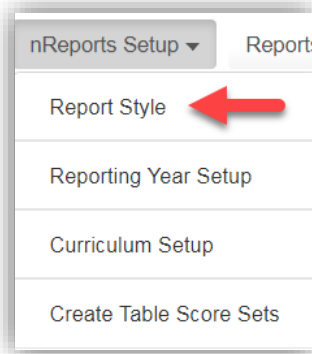




## Changing the font size, colour etc. of all comments

1. First, go to the nReports Setup drop down menu and select Report Style.



2. Scroll to the bottom section of the page and look at the right hand side which lists the Subject Report Components.
3. Find the Comments component in the list (the order of components can differ across schools).

Subject Report Components	Edit	Include custom overrides	Reset
TeacherPrincipalSignature (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TeacherSignature (Default):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PrincipalSignature (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SubjectHeader (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overview (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (VELSDots):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ReportTable (Columnnar):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AusVelsWorkHabits (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments (Default):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (VELSDots2):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (EALDots):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ReportTable (SingleColumnText):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ReportTable (SingleColumnGraphic):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ReportTable (VerticalColHeaderGraphic):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (ProgressSymbols):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (ScoreSymbols):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement (Text):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click the blue edit button for that component.
- To edit the font size of the text within comment sections, click the edit button next to where it says Text Style at the top of the window.

**Comments Student Report Component**

**General**

Text Style: Default [edit] [refresh] Body Style: Default [edit] [refresh] Sample: Sample

Note: The 'General' Text and Body Styles selected above will apply to all of the Features Styles and Style Properties in the current component unless customised below.

**Comments Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
CommentSetHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample
CommentHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample

**Comments Style Properties**

Style Property	Value
If true Comment Set Header is printed.	<input type="checkbox"/>

Save Discard

- Change the font size by using the drop down menu labelled 'Font Size'. If it says Default and you want to know the size it's currently set to, it should be listed on the left.

Inherited Default Style	Override Style
Font: Arial	Font: Default
Font Size: 28	Font Size: Default
Bold: false	Bold: Default
Italic: false	Italic: Default
Underline: false	Underline: Default

Sample

Save Discard

7. To change the font size of the comment headers (eg. What #name# has achieved), click the edit button under Text Style on the line that starts with 'CommentHeading'.

**Comments Student Report Component**

**General**

Text Style: Default [edit] [refresh]

Body Style: Default [edit] [refresh]

Sample: Sample

Note: The 'General' Text and Body Styles selected above will apply to all of the Features Styles and Style Properties in the current component unless customised below.

**Comments Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
CommentSetHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample
CommentHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample

**Comments Style Properties**

Style Property	Value
If true Comment Set Header is printed.	<input type="checkbox"/>

Save Discard

8. Change the font size by using the drop down menu labelled 'Font Size'. If it says Default and you want to know the size it's currently set to, it should be listed on the left.

**Inherited Default Style**

Font: Arial

Font Size: 28

Bold: false

Italic: false

Underline: false

**Override Style**

Font: Default [dropdown]

Font Size: Default [dropdown]

Bold: Default [dropdown]

Italic: Default [dropdown]

Underline: Default [dropdown]

Sample

Save Discard

9. To edit the colour(s) (and alignment) of the comment headers (eg. What #name# has achieved), click the edit button under Body Style on the line that starts with 'CommentHeading'.

**Comments Student Report Component**

**General**

Text Style: Default [edit] [refresh]

Body Style: Default [edit] [refresh]

Sample: Sample

Note: The 'General' Text and Body Styles selected above will apply to all of the Features Styles and Style Properties in the current component unless customised below.

**Comments Feature Styles**

Feature:	Text Style:	Body Style:	Sample:
CommentSetHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample
CommentHeading	Option 3 [edit] [refresh]	Option 3 [edit] [refresh]	Sample

**Comments Style Properties**

Style Property	Value
If true Comment Set Header is printed.	<input type="checkbox"/>

Save Discard

10. Change the colour of the text by using the drop down menu labelled 'Text Colour'. If you wish to have more options when choosing colours, you can first click the 'Custom Colour Picker' button near the top of the window.

**NOTE:** You can also edit the horizontal alignment (eg. centering the text) and add a background colour in this window.

**Inherited Default Style**

**Override Style**  
Custom Colour Picker

Back Colour:	<input type="text"/>	Back Colour:	<input type="text"/> [Clear]
Text Colour:	<input type="text"/>	Text Colour:	<input type="text"/> [Clear]
Border Colour:	<input type="text"/>	Border Colour:	<input type="text"/> [Clear]
Has Border:	No	Has Border:	Default
Horizontal Alignment:	Left	Horizontal Alignment:	Default
Vertical Alignment:	Top	Vertical Alignment:	Default
Inner Margin:	2	Inner Margin:	Default

Sample

Save Discard

11. Once you're finished click the Save button on each of the pop-up windows.