



How To:

Use a Text Separator

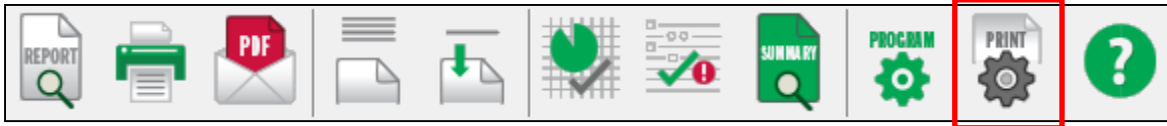
This step by step How To article explains how to add a text separator between your descriptions and notes on the printed report

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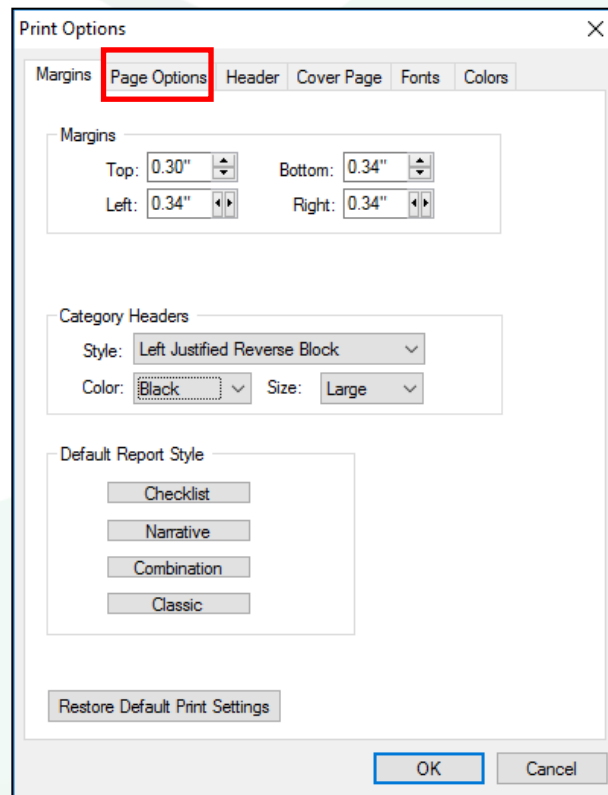
HOW TO: USE A TEXT SEPARATOR

You can add a text separator to appear between descriptions and notes in the printed 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 Print Settings icon from the Toolbar.

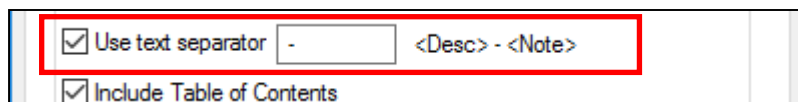


2. This will bring up the Print Options window. Click on the 'Page Options' tab.



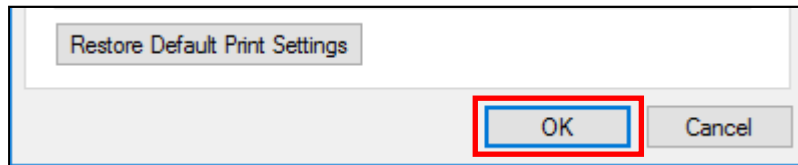
3. On this screen, there is an option for 'Use text separator'. If this option is checked then you will have the option to type in what you want to use as the separator in the white box to the right. You also get a preview that shows how the text separator will look between the description and the note.

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



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



5. You have now modified the text separator.