Document Setup for a List Sheet

There are 7 areas on a List Sheet that you can customize: the plant list font, included spreadsheet entries, spreadsheet entries appearance, name options, watermark sheet, headers and footers, and page setup.

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

- 1. In the **Plant list font** area, select the font, style and size of the text to appear by clicking on the Change button
- 2. In the **Included Spreadsheet entries** area, click on the spreadsheet columns to include with each plant.
- 3. In the **Spreadsheet entries appear** area, choose the position for the spreadsheet entries
- 4. In the **extra names** area, you can select to include any additional names associated with a plant.
- 5. 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.
- 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.

7. Click on **Page Setup** button to specify paper size, margins, and orientation. When you are finished with your changes, click **OK**.

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

	Document Setup		
	List Data Layout I	Pictures	
	Plant list font		
	Sample plant list entry		1
2	Note: Botanical names will always appear in italics; Change		
Ζ,	Included Spreadsheet entries:	Spreadsheet entries appear:	3
	□ [Col 0] ✓ [Col 1]	Below each name	
		Include extra names in common lists	4
		Include extra names in botanical lists	
	Col 6]	Start new page on first letter / family name change	
	Col 7]		5
	Col 9]	Set Plant List Report Watermark	
		Reset Plant List Report Watermark	6
7		Plant List header/footer	
1	Page Setup	Help Cancel OK	