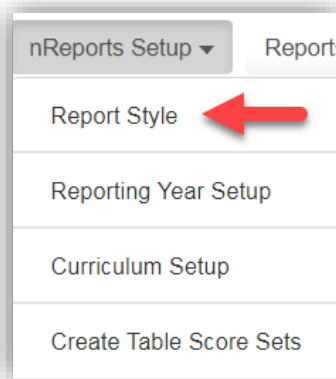## Changing the font size, colour etc. of all Overviews

1. First, go to the nReports Setup drop down menu and select Report Style.

2. Scroll to the bottom section of the page and look at the right hand side which lists the Subject Report Components.
3. Find the Overview component in the list (the order of components can differ across schools).

4. Click the blue edit button for that component.

5. To edit the font size, click the edit button next to where it says Text Style.

6. Change the font size by using the drop down menu labelled 'Font Size'. If it says Default and you want to know the size it's currently set to, it should be listed on the left.

NOTE: You can also edit whether the text is bolded or in italics in this window.

7. To edit the colour(s) (and alignment) click the edit button next to where it says Body Style.

Overview Student Report Component

	Text Style		**Body Style**		**Sample:**
General	Option 3 ▼		Option 3 ▼		Sample

Note: The 'General' Text and Body Styles selected above will apply to all of the Features Styles and Style Properties in the current component unless customised below.

Overview Feature Styles

Feature:	**Text Style:**	**Body Style:**	**Sample:**
OverviewHeading	Option 3 ▼	Option 3 ▼	Sample

Overview Style Properties

Style Property	**Value**

Save   Discard

8. Change the colour of the text by using the drop down menu labelled 'Text Colour'. If you wish to have more options when choosing colours, you can first click the 'Custom Colour Picker' button near the top of the window.

NOTE: You can also edit the horizontal alignment (eg. centering the text) and add a background colour in this window.

Overview OverviewHeading
Body Style

Inherited Default Style		**Override Style**	
		Custom Colour Picker	
Back Colour:	○	Back Colour:	▼ Clear
Text Colour:	●	Text Colour:	▼ Clear
Border Colour:	●	Border Colour:	▼ Clear
Has Border:	No	Has Border:	Default ▼
Horizontal Alignment:	Left	Horizontal Alignment:	Default ▼
Vertical Alignment:	Middle	Vertical Alignment:	Middle ▼
Inner Margin:	2	Inner Margin:	Default ▼

Sample

Save   Discard

9. Once you're finished click the Save button on each of the pop-up windows.