

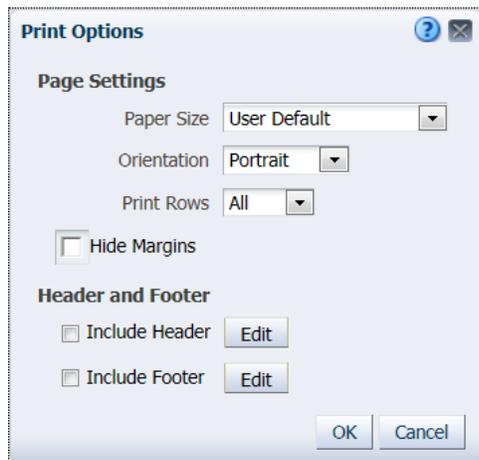
As you begin creating and using your own analyses and dashboards, you certainly need to set up those analyses and dashboards so they print properly. For example, you might want wider analyses to be printed in landscape mode, and narrower analyses in the default portrait mode. You might also want to be 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 Options** button – is the access point for making any selections or changes for printing options for this analysis.



When you click the **Print Options** button, you’re presented with the Print Options screen. There are **Page Settings** and **Header and Footer** sections on this 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.”

Set the **Orientation** field to **Portrait** for reports that are relatively narrow, and to **Landscape** for reports that are too wide to fit in portrait mode.

The **Print Rows** field should always be set to **All**, rather than the default Visible. This is probably the most important

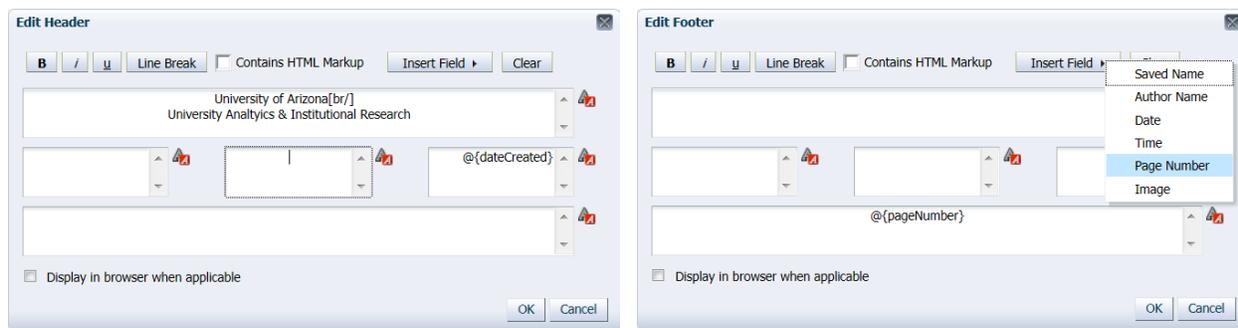
setting you’ll make on this screen.

Header and Footer

You can, if you wish, include a header and/or footer section in your printed analyses.

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

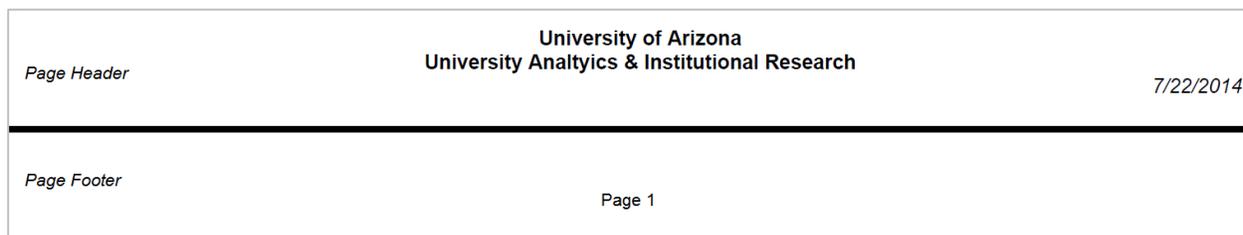
If you choose to include a footer, you might add a page number or other item.



There are five separate sections in the **Edit Header** screen. Use the formatting buttons in the upper left as desired. You can also format the text in individual sections using the red 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.

The **Edit Footer** screen also has five separate sections. In this instance, we've used the **Insert Field** menu to insert the page number into the bottom section. By default, the information is centered in that section.

The settings created in the screens shown above results in the following header and footer being appended to each page of the printed analysis.



Establish Standards

Once you have your Print 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 that the look for all of your department or college reports is consistent. There is no option to simply copy the header from one analysis to another.