

## 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 (SingleColumnText) component in the list (the order of components can differ across schools).

Subject Report Components	Edit	Include custom overrides	Reset
TeacherPrincipalSignature (Default):		0	0
TeacherSignature (Default):	8	9	
PrincipalSignature (Default):	8	•	
SubjectHeader (Default):	8		
Overview (Default):			
Achievement (VELSDots):	8	•	•
ReportTable (Columnar):	2		
AusVelsWorkHabits (Default):		•	
Comments (Default):	Ø	•	
Achievement (VELSDots2):		•	
Achievement (EALDots):		N	C
ReportTable (SingleColumnText): 💼		N	
ReportTable (SingleColumnGraphic):		8	
ReportTable (VerticalColHeaderGraphic):		N	
Achievement (ProgressSymbols):		•	
Achievement (ScoreSymbols):		•	
Achievement (Text):		0	

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'.

	ReportTab	le Student Report Compon	ient
Text	Style	Body Style	Sample:
Seneral De	ifault 🔻 🔽	Default •	Sample
Note: The 'General' Text	and Body Styles selected abo compon	ove will apply to all of the Fea ent unless customised below	atures Styles and Style Properties in the cu /.
Feature:	Text Style:	Body Style:	Sample:
lopLeftHeader	Option 4 🔻 🕝 C	Option 2 🔻 🕝 🖸	Sample
SolumnHeader	Option 5 🔻 🕝 🔿	Option 2 🔻 🕝 🔿	Sample
	Option 4 🔻 🕼 🕻	Option 4 🔻 🕝 🖸	Sample
ReportSectionHeader			
ReportSectionHeader AiddleScoreShading	Option 5 🔻 🕼 C	Option 5 🔻 🕝 🖸	Sample
ReportSectionHeader AiddleScoreShading Overview	Option 5 V C	Option 5 V C Default V C	Sample

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	Over	rride Style
Font:	Arial	Font:	Defaul 🔻
Font Size:	28	Font Size:	Defaul 🔻
Bold:	false	Bold:	Defaul v
Italic:	false	Italic:	Defaul 🔻
Underline:	false	Underline:	Defaul 🔻
ample			

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

	Report	tTable Student Report Comp	onent	
Te	xt Style	Body Style	Sample:	
General	Default v C Default v		Sample	
Note: The 'General' Te	ext and Body Styles selected com	above will apply to all of the F ponent unless customised bel	eatures Styles and Style Properties in the curren ow.	
		ReportTable Feature Styles		
Feature:	Text Style:	Body Style:	Sample:	
iop∟eπHeader	Option 4 🔻 🗹	Option 2 V	Sample	
ColumnHeader	Option 5 🔻 🕼	C Option 2 V	Sample	
ReportSectionHeader	Option 4 🔻 🗹	C Option 4 V	Sample	
MiddleScoreShading	Option 5 🔻 🕼	C Option 5 V	Sample	
Overview	Default 🔻 🗹	C Default V	Sample	
OverviewHeading	Option 3 🔻 🕼	C Option 3 V	Sample	
	r	PenortTable 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.

Inherited Default Style	Override Style Custom Colour Picker
Back Colour:	Back Colour:
Text Colour:	Text Clear Clear
Border Colour:	Border Colour:
Has Yes Border:	Has Default •
Horizontal Left Alignment:	Horizontal Default •
Vertical Middle Alignment:	Vertical Default v
Inner 2 Margin:	Inner Margin: Default •

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

Report	Table Student Report Compo	onent	
ext Style	Body Style	Sample:	
Default v	Default •	Sample	
ext and Body Styles selected comp	above will apply to all of the Fo conent unless customised belo	∍atures Styles and Style Properties in ₩.	the current
F	ReportTable Feature Styles		
Text Style:	Body Style:	Sample:	
Option 4 🔻 🕼	C Option 2 V C	Sample	
Option 5 🔻 🕼	C Option 2 V C	Semple	
Option 4 🔻 🕼	C Option 4 V	Sample	
Option 5 🔻 🕼	C Option 5 V	Sample	
Default 🔻 🕼	C Default V	Sample	
Option 3 🔻 🕼	C Option 3 V	Sample	
	Report ext Style Default ext and Body Styles selected comp Text Style: Option 4 Option 5 Option 5 Option 5 Option 5 C Option 5 C Option 3 C Option 3 C C C C C C C C C C C C C	Report Table Student Report Component   ext Style Body Style   Default Image: Component of the set of the	Report Table Student Report Component   ext Style Sample:   Default Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspa

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.

	ReportTa	ble Student Report Compon	nent
Тех	t Style	Body Style	Sample:
General	Default 🔹 🧭	Default •	Sample
Note: The 'General' Te:	t and Body Styles selected ab compo	oove will apply to all of the Fea nent unless customised below	atures Styles and Style Properties in the current /.
	Re	portTable Feature Styles	
Feature:	Text Style:	Body Style:	Sample:
TopLeftHeader	Option 4 🔻 🕝 🕻	Option 2 🔻 🕝 🖸	Sample
ColumnHeader	Option 5 🔻 🕝 🕻	C Option 2 V C	Sample
ReportSectionHeader	Option 4 🔻 🕝 🕻	C Option 4 V C C	Sample
MiddleScoreShading	Option 5 🔻 🕜 📿	C Option 5 V C C	Sample
Overview	Default 🔻 🕝 🕻	C Default V C C	Sample

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

Inherited Def	Inherited Default Style		Override Style Custom Colour Picker		
Back Colour:		Back Colour:	CI	ear	
Text Colour:		Text Colour:	▼ CI	ear	
Border Colour:		Border Colour:	CI	ear	
Has No Border:		Has Border:	Yes v		
Horizontal Left Alignment:		Horizontal Alignment:	Default •	+	
Vertical Top Alignment:		Vertical Alignment:	Default •		
Inner 2 Margin:		Inner Margin:	Default •		

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