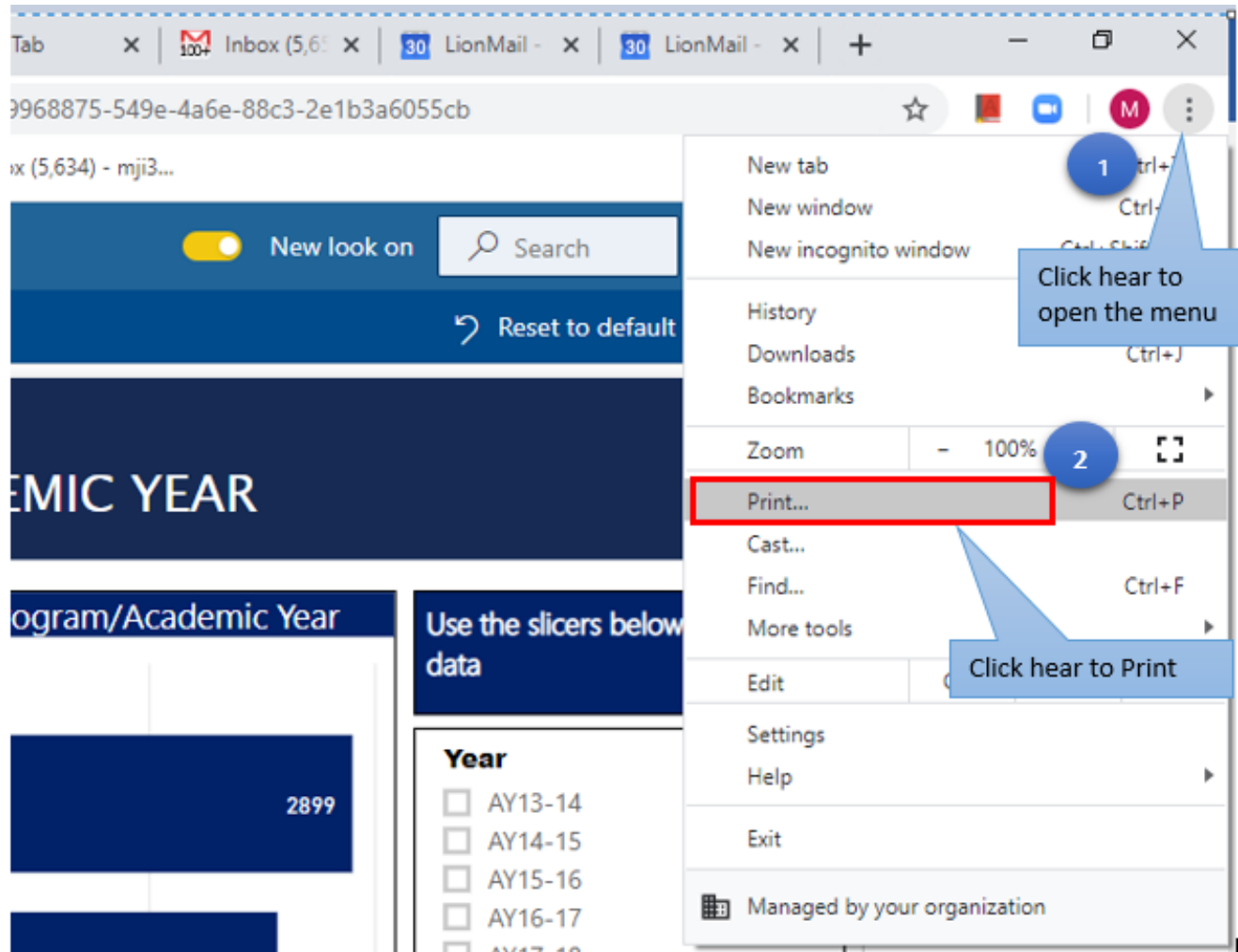


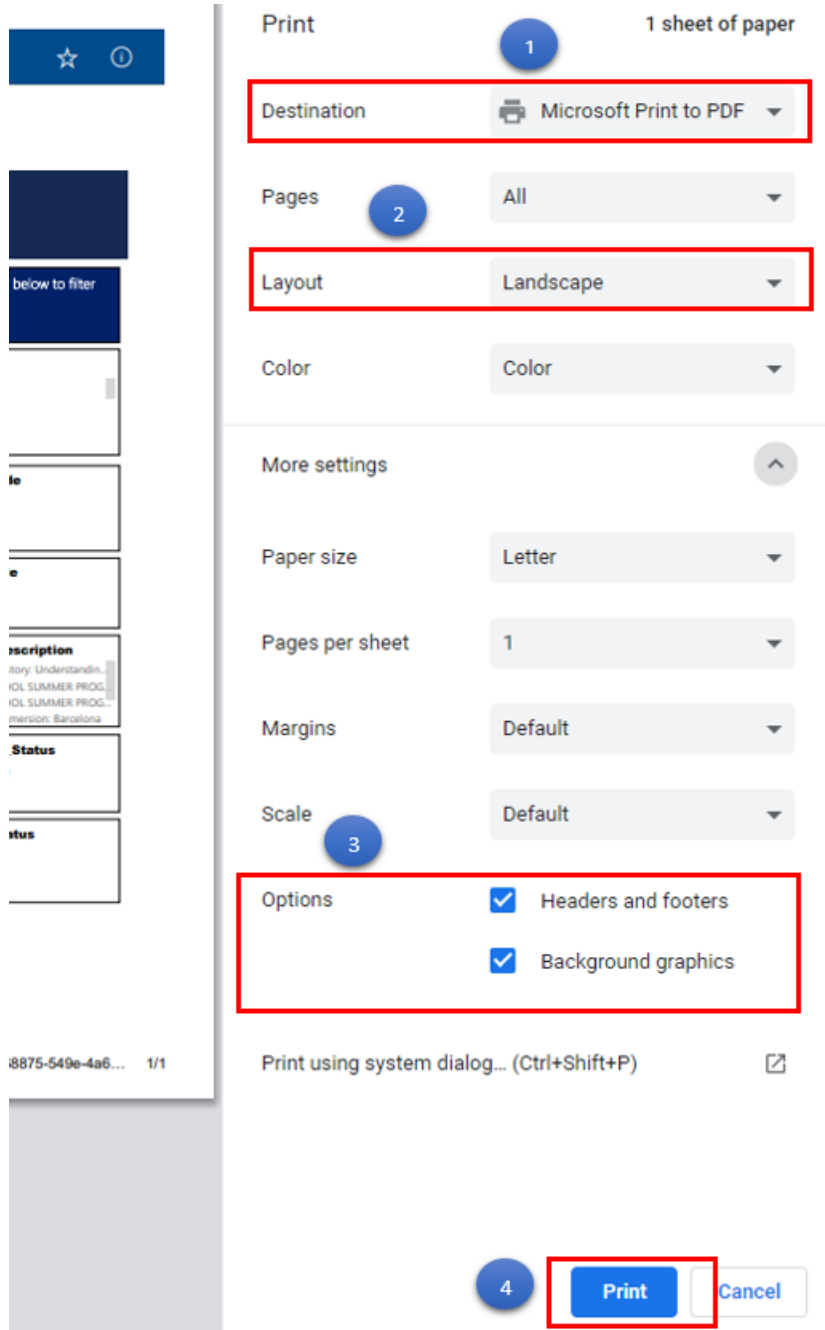
How to Print a PowerBi Report in PDF Format

1. Open any PowerBi report from the Chrome Browser. Click on the three dots (ellipsis) and select [Print].

See the screenshot below:



2: Select the following options on the print menu and click [Print]



The screenshot shows a 'Print' dialog box with the following settings and callouts:

- Print** (1 sheet of paper)
- Destination** (1): Microsoft Print to PDF (highlighted with a red box)
- Pages** (2): All
- Layout**: Landscape (highlighted with a red box)
- Color**: Color
- More settings** (expandable section)
- Paper size**: Letter
- Pages per sheet**: 1
- Margins**: Default
- Scale** (3): Default
- Options** (highlighted with a red box):
 - ☒ Headers and footers
 - ☒ Background graphics
- Print using system dialog... (Ctrl+Shift+P)**
- Print** (4) and **Cancel** buttons (the **Print** button is highlighted with a red box)

3: Save the PDF report file on a secured network location on H or G drive

