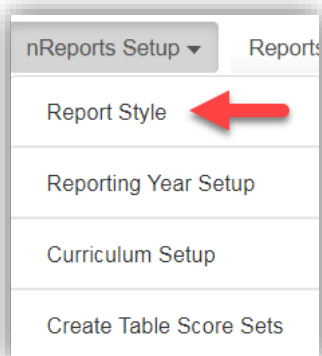




## Changing the font size, colour, text alignment etc. of the Report Tables

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 ReportTable (Columnar) 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 of the column headers, click the edit button under Text Style on the line that starts with 'ColumnHeader'.

ReportTable 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.

ReportTable Feature Styles

Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4	Option 2	Sample
ColumnHeader	Option 5	Option 2	Sample
ReportSectionHeader	Option 4	Option 4	Sample
MiddleScoreShading	Option 5	Option 5	Sample
Overview	Default	Default	Sample
OverviewHeading	Option 3	Option 3	Sample

ReportTable Style Properties

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

Override Style

Font: Arial

Font: Default

Font Size: 28

Font Size: Default

Bold: false

Bold: Default

Italic: false

Italic: Default

Underline: false

Underline: Default

Sample

Save

Discard

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

ReportTable 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.

ReportTable Feature Styles

Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4	Option 2	Sample
ColumnHeader	Option 5	Option 2	Sample
ReportSectionHeader	Option 4	Option 4	Sample
MiddleScoreShading	Option 5	Option 5	Sample
Overview	Default	Default	Sample
OverviewHeading	Option 3	Option 3	Sample

ReportTable Style Properties

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

ReportTable 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.














ReportTable Feature Styles


Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4	Option 2	Sample
ColumnHeader	Option 5	Option 2	Sample
ReportSectionHeader	Option 4	Option 4	Sample
MiddleScoreShading	Option 5	Option 5	Sample
Overview	Default	Default	Sample
OverviewHeading	Option 3	Option 3	Sample



ReportTable Style Properties

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: 	Back Colour:  
Text Colour: 	Text Colour:  
Border Colour: 	Border Colour:  
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 



 


10. Once you've changed the 'TopLeftHeader', you'll have to repeat steps 8 and 9 for 'ColumnHeader'.

ReportTable Student Report Component

General




















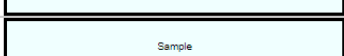










Text Style: Default  

Body Style: 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.

ReportTable Feature Styles

Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4  	Option 2  	
ColumnHeader	Option 5  	Option 2  	
ReportSectionHeader	Option 4  	Option 4  	
MiddleScoreShading	Option 5  	Option 5  	
Overview	Default  	Default  	
OverviewHeading	Option 3  	Option 3  	

ReportTable Style Properties

11. To edit the alignment of the text within the report tables click the edit button next to where it says Body Style at the top of the window.

**ReportTable Student Report Component**

General

Text Style: Default [edit] [refresh]

Body Style: Default [edit] [refresh]

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.

**ReportTable Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4 [edit] [refresh]	Option 2 [edit] [refresh]	[Sample]
ColumnHeader	Option 5 [edit] [refresh]	Option 2 [edit] [refresh]	[Sample]
ReportSectionHeader	Option 4 [edit] [refresh]	Option 4 [edit] [refresh]	[Sample]
MiddleScoreShading	Option 5 [edit] [refresh]	Option 5 [edit] [refresh]	[Sample]
Overview	Default [edit] [refresh]	Default [edit] [refresh]	[Sample]
OverviewHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	[Sample]

**ReportTable Style Properties**

12. Change the alignment of the text by using the drop down menu labelled 'Horizontal Alignment'.

ReportTable Default  
Body Style

**Inherited Default Style**

Back Colour: [radio button]

Text Colour: [radio button]

Border Colour: [radio button]

Has Border: No

Horizontal Alignment: Left

Vertical Alignment: Top

Inner Margin: 2

**Override Style**  
Custom Colour Picker

Back Colour: [dropdown] [Clear]

Text Colour: [dropdown] [Clear]

Border Colour: [dropdown] [Clear]

Has Border: Yes

Horizontal Alignment: Default [edit] [refresh]

Vertical Alignment: Default [edit] [refresh]

Inner Margin: Default [edit] [refresh]

Sample: [Sample]

[Save] [Discard]

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