



# How To:

## Make a Narrative Style Report

**This step by step How To article explains how to make a narrative style report**

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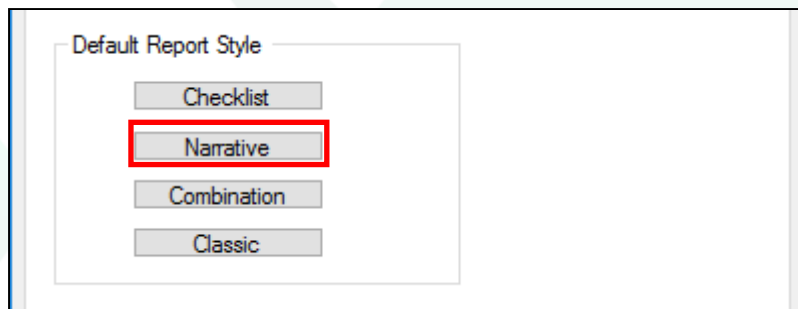
# HOW TO: MAKE A NARRATIVE STYLE REPORT

You can customize the way the report you create looks with various settings in Print Settings. By default, the out of the box settings create a checklist style report, but you can easily switch it to be narrative.

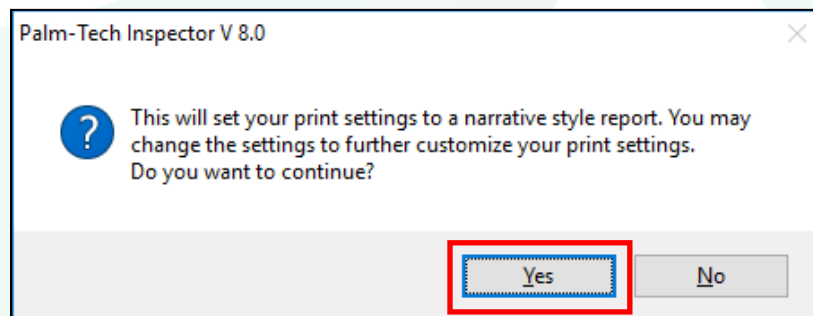
1. The first step is to click on the Print Settings icon from the Toolbar.



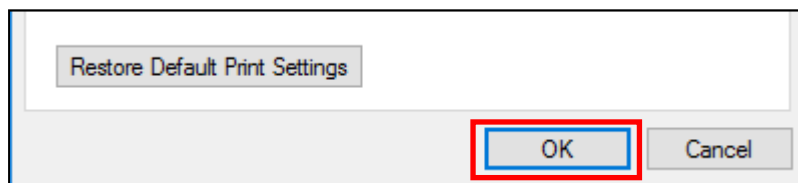
2. This will bring up the Print Options window and the 'Margins' tab. At the bottom of this tab you have an option for 'Default Report Style'. To create a narrative style report, click on 'Narrative.'



3. When you do this, the message below appears. Click on 'Yes' to switch to a narrative style report.



4. The program has automatically changed the necessary Print Settings to switch the format to a narrative style report. You can now make any other desired changes to the Print Settings. When finished, click on 'OK'.



5. You have now switched to a narrative style report.