



# How To:

## Change Where Pictures Show Up in the Printed Report

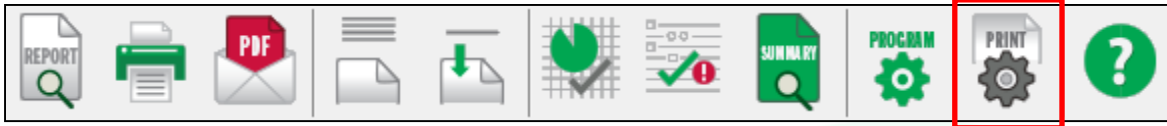
**This step by step How To article explains how to change where pictures show up in the printed report**

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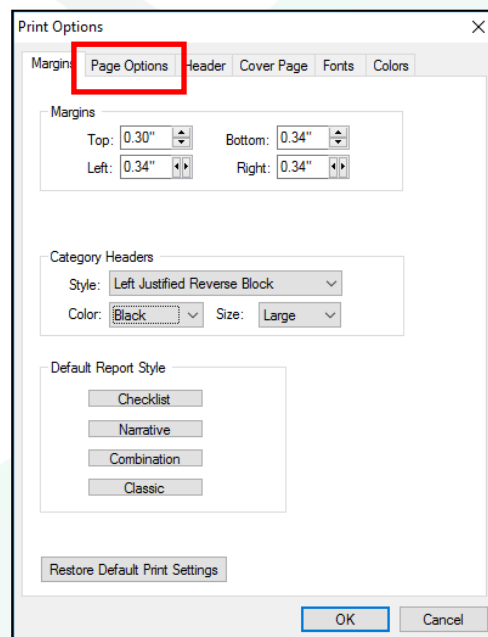
## HOW TO: CHANGE WHERE PICTURES SHOW UP IN THE PRINTED REPORT

You have several options to choose from concerning where pictures show up in the printed report. By default, they appear in both the summary and the body of the report. You can switch them to appear in just the summary or just the body.

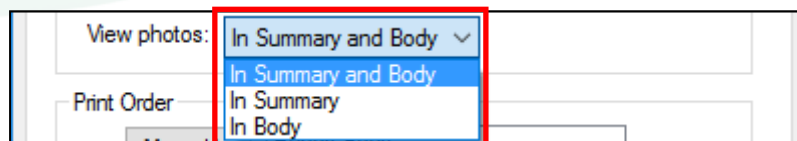
1. The first step is to click on the Print Settings icon from the Toolbar.



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



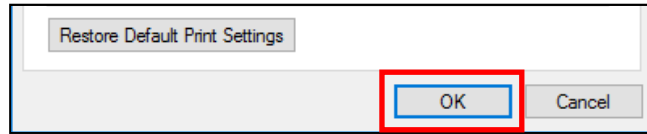
3. On this screen, there is an option for 'View Photos'. By clicking on the dropdown arrow you can choose between: In Summary and Body, In Summary and In Body.



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



5. You have now changed where pictures show up.

