m-Fin How-to: Changing the Orientation of your PDF [1]

Do you want to print a PDF of your m-Fin report in portrait orientation, rather than landscape? First, you'll have to save a Report View of the m-Fin report. Then, you can change the default format for that Report View.

Watch the video

Read the procedures

1. Start by saving a Report View of the m-Fin report.
2. Find your Report View by clicking **My Content** from the navigation menu. Sometimes it takes a minute or two to show up.
3. Click on the **More** menu - it's the three dots to the right of the report name - and select **Properties**.
4. Select the **Report** tab.
5. Click on **Report options** to expand that section.
   - **Formats** – The default format for m-Fin reports is HTML. You can change the default format for your Report View to PDF, Excel, Excel Data, CSV, or XML. HTML is the only format that lets you to drill down to see additional data.

     Note – You can also use the **Run As** button within a Report or Report View to run your report to any of these formats.

   - **PDF option** – Click **Set** to expand the PDF options pane. The default orientation is Landscape. Use the **Orientation** dropdown to change to Portrait orientation. Click **Back** to close this pane.
6. When you're done making changes, click on a navigation bar at the top or left of your page to close My content.

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Questions & Feedback [2]

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