How do I print a report?

Link: https://help.wextelematics.com/deep-dive/how-do-i-print-a-report/ Last Updated: February 25th, 2016

> **Q U E S T I O N :**
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> I'd like to print a hard copy of a report, but my print preview looks different than how the report looks in my browser. How can I adjust print settings so that background colors show up on the printed copy?

Every browser manages its print settings differently. Most browsers' default print settings remove background graphics for all web pages, which results in a more simplified view of the page (and requires less toner). In this case, however, the background graphics in the portal reports are subtle and contribute to readability of the report.

Here are some tips you can try in Chrome, Firefox, and Internet Explorer to print reports with background graphics.

▶ **To adjust print settings in Chrome:**

1. Right-click inside the report window, and click **Print**.

2. In the Print window, expand the **+More settings** option.

3. Select the **Background graphics** check box.

4. Click **Print**.

▶ **To adjust print settings in Firefox:**

1. From the menu bar, click **File > Print Preview**.

2. In the Print Preview window, click **Page Setup**.

3. Select the **Print Background (colors & images)** check box.

4. Click **OK**.

5. Click **Print**.

► **To adjust print settings in Internet Explorer:**

1. Right-click inside the report window, and click **Print preview**.

2. In the Print Preview window, click the Page Setup option ( ).

3. Select the **Print Background Colors and Images** check box.

4. Click **OK**.

5. Click **Print**.