

Change Portrait PDF Into Landscape ^[1]

September 19, 2011 by [Carl Sorenson](#) ^[2]

Most m-Fin reports render PDF in landscape orientation. A few do not, however, such as m-Fin OUTSTANDING ENCUMBRANCES. You can override this.

Rather than clicking on the report name itself, use its *Run with options* button.



Ignore everything here and proceed directly into the advanced options.

Run with options - m-Fin OUTSTANDING ENCUMBRANCES

Select how you want to run and receive your report.

Format:
HTML


Accessibility:
☐ Enable accessibility support

Language:
English (United States)

Delivery:
☒ View the report now
☐ Save the report
☐ Print the report:

Printer location:

To specify a time to run the report, or for additional formats, languages, or delivery options, use [advanced options](#).



Change format to PDF, and orientation to Landscape.

Run with advanced options - m-Fin OUTSTANDING ENCUMBRANCES

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time and mode:
☒ View the report now
☐ Run in the background:
☐ Now
☐ Later:
Sep 19, 2011
2 : 12 PM


Options

Format:
HTML

Number of rows per Web page:
20

☒ Enable selection-based interactivity

change to PDF



Run with advanced options - m-Fin OUTSTANDING ENCUMBRANCES

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time and mode:

☒ View the report now

☐ Run in the background:

☐ Now

☐ Later:

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2 : 12 PM

Options

Format:

PDF

Orientation:

Default

Paper size:

Default

Change to Landscape

Ignore the other distractions on this page and simply click the Run button.

Format:

PDF

Orientation:

Landscape

Paper size:

Default

Accessibility:

☐ Enable accessibility support

Language:

English (United States)

Prompt values

No values saved

☒ Prompt for values

Run Cancel

With these set to PDF and Landscape, click the Run button.

The report prompts as usual. Then when you click the Finish button it will render in landscape PDF.

Display Title:

Change Portrait PDF Into Landscape

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/m-fin/change-portrait-pdf-landscape>

Links

[1] <https://www.cu.edu/blog/m-fin/change-portrait-pdf-landscape> [2] <https://www.cu.edu/blog/m-fin/author/1555>