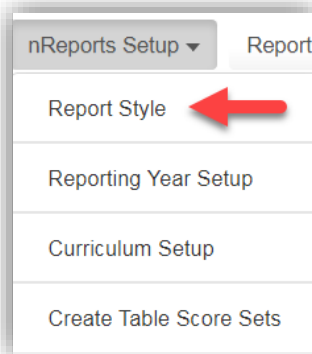


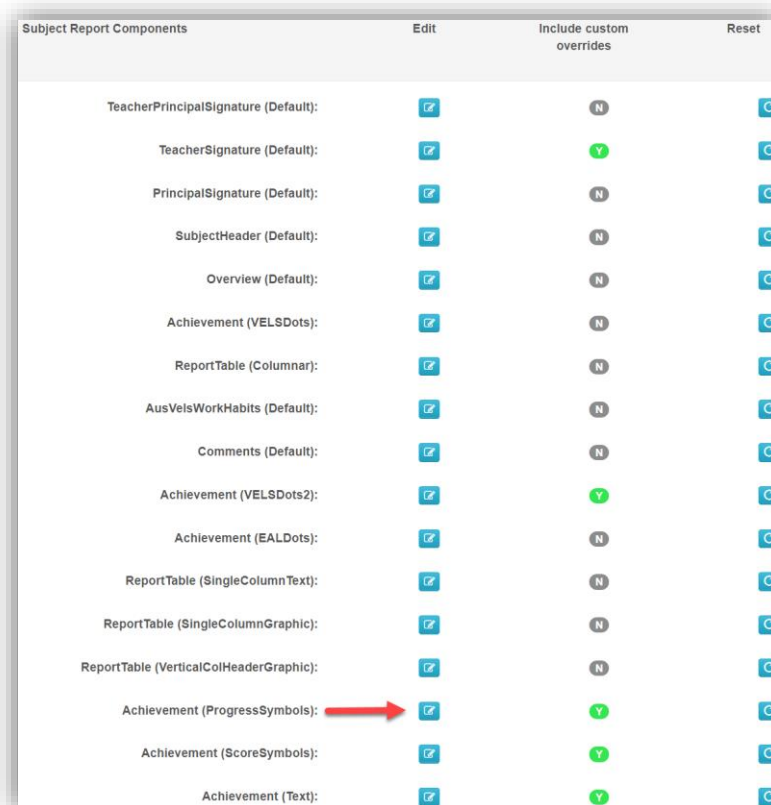


## Changing the font size, colour etc. of the Progression Chart(s) or Score Chart(s)

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 Achievement (ProgressSymbols) component in the list (the order of components can differ across schools). **Note:** Alternatively, look for the Achievement (ScoreSymbols) component.



4. Click the blue edit button for that component.

5. To edit the font size of the column headers, click the edit button under Text Style on the line that starts with 'YearLevelHeading'.

**Achievement Student Report Component**

**General**

Text Style: Default [Edit] [Reset]

Body Style: Default [Edit] [Reset]

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.

**Achievement Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
TopLeft	Option 2 [Edit] [Reset]	Option 2 [Edit] [Reset]	Sample
AchievementHeading	Option 5 [Edit] [Reset]	Option 2 [Edit] [Reset]	Sample
YearLevelHeading	Option 5 [Edit] [Reset]	Option 2 [Edit] [Reset]	Sample
CurrentYearLevelHeading	Option 5 [Edit] [Reset]	Option 5 [Edit] [Reset]	Sample
Achievement	Option 5 [Edit] [Reset]	Default [Edit] [Reset]	Sample
ExpectedLevelShading	Default [Edit] [Reset]	Option 5 [Edit] [Reset]	Sample
DotsLines	Default [Edit] [Reset]	Default [Edit] [Reset]	Sample
LegendText	Option 5 [Edit] [Reset]	Default [Edit] [Reset]	Sample
LegendExpectedLevelShading	Option 5 [Edit] [Reset]	Option 5 [Edit] [Reset]	Sample
LegendHeading	Option 5 [Edit] [Reset]	Default [Edit] [Reset]	Sample
PreviousScoreAgeHeading	Option 5 [Edit] [Reset]	Option 2 [Edit] [Reset]	Sample
TFLHeading	Option 5 [Edit] [Reset]	Option 2 [Edit] [Reset]	Sample
PreviousScoreAge	Option 5 [Edit] [Reset]	Default [Edit] [Reset]	Sample

**Achievement 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.

**Inherited Default Style**

Font: Arial

Font Size: 28

Bold: false

Italic: false

Underline: false

**Override Style**

Font: Default

Font Size: Default

Bold: Default

Italic: Default

Underline: Default

Sample

Save Discard

7. Once you've changed the 'YearLevelHeading', you'll have to repeat steps 5 and 6 for 'CurrentYearLevelHeading'.

Achievement Student Report Component

General

Text Style

Default

Body Style

Default

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.

Achievement Feature Styles

Feature:	Text Style:	Body Style:	Sample:
TopLeft	Option 2	Option 2	Sample
AchievementHeading	Option 5	Option 2	Sample
YearLevelHeading	Option 5	Option 2	Sample
CurrentYearLevelHeading	Option 5	Option 5	Sample
Achievement	Option 5	Default	Sample
ExpectedLevelShading	Default	Option 5	Sample
DotsLines	Default	Default	Sample
LegendText	Option 5	Default	Sample
LegendExpectedLevelShading	Option 5	Option 5	Sample
LegendHeading	Option 5	Default	Sample
PreviousScoreAgeHeading	Option 5	Option 2	Sample
TFLHeading	Option 5	Option 2	Sample
PreviousScoreAge	Option 5	Default	Sample

Achievement Style Properties

Style Property	Value

Save

Discard

8. To edit the colour(s) of the column headers click the edit button under Body Style on the line that starts with 'TopLeft'.

**Achievement Student Report Component**

General Text Style Body Style Sample:

Default Default 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.

**Achievement Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
TopLeft	Option 2	Option 2	Sample
AchievementHeading	Option 5	Option 2	Sample
YearLevelHeading	Option 5	Option 2	Sample
CurrentYearLevelHeading	Option 5	Option 5	Sample
Achievement	Option 5	Default	Sample
ExpectedLevelShading	Default	Option 5	Sample
DotsLines	Default	Default	Sample
LegendText	Option 5	Default	Sample
LegendExpectedLevelShading	Option 5	Option 5	Sample
LegendHeading	Option 5	Default	Sample
PreviousScoreAgeHeading	Option 5	Option 2	Sample
TFLHeading	Option 5	Option 2	Sample
PreviousScoreAge	Option 5	Default	Sample

**Achievement Style Properties**

Style Property	Value

Save Discard

9. Change the colour of the background by using the drop down menu labelled 'Back 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.

**ReportTable TopLeftHeader Body Style**

Inherited Default Style Override Style Custom Colour Picker

Back Colour: [Blue] → Back Colour: [Dropdown] Clear

Text Colour: [White] Text Colour: [Dropdown] Clear

Border Colour: [Black] Border Colour: [Dropdown] Clear

Has Border: Yes Has Border: Default

Horizontal Alignment: Left Horizontal Alignment: Default

Vertical Alignment: Middle Vertical Alignment: Default

Inner Margin: 2 Inner Margin: Default

Sample

Save Discard

10. Once you've changed the 'TopLeft', you'll have to repeat steps 8 and 9 for 'AchievementHeading', 'YearLevelHeading', 'PreviousScoreAgeHeading' and 'TFLHeading'.

Achievement Student Report Component

General

Text Style

Default

Body Style

Default

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.

Achievement Feature Styles

Feature:	Text Style:	Body Style:	Sample:
TopLeft	Option 2	Option 2	Sample
AchievementHeading	Option 5	Option 2	Sample
YearLevelHeading	Option 5	Option 2	Sample
CurrentYearLevelHeading	Option 5	Option 5	Sample
Achievement	Option 5	Default	Sample
ExpectedLevelShading	Default	Option 5	Sample
DotsLines	Default	Default	Sample
LegendText	Option 5	Default	Sample
LegendExpectedLevelShading	Option 5	Option 5	Sample
LegendHeading	Option 5	Default	Sample
PreviousScoreAgeHeading	Option 5	Option 2	Sample
TFLHeading	Option 5	Option 2	Sample
PreviousScoreAge	Option 5	Default	Sample

Achievement Style Properties

Style Property	Value

Save

Discard

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