



How To:

Edit Fonts in the Printed Report

This step by step How To article explains how to edit fonts in the printed report.

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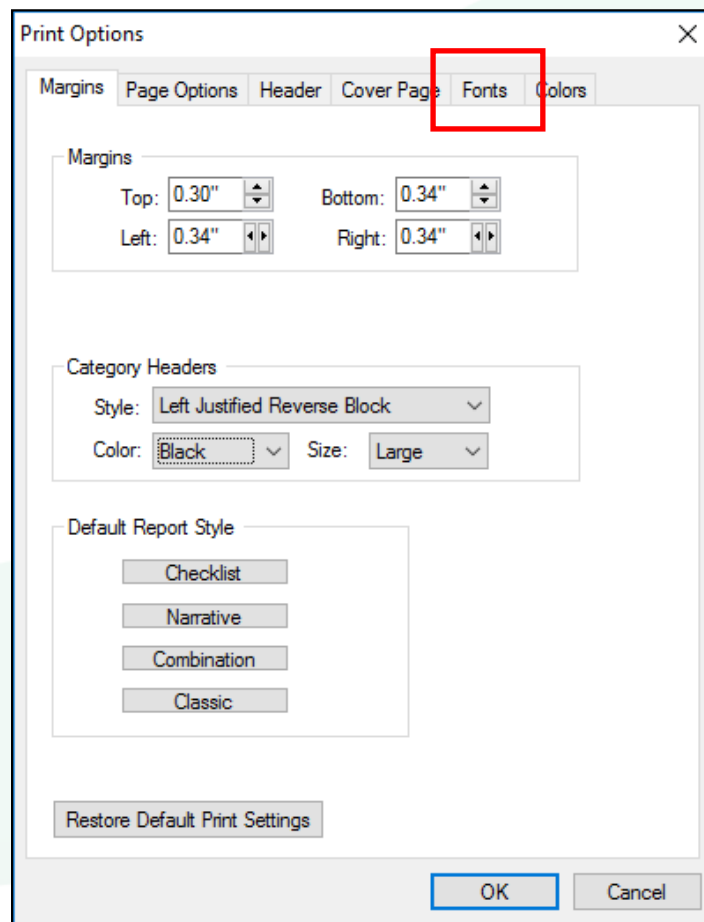
How To: Edit Fonts in the Printed Report

You can edit the fonts to match what you'd like in the printed report. There are three options of fonts you can edit: Template Font, Data Font, and the Company Name font.

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



2. This will bring up the Print Options window. Click on the 'Fonts' tab.



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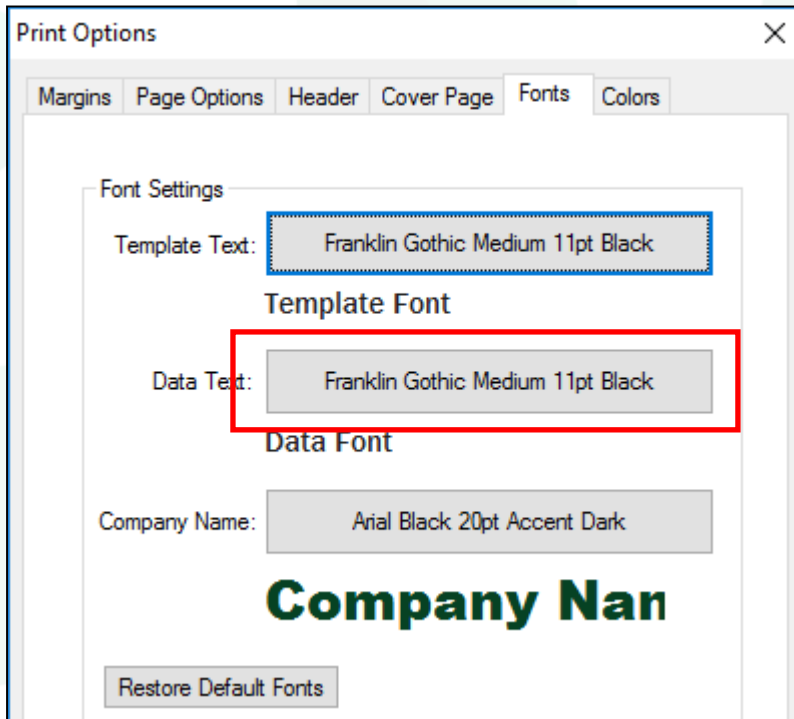
3. On this screen, you have the option to edit three different fonts.

Template Text – This is the text that is part of your template, such as the categories and actual line items. Example: 'Lots and Grounds' and 'Driveway'

Data Text – This is the text that you are entering into the report for your inspection, such as the descriptions and notes you enter on a line. Example: 'Concrete' and 'Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor'

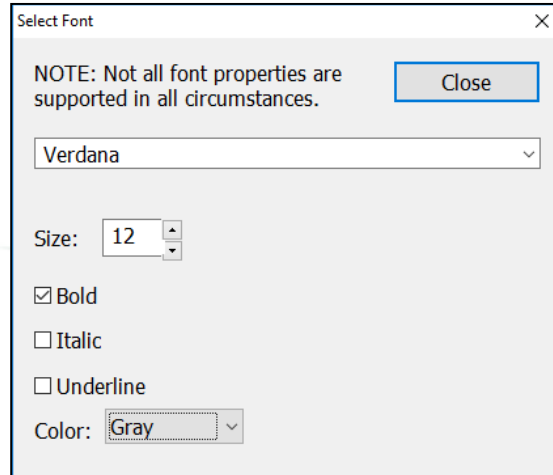
Company Name – This is the font of your company name that appears at the top of each page.

To edit one, simply click on the button that has the font listed on it. For this document we'll edit the Data Font. Changing the Template Font or the Company Name Font uses the same process. Click on the Data Font button.



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- This brings up the 'Select Font' screen. Here you can pick the font style, size, color and choose whether or not it is **bold**, *italic*, and/or underline. For this document we'll change the font style to Verdana, the color to Gray, the size to 12 and make it bold.



- Click on 'Close' when finished.
- This will take you back to the 'Fonts' tab in 'Print Options'. Here you will be able to see how the new font for the item you changed will look.

