

## Document Setup for a Data Sheet – Version V

There are 7 areas on a Data Sheet that you can customize. From the menu bar, click **File > Document Setup**, then click on the **Data** tab.

1. **Data font** - select the font, style and size of the text to appear by clicking on the Change button and the color buttons to change the color of the font.
2. **Included data** - click on the tabs
  - Basic
  - More
  - Notes
  - DetailClick those items you want, or click on those items with check marks that you don't want.
3. **Picture Option** - select omit picture or small/large picture for your data sheet.
4. **Image Resolution** - If you plan to email the picture sheet, set the image resolution to Screen (96). Use Standard or High resolution for printed sheets.
5. **Set Picture Sheet Watermark** - If you want to use a Watermark sheet you previously created with Print Layout, click this button. Click on the **Reset Picture Sheet Watermark** button to clear a Watermark sheet.
6. **Picture Sheet header/footer** - To use only a header and footer, click this button. There are 6 areas where you can put customer, company name, or print control features. &P, &D, &T, &U for page number, date, time, and prompt of user title) Again you can specify font, size and also color.
7. **Page Setup** - specify paper size, margins, and orientation. Landscape mode makes a great looking data sheet. You can also use different paper sizes such as legal or even tabloid, if your printer allows.

When you are finished with your change, click **OK**.

Select a plant and File/ Print Preview/Preview Data to see your customization!

