


Managing Report Page Setup

After customizing and previewing a report, you can manage its page setup. You can control the paper size, margins, and orientation of the report. This is helpful for printing reports that require specific paper, such as contributions statements.

1. In the [Reports window](#), select the report.
2. If you're working with a [Contributions](#) or [Financial Suite](#) report, select the report's date range in the lower sidebar.
3. Click **Customize**.
4. Select the appropriate report options, then click **Preview**.
5. On the reports toolbar, click **Page Setup**. 
6. Under **Paper Size**, manage the width and height of the paper.
7. On the **Margins** tab, manage the margins and page orientation.
8. Click **OK**.