

# How can I adjust the Header Introduction Text on a school-configurable academic document layout so that different text displays on report cards for each grading period?

Updated Mar 04, 2021

To configure the document layout record to display Header Introduction Text on the academic document:

1. Set the **Show Introduction Text** parameter to "1".



▼ ALL

General

## GENERAL

## DOCUMENT

Academic Document



BROWSE DOCUMENTS

## NAME

SDP Test RC

DOCUMENTATION

[http](#)

## ACCESS NAME

sdp-test-rc

## IS DEFAULT

 NO

## Configurations

Content

	Description	Value	M
▲ Header (20 records)			
	Show Logo?	1	
	Logo URL	/images/veracross-ci...	
	Use Logo as Full Width?	0	
	Logo Width	120	
	School Name	Veracross Academy	
	School Address 1	401 Edgewater Place ...	
	School Address 2		
	School Address 3		
	School Phone	866.492.3463	
	School Website	@veracross.org	
	Show School Year in Header?	1	
	Show Grading Period in Header?	1	
	Title Override		
	Show Introduction Text?	0	
	Print Date Label	Print Date	
	Show Print Date in Header?	1	

1. Enter your custom introduction text on the **Content** tab.


DEMO: CLIENT

Main Document Layout: SDP Test RC

ALL

General

GENERAL

DOCUMENT Academic Document 

BROWSE DOCUMENTS

NAME SDP Test RC

DOCUMENTATION <https://learn.veracross.com/docs>

ACCESS NAME sdp-test-rc

IS DEFAULT  NO

Configurations **Content**

Description	Value
<b>Header</b> (2 records)	
Introduction Text	
Grade Scale Text	

If you would like to display different Header Introduction Text for each term, you will need to create a new document layout record and associate it to the applicable academic document.

For example, if you are displaying different Header Introduction Text on the Semester 1 and Semester 2, you will need two separate document layout records, one for each semester.

You can read our [School-Configurable "Academic Document" Document](#) for more information.