Printing Tips - Reports in Report Manager

When printing reports in Report Manager, this information could vary based on your browser and print settings. It is important to ensure your printer setting are set up properly.

After you select the print option in Report Manager:

1. Make sure "Fit" is selected in the Print dialog box.

Print	×
Printen Dell 5330dn Mono Laser Printer (End of Aisle) V Properties Add Copies: 1 * Print in grayscale (bl Swei hichstorer (D)	vanced Help 🕥 lack and white)
Pages to Print ● All ○ Current page ○ Pages [1-3]	Comments & Forms Document and Markups
More Options Page Sizing & Handling ③ Size Poster Multiple Booklet O Fit Actual size O Shrink oversized pages Custom Scale: 100 % Choose paper source by PDF page size Drint on both cides of paper	Scale: 56%
Anto portrait/landscape OPortrait Landscape	< Page 1 of 3 Print Carrel

2. Most batch reports are in landscape format. The print function should auto select the "Auto/portrait/landscape" function. If not, select this print option in the lower left corner of the Print dialog box.

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Printer: Dei 33300	i mono caser Printi	er (end or Aisie). V	Properties
Copies: 1			Print in grays
			Save ink/tone
Pages to Print			
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OPages 1-3			
 More Options 			
Page Sizing & Har	dling 🕕		an
Sjze	Poster	Multiple	Booklet
 Fit 			
O Actual size			
O Shrink oversized	pages		
O Custom Scale:	100 %		
Choose paper s	ource by PDF page :	size	
Print on both si	les of paper		
Orientation:			
the second se	adscape		
Auto portrait/la	in scope		
Auto portrait/la Portrait	iorepte		

3. Some batch reports are also in legal format. It is recommended the report is printed on Print Size **"Legal"**. This will improve the readability of the report.

Copies	1 🔄		
Print Quality	Office (Normal)	~	
Blank Pages	Skip		
Print Text as Black	□ On		
Paper Size	Legal	*	
Paper Type	Auto Select	~	
Paper Tray	Auto Select	~	
	Use different Tray for first Page		
	Manual Tray		
Duplex Printing	Off	~	
Rocklet Proting	Off	~	

Using Firefox

1. The print option is auto formatted for you.

eneral	
Select Printer	
Dell 5330dn Mono Laser Printer (End o ➡ Fax ➡ Microsoft Print to PDF	of Aisle) Ricrosoft XPS Docur Ricoh Aficio MP 285 RICOH MP 3054 15th
<	>
Status: Ready Location: Dell B3460dn Laser Printer 4L1 Comment:	Print to file 2Y542 LW50.PR: Find Printer
Page Range (Al	Number of copies: 1
O Pages: 1	Colate 33 33
Enter either a single page number or a single page range. For example, 5-12	

2. Most batch reports are in landscape format. In Firefox, the print function is auto selected to "Auto/portrait/landscape" function. If not, select this print option in the Orientation section of the print dialog box.

Orientation	Portrait O Landscape Rotate 180 Degrees	
Pages per Sheet	1 ~	E
Page Order	Right, then Down	
Print Borders	[]]On	
Poster Printing	Enable	14 by 8.5 inches
Dimension	2 by 2 Sheets	
Print Crop Lines	[]] On	
Scaling	Enable	
Target Paper Size	Legal	
Restore Defaults		Del Open Print Driver Del B3460da Laser Printer (PCL XL) Del B3460da Laser Printer (PCL XL)

3. Some batch reports are also in legal format. It is recommended the report is printed on Print Size **"Legal"**. This will improve the readability of the report. In Firefox, if not already selected, you can select this option next to **Paper Size** in the print dialog box.

Copies			F
Print Quality	Office (Normal)	~	
Blank Pages	Skip		
Print Text as Black	□On		14 by 8.5 inches
Paper Size	Legal	~	
Paper Type	Auto Select	~	
Paper Tray	Auto Select	~	
	Use different Tray for first Pa	ge	
	Manual Tray	~	0
	Off	~	(DELL)
Duplex Printing			

Using Chrome

 The print option is auto formatted for you. However, to select the print option of "Legal" or "Landscape", you have the option to select either option next to Paper Size in the print dialog box.

Total: 3 sheets of pa	per	
	Print	Cancel
Destination	🖶 Dell 5330dn Mon	o Las 👻
Pages	All	
Copies	1	
More settings		^
Paper size	Legal	*
Pages per sheet	1	
Scale	Fit to page	
Two-sided	Print on both side	s