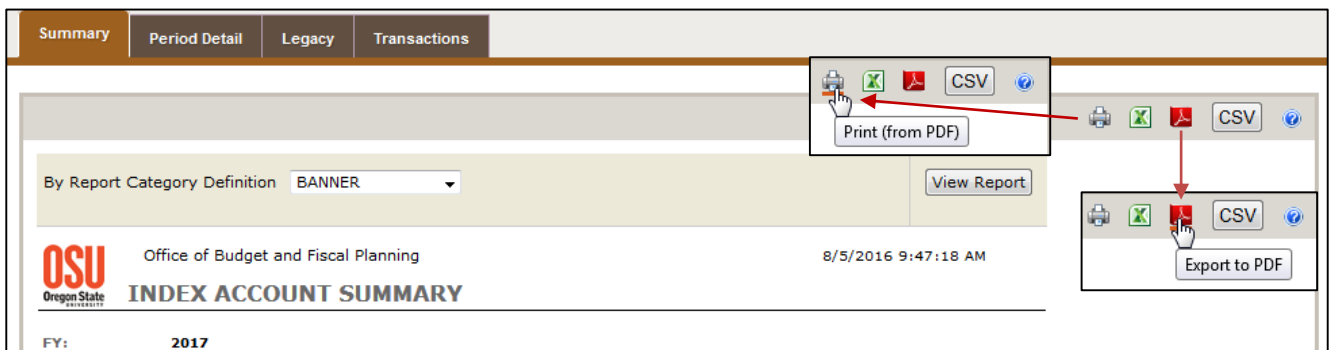
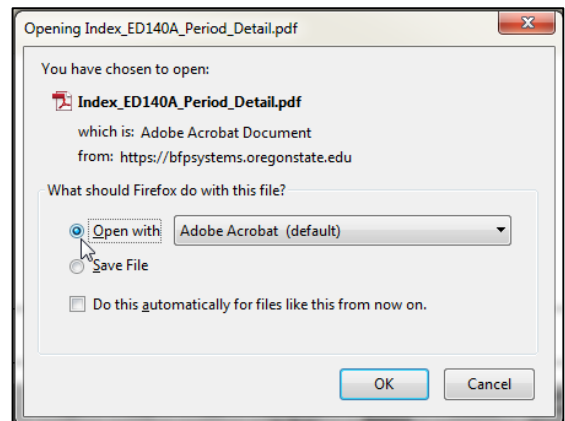


A wide format report is designed to print as a PDF, in landscape and on 8 ½" x 15" paper. This paper size is non-standard and OSU printers do not support the applicable settings. To successfully print a wide format report on Legal-size (8 ½" x 14") paper, please follow the step-by-step instructions below.

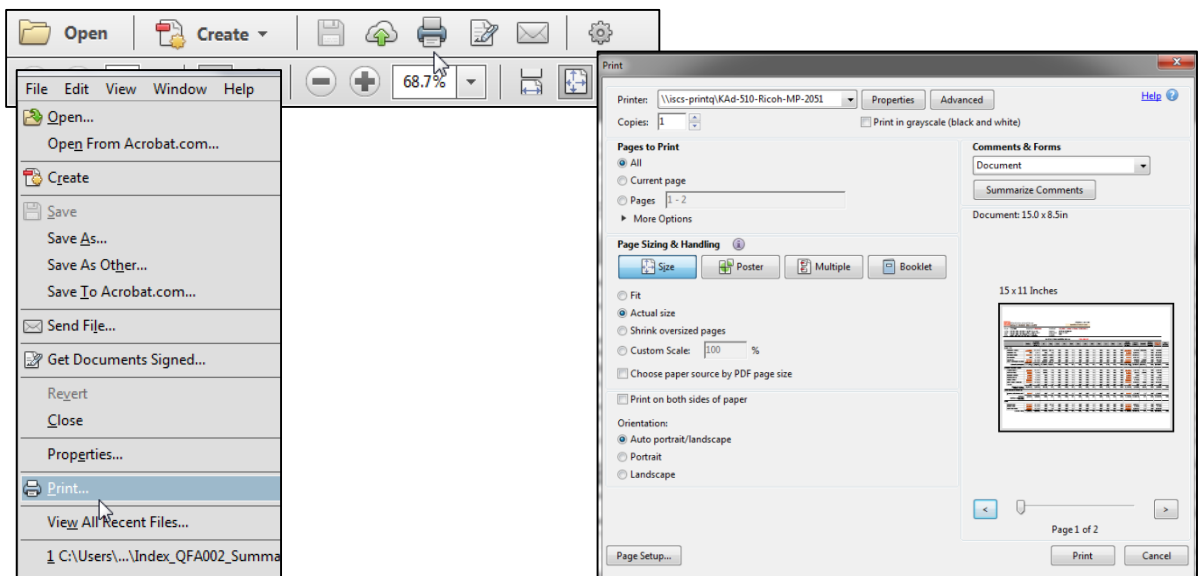
1. In the report window, click on either the *Print* or *PDF* icons located in the upper right hand corner.



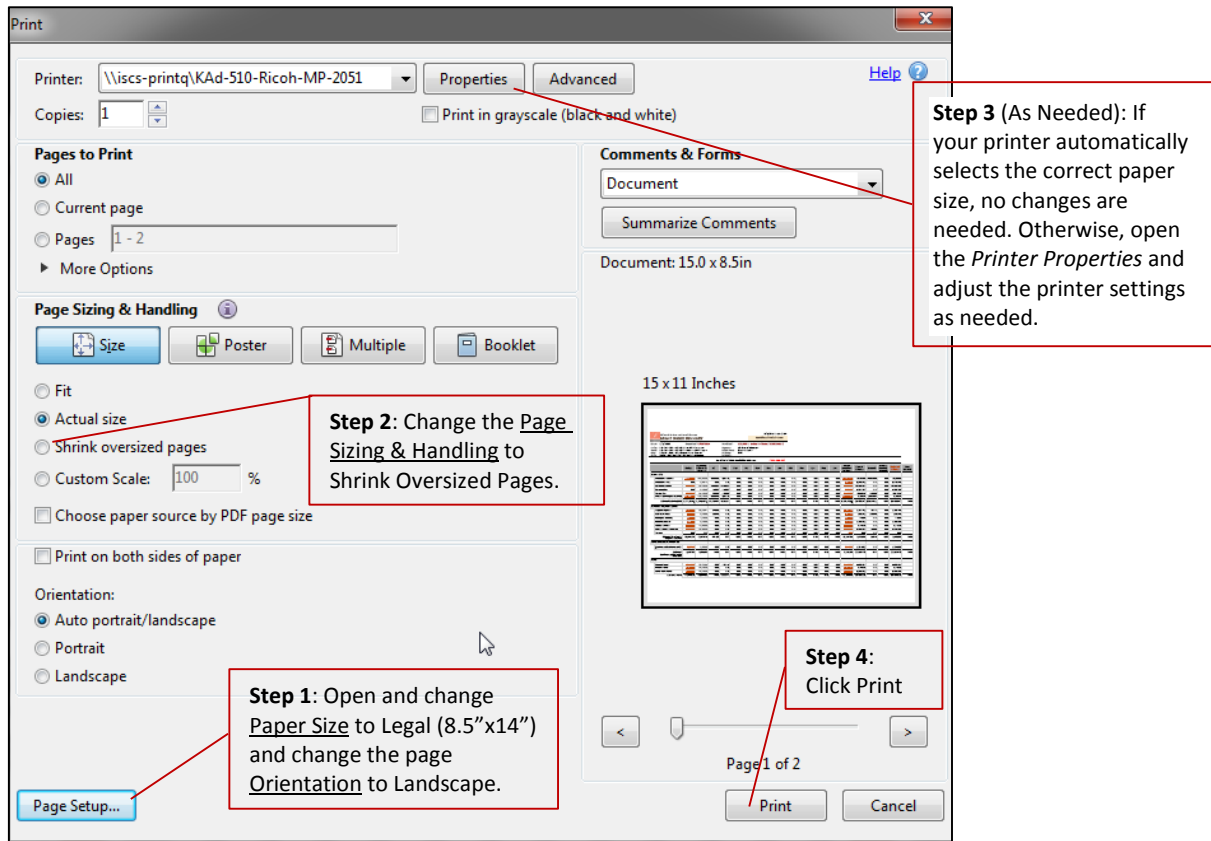
2. Select Open the report (the document will be in PDF format).



3. Locate the *Printer* icon on the window tool bar or in *File* and click, opening the *Print* window.



4. In order to print the wide-format document using a standard OSU printer and paper, a few adjustments to the *Print* settings are necessary.



Page Setup Adjustments

- Change *Paper Size* to Legal (8.5" x 14")
- For *Page Orientation*, select Landscape

Page Sizing & Handling

- Select *Shrink Oversized Pages*

Printer Properties (as needed)

- Manually select paper size if not an automatic function of the printer