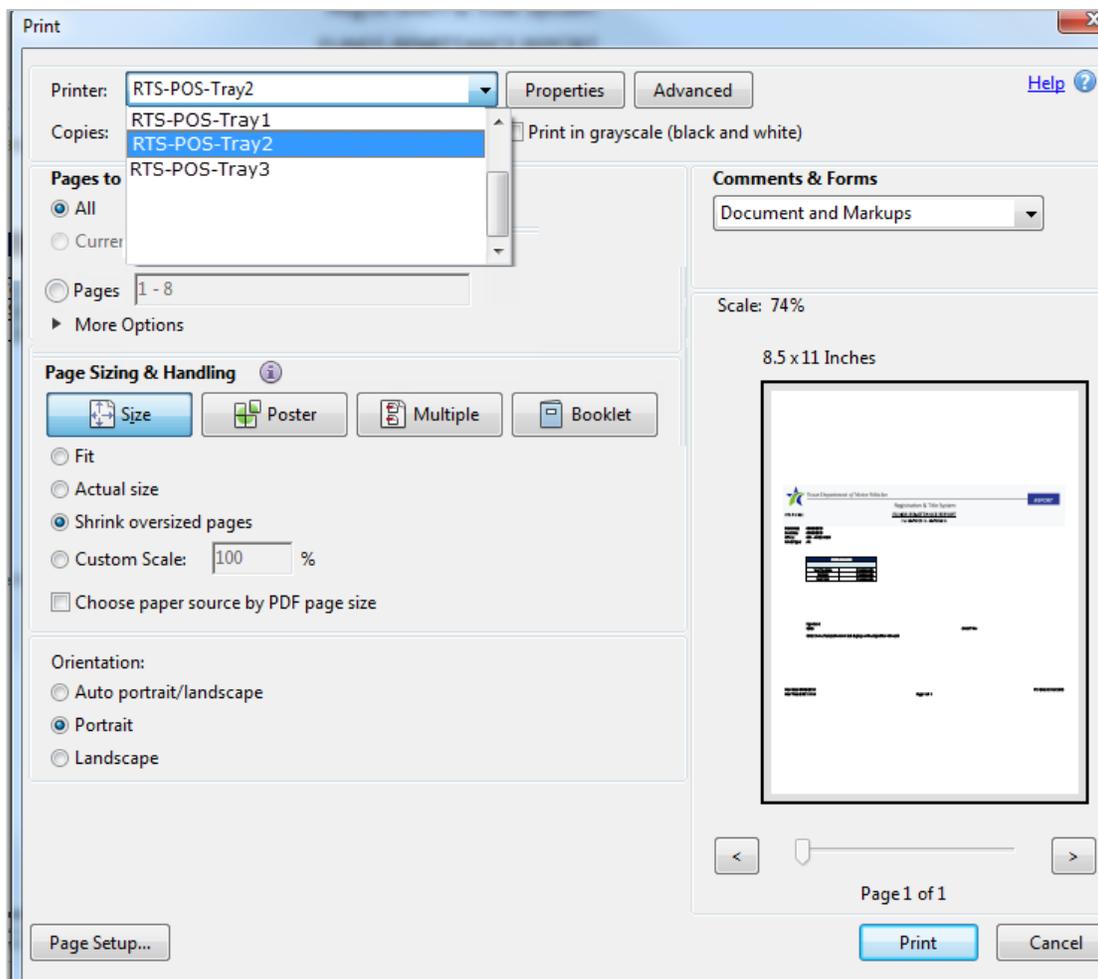




Printing a PDF Cognos Report from Onscreen

Tip: To avoid printing on the “500” paper inventory, you can add plain paper to **Tray 2** of the RTS printer or pull down Tray 1 (the manual feed tray) and load it with plain paper.

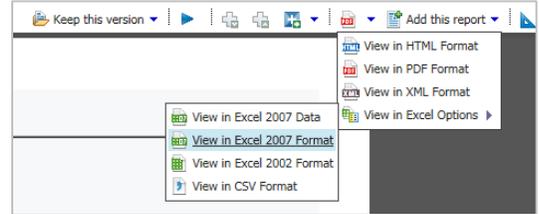
1. In the *Cognos Viewer* page, click the  (print) icon from the Adobe toolbar at the top of the displayed report. If the report is in your **My Folders** tab, click the report name to display it in the *Cognos Viewer* and then click the  icon. 
2. On the **Print** pop-up to send the report to the:
 - **Default Tray** on your RTS printer, click **RTS-Tray 2** from the **Printer** drop-down list and then click the **Print** button.
 - **Manual Feed Tray** of your RTS printer, click **RTS-Tray 1** from the **Printer** drop-down list and then click the **Print** button.



Exporting a PDF Report into Excel and Printing It

Although printing PDFs is the preferred method, there may be times you may need to export a large processed PDF report into Excel and print it from Excel to reduce the page count.

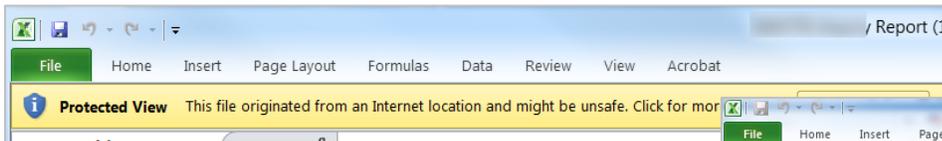
1. From top toolbar in Cognos Report Viewer window, click the **Format** (PDF icon) > **View in Excel Options** > **View in Excel 2007 Format**.



2. On the prompt displayed at the bottom of the page, click the **Open** button.



3. If the **Enable Editing** button displays, click it to grant access to the file.



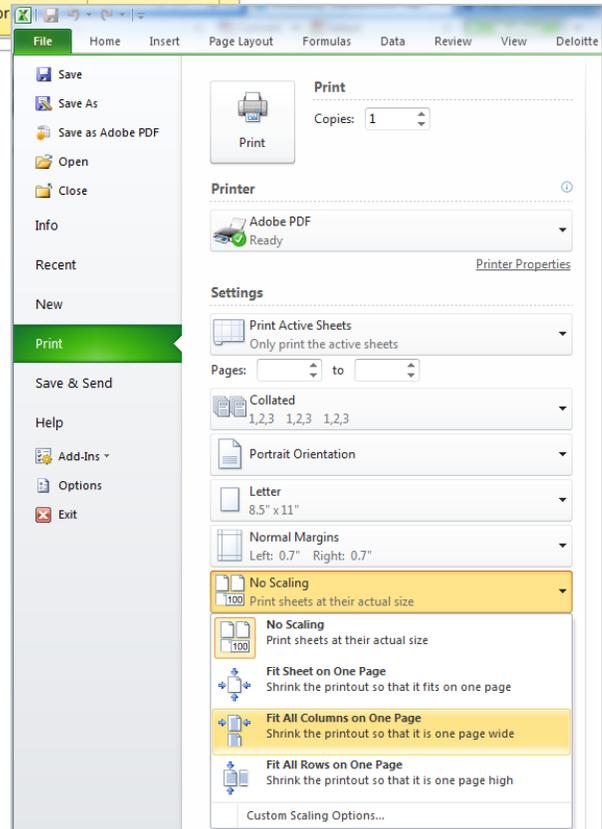
4. On the toolbar at the top of the Excel spreadsheet, click **File** > **Print**.

5. On the **Print** page:

- a. Make sure the appropriate **Printer** is set.
Tip: To avoid printing on the “500” paper inventory, add plain paper to **Tray 2** of the RTS printer or pull down Tray 1 (the manual feed tray) and load it.
- b. Use the **Settings** and the **Custom Scaling Options** to help shrink the information onto normal-sized print pages.

For example, in the **Settings** area:

- Click **Portrait Orientation** drop-down and select **Landscape**.
- Click the **Normal Margins** drop-down and reset the margins.
- Click **Fit All Columns on One page** (as shown).



6. When you are satisfied, click the **Print** button.