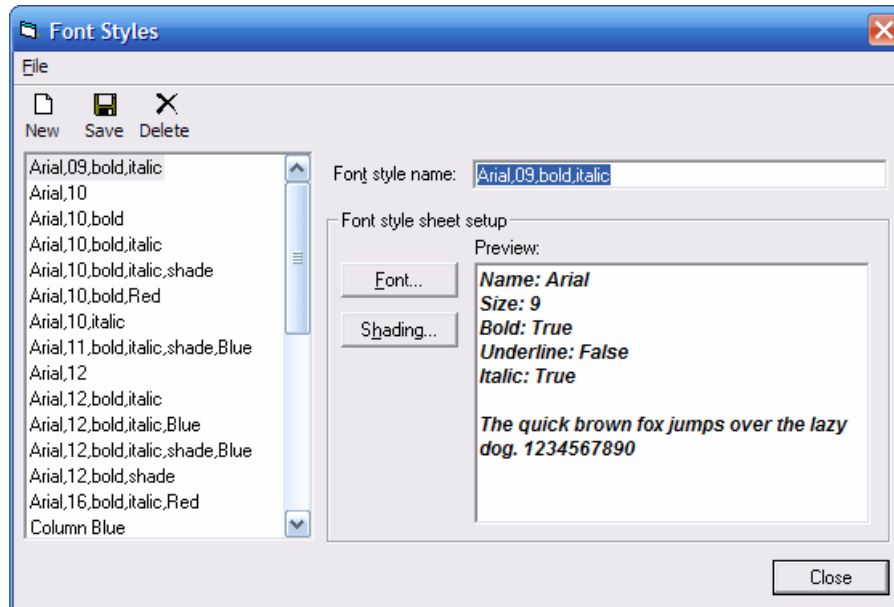
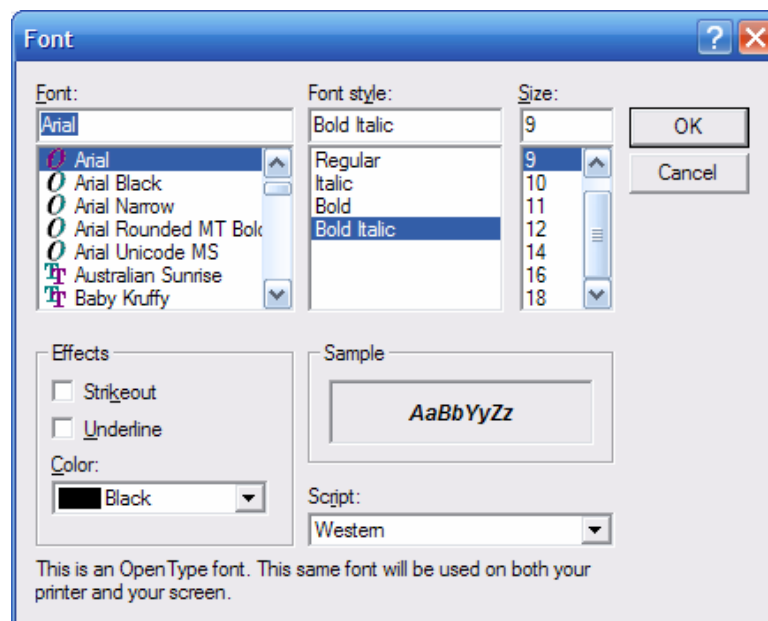


## Creating a Font Style from a Row Format or Column Layout

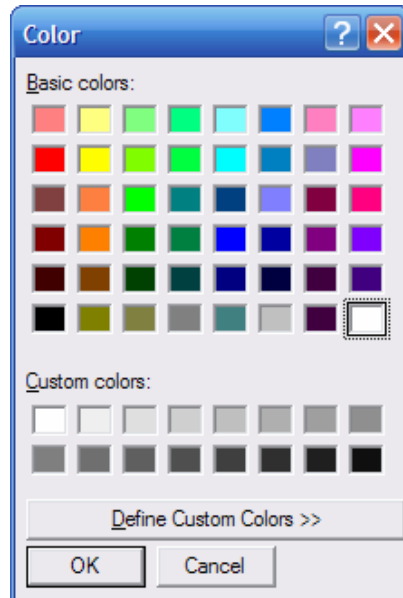
- 1) Go to the **Format** menu and Select **Font Styles**
- 2) The Font Style menu will open. Select **New** to create a new font.



- 3) In the **Font style name** field, type the name of your font. It is usually best to keep the same naming convention that FRx has used, though we can also use names that might describe the use of the font, for example “Heading”, “Row Total”, “Column Heading”.
- 4) Next, press the **Font button**. This will open up the Font Screen.
- 5) In the Font screen, you have access to choose the **Font, Style, Size, Color** and **Effects**.



- 6) Once you have selected your desired Font Options press **OK** to confirm your choices. This will return you to the Font Style screen.
- 7) On the Font Style screen, you can also change the background shading, by choosing the **Shading** button



- 8) Simply click on the color you like, or define a custom color, and press **OK**.
- 9) This will again return you to the Font Style screen. Now that you have selected the options you desire, press **Save**. This will add your newly created font, to the font list on the side bar, as well as any font list in Row Formats, Column Layouts or Catalog of Reports.

## Creating a Font Style from the Catalog of Reports

- 1) To create a Font Style from the Catalog of Reports, follows the same exact steps as Rows or Columns, but there are two different ways to access the Font Style screen.
  - a. Method 1: From the **Edit Menu**, select **Font Styles**.
  - b. Method 2: From the **Page Options** tab, Select the **Headers / Footers** tab. In the bottom right hand corner you will see a button labeled **Edit Font Styles**.

