

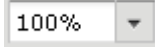


Setting Output Scale

Determine the display size for any report by using the report scaling options, located in the **Report Viewer Tool Bar**.

- Click on the  icon to zoom in the report.
- Click on the  icon to zoom out of the report.
- Click on the  menu to open the Zoom Options drop-down menu and select the percentage by which you want to increase or decrease the size of your report.