

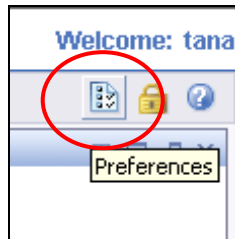
## Setting ReportMart3 Preferences

**1 Navigate to ReportMart 3:**

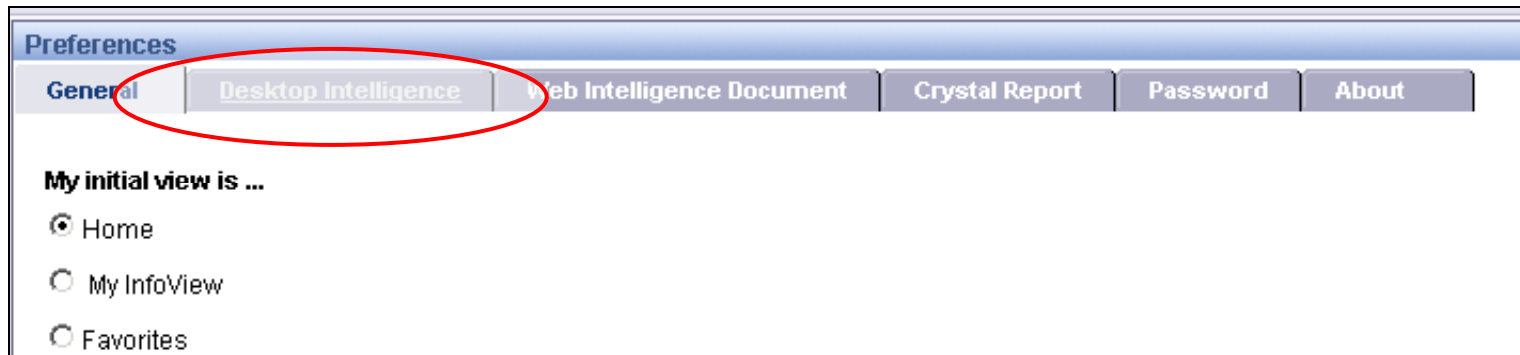


**2 Set default report view format:**

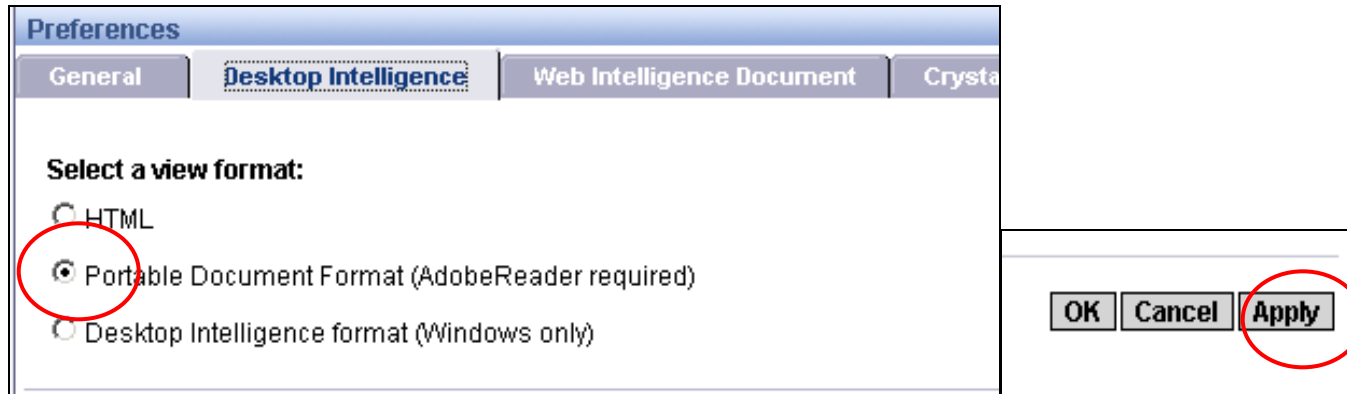
**a. Click on the Preferences icon at the top of the Home page (it looks like a little checklist next to the lock icon):**



**b. From the Preferences panel click on the 2<sup>nd</sup> tab – Desktop Intelligence to correct the default settings:**



- c. Select view format as Portable Document Format (click the 2<sup>nd</sup> radio button)
- d. Click “Apply” to save your preferences:



- e. Click on the Home icon to return to the Home page:

