PDspect
INSPECTION SOFTWARE

Step by Step

How To

Modify Fonts in Reports

This How To article explains how to modify fonts in reports.

This document will show you how to modify fonts in the printed report. The first part will show how to change the fonts for the entire report, and the second part will show how to change the font of an individual item.

Changing Fonts for the Entire Report

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

   a) PDspect Inspector (you have an open inspection)- You select Print Settings from the top tool bar.

   b) Inspection Designer – Click on the 'Edit Print Settings' button under Preview. (**NOTE**: To see this as an option, the Preview must be set to 'Print')
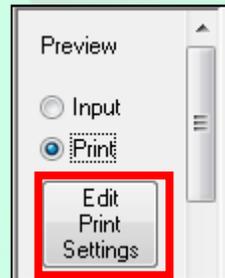
2. On the window that appears for Print Options, you'll see four tabs. To modify fonts, you'll need to go to the 'Fonts' tab at the end.
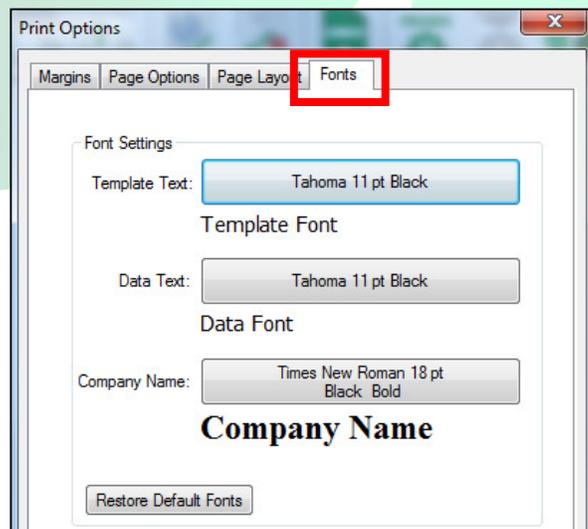
3. Here you can edit fonts for the Template Text, Data Text, and the Company Name. The Template Text includes all the text that is a part of your template. For example, on your printed report the table of contents, definitions, and line prompts are Template Text. The Data text includes all the text that you enter/type into the report. To better show you this, the blue text below is the template text and the red text is the data text:
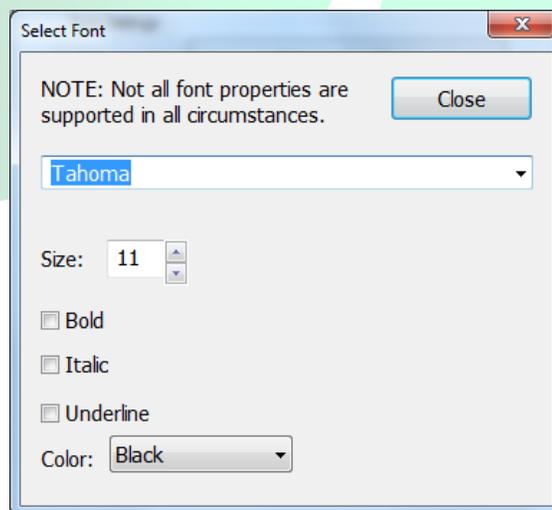

4. Click on the desired font box and you will see a window like the one below that allows you to change the font type, font size, font color, and font properties.

5. Once you make the changes to the fonts you can click on 'Close' and then on 'OK' to close the Print Options window.

> **NOTE:** Changes you make will change the fonts of all items that don't have a specific font assigned to them. The section below will cover how to give a specific font to an individual item.

## Changing Fonts for Individual Items

You can change the fonts of individual pieces (Text, QA, Rating, Note, etc) by modifying the properties of that piece. Below is how this is done.

1. To change a piece's properties, you'll need to open up your template in Designer. This is done by going into Inspection Designer under the 'Other Programs' tab.

2. Next, you'll need to open your template by going to File->Open and selecting the template you want to modify.

3. Once your template is open, you can change the font of any piece by simply clicking on it in the Work Area (upper part of the screen). Let's say we want to change the font of the phrase 'Driveway' so that it appears in blue. To do this, we'll click on the Driveway text piece:
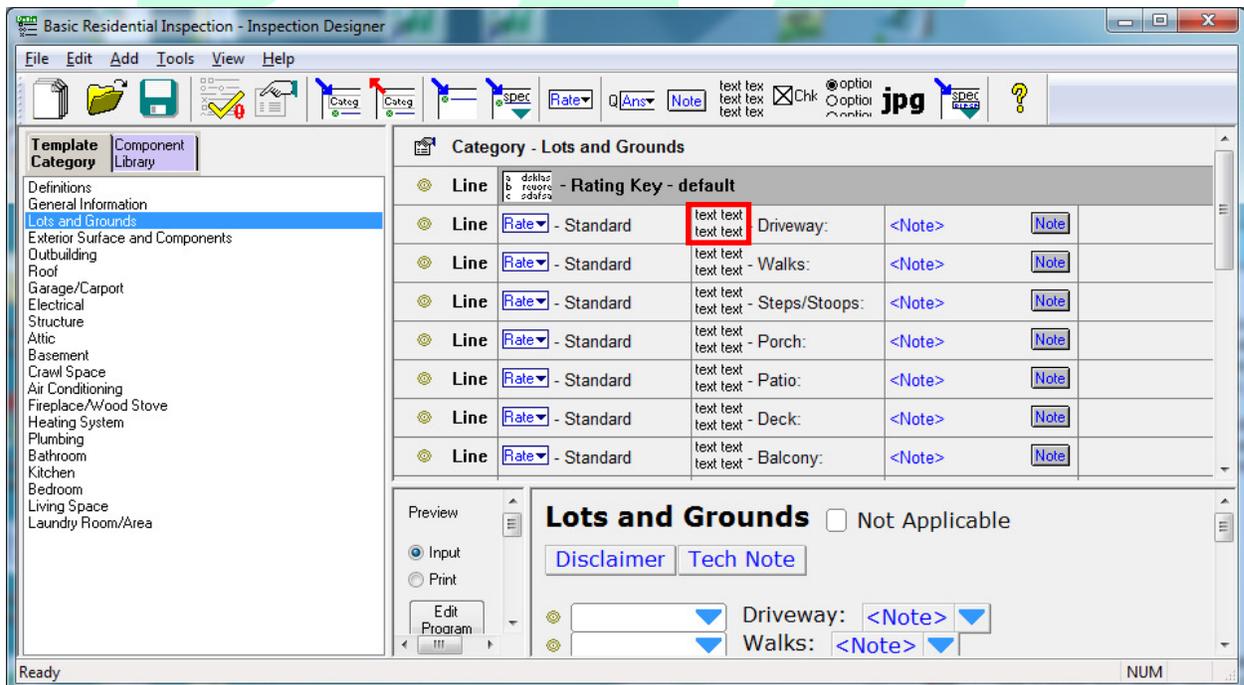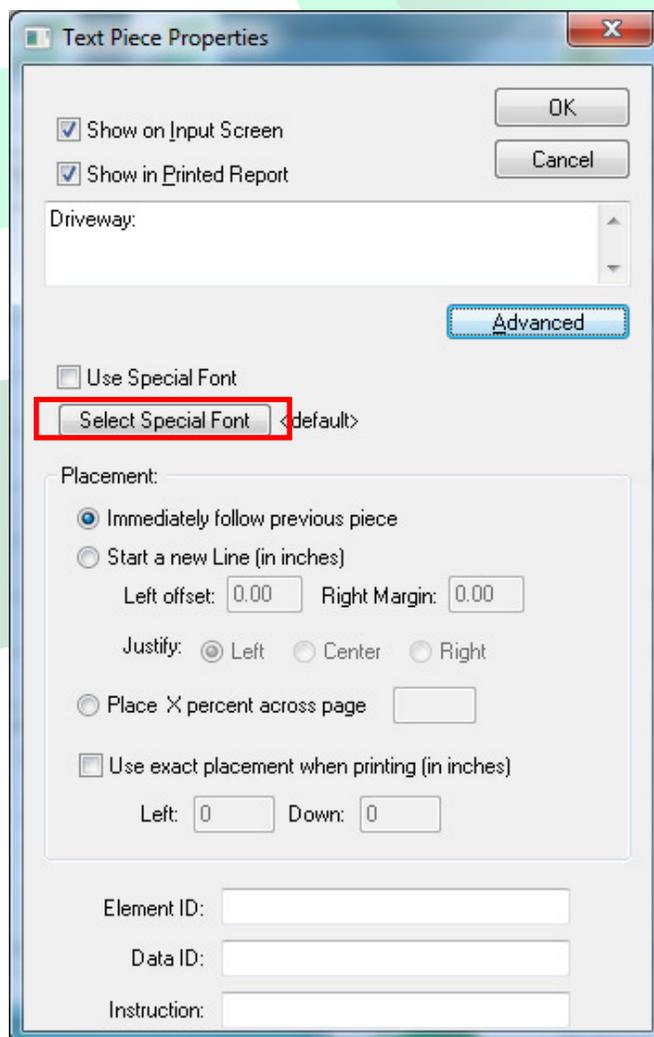
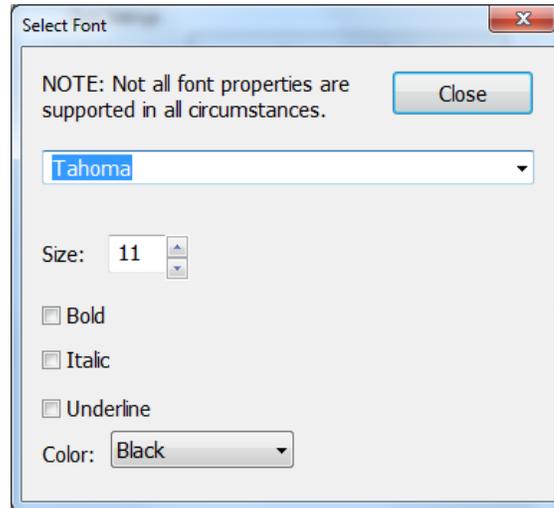4. This will bring up the 'Text Piece Properties' Window. Here we'll need to click on 'Advanced'
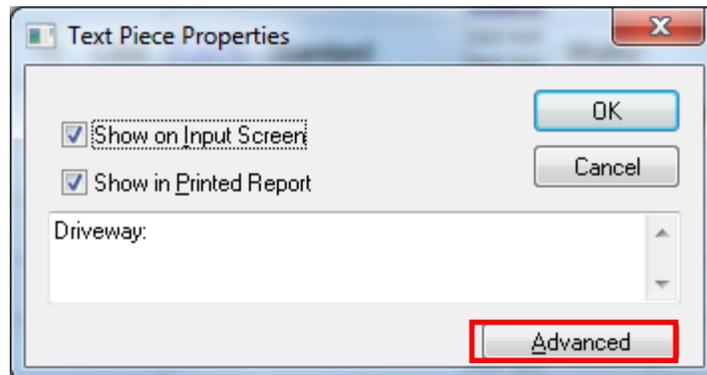
5. Now you'll see all the properties for this piece. To change the font, you'll need to click on 'Select Special Font'.

6. This will bring up the standard 'Select Font' screen which allows you to change the font to whatever you want. When finished making you're changes, click on 'Close'.

You can change the font for almost any individual piece in the report. If you do change the font for an individual piece, then any changes you make in Print Settings to the fonts will not override the piece level change you made.