

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.
6. 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!

