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
  - Detail

Click 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!

	Document Setup		1
	List Data Layout Pictures		
2	Data font		
	Sample plant data description		1
	Note: Botanical names will always appear in italics; Change		<u> </u>
	Text Heading Color	Text Body Color	2
		Picture Option	
_	Included data: Basic More Notes Detail I Nomenclature	Omit picture     Include small picture     Include large picture     Image Resolution	4
	<ul> <li>✓ Basic facts</li> <li>✓ Environment</li> <li>✓ Bloom</li> </ul>	C Screen (96 dpi) Standard (300 dpi) C High (600 dpi)	5
	🔽 Leaf	Set Data Sheet Watermark	
	New page for each plant	Reset Data Sheet Watermark	6
7	Page Setup   Select Printer	Help Cancel OK	