UW BUSINESS INTELLIGENCE
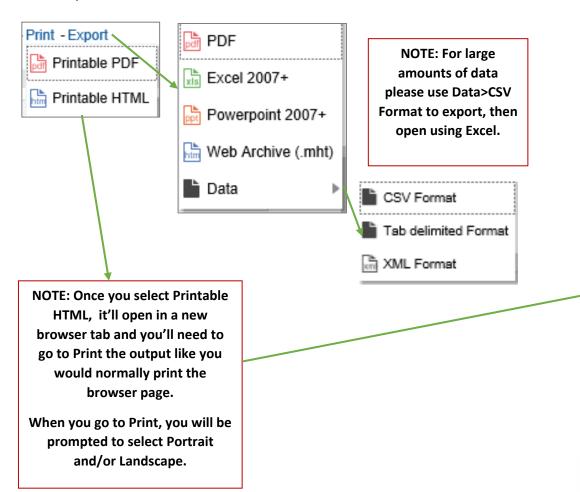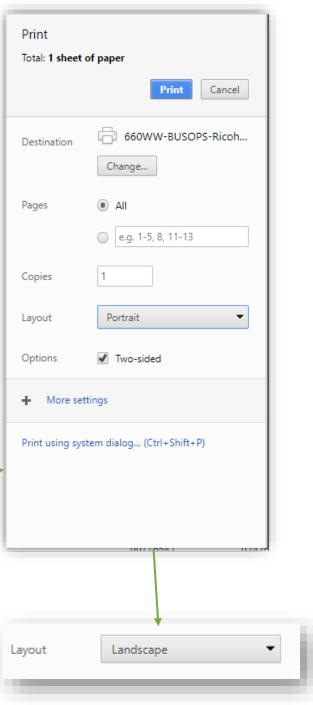
QUICK GUIDE: Printing Orientation Options

1. Go to UWBI PROD: https://uwbi.wisconsin.edu
2. Navigate to the desired dashboard and tab
3. Drill down in your filters and Prompts
4. Click Apply
5. To print, scroll down to the bottom of the page and select Print or Export

Print - Export
- Printable PDF
- Printable HTML

- PDF
- Excel 2007+
- Powerpoint 2007+
- Web Archive (.mht)
- Data ▶
  - CSV Format
  - Tab delimited Format
  - XML Format

NOTE: For large amounts of data please use Data>CSV Format to export, then open using Excel.

NOTE: Once you select Printable HTML, it'll open in a new browser tab and you'll need to go to Print the output like you would normally print the browser page.

When you go to Print, you will be prompted to select Portrait and/or Landscape.

Print
Total: **1 sheet of paper**

[Print] [Cancel]

Destination   660WW-BUSOPS-Ricoh...
[Change...]

Pages   ● All
         ○ e.g. 1-5, 8, 11-13

Copies   1

Layout   Portrait ▼

Options   ☑ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Layout   Landscape ▼

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