How to Change Default Settings in the 7.50 SAP GUI

All these settings can be adjusted through the SAP Customizing of Local Layout ( or )

Note the icon for the SAP Customizing of Local Layout will vary depending on the SAP theme. If you do not find , you may want to look for on your tool bar.

Q How do I make the text bigger?
A The SAP GUI provides the ability to change the font and increase the font size on the SAP screens. To make the text larger:

1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Visual Design, select the Font Settings
4. Within the Monospaced Font Settings box, click to adjust the font, font style and size.

Arial Monospaced for SAP is the preferred option with a font size of 10 or 11.

5. Click
6. Click
7. Click
8. Change is immediate.

Q How do I change the theme?
A We elected to set the default to the SAP Signature theme but users have the option to select whichever one they prefer.

To change the theme:

1. Click (SAP Customizing of Local Layout)
2. Select Options
3. At the top, use the drop down to change to the Enjoy (or whichever one they'd like)
4. Click
5. Click
6. Restart SAP to activate the new theme.
Q What should I do if my icons are very small?
A You are probably using a screen with DPI greater than 92 (i.e. a Surface 4). You will need to use the SAP Signature theme to correct the problem. See above Q/A for directions on how to change the theme.

Q How do I turn off/on the dialog boxes?
A Turning dialog boxes On/Off to show errors/warnings/success messages can be adjusted by:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Interaction Design, select the Notifications
4. Within the Messages section, check/uncheck boxes as needed
5. Click
6. Click
7. Change is immediate.

Q How do I change the default colors of my screen?
A You have the best options to change colors when using the SAP Enjoy Theme. To change the colors:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Visual Design, select the Colors in System
4. Select the color option
5. Click
6. Click
7. Change is immediate.

Q How can I customize my colors?
A You have the best options to change colors when using the SAP Enjoy Theme. To customize the colors:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Visual Design, select the Colors Settings
4. Click
5. Adjust the colors
6. Click
7. Click
8. Change is immediate.
How to Change Default Settings in the 7.50 SAP GUI

Q What do you change if the S/H show for Credit/Debit on the Journal Entry?
A To correct this setting:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Interaction Design, select the Visualization 1
4. Validate you **DO NOT** have a check in the “Show Keys within dropdown lists”
5. Click
6. Click

Q What do you change if the Human Resource person doesn’t have the “codes” in their drop downs?
A To correct this setting:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Interaction Design, select the Visualization 1
4. Validate you **HAVE** a check in the “Show Keys within dropdown lists”
5. Click
6. Click

Q How do I turn on/off the sound?
A To adjust this setting:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Interaction Design, select the Sound Settings
4. Check/Uncheck the “Activate audio signal”
5. Click
6. Click

Q How do you turn on/off or adjust your History?
A To adjust this setting:
1. Click (SAP Customizing of Local Layout)
2. Select Options
3. Under the Local Data, select the History
4. Set the History Status to “off” or “on” depending on your need.

Additional Information

Contact your NU Campus or NSCS College Security Coordinator or send an email to saphelpdesk@nebraska.edu if you have additional questions.