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# HOW TO:

## Use a Text Separator

**This step by step How To article explains how to add a text separator between your descriptions and notes on the final report.**

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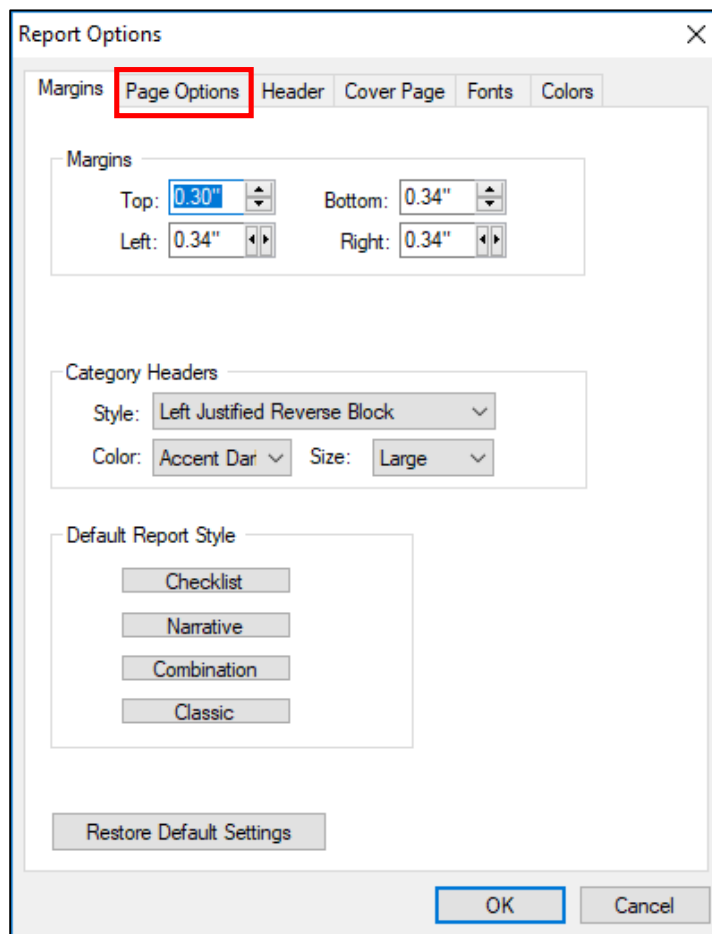
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You can add a text separator to appear between descriptions and notes in the final report. This can make it easier to see when a description ends and a note starts. By default, this option is checked and there is a dash (-) set as the separator.

1. The first step is to click on the Report Settings icon from the Toolbar.



2. This will bring up the Report Options window. Click on the 'Page Options' tab.



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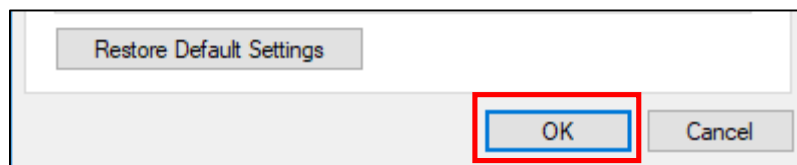
3. On this screen, there is an option for 'Use text separator'. If this option is checked, you will have the option to type in what you want to use as the separator in the white box to the right. You also get a preview that shows how the text separator will look between the description and the note.

**NOTE: If this option is left unchecked, then nothing will appear between descriptions and notes.**



A screenshot of a settings dialog box. The top section is highlighted with a red border. It contains a checked checkbox labeled 'Use text separator', followed by a small white text input field containing a hyphen '-'. To the right of the input field is a preview text '<Desc> - <Note>'. Below this section is another checked checkbox labeled 'Include Table of Contents'.

4. When you have finished setting up your text separator, click on 'OK' in the bottom right corner.



A screenshot of a dialog box. At the top left is a button labeled 'Restore Default Settings'. At the bottom right are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red border.

5. You have now changed your text separator.