Home > Change Portrait PDF Into Landscape

Change Portrait PDF Into Landscape

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.

	_		/ _/				
	ö 🕨	m-Fin SPEEDTYPE SUMMARY	September 18, 2011 2:06:12 PM	r		. 🖽	Mor
	• ۲	m-Fin OPERATING SUMMARY	September 19, 2011 1:05:00 PM	P		. 🔡	🐻 Mor
	• ا	m-Fin TRIAL BALANCE SUMMARY	September 12, 2011 1:14:26 PM	P		. 🔡	🐻 Mor
	• •	m-Fin REVENUE AND EXPENDITURE SUMMARY	September 12, 2011 6:50:52 PM	P		. 🔡	🐻 Mor
	• •	m-Fin REVENUE AND EXPENDITURE TOTAL	September 2, 2011 2:53:35 PM	P		. 🔡	🐻 Mor
	<u>o</u> >	m-Fin EXPENDITURE TYPE SUMMARY	July 19, 2011 1:50:52 PM	P		. 🔡	🐻 Mor
	<u>.</u>	m-Fin BALANCE SHEET SUMMARY	September 12, 2011 11:02:43 AM	P		. 🔡	🐻 Mor
	• •	m-Fin FINANCIAL DETAIL	September 16, 2011 11:44:18 AM	P		. 🔡	🐻 Mor
	• •	m-Fin ACCOUNT NUMBER	August 22, 2011 11:51:19 AM	P		. 🔡	🐻 Mor
	ö 🕨	m-Fin ACCOUNT RANGE BY FUND	September 9, 2011 10:30:45 AM Run with options	P		. 🔡	🐻 Mor
	• ا	m-Fin OUTSTANDING ENCUMBRANCES	August 11, 2011 9.57.35 AM		►	. 🔡	🐻 Mor
	• ا	m-Fin PAYROLL TRANSACTIONS	September 12, 2011 1:50:07 PM	P		. 🔡	🐻 Mor
	• ا	m-Fin COMPENSATION SUMMARY	August 17, 2011 12:22:21 PM	P		. 🔡	Mor
<)
×							

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	To specify a time to run the report, or for additional formats, languages, or delivery options, use <u>advanced options</u> .				
Accessibility:					
Enable accessibility support					
Language: English (United States)					
Delivery:					
 View the report now 	/				
 Save the report 					
O Print the report:					
Printer location:					
x					

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 save them, print them, or send an email notification.	t. If you produce multiple report outputs, yo
Time and mode: View the report now Run in the background: Now Later: Sep 19, 2011 2 : 12 PM 	change to PDF
Options Format: HTML V A Number of rows per Web page: 20 V Enable selection-based interactivity	
x	

un with advanced options - m-Fin OUTSTANDING ENCUMBRANCES
elect 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, ave 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:
PDF Change to Landscape Orientation: Default Change to Landscape Paper size: Default Change to Landscape

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

Format:	
PDF 💙	
Orientation:	
Landscape 💙	With these set to PDF and Landscape, click the Run button.
Paper size:	
Default 💙	
Derduit	
Accessibility:	
Enable accessibility support	
Language:	
English (United States)	
Prompt values	
No values saved	
Prompt for values	
- A	
Run Cancel	
Run Cancel	
x	

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

Display Title:

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