



How To:

Edit the Company Name Font on the Printed Report

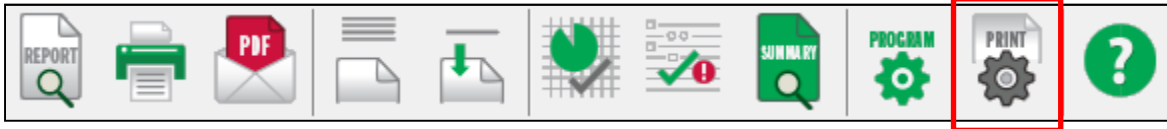
This step by step How To article explains how to edit the company name font on the printed report.

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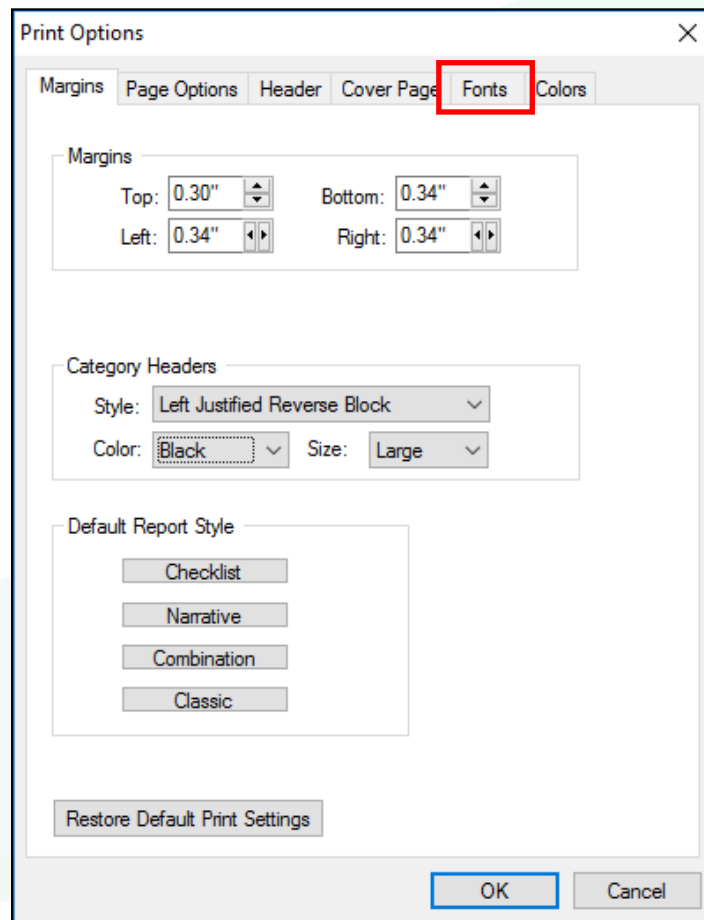
HOW TO: EDIT THE COMPANY NAME FONT ON THE PRINTED REPORT

Your company name will show up on each page of your inspection reports. You can edit the font as desired.

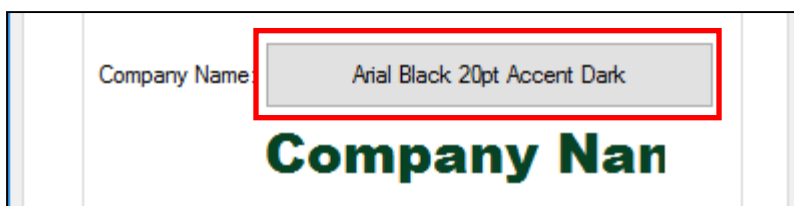
1. The first step is to click on the Print Settings icon from the Toolbar.



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

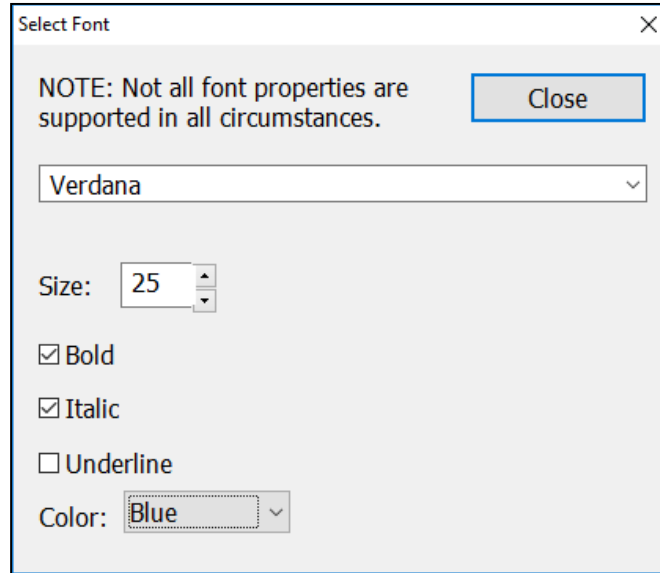


3. On this screen, there is an option for the company name font. You can change the font by clicking on the button.

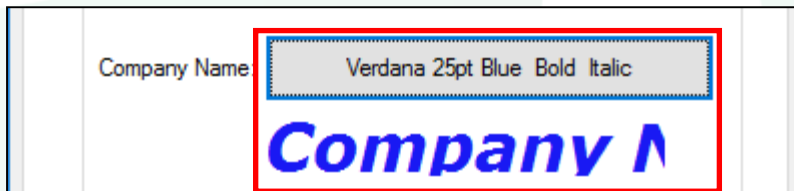


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- This brings up the 'Select Font' screen. Here you can pick the font style, size, color and choose whether or not it is **bold**, *italic*, and/or underline. For this document we'll change the font style to Verdana, the color to blue, the size to 25 and make it italic and 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 company name will look.



- You have now modified the company name font.