



# **PDspect**

INSPECTION SOFTWARE

Step by Step

## **How To**

# **Change Category Header Format**

*This How To article explains how to change the category header format.*

For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

# HOW TO: CHANGE CATEGORY HEADER FORMAT

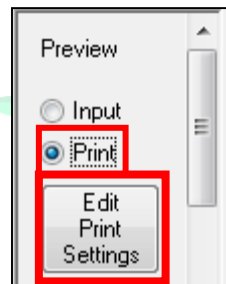
This document will show you how to change the Category Header format in the printed report and the options you have available. Category Headers refer to how the name of each Category appears on the printed report.

1. First, you'll need to open up Print Settings. This can be done in two places:

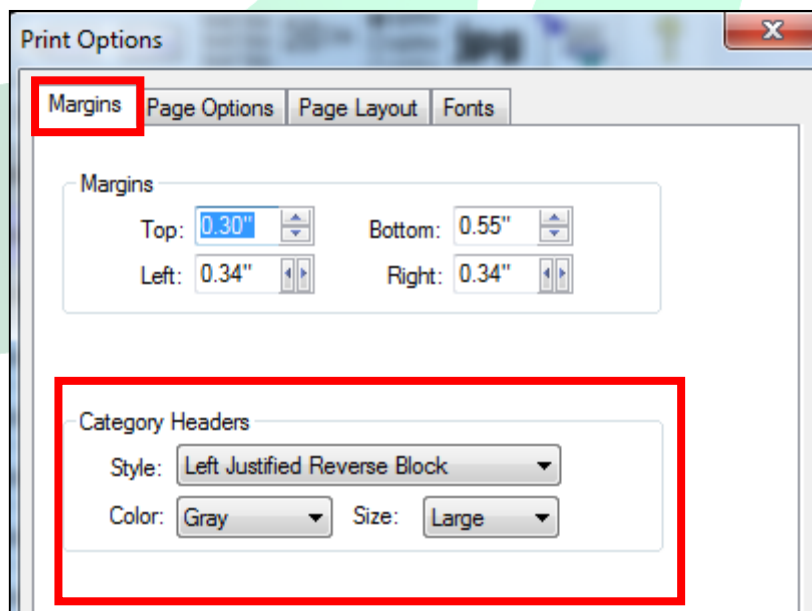
i. Inside an open inspection.



ii. Inside Inspection Designer- Click on the 'Edit Print Settings' button under Preview (**Note:** Preview must be set to the Print Option).



2. On the window that appears for Print Options, you'll see four tabs. The first tab is 'Margins' and at the bottom of this screen is where we can edit our Category Headers.



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3. You have three settings that you can change. They are:
  - a) Style – This is where you can change the format of the Category Header.
  - b) Color – This is where you change the color. You have 8 colors to choose from.
  - c) Size – This is where you change the size. You can set it to Small, Medium or Large.
4. You can change the selections for each of these options by clicking on the dropdown arrow on the right of the box and then selecting the option you want. When finished, click on 'OK' in the lower right corner of the Window.

Here is a look at each of the styles available. For each of these examples the Color was set to Green and the Size was set to Medium:

### **Standard Double Box**

Kitchen

### **Centered with Bold Line**

Kitchen

### **Left Justified with Bold Line**

Kitchen

### **Centered Text**

Kitchen

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### Left Justified Text

Kitchen

### Center Justified Reverse Block

Kitchen

### Left Justified Reverse Block

Kitchen

### None

If 'None' is selected, then the name of the category will not appear on the printed report.