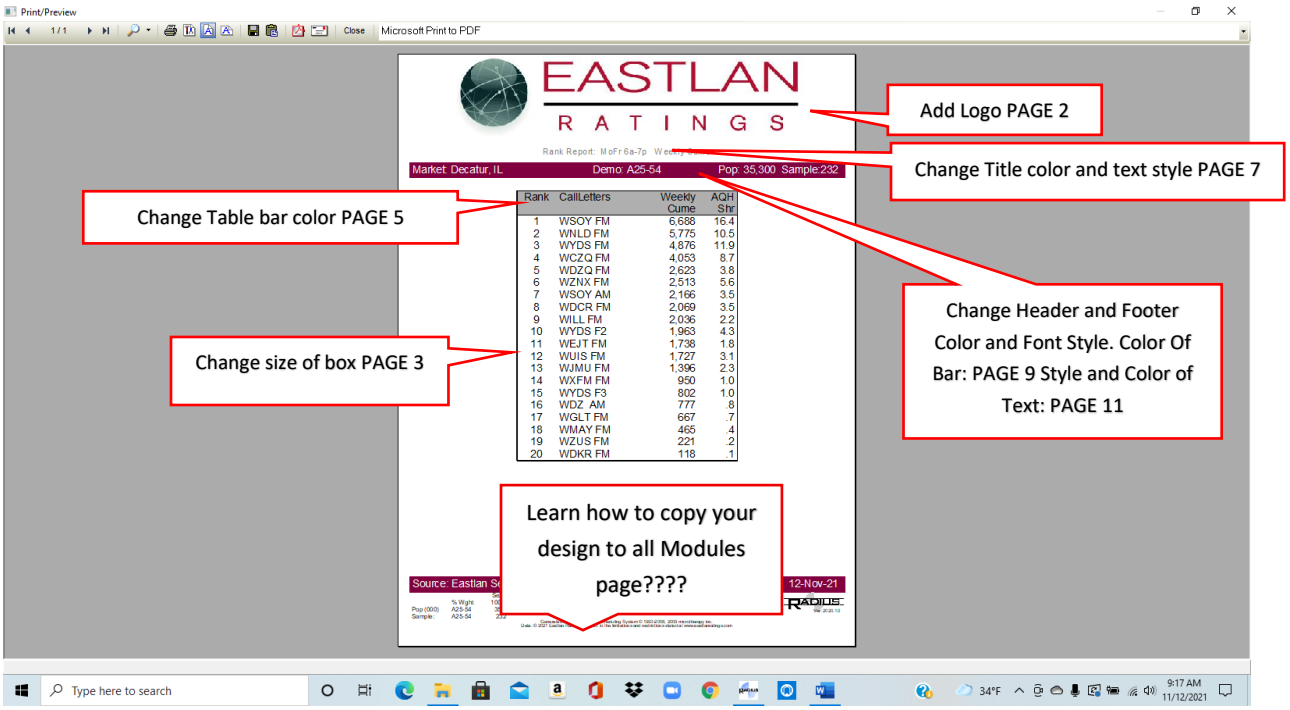
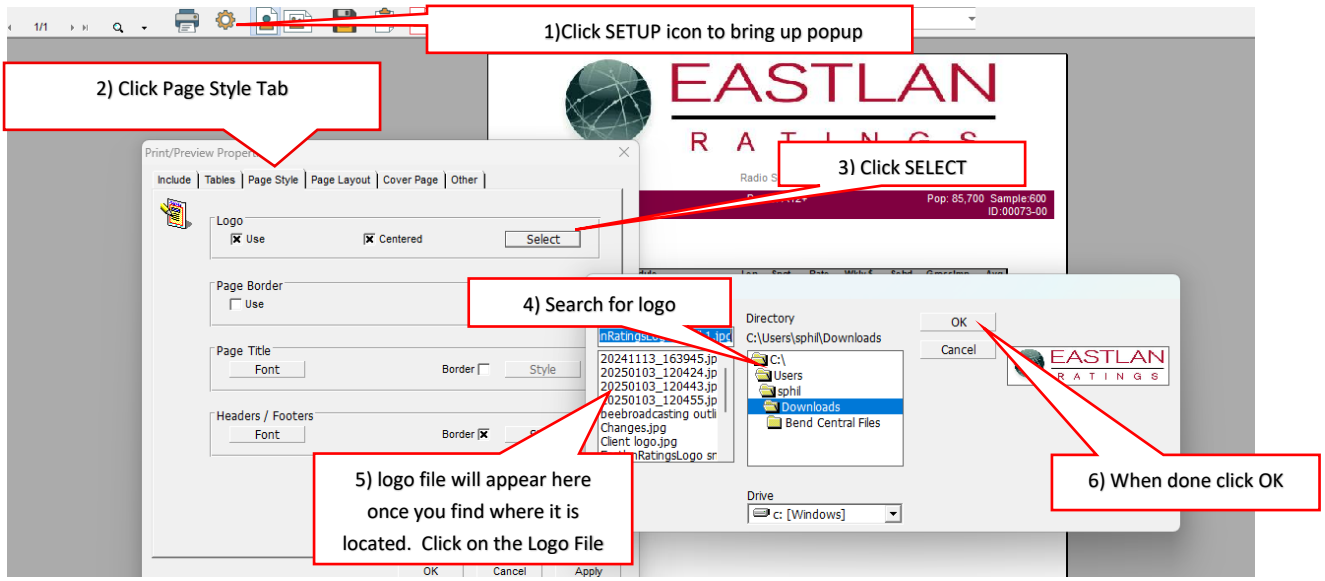
Adjusting the look of reports: (Best to view this at 200% zoom in)

Here are some of what you can adjust and what page below has those directions. Whatever changes you make to the look, be sure to follow the instructions on page 13 to save the look to reports throughout the Radius Software.

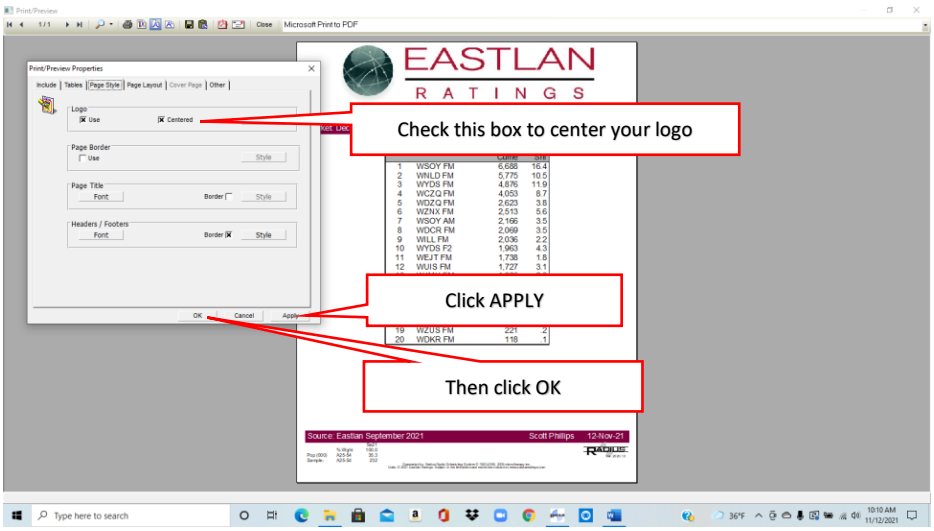


Add a logo:

Click the Setup Icon, then click “Page Style” tab and then click SELECT under LOGO. Search for where you logo is saved on your computer. If it is inside a folder click the folder and the files will appear as shown below. Select the image you want (must be either Jpeg or Bitmap)

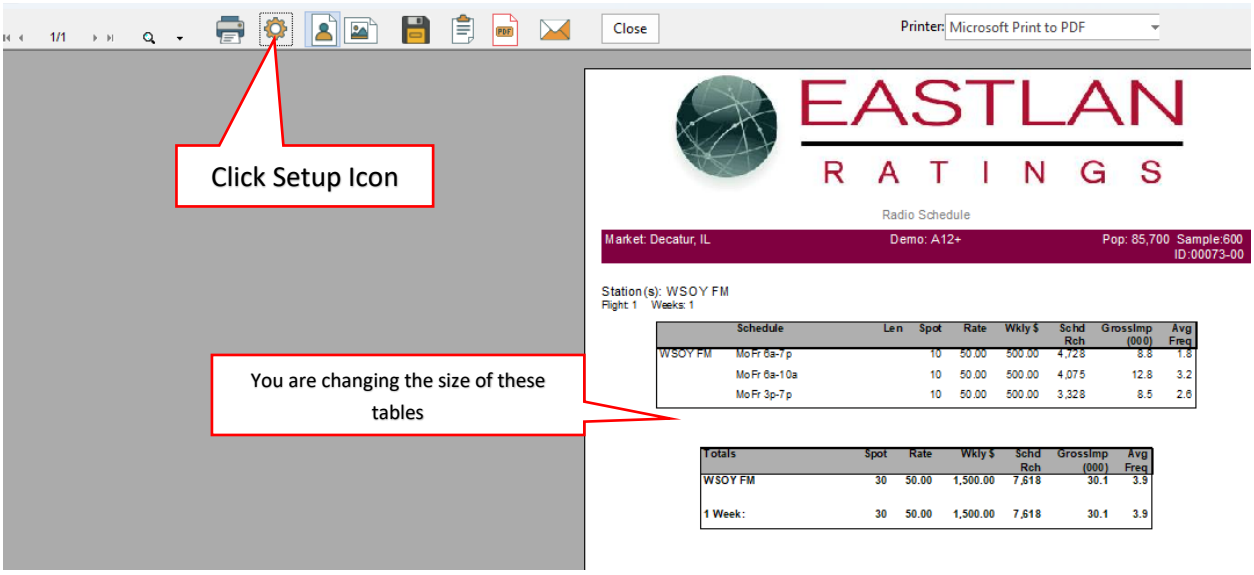


Once you have the logo you want, you can center it by clicking as shown below. Then click APPLY and then OK.

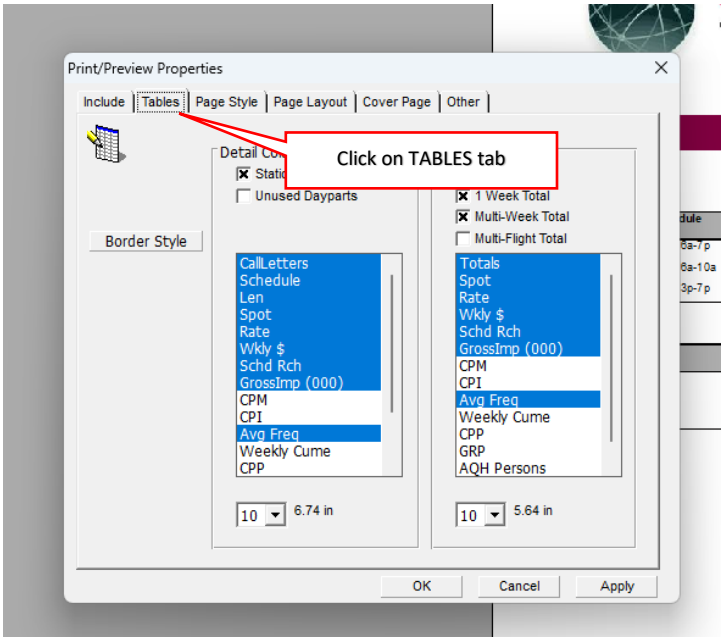


Changing the Size of the Schedule, Ranker table:

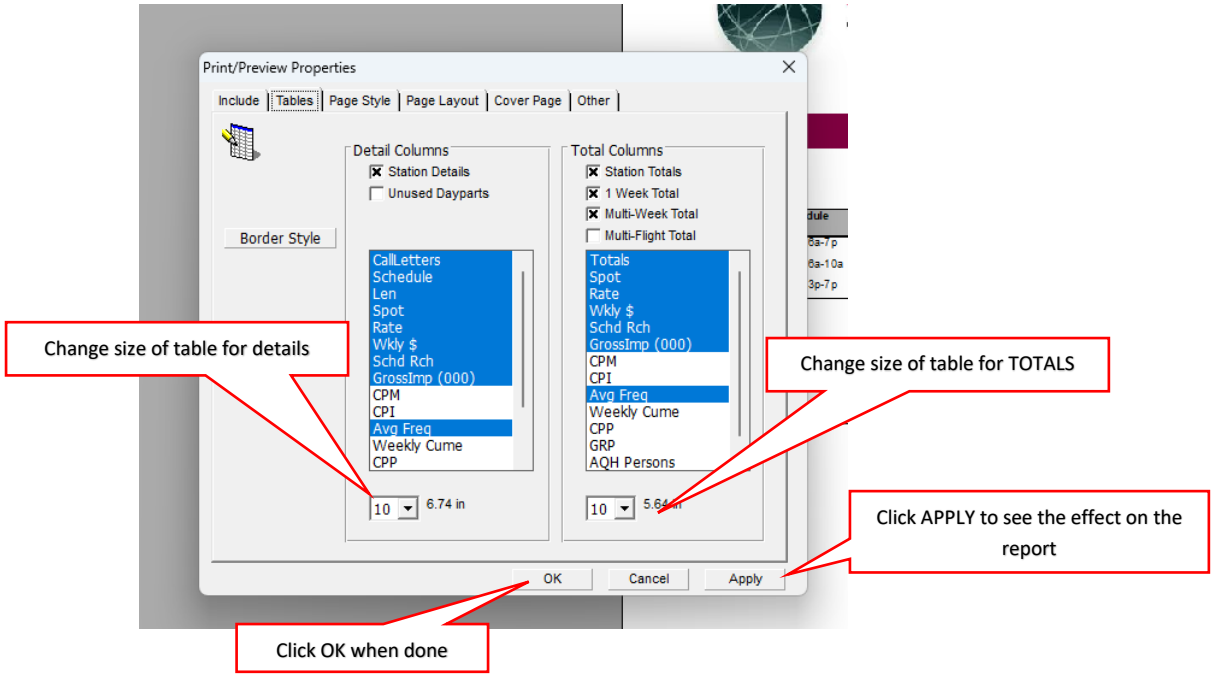
Click on the SETUP Icon.



This will bring up the following popup screen. Click on Tables tab….

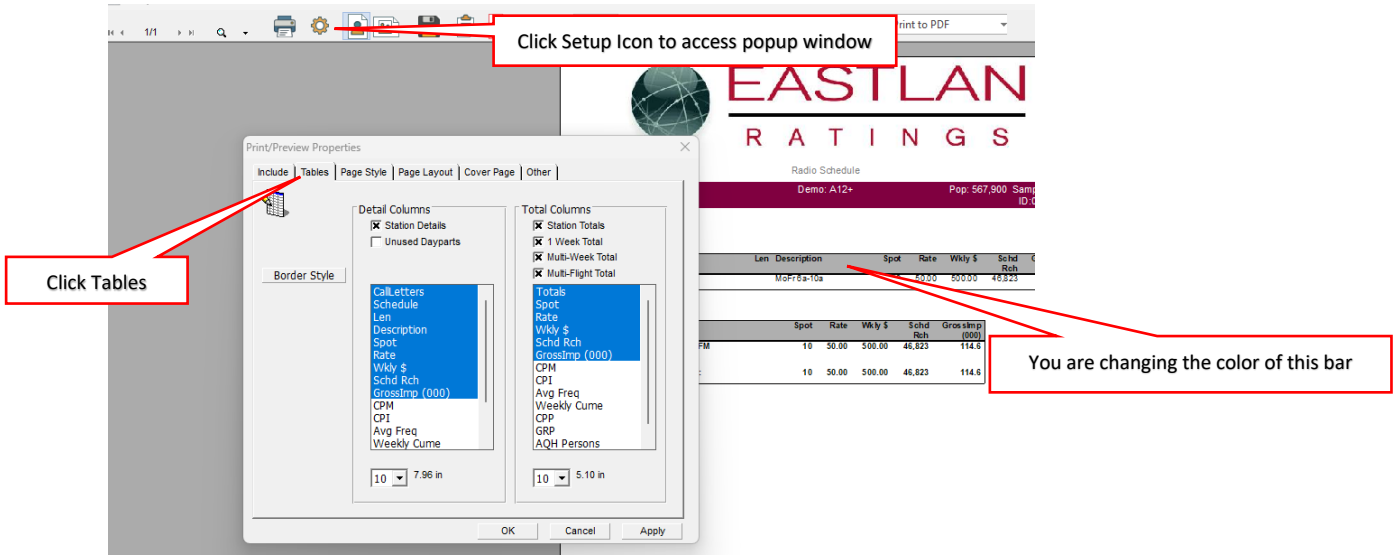


You will get the following popup window. You can change the size of the box by clicking the dropdown arrow and select the size you want. Then click Apply to see the effect. Repeat until you have the look you want and then click OK.

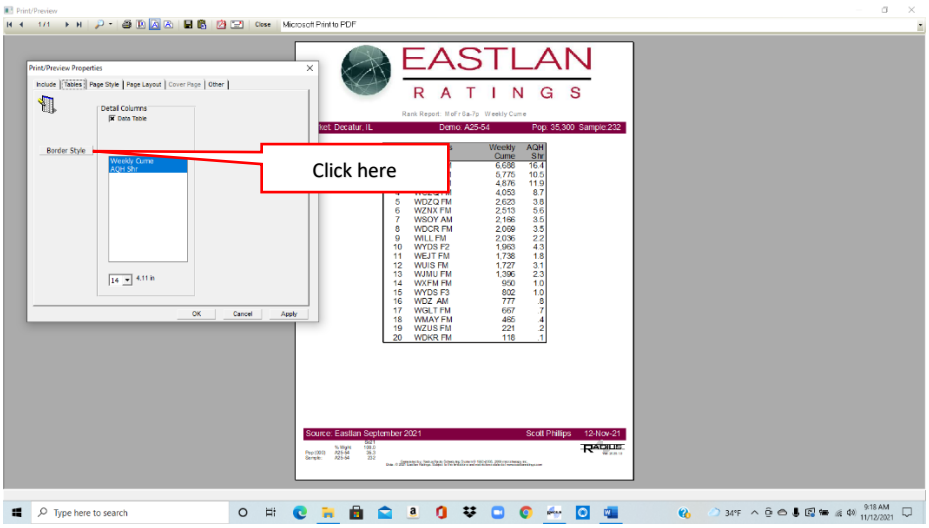


Change the color of the Schedule Bar as shown below.

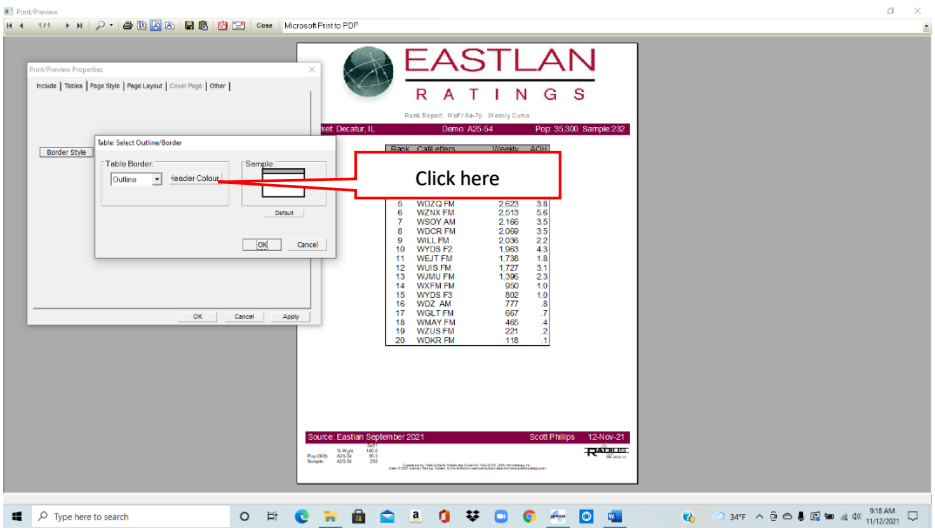
To start, click the Setup button and the following popup screen will appear. Click on TABLES



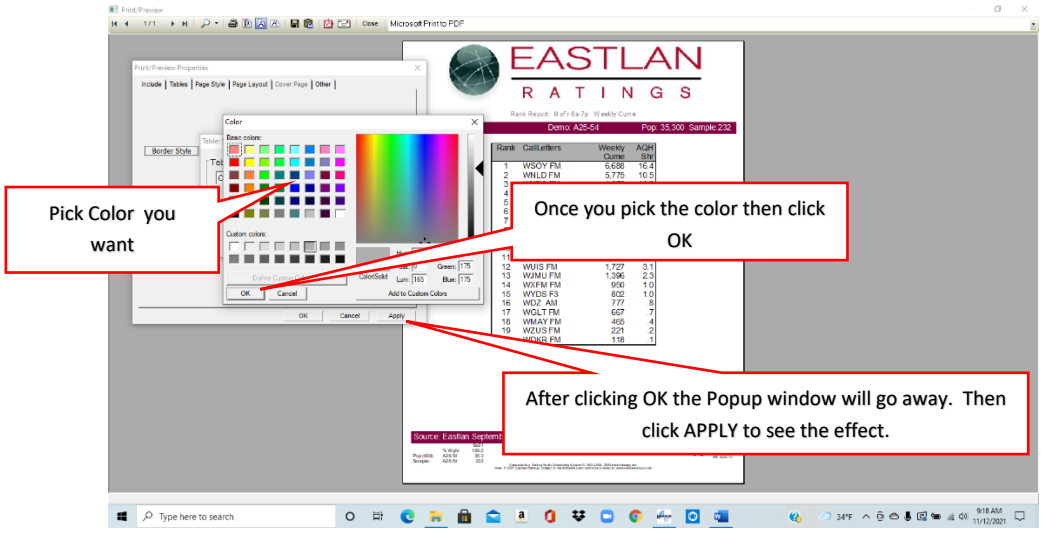
Click on BORDER STYLE…



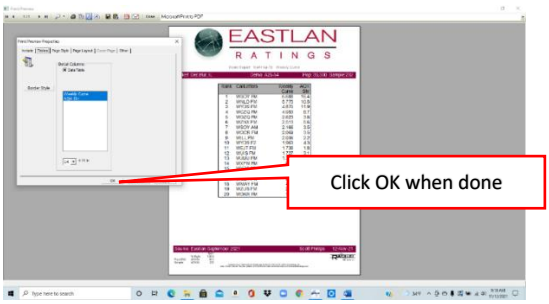
From the popup window below, click as shown…..



From the popup screen select the color you want, then click “ok” on the popup screen. The popup window will disappear then click APPLY to see how it looks (NOTE: select a light color so the text is easy to read). If you don’t like the color just repeat above.

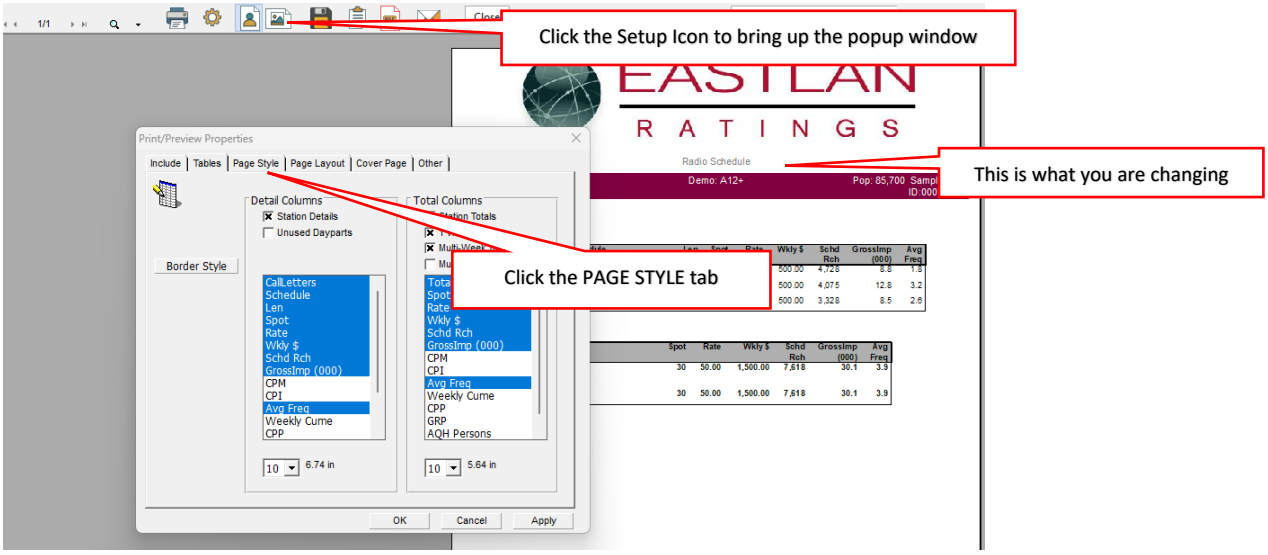


Once you like the look, click OK to finish. If you chose a dark color for the bar and want to use a lighter color for the text, go to page to find out how.

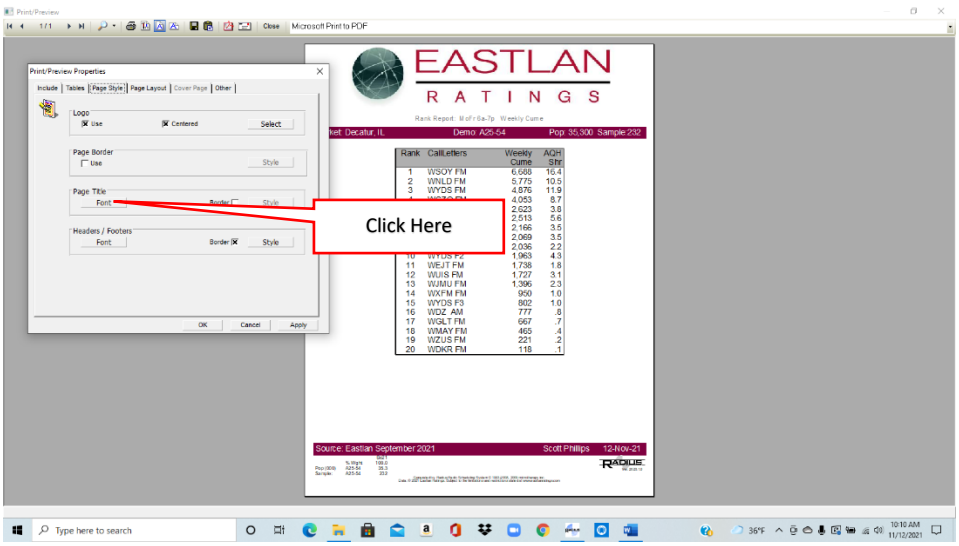


Change the TITLE font and color as shown below.

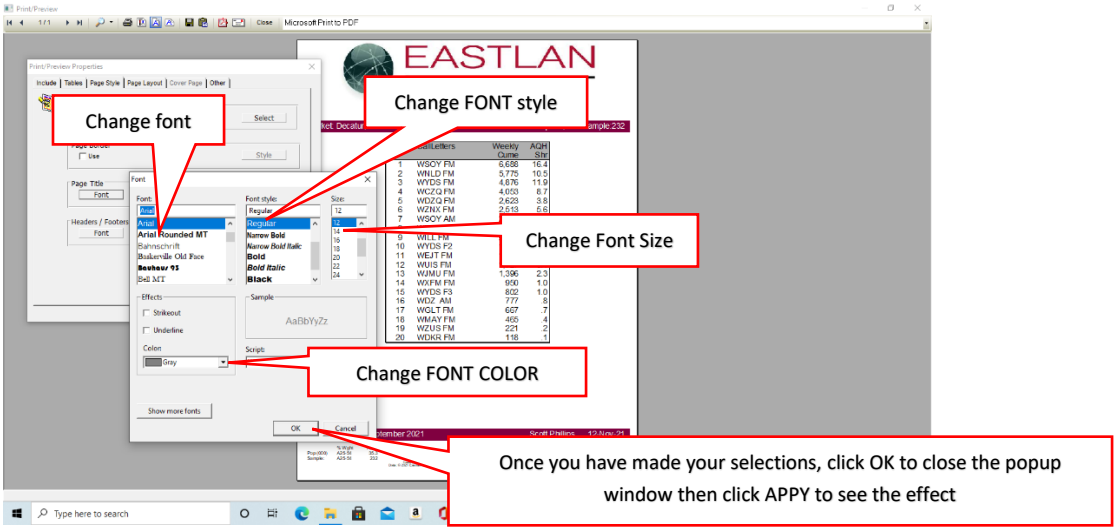
Access the popup window by clicking the SETUP button then click on “Page Style” tab



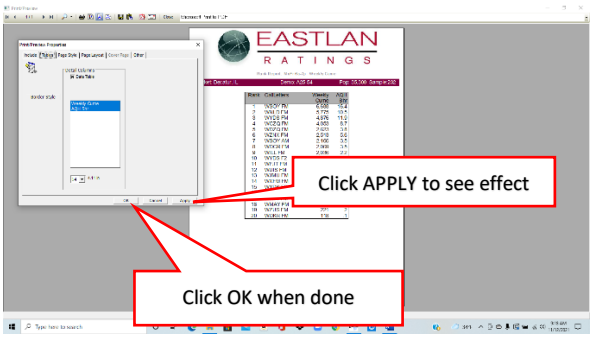
The following popup screen will appear. Click on FONT under PAGE TITLE



You can adjust the size, type of the font and color of the font. Pick the ones you want then click OK . That will close the Popup Screen. Then Click Apply to see how it looks. Go back and repeat until you have the look you want.

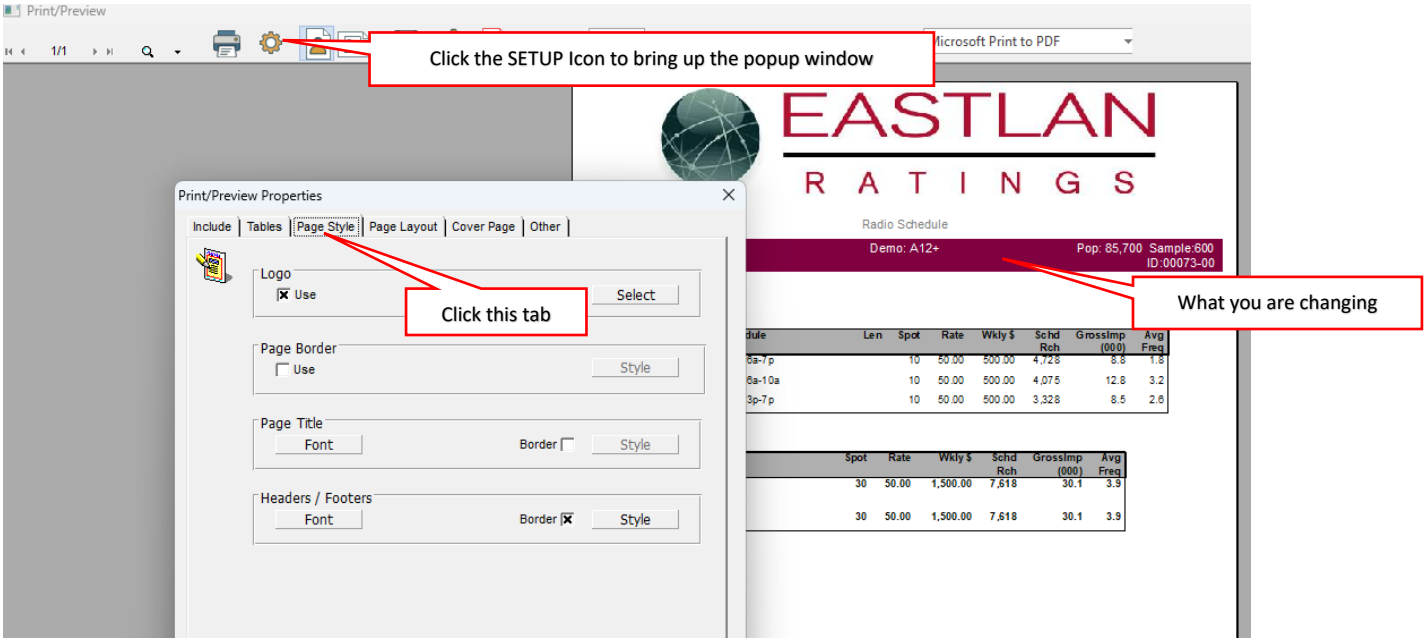


Once you are satisfied with the look, click OK…

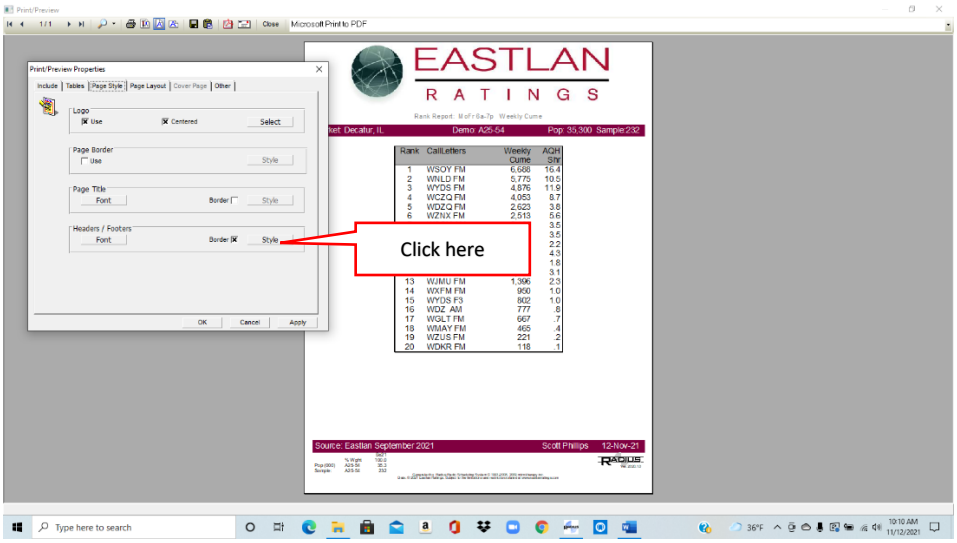


To change the Color of the HEADER AND FOOTER as shown below:

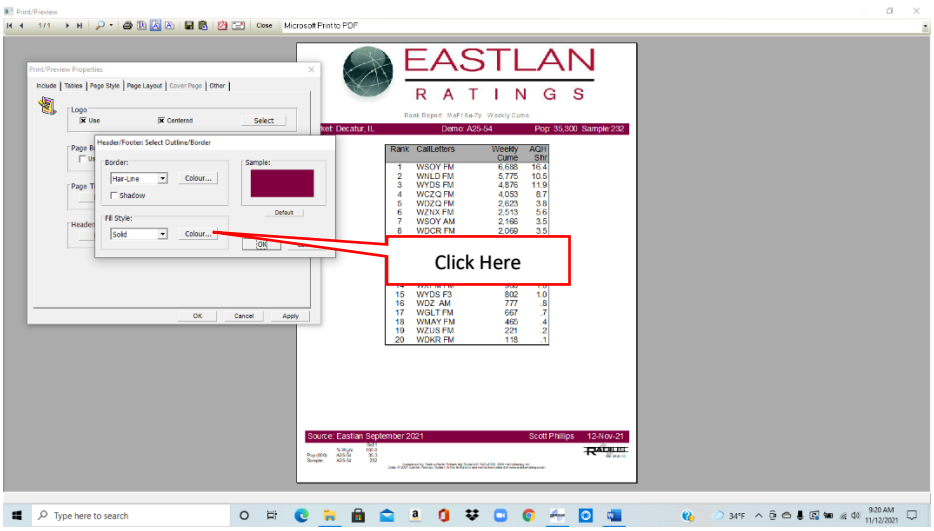
Click on the Setup Icon to bring up the popup window below. Click on the Page Style tab.



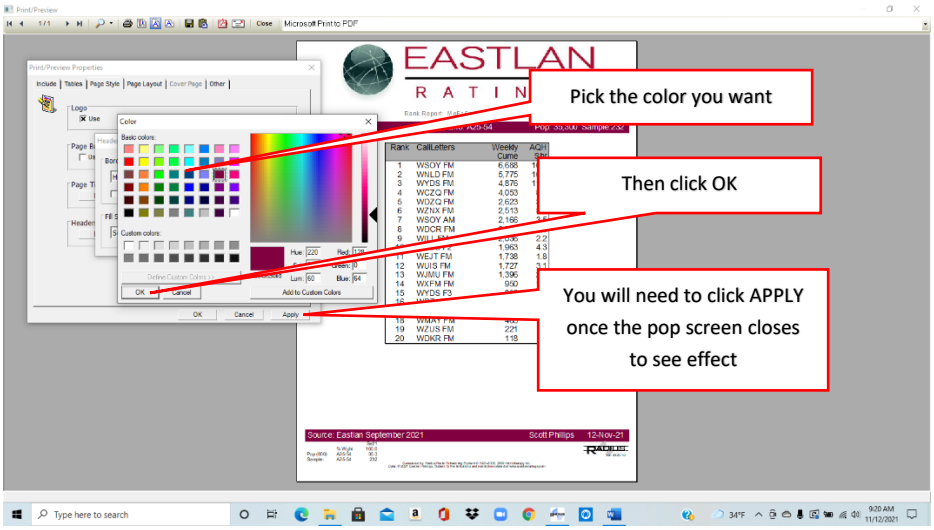
From the pop up screen, click on STYLE under Headers/Footers



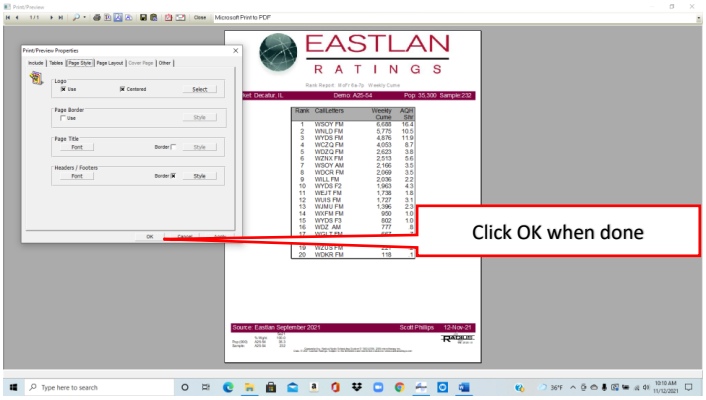
Then click as shown below…



You will now see the popup screen below. Select the color you want and click Ok (Note: If the text is now too dark, we will show you how to adjust the text color further below) You will need to click APPLY once the popup screen closes to see the effect on the report.

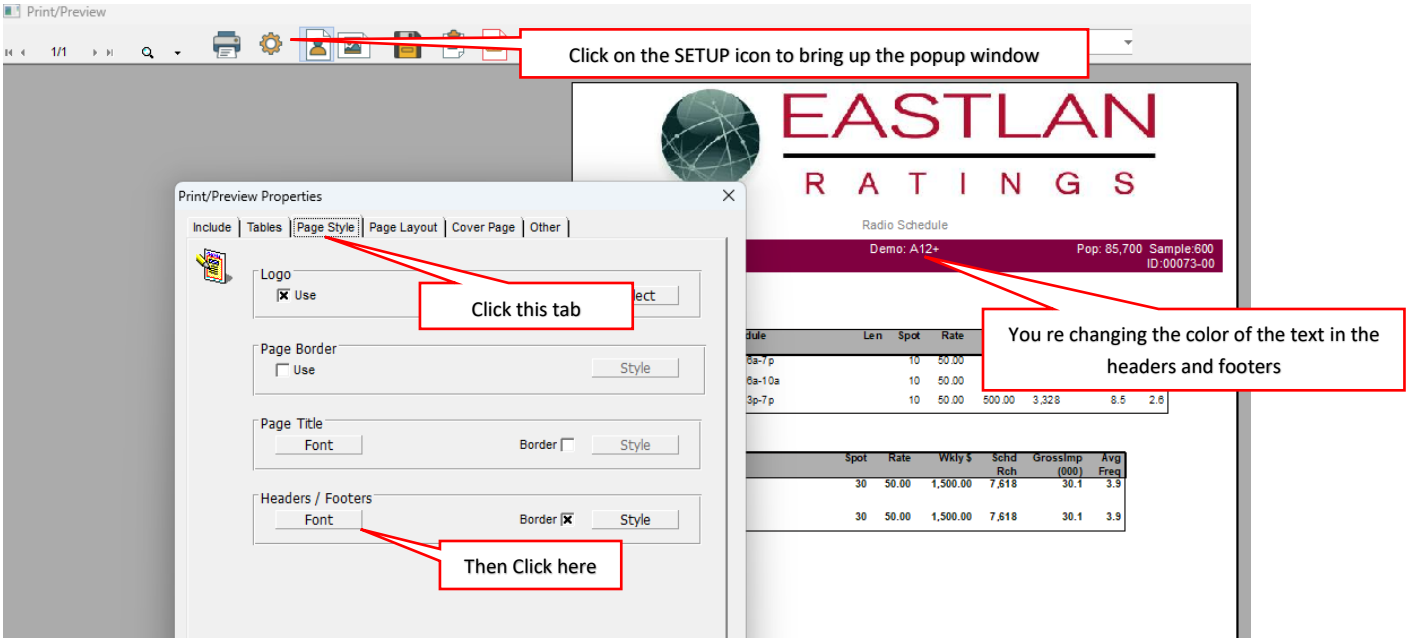


Repeat until you have the color you want. Then click "OK" If you Picked dark color you can change the text to a different color in the next section.

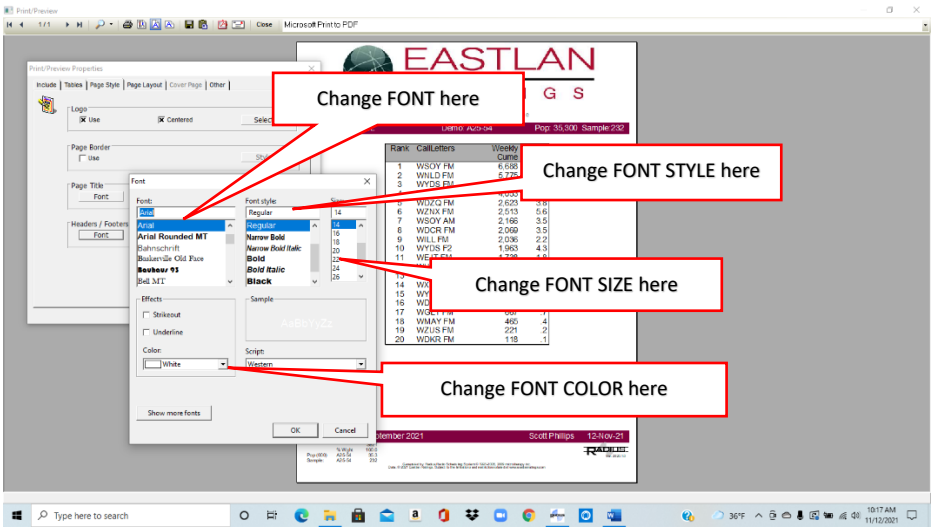


Change the color of the Text on Headers and Footers.

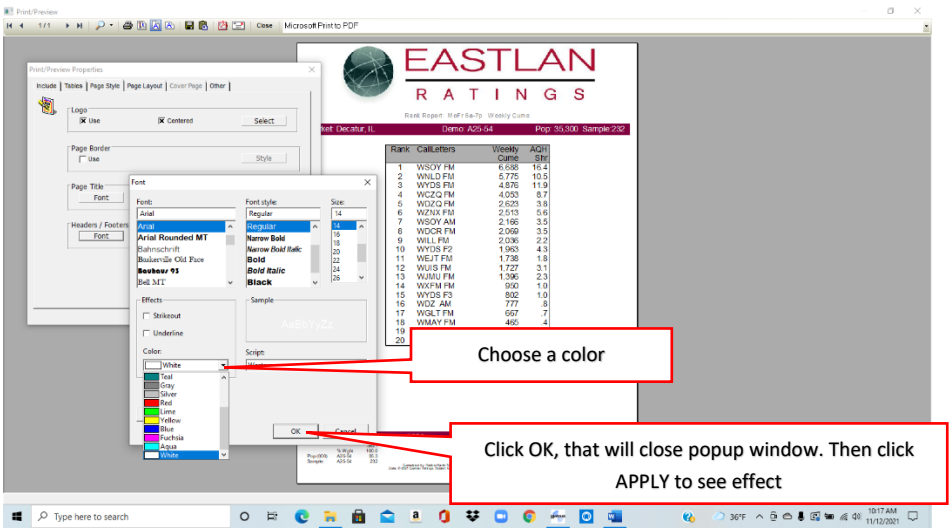
Access the popup wind below by clicking on the SETUP Icon. Click on the PAGE STYLE tab and then Click FONT under HEADERS/FOOTERS



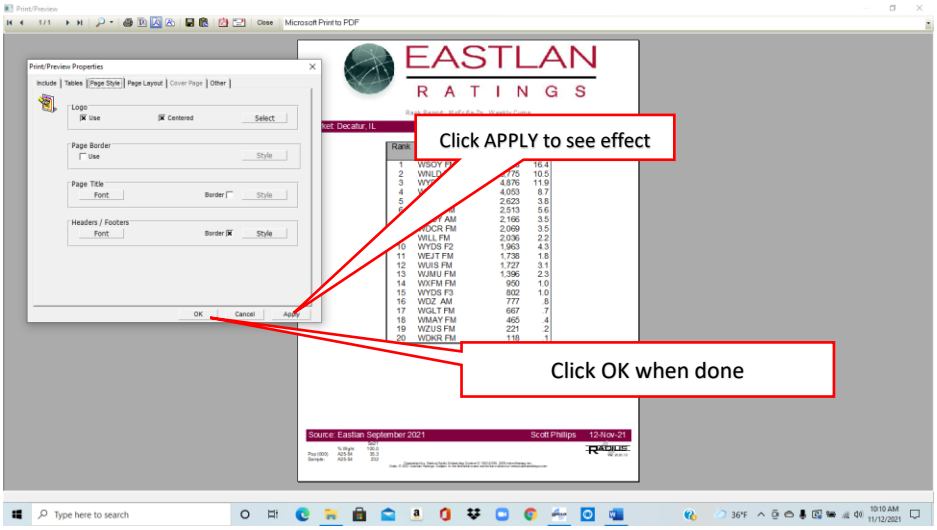
From the following popup screen you can change the font size and style. You can also change the color by clicking as shown below…



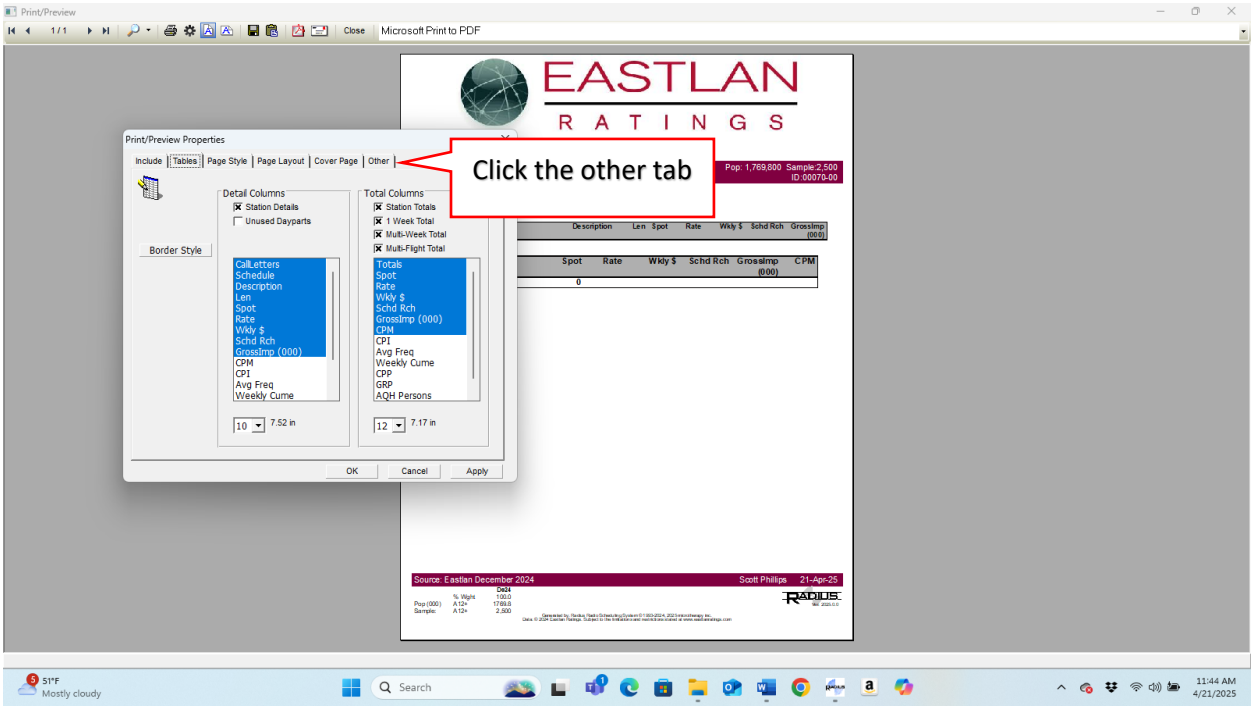
From the dropdown window select the color you want (Note: if the bar color is dark it is best to pick white for Font Color). Then Click OK. You won't be able to see the color on your report until you click APPLY



Repeat the process until you have the color and look you want. Then click OK…

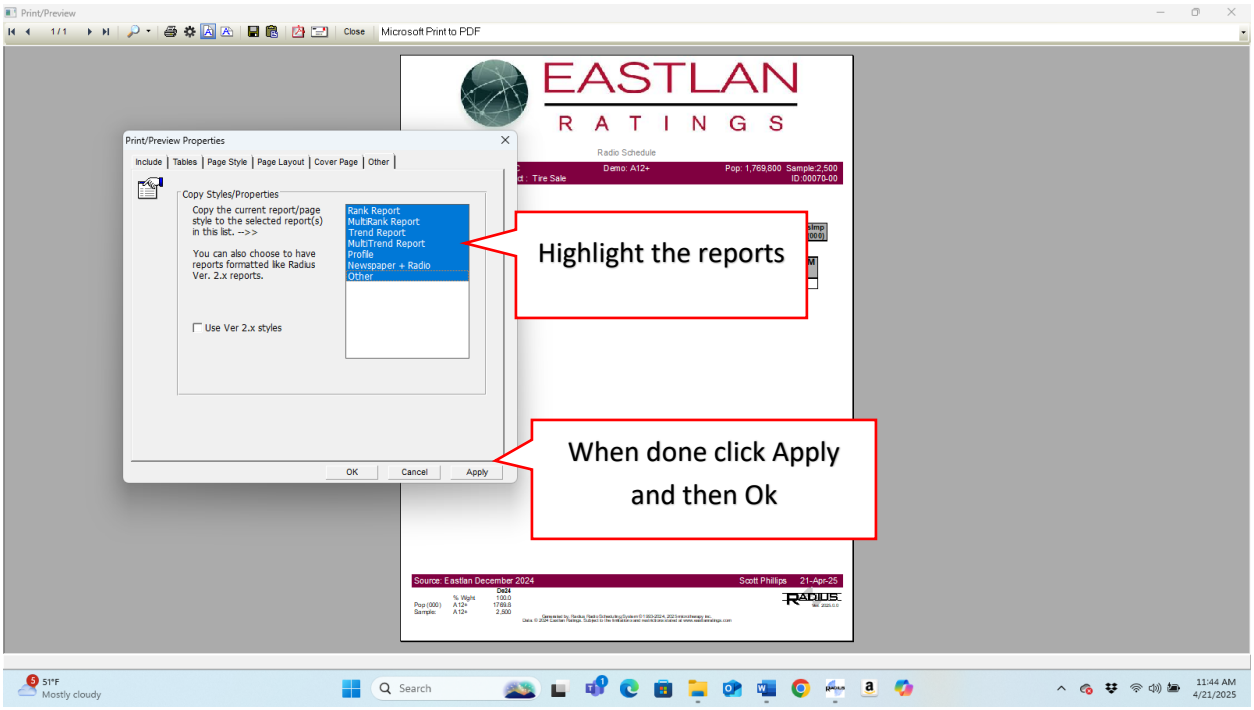


Once you have made changes to the way the report looks, you will want to use this look throughout Radius. To save this look for all reporting, you will want to click on the OTHER tab in setup.



Then highlight all the different reports (Hold control key down as you select). Then click Apply and Ok.

You are done!



If you need help reach out to us support@eastlanratings.com