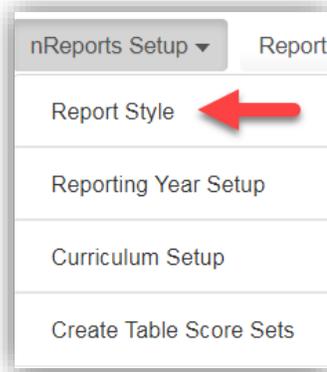


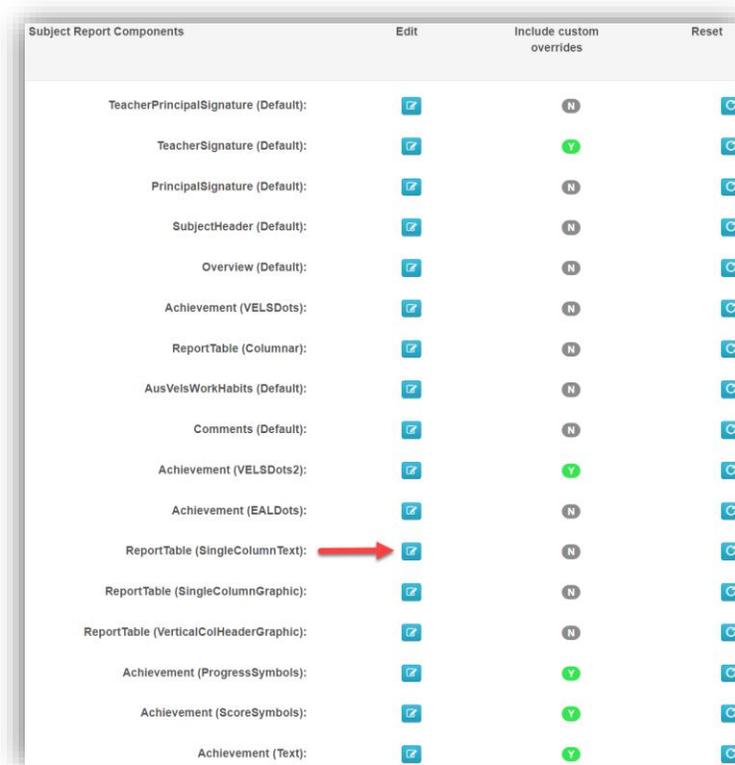


## Changing the font size, colour, text alignment etc. of the Report Tables

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).



4. Click the blue edit button for that component.

- 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 [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**

- 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:	Defau
Font Size:	28	Font Size:	Defau
Bold:	false	Bold:	Defau
Italic:	false	Italic:	Defau
Underline:	false	Underline:	Defau

Sample

Save Discard

- 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 <span style="float: right;">✎ ↺</span>	Option 2 <span style="float: right;">✎ ↺</span> <span style="color: red; font-size: 2em;">→</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div> <div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center; margin-top: 2px;">Sample</div> <div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center; margin-top: 2px;">Sample</div> <div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center; margin-top: 2px;">Sample</div>
ColumnHeader	Option 5 <span style="float: right;">✎ ↺</span>	Option 2 <span style="float: right;">✎ ↺</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div>
ReportSectionHeader	Option 4 <span style="float: right;">✎ ↺</span>	Option 4 <span style="float: right;">✎ ↺</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div>
MiddleScoreShading	Option 5 <span style="float: right;">✎ ↺</span>	Option 5 <span style="float: right;">✎ ↺</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div>
Overview	Default <span style="float: right;">✎ ↺</span>	Default <span style="float: right;">✎ ↺</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div>
OverviewHeading	Option 3 <span style="float: right;">✎ ↺</span>	Option 3 <span style="float: right;">✎ ↺</span>	<div style="border: 1px solid black; padding: 2px; background-color: #add8e6; text-align: center;">Sample</div>

ReportTable Style Properties

- 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 <small>Custom Colour Picker</small>
Back Colour: <span style="color: #0099cc; font-size: 1.2em;">●</span>	Back Colour: <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 20px; height: 15px;"></span> <span style="float: right;">Clear</span>
Text Colour: <span style="color: black; font-size: 1.2em;">○</span>	Text Colour: <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 20px; height: 15px;"></span> <span style="float: right;">Clear</span>
Border Colour: <span style="color: black; font-size: 1.2em;">●</span>	Border Colour: <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 20px; height: 15px;"></span> <span style="float: right;">Clear</span>
Has Border: Yes	Has Border: Default <span style="float: right;">▼</span>
Horizontal Alignment: Left	Horizontal Alignment: Default <span style="float: right;">▼</span>
Vertical Alignment: Middle	Vertical Alignment: Default <span style="float: right;">▼</span>
Inner Margin: 2	Inner Margin: Default <span style="float: right;">▼</span>

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 [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**

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 [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**

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 Custom Colour Picker
Back Colour: <input type="checkbox"/>	Back Colour: <input type="text"/> <input type="button" value="Clear"/>
Text Colour: <input checked="" type="checkbox"/>	Text Colour: <input type="text"/> <input type="button" value="Clear"/>
Border Colour: <input checked="" type="checkbox"/>	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
Inner Margin: 2	Inner Margin: Default

Sample

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