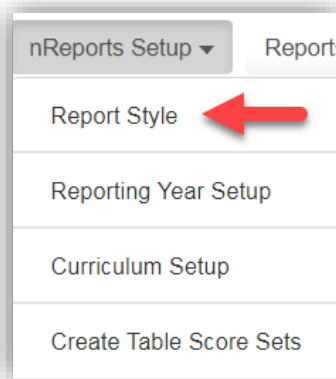




Changing the font size, colour etc. of all Overviews

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).



Subject Report Components	Edit	Include custom overrides	Reset
TeacherPrincipalSignature (Default):		<input type="radio"/>	
TeacherSignature (Default):		<input checked="" type="radio"/>	
PrincipalSignature (Default):		<input type="radio"/>	
SubjectHeader (Default):		<input type="radio"/>	
Overview (Default):		<input type="radio"/>	
Achievement (VELSDots):		<input type="radio"/>	
ReportTable (Columnar):		<input type="radio"/>	
AusVelsWorkHabits (Default):		<input type="radio"/>	
Comments (Default):		<input type="radio"/>	
Achievement (VELSDots2):		<input checked="" type="radio"/>	
Achievement (EALDots):		<input type="radio"/>	
ReportTable (SingleColumnText):		<input type="radio"/>	
ReportTable (SingleColumnGraphic):		<input type="radio"/>	
ReportTable (VerticalColHeaderGraphic):		<input type="radio"/>	
Achievement (ProgressSymbols):		<input checked="" type="radio"/>	
Achievement (ScoreSymbols):		<input checked="" type="radio"/>	
Achievement (Text):		<input checked="" type="radio"/>	



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.

Overview Student Report Component

General

Text Style Option 3  



Body Style Option 3  



Sample: 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: OverviewHeading

Text Style: Option 3  

Body Style: Option 3  

Sample: Sample

Overview Style Properties

Style Property	Value
----------------	-------

Save **Discard**

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.

Overview OverviewHeading
Text Style

Inherited Default Style	Override Style
Font: Arial	Font: Default
Font Size: 16	Font Size: Default
Bold: false	Bold: Default
Italic: false	Italic: Default
Underline: false	Underline: Default

Sample

Save **Discard**

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

Overview Student Report Component

General

Text Style: Option 3

Body Style: Option 3

Sample: 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: OverviewHeading

Text Style: Option 3

Body Style: Option 3

Sample: 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: <input type="text"/>	Back Colour: <input type="text"/> Clear
Text Colour: <input type="text"/>	Text Colour: <input type="text"/> Clear
Border Colour: <input type="text"/>	Border Colour: <input type="text"/> 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.