

Document Setup for a Data Sheet

There are 5 areas on a Data Sheet that you can customize: the data font, included data, picture option, headers and footers, 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 Headers and Footers button. You have 6 areas where you can put client, company name, graphics, or even price for "quick" signage. Again you can specify font, size and also color.
5. 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!

