

## Previewing Reports

Many pre-configured reports are available for you in ACS, and sample reports display when you select a report. However, you can **preview** reports with your own ACS data, which gives you a better idea of how the report might be useful to your church or organization and also lets you see how many pages the report is.

After previewing the report, you may want to [search](#) within the report, [customize](#), [print](#), [e-mail](#), or [export](#) it.

1. In the [reports window](#), select the report.
2. In the lower sidebar, click **Preview**. The report displays with your organization's data.