

## Document Setup for a Data Sheet

There are 6 areas on a Data Sheet that you can customize: the data font, included data, picture option, watermark sheet, header and footer, and page setup.

From the menu bar, click **File > Document Setup**, then click on the **Data** tab

1. In the **Data font** area, select the font, style and size of the text to appear by clicking on the Change button
2. In the **Included data** area, click on the tabs
  - **Basic**
  - **More**
  - **Notes**
  - **Detail**

Click those items you want, or click on those items with check marks that you don't want.

3. Select the omit picture, small or large picture for your data sheet and if you want to start a new page for each plant.
4. Click on the **Set Data Sheet Watermark** button and select your Watermark sheet you previously created with Print Layout. Click on the **Reset Data Sheet Watermark** button to clear a Watermark sheet.
5. Click on **Data Sheet header/footer** button. You have 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.
6. Click on **Page Setup** button to 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!

