


Unite Education Program v9.0

Job Aid: 5774

Configure PDF Format Options for a FlexApp

For each FlexApp in Unite, there are several options you can configure to customize how candidates see the application in PDF format, including the page layout, line spacing, and typefaces for headers, footers, questions, and answers. The format options you configure apply to all content and sections on the application.

To configure format options

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Click the *Application* tab.
7. Click and expand the *Format Options* section.
8. Click  .
9. Specify details for the format options.

Note

If you select the **Auto Columns** check box, column widths automatically adjust to the page orientation.

Note

Click  to reset format options to the default settings.


10. Click  .

11. Preview the FlexApp and verify your changes.

Note

The best preview option to see formatting changes for a FlexApp is the **Reviewer Sample** option.

12. Click  .

13. Click  to close the *Edit FlexApp* window.