



How To:

Modify Rating Keys in the Printed Report

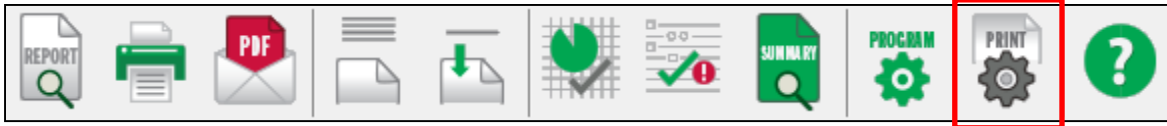
This step by step How To article explains how to modify rating keys in the printed report

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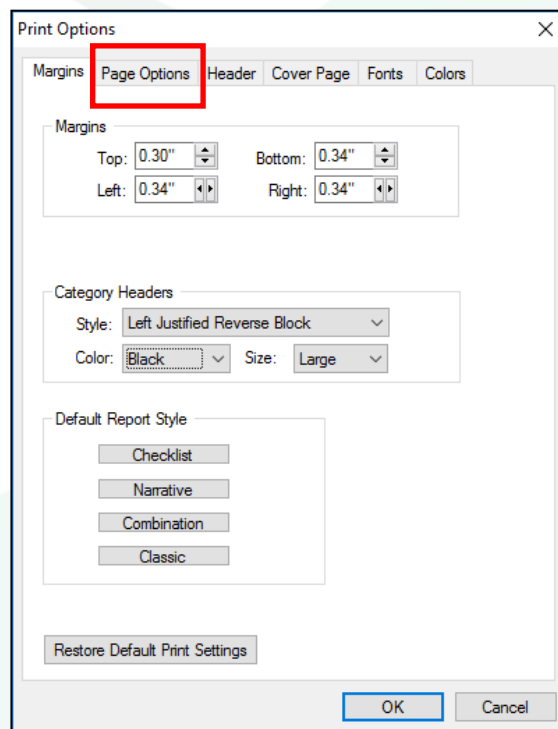
How To: MODIFY RATING KEYS IN THE PRINTED REPORT

You have several options to choose from for how much information is displayed with rating keys at the top of each category. By default, they appear as abbreviations only, but you can easily switch them to appear with the full explanation, a short explanation or not appear at all.

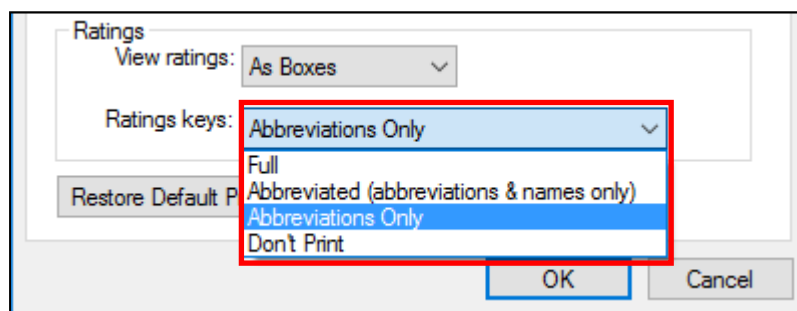
1. The first step is to click on the Print Settings icon from the Toolbar.



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

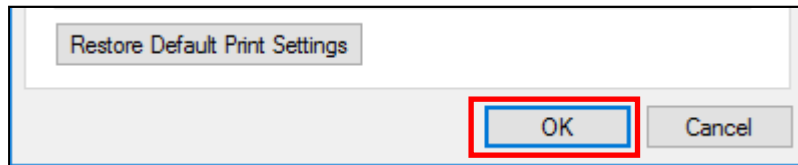


3. On this screen, there is an option for 'Rating Keys'. By clicking on the dropdown arrow you can choose between: Full, Abbreviated, Abbreviations Only, and Don't Print.



How To: MODIFY RATING KEYS IN THE PRINTED REPORT

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



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