

## Changing and Editing the Format in the Folders

Do you want to change the font or size of the text in a folder? Do you want to change the colors used in a folder?

I am going to start out in the *Patients* folder because I want to change the format in this folder. Start out by right-clicking anywhere within the grid.

The screenshot shows the MedLook software interface. The window title is "C:\Users\Jeff\Documents\MedLook4\40". The menu bar includes File, View, Folders, Tools, Programs, Windows, Help, Home, Lists, and Alerts. The toolbar contains icons for New, Open, Find, Appointments, and Ledger. The main window is titled "Phones, SSN, DOB (9)". On the left is a "Folder List" with "Patients" selected. The main area is a grid with columns: Patient Num..., Color, Last Name, First Name, MI, Title, Home Phone, Work Phone, SSN, Birthday, Age, Chart, and Email. A context menu is open over the grid, listing options: Open, Quick Edit, Add Service, New, Delete, Set Default, Show Fields..., Sort..., Group By..., Format View..., Expand/Collapse Groups, Restore Default Layout, Print T-Notes, Show Filters, Waiting List, and Appointments. The status bar at the bottom shows "Record: 1 of 9".

Patient Num...	Color	Last Name	First Name	MI	Title	Home Phone	Work Phone	SSN	Birthday	Age	Chart	Email
10001		Stacey	Keith	A	Mr.	256.353.0023	...		5/17/1964	49	10001	
10002		Osagbue	Vincent	K	Mr.	205.343.0946	...		11/25/1978	35	10002	
10003		Snyder	William	B	Mr.	205.350.3848	...		12/3/1981	32	10003	
10004		Roberts	Jorge		Mr.	205.351.8821	...		8/18/1948	65	10004	
10005		Bendler	David		Mr.	205.353.2285	...		1/23/1987	27	10005	
10006		White	Sue		Miss	205.334.0187	...		9/17/1981	32	10006	
10007		Kendrick	Kate	C	Miss	205.351.0158	...		3/7/1975	39	10007	
10008		Lewis	Arthur	D	Mr.	205.355.0143	...		5/18/1948	65	10008	
10009		Lewis	Beatrice	R	Mrs.	205.355.0143	...		8/1/1951	62	10009	

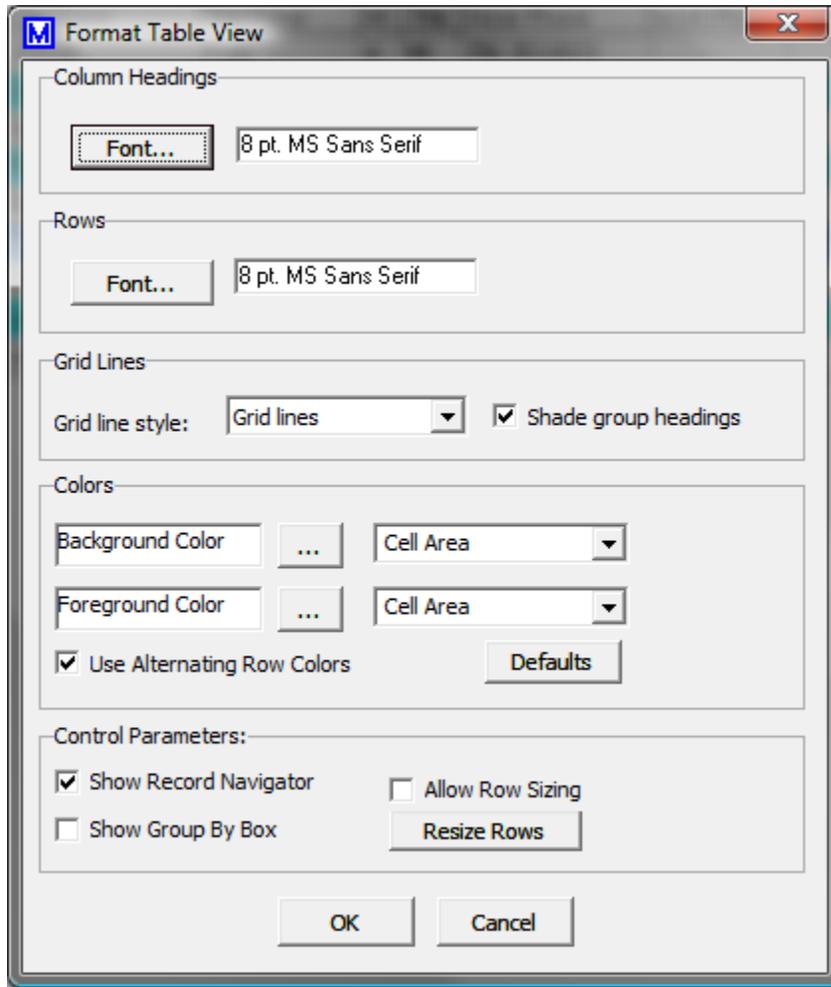
Then, from the drop-down list, select *Format View...*

The screenshot shows a window titled "C:\Users\Jeff\Documents\MedLook4\40\" with a menu bar (File, View, Folders, Tools, Programs, Windows, Help, Home, Lists, Alerts) and a toolbar (New, Open, Find, Appointments, Ledger). The main area is titled "Phones, SSN, DOB (9)" and contains a table of patient data. A context menu is open over the table, with "Format View..." highlighted by a red rectangle. The table has columns: Patient Num..., Color, Last Name, First Name, MI, Title, Home Phone, Work Phone, SSN, Birthday, Age, Chart, and Email. The data rows are as follows:

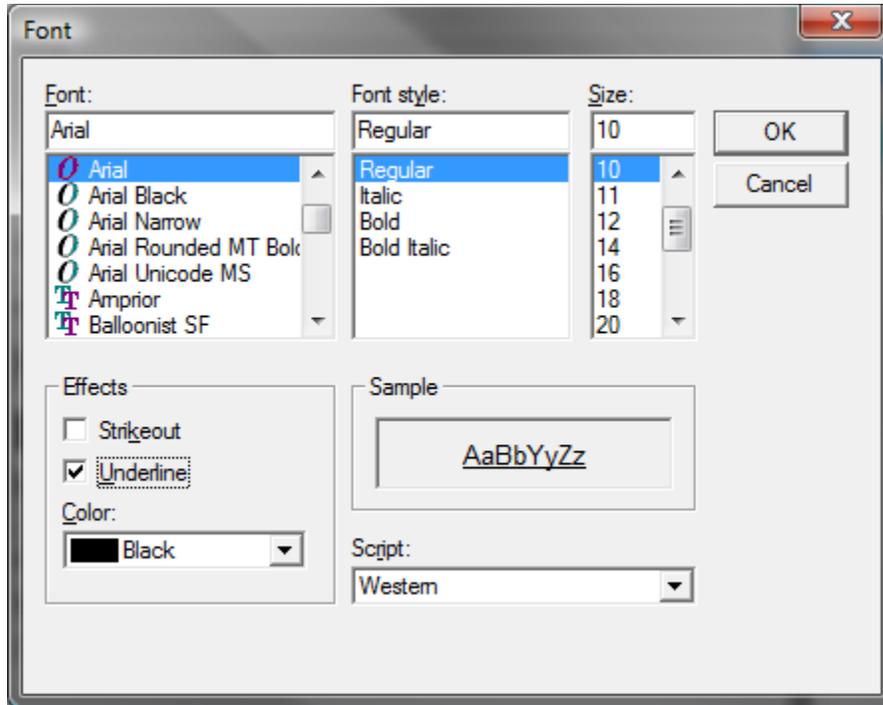
Patient Num...	Color	Last Name	First Name	MI	Title	Home Phone	Work Phone	SSN	Birthday	Age	Chart	Email
10001		Stacey	Keith	A	Mr.	256.353.0023	. .		5/17/1964	49	10001	
10002		Osagbue	Vincent	K	Mr.	205.343.0946	. .		11/25/1978	35	10002	
10003		Snyder	William	B	Mr.	205.350.3848	. .		12/3/1981	32	10003	
10004		Roberts	Jorge		Mr.	205.351.8821	. .		8/18/1948	65	10004	
10005		Bendler	David		Mr.	205.353.2285	. .		1/23/1987	27	10005	
10006		White	Sue		Miss	205.334.0187	. .		9/17/1981	32	10006	
10007		Kendrick	Kate	C	Miss	205.351.0158	. .		3/7/1975	39	10007	
10008		Lewis	Arthur	D	Mr.	205.355.0143	. .		5/18/1948	65	10008	
10009		Lewis	Beatrice	R	Mrs.	205.355.0143	. .		8/1/1951	62	10009	

The context menu includes options: Open, Quick Edit, Add Service, New, Delete, Set Default, Show Fields..., Sort..., Group By..., **Format View...**, Expand/Collapse Groups, Restore Default Layout, Print T-Notes, Show Filters, Waiting List, and Appointments. The status bar at the bottom shows "Record: 1 of 9".

The *Format Table View* dialog will then pop up. Below is a screen shot of this window.



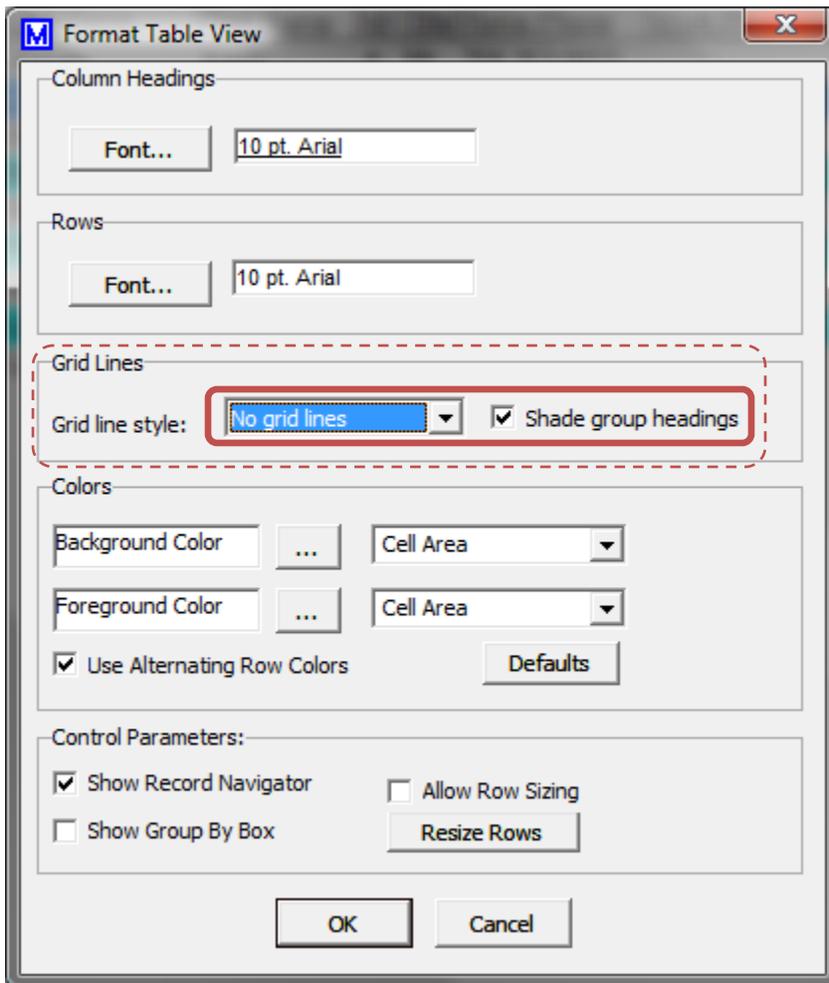
The first box, entitled *Column Headings*, is exactly what it says; it is the font for the column headings. Click the *Font* button to enter the dialog to select a font, font style, size, etc.



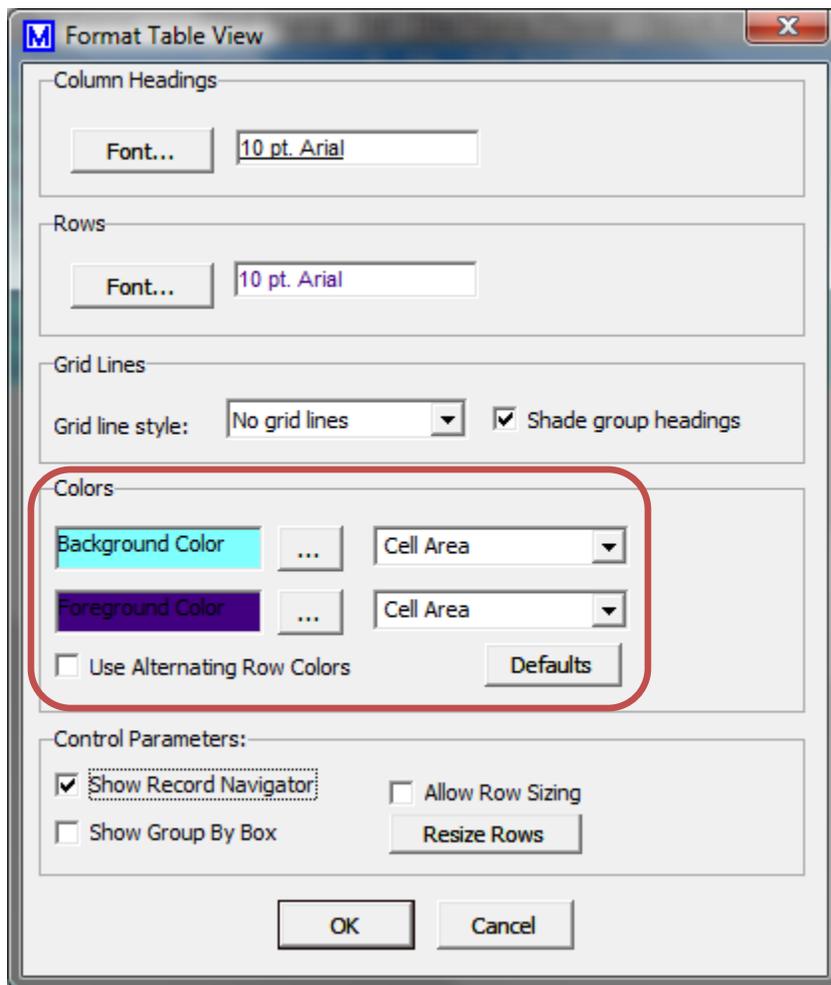
As seen above, I selected the *Arial* font, *Regular* font style, *10* for size, and I checked *Underline* and *Black* for the color. An example of my selections will be shown in the *Sample* box. Once satisfied with your selections, **MAKE SURE TO PRESS OK**. If you do not, your selections will not be saved.

The next box on the *Format View Table* is entitled *Rows*. To edit the format for this, repeat the steps used for the *Column Headings* as shown above.

Then there is the *Grid Lines* box. In the drop-down box, you can select *Grid lines* or *No grid lines*. Also, you can check or uncheck the *Shade group headings* box. For this example I am going to select *No grid lines* and uncheck *Shade group headings*.



The next box is entitled *Colors*. Here you can choose a *Background Color*, *Foreground Color*, and you can check or uncheck *Use Alternating Row Colors*. You can also click the Defaults I am going to choose a light blue for the *Background Color*, a dark purple for the *Foreground Color*, and I am going to uncheck the *Use Alternating Row Colors*.



In the last box, entitled *Control Parameters*, you can check or uncheck *Show Record Navigator*, *Show Group By Box*, or *Allow Row Resizing*. Once finished, **YOU MUST PRESS OK**. If you do not select *OK* then the settings you entered will not be saved.

If you wish to change the format view for another folder, then repeat the steps as shown above.

Once finished with selecting formats, it will automatically update the page you were editing. A screen-shot of my completed example is shown below.

The screenshot shows a software application window with a menu bar (File, View, Folders, Tools, Programs, Windows, Help, Home, Lists, Alerts) and a toolbar (New, Open, Find, Appointments, Ledger). The main area is titled 'Phones, SSN, DOB (9)' and contains a table with the following data:

Patient Nu...	Color	Last Name	First Name	MI	Title	Home Phone	Work Ph...	SSN	Birthday	Age	Chart	Email
10001		Stacey	Keith	A	Mr.	256.353.0023...			5/17/1964	49	10001	
10002		Osagbue	Vincent	K	Mr.	205.343.0946...			11/25/1...	35	10002	
10003		Snyder	William	B	Mr.	205.350.3848...			12/3/1981	32	10003	
10004		Roberts	Jorge		Mr.	205.351.8821...			8/18/1948	65	10004	
10005		Bendler	David		Mr.	205.353.2285...			1/23/1987	27	10005	
10006		White	Sue		M...	205.334.0187...			9/17/1981	32	10006	
10007		Kendrick	Kate	C	M...	205.351.0158...			3/7/1975	39	10007	
10008		Lewis	Arthur	D	Mr.	205.355.0143...			5/18/1948	65	10008	
10009		Lewis	Beatrice	R	M...	205.355.0143...			8/1/1951	62	10009	