

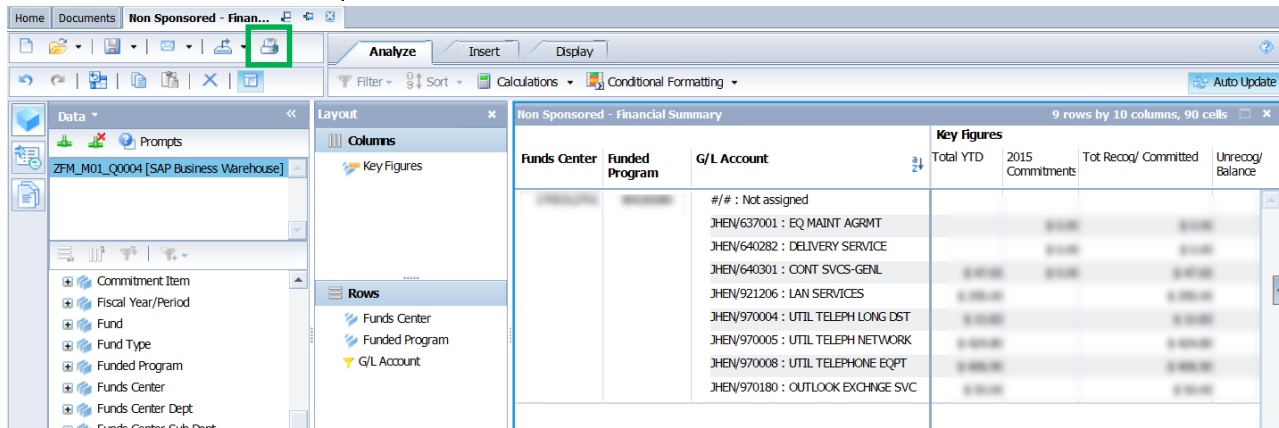
Use this job aid to: save or print an Analysis report as a PDF.

Print to PDF

This job aid will show you how to save a workspace and any associated charts as a PDF. You can then print the PDF or email the PDF to your manager.

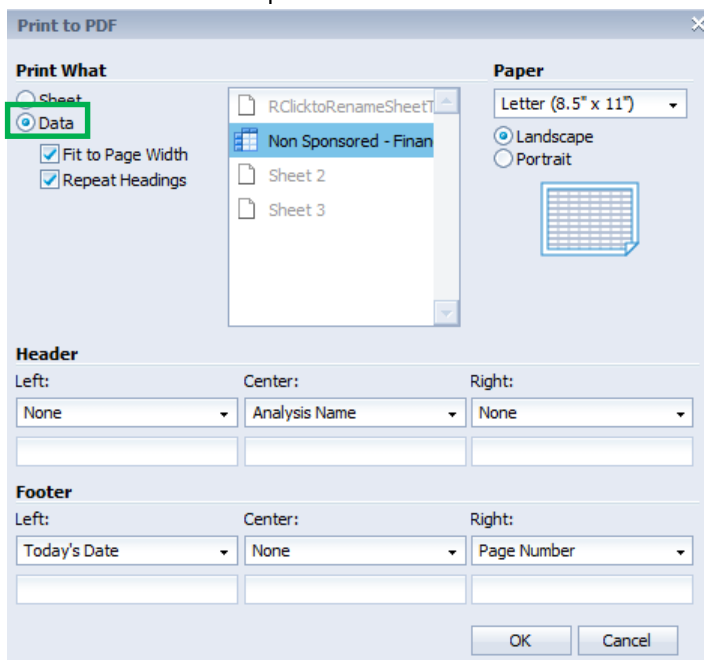
Click the Print to PDF button

While in an active workspace tab, click the **Print to PDF** button.



Select the Data radio button under the “Print What” heading

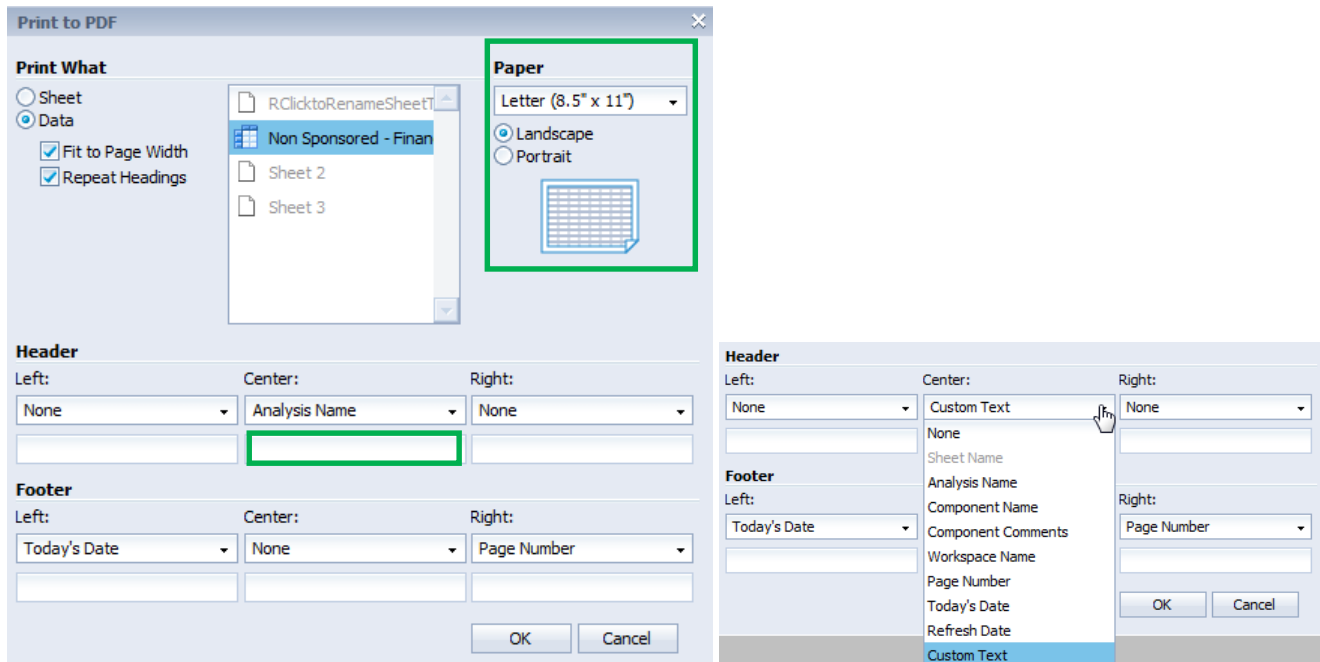
Under the “Print What” heading, select the **Data** radio button to print all worksheets and any charts in the active workspace.



Select other print features

You may adjust the paper size and orientation. Customize the header and footer by using the drop-downs and typing your customizations in the text boxes.

The default setting is the name of the workspace in the header and the current date and page number in the footer.



Click OK

