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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 the **My content** tab on the home page. Or, click the Open menu button in the top left > Content > My content
3. Click on the **Action menu** - it's the three dots to the right of the heart icon - and select Properties.
4. Select the **Report** tab.
5. Scroll down and click the **Report drop down** 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 **Select a format** 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 **Save**.
6. When you're done making changes, click the **Close** button on the top right to return to your My Content screen.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/m-fin-how-changing-orientation-your-pdf

Links
[1] https://www.cu.edu/controller/m-fin-how-changing-orientation-your-pdf
[2] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +