



How To: Change Category Headers

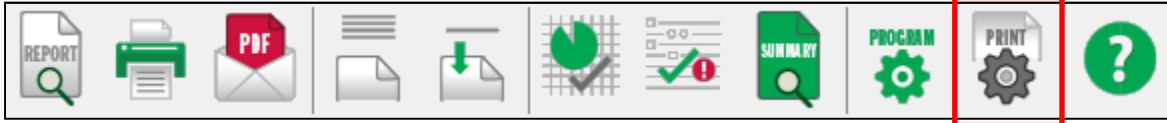
This step by step How To article explains how to change the way category headers look on the printed report

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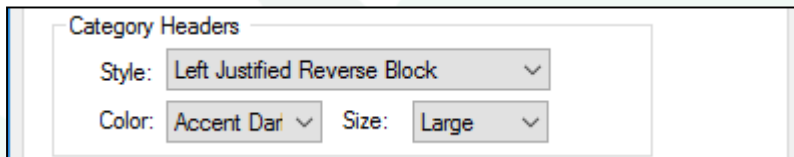
How To: CHANGE CATEGORY HEADERS

You have several options to choose from for how category headers appear in the printed report. You can change the style, the color and the size.

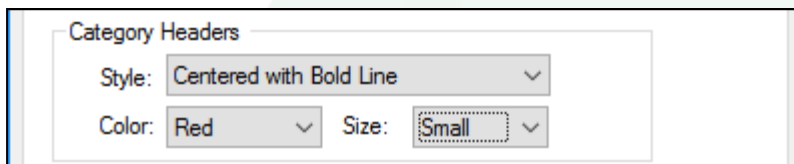
1. The first step is to click on the Print Settings icon from the Toolbar.



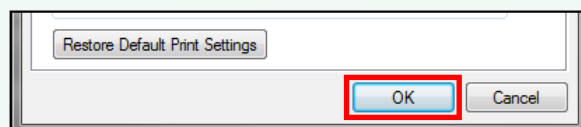
2. This will bring up the Print Options window and the 'Margins' tab. In the middle of this screen there is a section for 'Category Headers'. Here you can change the Style, Color and Size by clicking on the dropdowns. By default these are set to *Left Justified Reverse Block*, *Gray*, and *Large*.



3. For this document we'll change the Style to *Centered with Bold Line*, the Color to *Red* and the Size to *Small*.



4. When you have made the desired change, click on 'OK' in the bottom right corner.



5. You have now modified how category headers appear in your printed report. You can view the changes you've made by going to File > Print Preview.

Before the change

Lots and Grounds

After the change

Lots and Grounds