**Procedure to Modify a Report to Correct Text Overlap**

1. In Empower Project window, right click on a result set or a result and choose Preview/Publisher.
2. Switch the report from **Preview** to **Edit** mode by clicking on the **Close** button on the top menu.
3. Click on the **Header** icon on the top menu if it is not already set as the default page.
4. Right click on the Acquisition Information report group (block) and choose **Ungroup**.



1. Pull down the bottom border of the group.



1. If the boxes inside the group block cannot be activated, then right click on the block and choose **Move to Back**.



1. Highlight the last text box from the bottom and move it down,



1. Similarly move the next text box from the bottom so that the full text for “Build Version” field is displayed.



1. Draw a box around the whole text block to highlight all the text boxes.



Go to **Edit>Group** to regroup the Acquisition Information block.

Then go to **File>Save** to save the modified report. Example Audit Trail comment: “Repositioned text fields within the Acquisition Information group in the Header to avoid text overlap.”