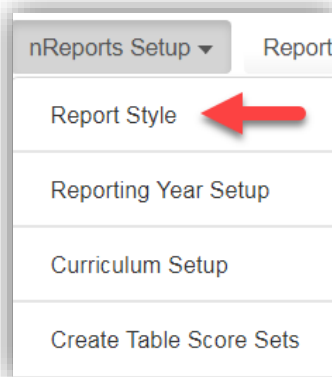


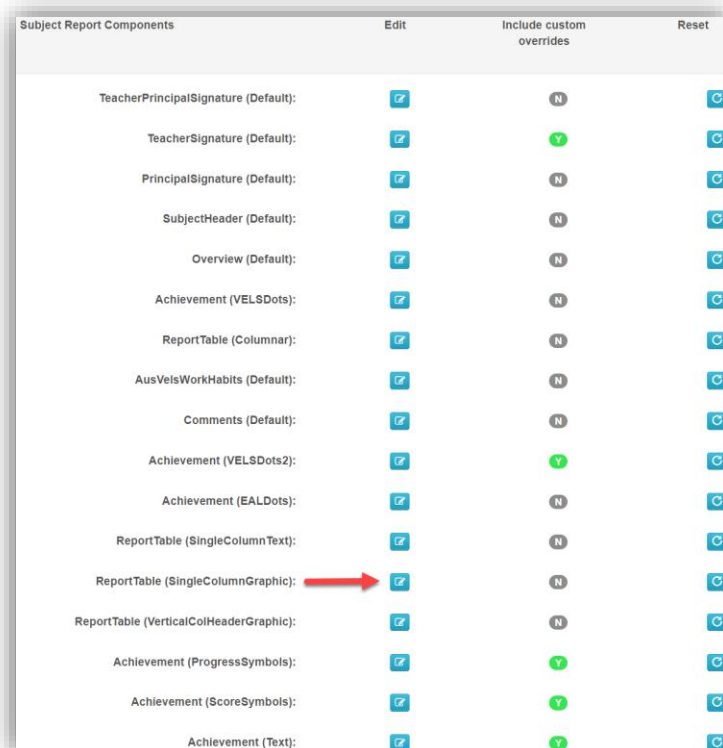


## Changing the font size, colour, text alignment etc. of the Report Tables

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 (SingleColumnGraphic) 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 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 <div><div></div><div></div></div> | Option 2 <div><div></div><div></div></div> | <div>Sample</div> |
| ColumnHeader        | Option 5 <div><div></div><div></div></div> | Option 2 <div><div></div><div></div></div> | <div>Sample</div> |
| ReportSectionHeader | Option 4 <div><div></div><div></div></div> | Option 4 <div><div></div><div></div></div> | <div>Sample</div> |
| MiddleScoreShading  | Option 5 <div><div></div><div></div></div> | Option 5 <div><div></div><div></div></div> | <div>Sample</div> |
| Overview            | Default <div><div></div><div></div></div>  | Default <div><div></div><div></div></div>  | <div>Sample</div> |
| OverviewHeading     | Option 3 <div><div></div><div></div></div> | Option 3 <div><div></div><div></div></div> | <div>Sample</div> |

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. 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

8. 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:

Text Colour:

Border Colour:

Has Border: Yes

Horizontal Left Alignment:

Vertical Middle Alignment:

Inner Margin: 2

Back Colour:

Text Colour:

Border Colour:

Has Border: Default

Horizontal Alignment: Default

Vertical Alignment: Default

Inner Margin: Default

Sample

Save

Discard

9. Once you've changed the 'TopLeftHeader', you'll have to repeat steps 7 and 8 for '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

10. 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

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

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

ReportTable Default  
Body Style

| Inherited Default Style              | Override Style<br><small>Custom Colour Picker</small>                    |
|--------------------------------------|--------------------------------------------------------------------------|
| Back Colour: <input type="radio"/>   | Back Colour: <input type="text"/> <input type="button" value="Clear"/>   |
| Text Colour: <input type="radio"/>   | Text Colour: <input type="text"/> <input type="button" value="Clear"/>   |
| Border Colour: <input type="radio"/> | Border Colour: <input type="text"/> <input type="button" value="Clear"/> |
| Has Border: No                       | Has Border: Yes <input type="button" value="Clear"/>                     |
| Horizontal Alignment: Left           | Horizontal Alignment: Default <input type="button" value="Clear"/>       |
| Vertical Alignment: Top              | Vertical Alignment: Default <input type="button" value="Clear"/>         |
| Inner Margin: 2                      | Inner Margin: Default <input type="button" value="Clear"/>               |

Sample

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