Synergy Acc2026 - Find, Print and Customise a List (Grid)

Right-click inside a list (grid) to find text in it, print it, and change how it looks. This guide covers Find Text, Print Grid and Grid Settings.

Steps

1. Open the grid menu

Right-click in the list you want to work with. Choose Find Text, Print Grid or Grid Settings.

2. Find text

In Find Text, type the text in Find What. In Look In, choose the column to search. It starts on the column you were in, and lists only visible columns. A part of a word is enough.

3. Move between matches

Click Find to go to the first match from the top. Click Find Next for the next match below, and Find Previous for the match above. Click Cancel to close.

4. Print the grid

In Print Grid, choose a Printer. Tick Show collapsed rows to include grouped or collapsed rows, and Fit columns on one page to shrink the columns to one page width. Click Preview.

5. Change the grid look

In Grid Settings, on the Main tab, set Show Total Row, Font Size (0 leaves it as it is), Row Height, Freeze Column, Enable Filter Row and Enable Grouping.

6. Freeze columns

Freeze Column keeps the number of left-hand columns in place when you scroll sideways. The maximum is 3. Arrange the columns properly before freezing them.

7. Add colour rules

On the Formatting tab, add a rule with one or more conditions (field, operator, value) and a property such as a colour. Click the colour cell to pick the colour. On the FilterCondition tab, set conditions for the rows the grid keeps showing.

8. Save

Click Save to apply, or Cancel to close without saving.

Tips

- Rows hidden by a filter are not found by Find Text.
- Row Height: a value above 0 but below 10 is raised to 10, and a value above 100 is cut to 100.
- Grid settings are stored for that grid on your computer and used the next time it opens.
- Calculator: the calculator panel works with its buttons or the keyboard. Digits, + - * / and the decimal point work as their buttons, Enter works as =, Escape clears the display (CE), Backspace

removes the last digit. C clears everything. Dividing by zero shows Division by zero!. The result is not rounded.

- Calendar: where a screen opens a pop-up calendar, click the day you want. It closes at once and puts the date in the field. Closing the calendar without clicking a day returns no date.

Common problems

Nothing is found.

The text is not in the chosen column. Check Look In, and that a filter is not hiding the rows.

A column I need is not listed in Look In.

It is hidden in the grid. Show it first.

The printer I need is not listed.

It is not installed on this computer. Install it in Windows and open the window again.

The printout is split over several pages.

Tick Fit columns on one page.

Maximum 3 frozen columns.

Freeze Column allows 3 at most. A larger number is reset to 3.

A colour rule does nothing.

Check that the rule has at least one condition and a colour property.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

Synergy Acc2026 - Guide date 2026-10-30. Internal draft: not yet reviewed by Synergy staff.