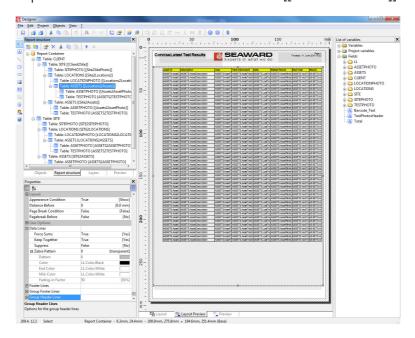


How to shrink the text to fit in the column on PATGuard reports

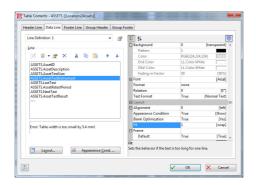
In some reports if the text is too long it can go over more than one line. If you wish to prevent this you can shrink the text to fit using these instructions.

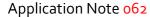
In PATGuard 3

- 1) In the reports tab right click on the report and select Edit.
- 2) Once in the designer in the 'Report Structure' window select 'Table: ASSETS [[Locations2Assets]]' as per the below.



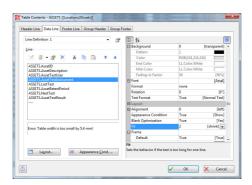
- 3) Double click on the area under the column you wish to shrink in the report preview to open the below window.
- 4) In the right hand list select 'Fit'.



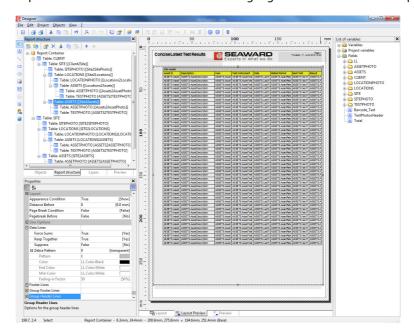


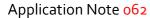


5) Use the dropdown to select '2 (shrink)' and press OK.



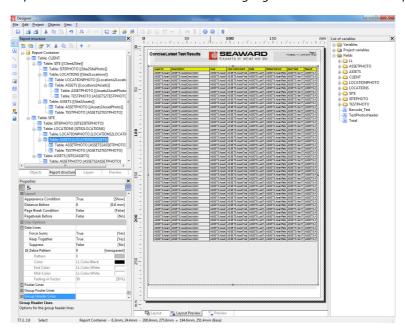
6) Back in the designer in the 'Report Structure' window select the line highlighted in the below and repeat the process.



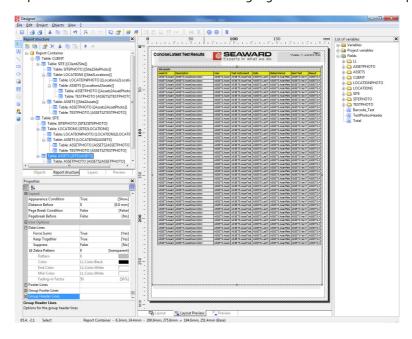




7) Back in the designer in the 'Report Structure' window select the line highlighted in the below and repeat the process.



8) Back in the designer in the 'Report Structure' window select the line highlighted in the below and repeat the process.



9) Press save.