
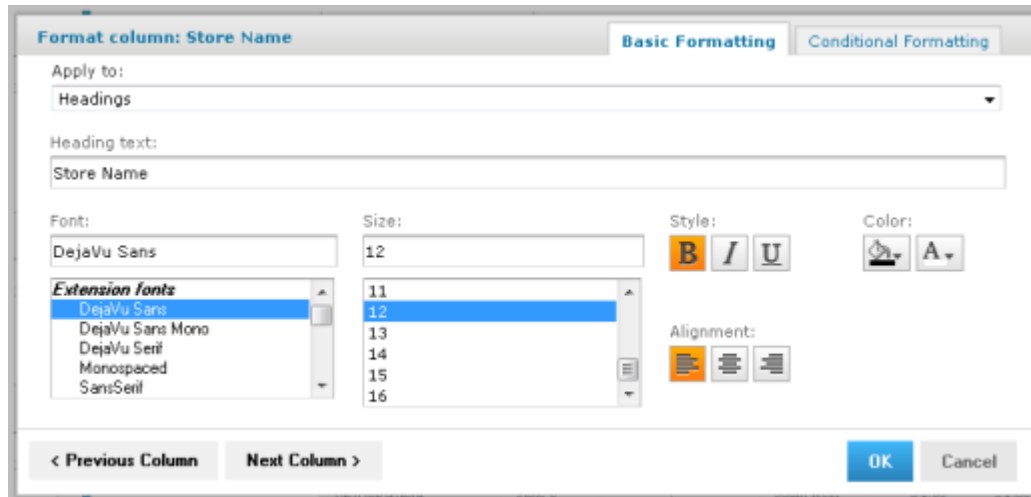


Column Formatting

To customize the basic formatting of column heading and fields the user can use the Format dialog. Hover over the  icon and click on the **Formatting...** option. The window that will appear is the following:



The column formatting includes the following options:

- **Apply To:** select the part of the column you want to apply the formatting.
- **Heading Text:** add a new Heading Title to replace the old one.
- **Font:** select one of the available fonts for your formatting.
- **Size:** define the size of the font.
- **Style:** select Bold, Italic or Underline text.
- **Background Color:** click to open the background color picker and select the color you want.
- **Font Color:** click to open the font color picker and select the color you want.
- **Alignment:** click to select Left, Center or Right alignment.
- Click on the Previous Column or Next Column to navigate through your columns and apply your formatting if needed.
- Click on OK to apply your changes.