



# How To:

## Modify Ratings in the Printed Report

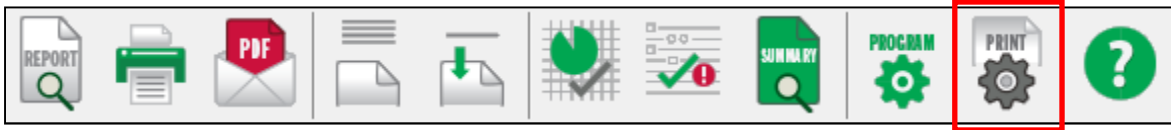
**This step by step How To article explains how to modify the way the ratings appear in the printed report**

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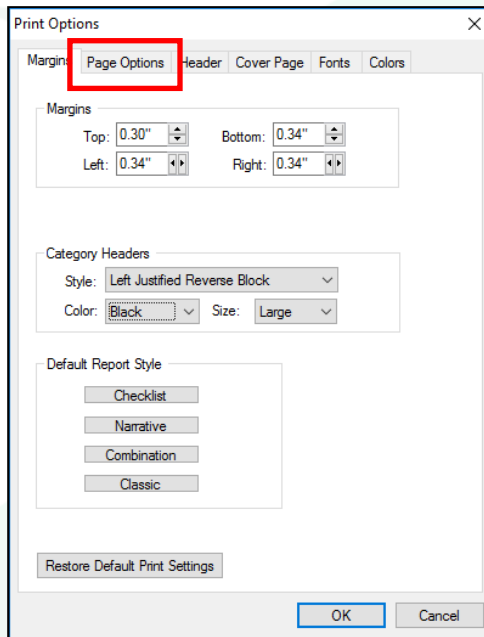
# How To: MODIFY RATINGS IN THE PRINTED REPORT

You have several options to choose from for how ratings are displayed in the printed report. By default, they appear as checkboxes, but you can easily switch them to appear as text, or not appear at all.

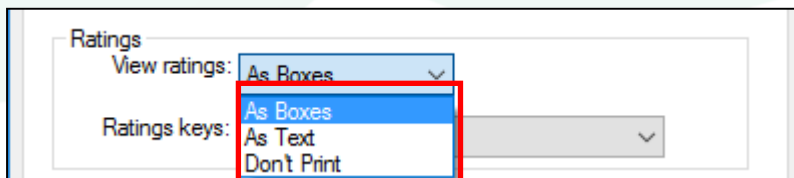
1. The first step is to click on the Print Settings icon from the Toolbar.



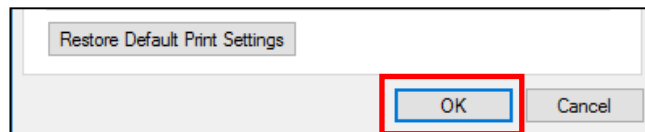
2. This will bring up the Print Options window. Click on the 'Page Options' tab.



3. On this screen, there is an option for 'View Ratings'. By clicking on the dropdown arrow you can choose between: As Boxes, As Text or Nothing.



4. When you have made the desired change, click on 'OK' in the bottom right corner.



5. You have now modified how ratings appear in your printed report.