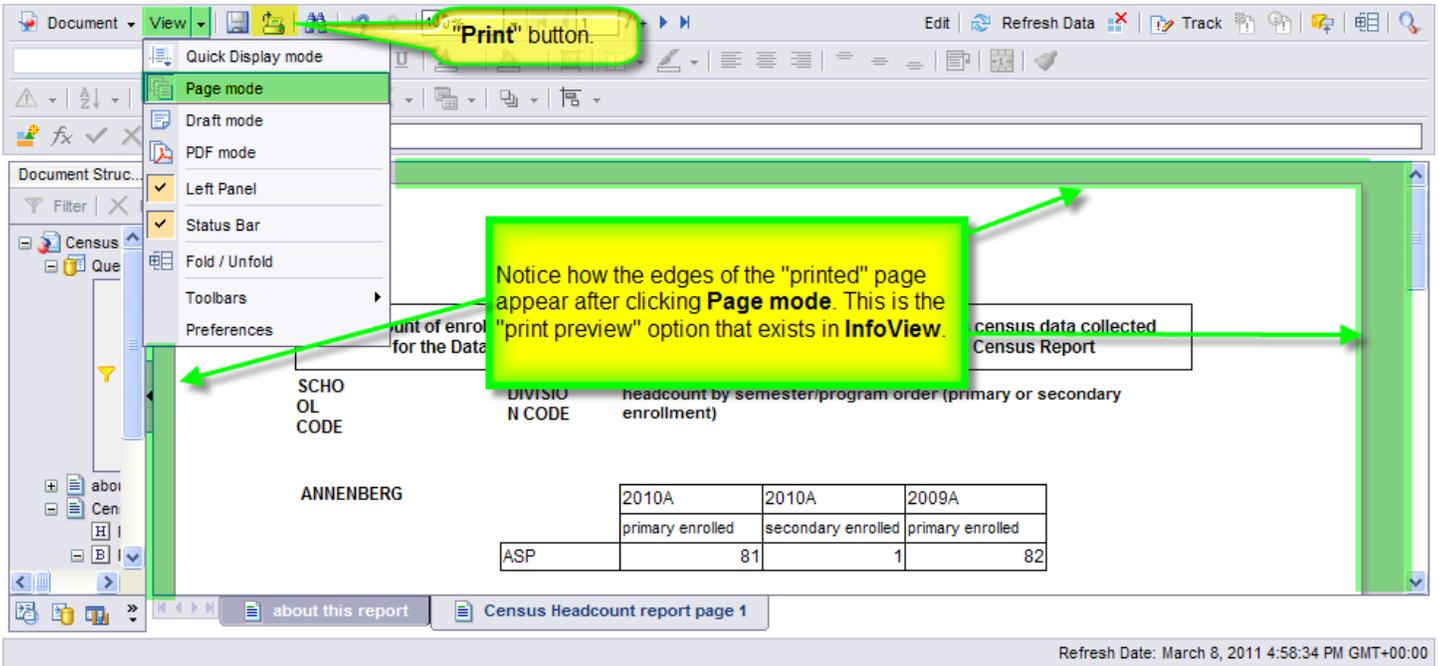


FIGURE 3. Format Report dialog box. Note Orientation options.

FIGURE 2. Right-click menu options

