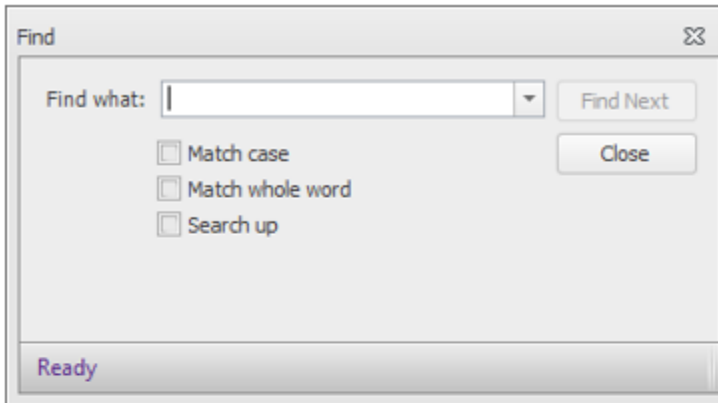
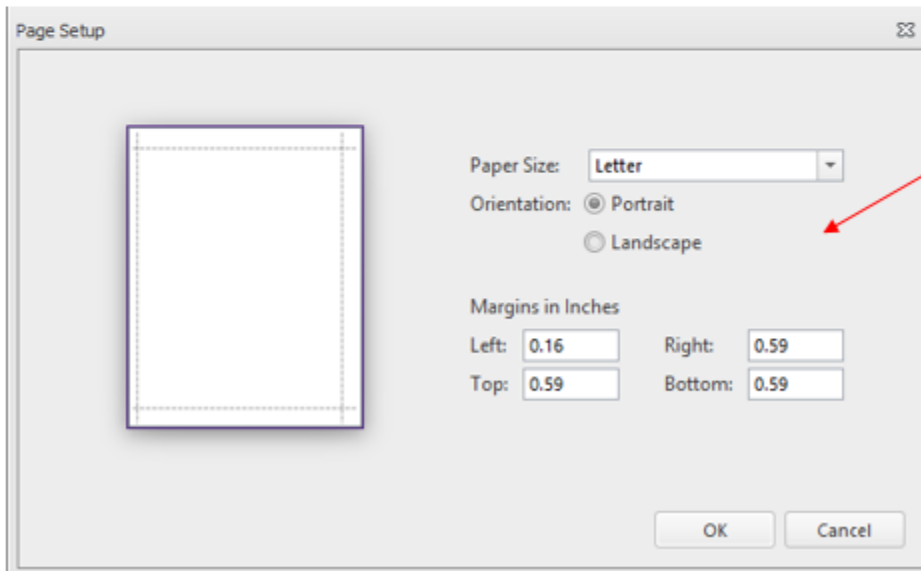




1. Locate a word in the report by clicking 



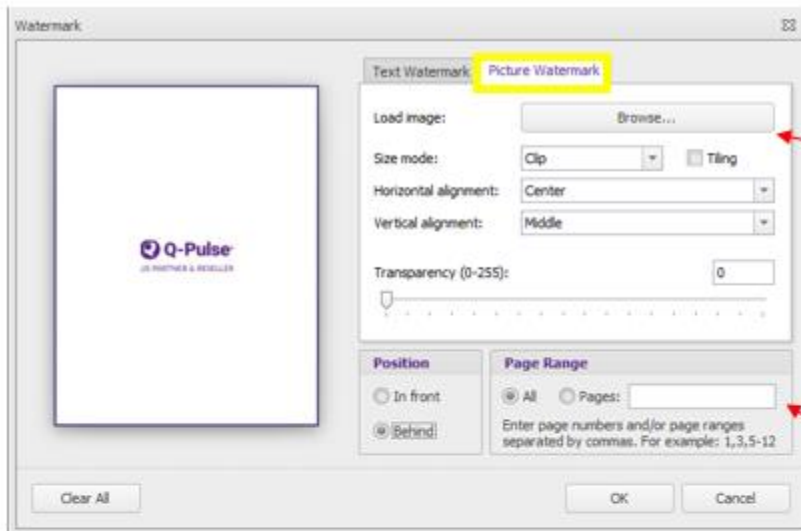
2. Choose your report paper size and orientation and adjust report margins 



**Set Required Parameters**

- **Paper Size:** Letter, Legal, etc.
- **Orientation:** Portrait or Landscape
- **Margins (in)**
  - Left Margin
  - Right Margin
  - Top Margin
  - Bottom Margin

**3. Add images such as logos or text watermarks to the base report**

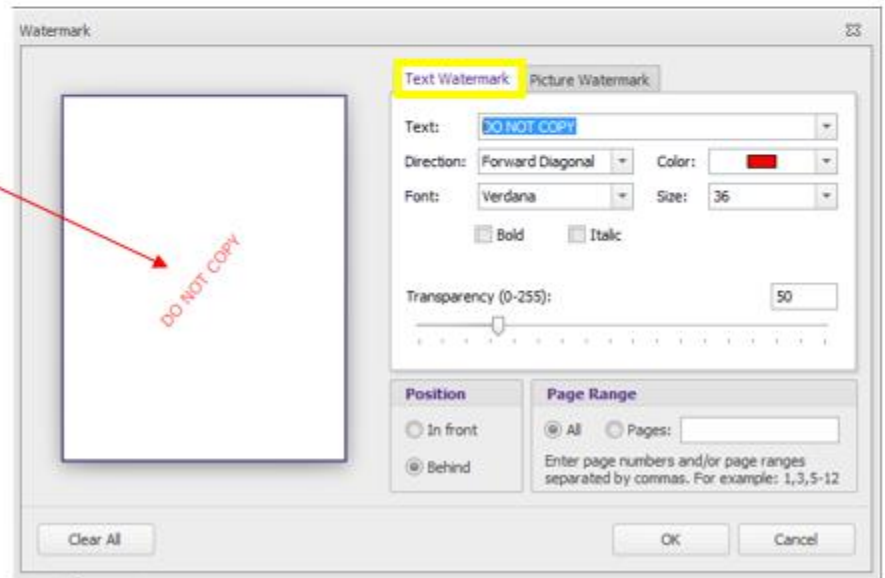


Browse images on your computer to add a **Picture Watermark** to the report. You are able to customize the image by adjusting the placement, size and transparency of the image.

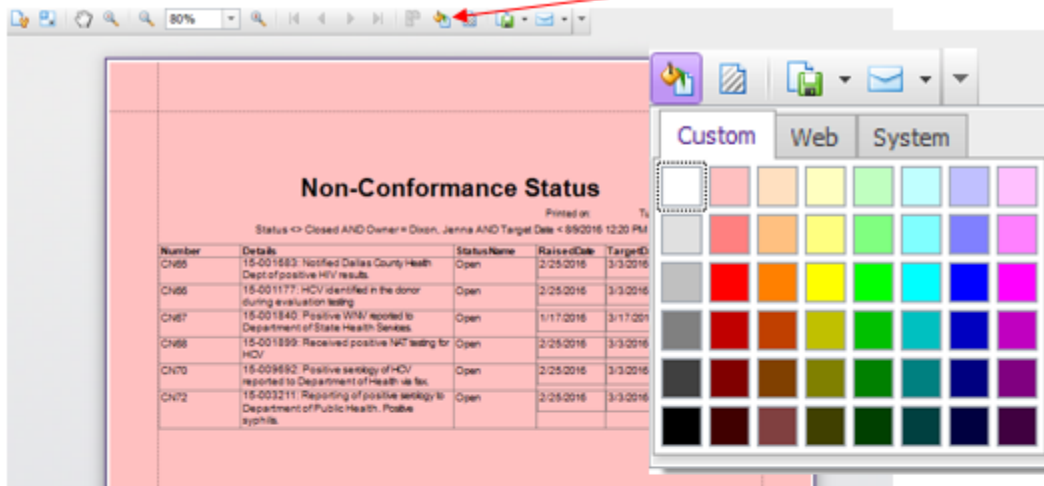
Select the pages of the report you would like the watermark image to appear on.


Select a **Text Watermark** to add to all or select pages of the report. Further customize by changing front size, color, direction and transparency.

- ASAP
- CONFIDENTIALITY
- COPY
- DO NOT COPY
- DRAFT
- EVALUATION
- ORIGINAL
- PERSONAL
- SAMPLE
- TOP SECRET
- URGENT

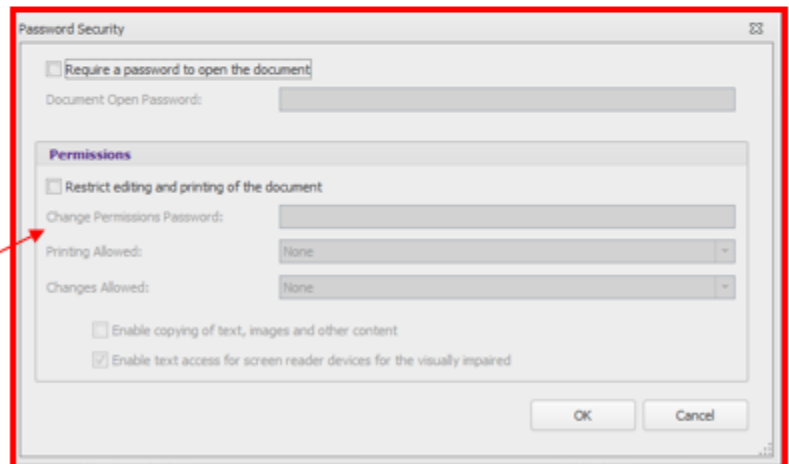
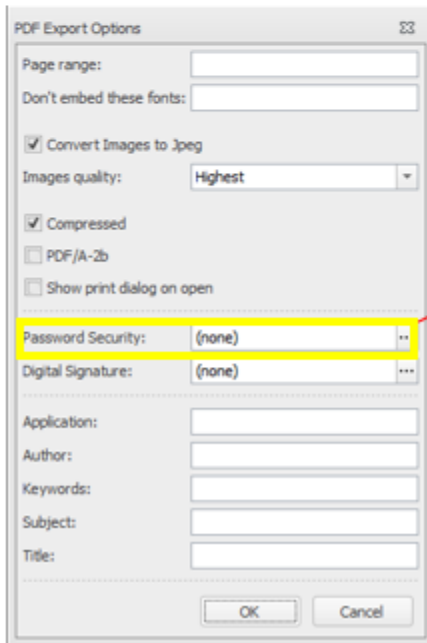


4. Color can be added to the background of the report by choosing 



5. Export the report in a variety of formats 

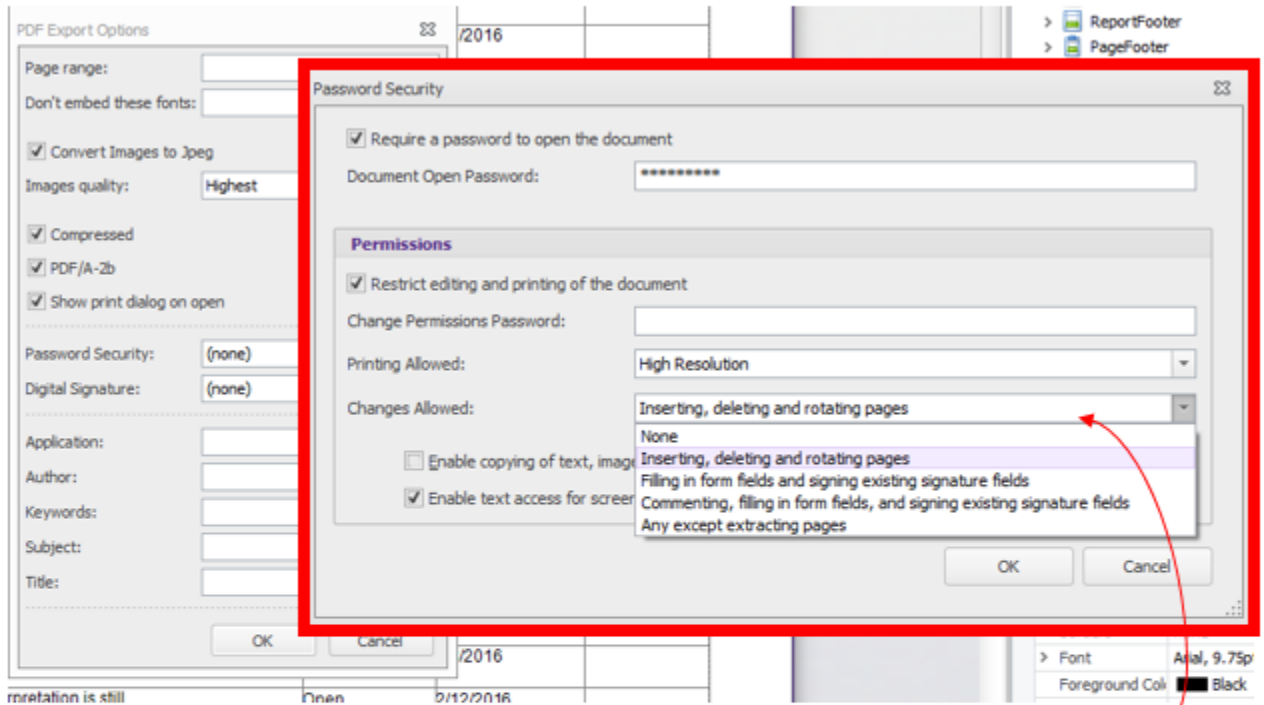
- PDF, HTML, MHT, RTF, XLS, XLSX, CSV, Text File, Image File



Secure your report before exporting by requiring a password to open the document. You are also able to restrict/enable editing and printing of the report under the **Password Security** option.

6. Send the report via email in a variety of formats 

- PDF, MHT, RTF, XLS, XLSX, CSV, Text File, Image File



Just as in exporting the report as a PDF you can secure your report before sending it via email by requiring a password to open the document. You are also able to add permissions for printing and changes of the document.

- Click the  icon in the print preview screen toolbar to access the PDF Export Options window
- Choose Password Security