

# Advanced Report Designer

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# Advanced Report Designer

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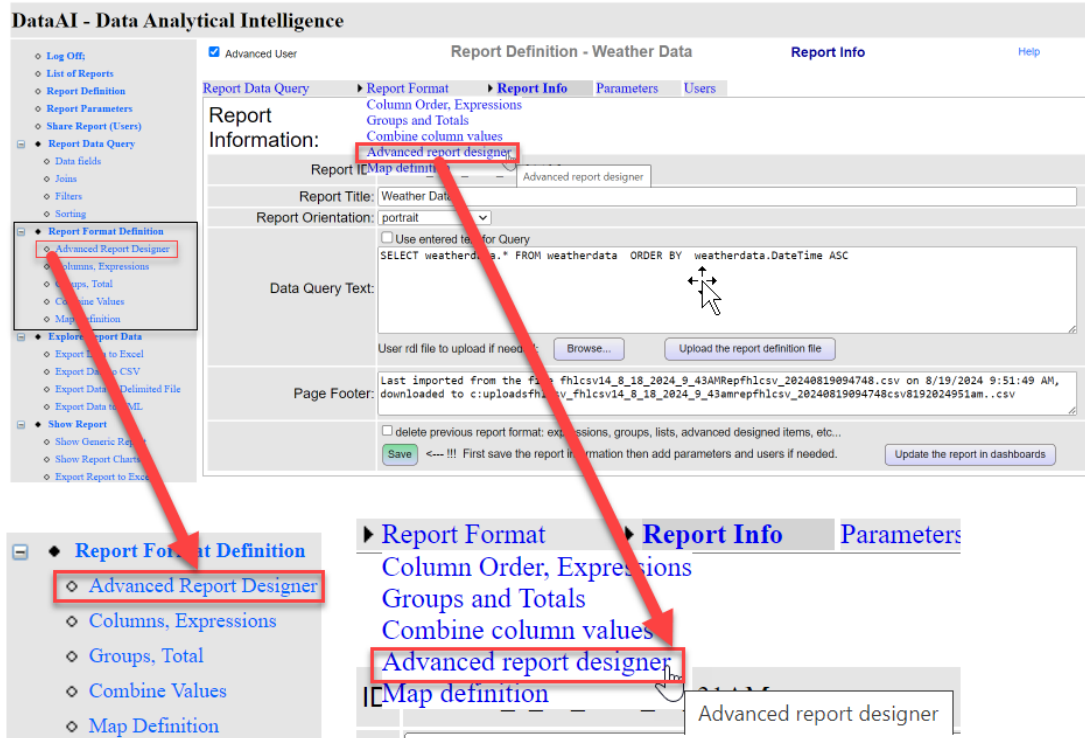
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# Advanced Report Designer

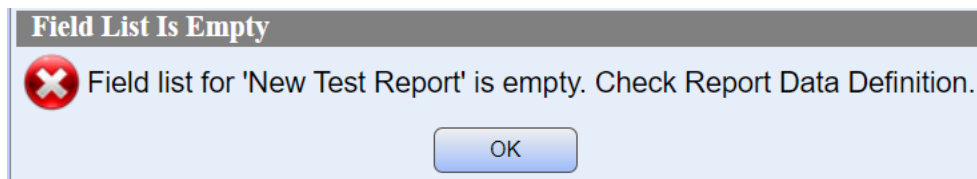
## Using Advanced Report Designer

The Advanced Report Designer can only be used once report data fields have been defined and the report updated using Report Data Definition, Report Format Definition, or Report Definition.

Click “Advanced Report Designer” item from the submenu under “Report Format Definition” or click “Advance report designer” from the Report Format drop down menu in Report Definition.



If report fields haven't been defined yet, a message box like the following displays:



# Advanced Report Designer

## Report Templates

There are two templates used in OUReports that define a report's basic structure: Tabular and Free Form.

**Tabular** reports are reports where field captions and values are displayed in columns and rows. Reports produced using the "Show Generic Report" option are only shown as tabular. All reports are tabular when they are first created. See [Advanced Report Designer Tabular Report](#).

**Free Form** reports are reports where field captions and values can be displayed in any orientation and position on the report page. Free Form report fields are defined to one record per page and can only be created using the Advanced Report Designer. See [Advanced Report Designer Free Form Report](#).

## Generic Report

Generic reports are tabular reports produced from report data defined and updated using Report Data Definition, Report Format Definition, and/or Report Definition. These reports do not show any design changes made using Advanced Report Designer.

☒ hide duplicate records      Records returned: 21378      Search:

[Export page to Image](#)      [Export report to Word](#)      [Export report to PDF](#)

1 of 498      Find | Next

## Weather Data

<u>Date/Time</u>	<u>Outdoor Temperature</u>	<u>Porch Temperature</u>	<u>Humidity</u>	<u>Daily Rain</u>
2024-07-03 00:00:00	79	79.7	67	0
2024-07-03 00:05:00	79	79.7	66	0
2024-07-03 00:10:00	79	79.5	66	0
2024-07-03 00:15:00	79	79.5	67	0
2024-07-03 00:20:00	78.8	79.5	67	0
2024-07-03 00:25:00	78.8	79.5	68	0
2024-07-03 00:30:00	78.6	79.5	68	0
2024-07-03 00:35:00	78.4	79.5	67	0
2024-07-03 00:40:00	78.6	79.3	67	0
2024-07-03 00:45:00	79	79.3	67	0
2024-07-03 00:50:00	79	79.3	66	0

# Advanced Report Designer

## Advanced Report Designer Tabular Report

This report is produced using design changes created via Advanced Report Designer in addition to report data defined using the standard report definition functions.

<input checked="" type="checkbox"/> hide duplicate records	Records returned: 21378	Search: <input type="text"/>	<input type="text"/>	<input type="text"/>
Created by Designer				
<a href="#">Export page to Image</a>	<a href="#">Export report to Word</a>	<a href="#">Export report to PDF</a>		
1 of 498	<input type="text"/>	Find   Next		
9/21/2024 3:46:30 PM				
Weather Data				
Date/Time	Outdoor Temperature	Porch Temperature	Humidity	Daily Rain
2024-07-03 00:00:00	79	79.7	67	0
2024-07-03 00:05:00	79	79.7	66	0
2024-07-03 00:10:00	79	79.5	66	0
2024-07-03 00:15:00	79	79.5	67	0
2024-07-03 00:20:00	78.8	79.5	67	0
2024-07-03 00:25:00	78.8	79.5	68	0
2024-07-03 00:30:00	78.6	79.5	68	0
2024-07-03 00:35:00	78.4	79.5	67	0
2024-07-03 00:40:00	78.6	79.3	67	0
2024-07-03 00:45:00	79	79.3	67	0
2024-07-03 00:50:00	79	79.3	66	0

# Advanced Report Designer

## Advanced Report Designer Free Form Report

Free Form reports can only be designed using the Advanced Report Designer. See [Report Template](#) . This report is produced using design changes created in Advanced Report Designer in addition to report data defined using the standard report definition functions.

☒ hide duplicate records      Records returned: 21378      Search:

Created by Designer

[Export page to Image](#)      [Export report to Word](#)      [Export report to PDF](#)

1 of 21378      Find | Next

Weather Data - Free Form

### Weather Data

Date/Time:	2024-07-03 00:00:00
Outdoor Temperature:	79
Porch Temperature:	79.7
Humidity:	67
Daily Rain:	0

## Field Layout

The Field Layout property defines the relationship between field caption and field value in the report and can only be defined in a Free Form report at the field or report level.

### Block

This is the default layout . In this layout, the field caption is displayed above the field value:

Date/Time
weatherdata.DateTime

### In Line

In this layout, field caption and value are displayed together on the same line with the caption to the left:

Date/Time:	weatherdata.DateTime
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# Advanced Report Designer

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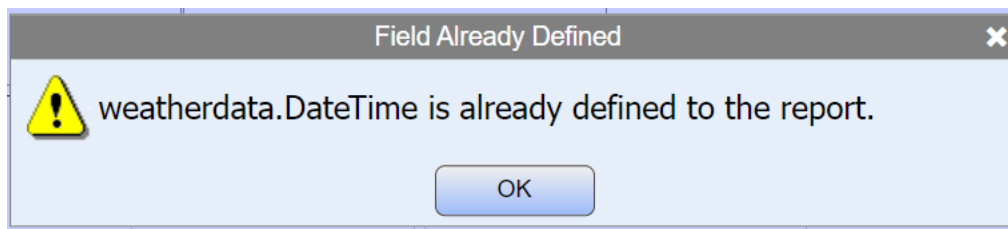
## Advanced Report Designer Sections

There are three possible sections: **Details, Report Header, and Report Footer**. They are displayed as options in the **Available Sections list** and can be selected by clicking on or arrowing to the desired option. **Advanced Report Designer starts in the Details section.**

Fields displayed in the fields list are all the fields available in the tables defined to the report in either Report Data Definition or from a Query entered in Report Definition. The details section is the only section where report database fields can be added or deleted. Labels can only be added in this section for Free Form Reports.

Fields that have been added to the report either using the Report Data Definition option or by dragging and dropping from the Fields list will appear in the Design Area. They will appear as they were designed and saved previously. Fields in tabular reports will appear in two rows: captions on top and [table.field] below. Fields in free form reports will appear as they were positioned and saved earlier.

Fields can be added to the report by dragging and dropping them in the design area. Duplicate fields are not allowed. If a duplicate field is dropped in the design area a message like the following appears:



Fields that are dropped on top of a field in the design area of a tabular report will appear before that field in the design area. Fields dropped on top of a field in a free form report will be positioned on the top of the field where it is dropped. It may be hard to separate one field from another in this case so it's better to drop the field on a blank area away from other fields and then drag and drop it in place.

Fields that are dropped in a blank spot of the design area will be added as the last field in the Report Definition database, but will appear differently in the design area depending on the report's format:

**Tabular:** Appears as the last cell in the report.

**Free Form:** Field is positioned with the upper left-hand corner where it is dropped.

The caption of an added field will default to the [table.field] of the field dropped. It will appear as defined from the Report Settings in the Report Designer Options menu. The caption can be changed by selecting the [Edit Caption](#) option in the Field Settings context menu or by clicking on the caption you desire to change.



# Advanced Report Designer

## Tabular Report Designer

**DataAI - Data Analytical Intelligence**

**Tabular Report Designer - Weather Data**

**Fields**

- weatherdata.DailyRain
- weatherdata.DateTime
- weatherdata.Humidity
- weatherdata.Indx
- weatherdata.OutdoorTemperature
- weatherdata.PorchTemperature

**Available Sections**

- Details
- Report Header
- Report Footer

**Details**

- Help
- Report Designer Options
- Save and Show Report
- Close Designer Without Saving

**Design Area**

Date/Time	Outdoor Temperature	Porch Temperature	Humidity	Daily Rain
weatherdata.DateTime	weatherdata.OutdoorTemp	weatherdata.PorchTemper	weatherdata.Humidity	weatherdata.DailyRain

## Details Section

### Tabular Field Settings

#### Field Settings Context Menu

The Field Settings Context Menu is used to set various properties at the field level (field caption and field detail). This menu is shown by right-clicking on the field you wish to apply the settings to.

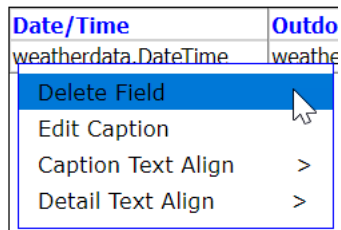
Date/Time	Outdoor Temperature	Porch Temperature	Humidity	Daily Rain
weatherdata.DateTime	weatherdata.OutdoorTemp	weatherdata.PorchTemper	weatherdata.Humidity	weatherdata.DailyRain

Right-click context menu options:

- Delete Field
- Edit Caption
- Caption Text Align >
- Detail Text Align >

# Advanced Report Designer

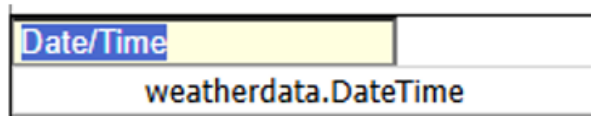
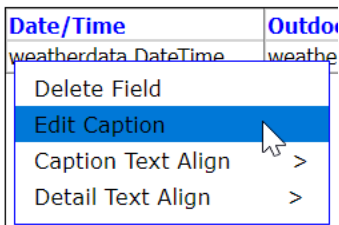
## Delete Field



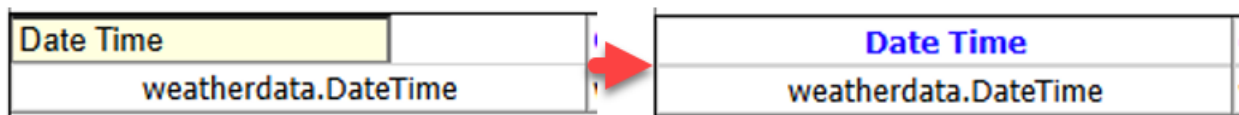
Immediately deletes the field

Outdoor Temperature	Porch Temperature	Humidity	Daily Rain
weatherdata.OutdoorTemp	weatherdata.PorchTemp	weatherdata.Hum	weatherdata.Dai

## Edit Caption

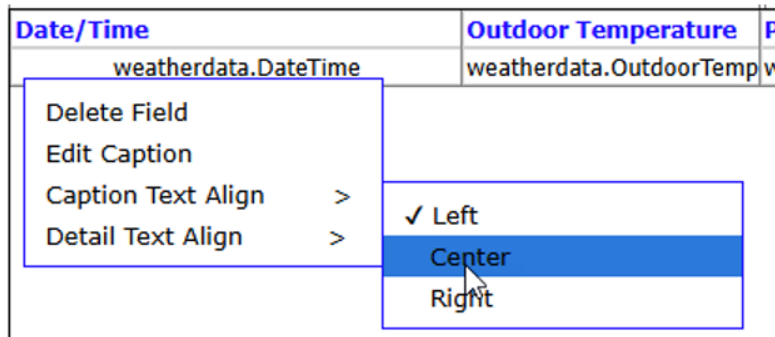


Type in the new caption and press the tab key.

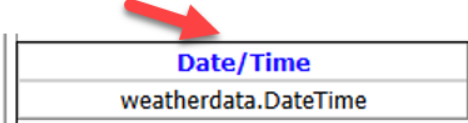


# Advanced Report Designer

## Caption Text Align

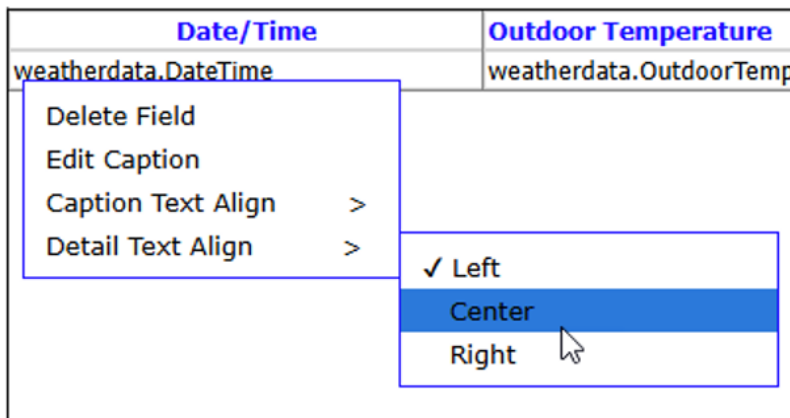


Click on the desired value.

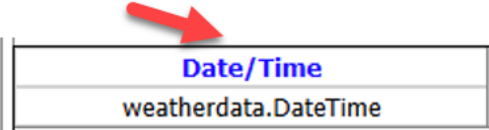


Note: Caption text alignment can be set at both the field and report levels. Setting caption text alignment at the report level will override any alignment setting previously set at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

## Detail Text Align



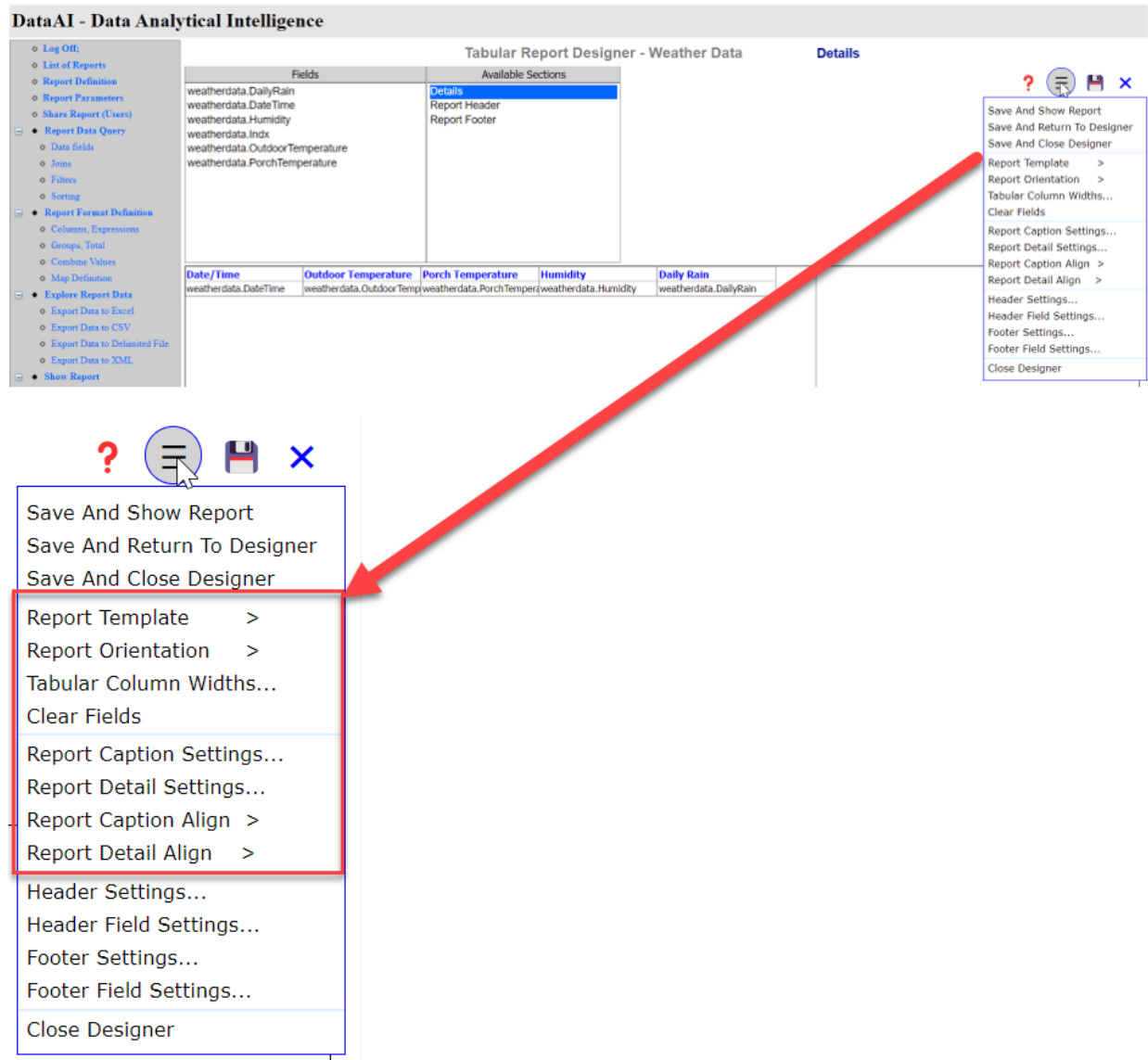
Click on the desired value.



Note: Detail text alignment can be set at both the field and report levels. Setting detail text alignment at the report level will override any alignment setting previously set at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

# Advanced Report Designer

## Tabular Report Settings



Report Settings are available in the Report Designer Options menu. These options are used to set properties that apply to the whole report. This menu is shown by clicking on the Report Designer Options button shown above.

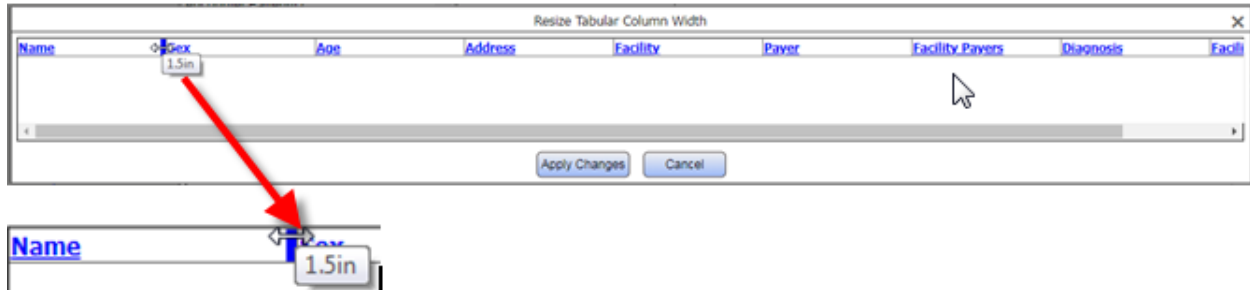
Currently, Caption and Detail text color, font, and border properties can't be set for individual fields in either tabular or free form reports. Individual settings are only available for labels and special fields when defining headers and footers and for labels used in Free Form report detail design.

See [Report Options](#) .

## Resize Tabular Column Widths Dialog

This dialog is used to set column widths of fields in tabular report. It will only appear in tabular report definition.

# Advanced Report Designer



Drag right border of the field to adjust its width. Press “Apply Changes” button to save changes.

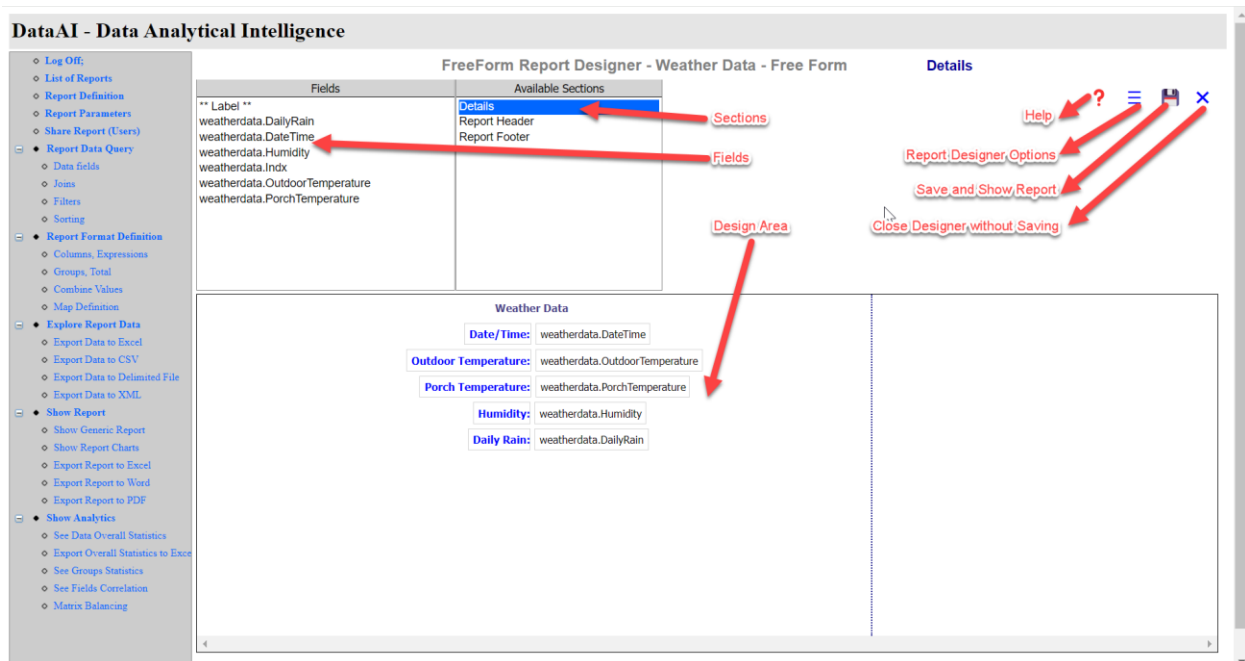
## Report Header Section

See [Report Header and Report Footer Sections](#) below.

## Report Footer Section

See [Report Header and Report Footer Sections](#) below.

## Free Form Report Designer



# Advanced Report Designer

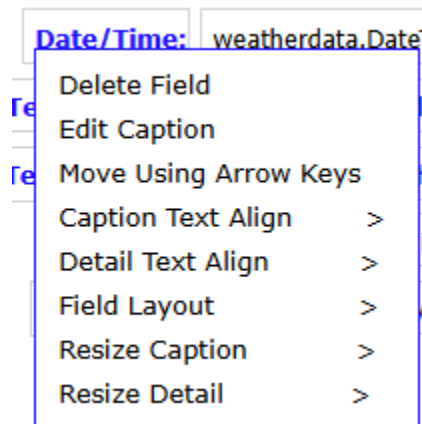
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## Details Section

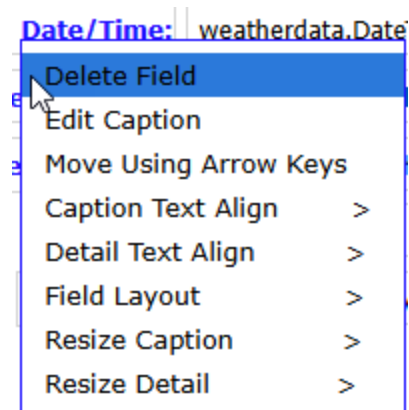
### Free Form Field Settings

#### *Field Settings Context Menu*

The Field Settings Context Menu is used to set various properties at the field level (field caption and field detail). This menu is shown by right-clicking on the field you wish to apply the settings to.



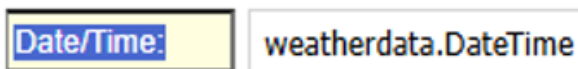
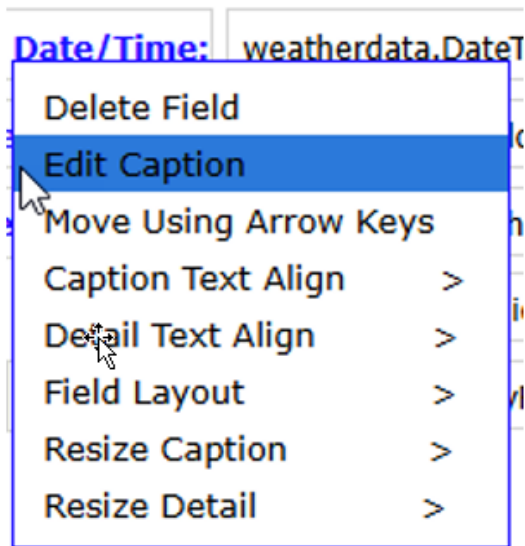
#### *Delete Field*



Immediately deletes the field

## Advanced Report Designer

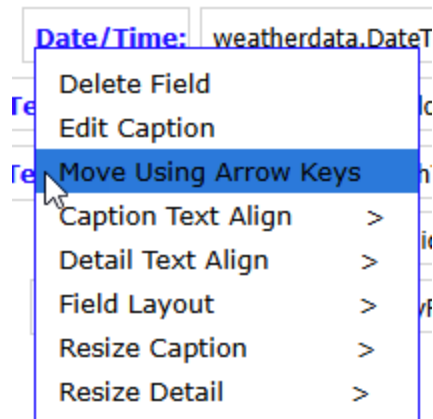
### *Edit Caption*



Type in the new caption and press the tab key.



### *Move Using Arrow Keys*



## Advanced Report Designer

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**Weather Data**

<b>Date/ Time:</b>	<code>weatherdata.DateTime</code>
<b>Outdoor Temperature:</b>	<code>weatherdata.OutdoorTemperature</code>
<b>Porch Temperature:</b>	<code>weatherdata.PorchTemperature</code>
<b>Humidity:</b>	<code>weatherdata.Humidity</code>
<b>Daily Rain:</b>	<code>weatherdata.DailyRain</code>

The field being moved is highlighted. At this point the field can be moved in one pixel increments by pressing any of the arrow keys on the keyboard. The field moves in the direction of the arrow. In the example above, the field needs to be moved to the left to line up with the other fields; so the left arrow key is pressed until the field lines up.

**Weather Data**


<b>Date/ Time:</b>	<code>weatherdata.DateTime</code>
<b>Outdoor Temperature:</b>	<code>weatherdata.OutdoorTemperature</code>
<b>Porch Temperature:</b>	<code>weatherdata.PorchTemperature</code>
<b>Humidity:</b>	<code>weatherdata.Humidity</code>
<b>Daily Rain:</b>	<code>weatherdata.DailyRain</code>

I

When the field is in the proper position, press the tab key or click on an empty area.

**Weather Data**

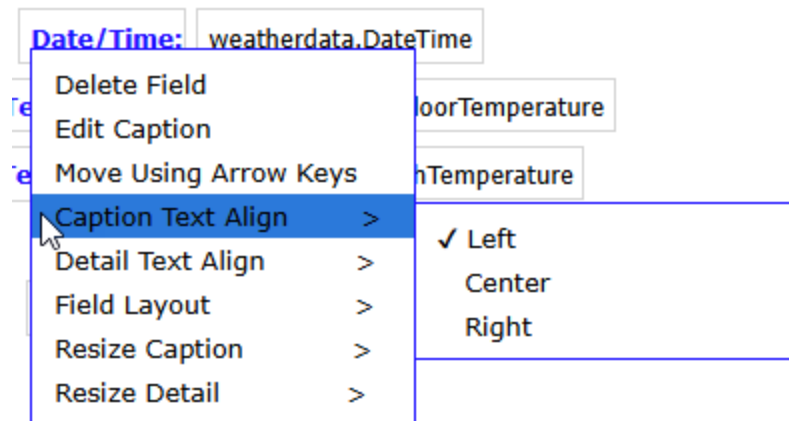
<b>Date/ Time:</b>	<code>weatherdata.DateTime</code>
<b>Outdoor Temperature:</b>	<code>weatherdata.OutdoorTemperature</code>
<b>Porch Temperature:</b>	<code>weatherdata.PorchTemperature</code>
<b>Humidity:</b>	<code>weatherdata.Humidity</code>
<b>Daily Rain:</b>	<code>weatherdata.DailyRain</code>





# Advanced Report Designer

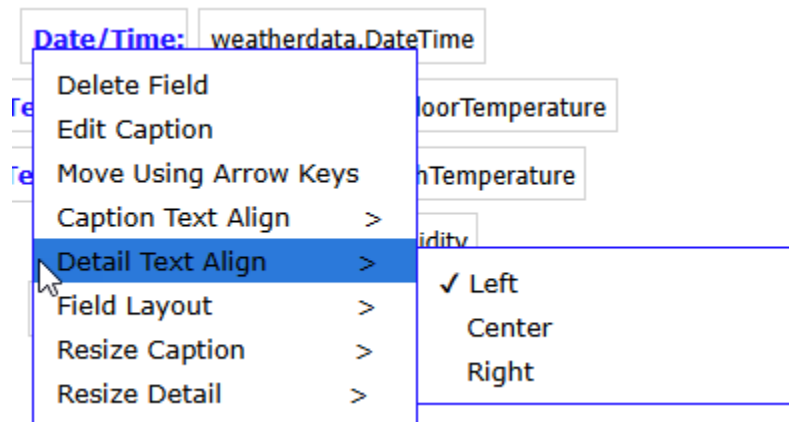
## Caption Text Align



Click on the desired value.

Note: Caption text alignment can be set at both the field and report levels. Setting caption text alignment at the report level will override any alignment setting previously set at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

## Detail Text Align

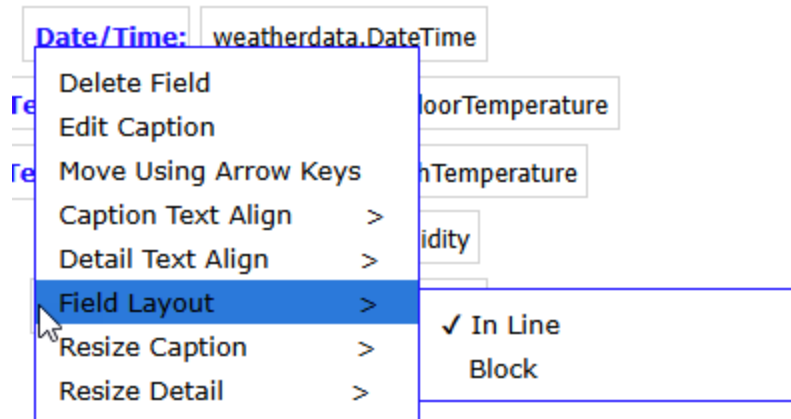


Click on the desired option.

Note: Detail text alignment can be set at both the field and report levels. Setting detail text alignment at the report level will override any alignment setting previously set at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

# Advanced Report Designer

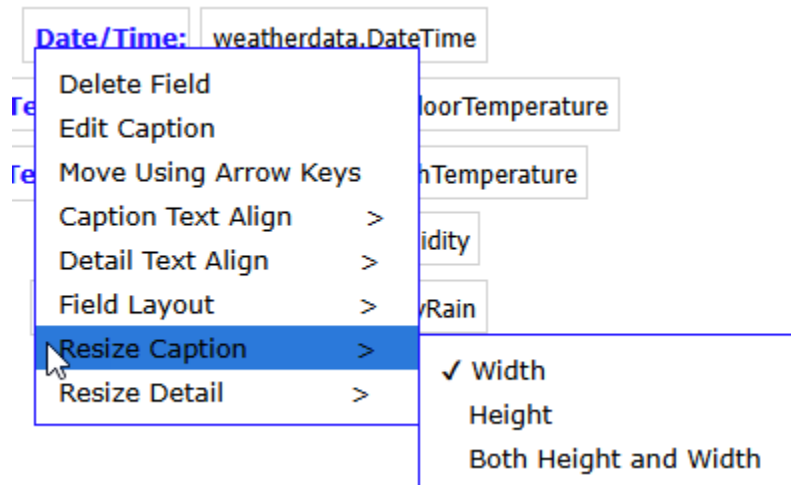
## Field Layout



Note: Field Layout can be set at both the field and report levels. Setting Field Layout at the report level will override any Field Layout setting previously set at the field level. Therefore, it's recommended to set report level Field Layout first and then set individual layouts as necessary.

See [Field Layout](#).

## Resize Caption



Click on the desired sizing option.

The field caption is then redisplayed with the sizing handle:



# Advanced Report Designer

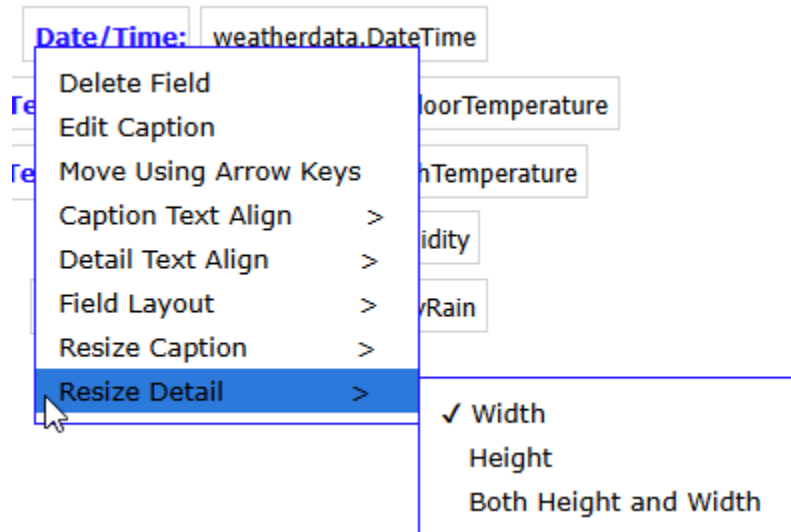
A different cursor displays when hovering over the handle depending on the sizing option:

Width:                      Height:                      Both:



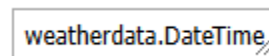
Drag the field by the handle until the desired size is reached and then press the tab key or click on another part of the Details window.

## Resize Detail



Click on the desired sizing option.

Field detail is then redisplayed with the sizing handle:



A different cursor displays when hovering over the handle depending on the sizing option:

Width:                      Height:                      Both:



Drag the field by the handle until the desired size is reached and then press the tab key or click on another part of the Details window.

# Advanced Report Designer

## Free Form Report Settings

**DataAI - Data Analytical Intelligence**

**FreeForm Report Designer - Weather Data - Free Form**

**Details**

**Fields**

\*\* Label \*\*

weatherdata.DailyRain  
weatherdata.DateTime  
weatherdata.Humidity  
weatherdata.Indx  
weatherdata.OutdoorTemperature  
weatherdata.PorchTemperature

**Available Sections**

Details  
Report Header  
Report Footer

**Weather Data**

Date/Time: weatherdata.DateTime  
Outdoor Temperature: weatherdata.OutdoorTemperature  
Porch Temperature: weatherdata.PorchTemperature  
Humidity: weatherdata.Humidity  
Daily Rain: weatherdata.DailyRain

**Report Designer Options Menu**

- Save And Show Report
- Save And Return To Designer
- Save And Close Designer
- Report Template >
- Report Orientation >
- Report Field Layout >
- Clear Fields
- Report Caption Settings...
- Report Detail Settings...
- Report Caption Align >
- Report Detail Align >
- Header Settings...
- Header Field Settings...
- Footer Settings...
- Footer Field Settings...
- Close Designer

Report Settings are in the Report Designer Options menu. These options set properties that apply to the whole report. This menu is shown by clicking on the Report Designer Options button shown above.

Currently, Caption and Detail text color, font, and border properties can't be set for individual fields in either tabular or free form reports. Individual settings are only available for labels and special fields when defining headers and footers and for labels used in Free Form report detail design.

See [Report Options](#).

# Advanced Report Designer

## Report Header Section

See [Report Header and Report Footer Sections](#) below.

## Report Footer Section

See [Report Header and Report Footer Sections](#) below.

## Report Header and Footer Sections

### Report Header

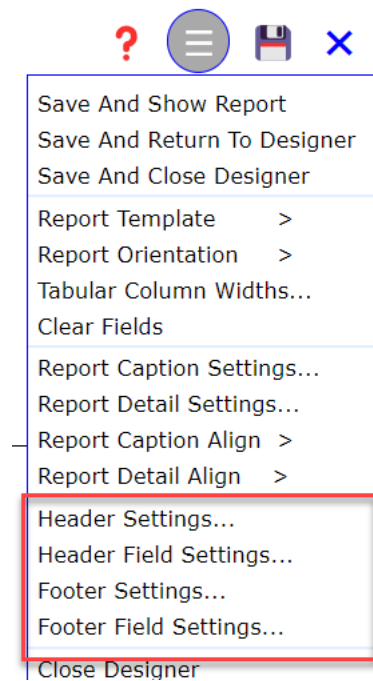
The screenshot shows the 'Tabular Report Designer - Weather Data' interface. On the left is a navigation pane with a tree view containing categories like 'Log Off', 'List of Reports', 'Report Definition', 'Report Parameters', 'Share Report (Users)', 'Report Data Query', 'Report Format Definition', and 'Explore Report Data'. The 'Report Format Definition' category is expanded, showing sub-items like 'Columns, Expressions', 'Groups, Total', 'Combine Values', and 'Map Definition'. The main area is divided into two panes: 'Special Fields' and 'Available Sections'. The 'Special Fields' pane lists fields such as 'Page Number', 'Page N of M', 'Label', 'Report Title', 'Report SQL Query', 'Report Comments', 'Print Date', 'Print Time', and 'Print DateTime'. The 'Available Sections' pane lists 'Details', 'Report Header', and 'Report Footer'. A red box labeled 'Report Header' is positioned above the 'Available Sections' pane. Red arrows point from the 'Report Header' label to the 'Report Header' section in the 'Available Sections' pane, from the 'Special Fields' pane to the 'Report Header' section, and from the 'Design Area' label to the 'Report Title' field in the 'Special Fields' pane. The 'Design Area' label is also present in the bottom right corner of the main area.

### Report Footer

The screenshot shows the 'Tabular Report Designer - Weather Data' interface. On the left is a navigation pane with a tree view containing categories like 'Log Off', 'List of Reports', 'Report Definition', 'Report Parameters', 'Share Report (Users)', 'Report Data Query', 'Report Format Definition', and 'Explore Report Data'. The 'Report Format Definition' category is expanded, showing sub-items like 'Columns, Expressions', 'Groups, Total', 'Combine Values', and 'Map Definition'. The main area is divided into two panes: 'Special Fields' and 'Available Sections'. The 'Special Fields' pane lists fields such as 'Page Number', 'Page N of M', 'Label', 'Report Title', 'Report SQL Query', 'Report Comments', 'Print Date', 'Print Time', and 'Print DateTime'. The 'Available Sections' pane lists 'Details', 'Report Header', and 'Report Footer'. A red box labeled 'Report Footer' is positioned above the 'Available Sections' pane. Red arrows point from the 'Report Footer' label to the 'Report Footer' section in the 'Available Sections' pane, from the 'Special Fields' pane to the 'Report Footer' section, and from the 'Design Area' label to the 'Page' field in the 'Special Fields' pane. The 'Design Area' label is also present in the bottom right corner of the main area.

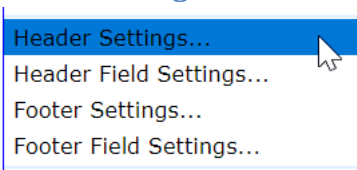
# Advanced Report Designer

## Header/Footer Options



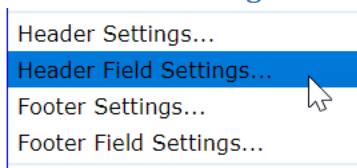
Header/Footer options are available in the Report Designer Options menu shown above. This menu is reached by clicking the Report Designer Options button shown above. These settings affect all defined header or footer fields as well as header/footer height and border settings. Individual fields settings can be defined using the Label and Special Field context menus. See [Label Context Menu](#) or [Special Field Context Menu](#) below.

## Header Settings



See [Header/Footer Settings Dialog](#).

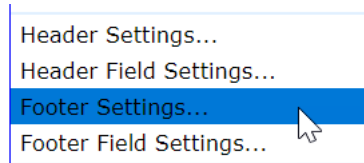
## Header Field Settings



See [Header/Footer Field Settings Dialog](#).

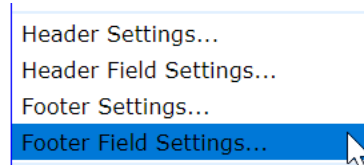
# Advanced Report Designer

## Footer Settings



See [Header/Footer Settings Dialog](#).

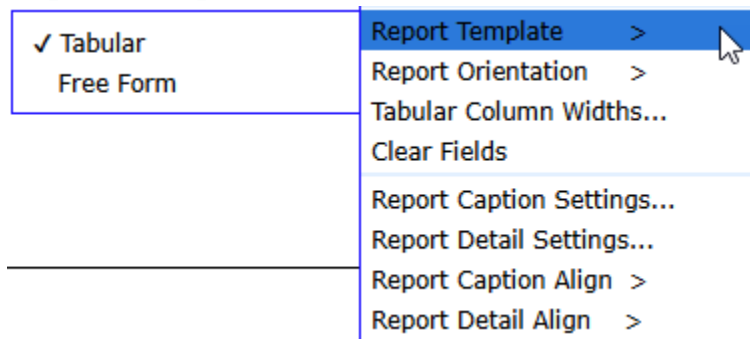
## Footer Field Settings



See [Header/Footer Field Settings Dialog](#).

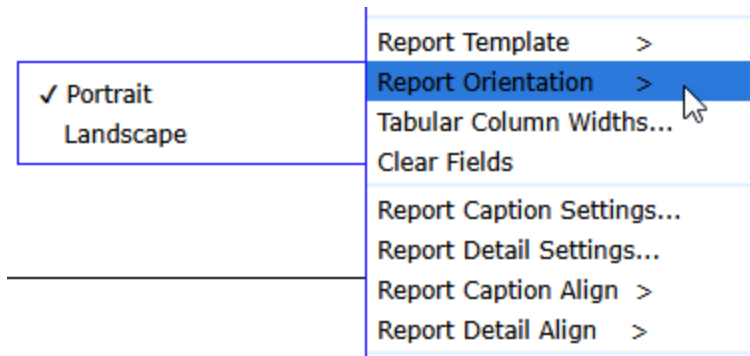
## Report Options

### Report Template



New reports default to Tabular. See the [Report Templates](#) section for a detailed explanation.

### Report Orientation



Portrait: W 8 ½ inches x H 11 inches

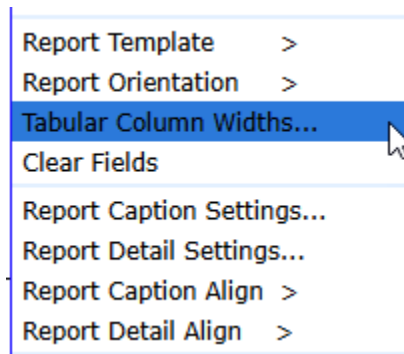
Landscape: W 11 inches x H 8 ½ inches

# Advanced Report Designer

---

New reports default to Portrait.

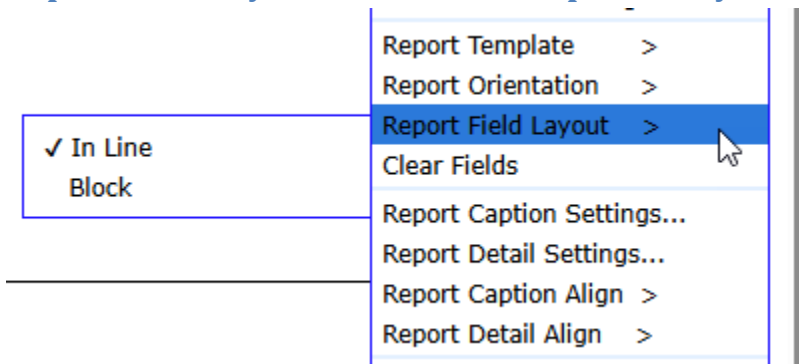
## Tabular Column Widths – Tabular Reports Only



This option will not be available for free form reports.

See [Resize Tabular Column Widths Dialog](#).

## Report Field Layout – Free Form Reports Only



This option is not available for tabular reports.

Note: Field Layout can be set at both the field and report levels. Setting Field Layout at the report level will override any Field Layout setting previously set. Therefore, it's recommended to set report level Field Layout first and then set individual layouts as necessary.

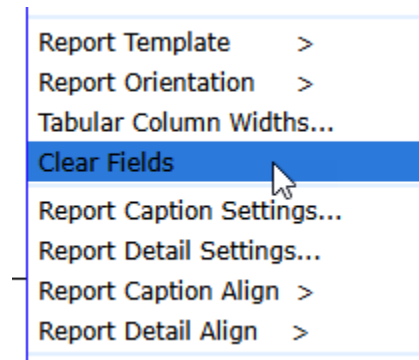
See [Field Layout](#).



# Advanced Report Designer

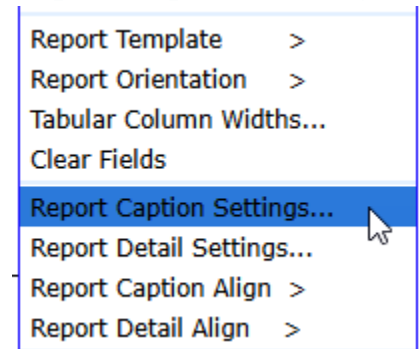
---

## Clear Fields



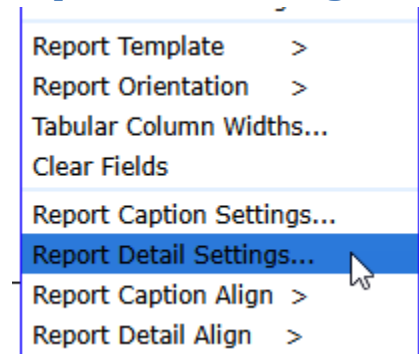
Removes all fields from the design area of the current section.

## Report Caption Settings



See [Settings Dialog](#) section.

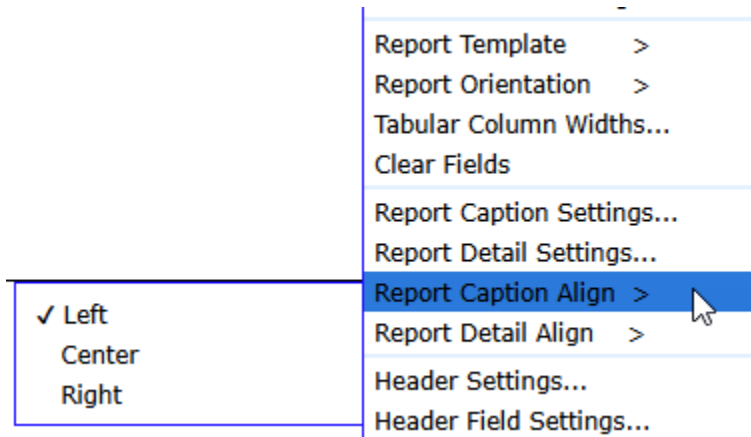
## Report Detail Settings



See [Settings Dialog](#) section.

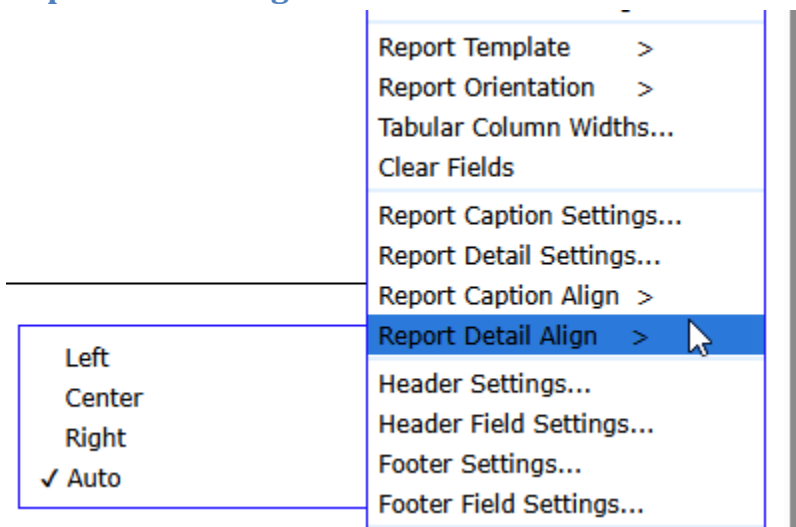
# Advanced Report Designer

## Report Caption Align



Note: Caption text alignment can be set at both the field and report levels. Setting caption text alignment at the report level will override any alignment setting previously set at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

## Report Detail Align



Auto – numbers aligned right. non-numbers aligned left.

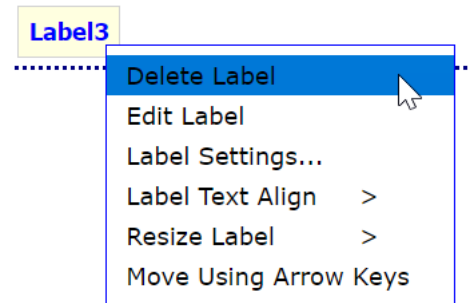
Note: Detail text alignment can be set at both the field and report levels. Setting Detail text alignment at the report level will override any alignment setting at the field level. Therefore, it's recommended to set report level alignment first and then set individual field alignments as necessary.

## Label Context Menu

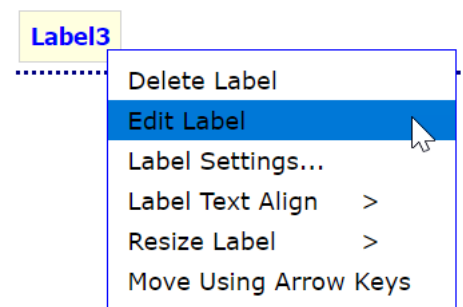
Labels are defined using the Label context menu by right-clicking on the label.



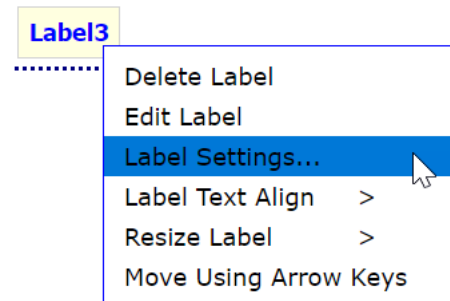
## Delete Label



## Edit Label

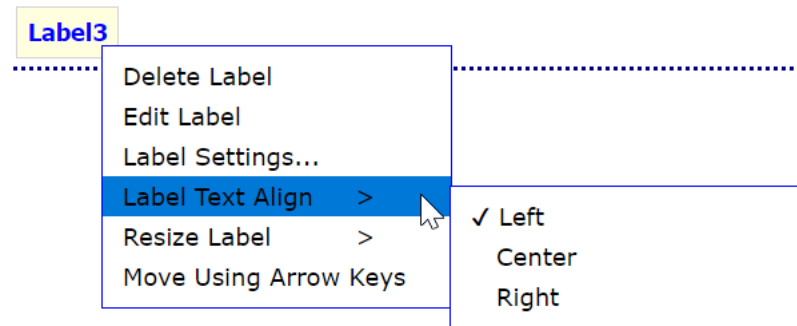


## Label Settings

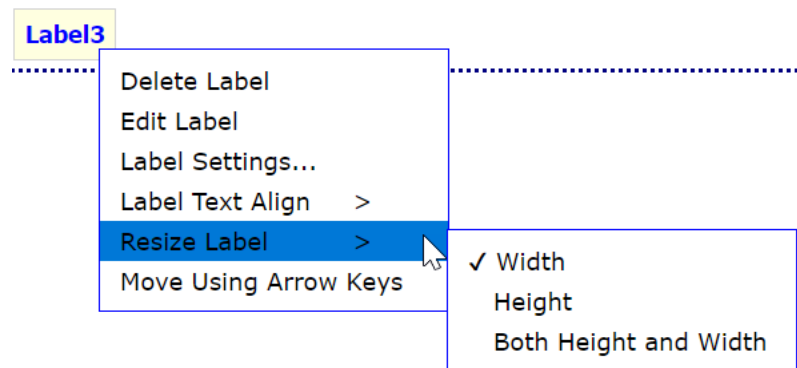


See [Settings Dialog](#).

## Label Text Align



## Resize Label



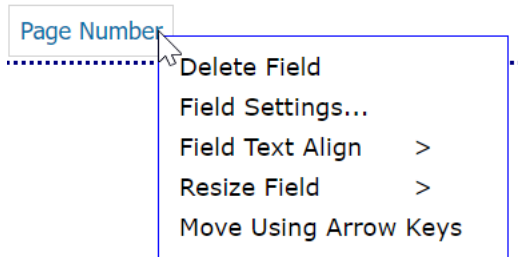
## Move Using Arrow Keys



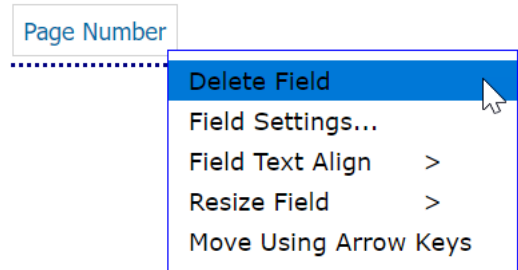
**Label3**

## Special Field Context Menu

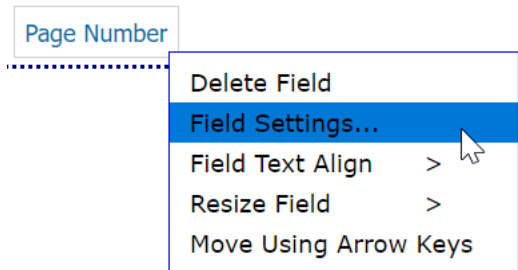
Special fields are defined using the Special Field context menu by right-clicking on the special field.



## Delete Field

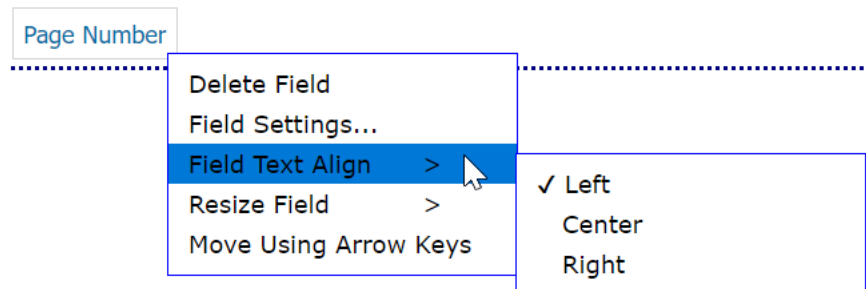


## Field Settings



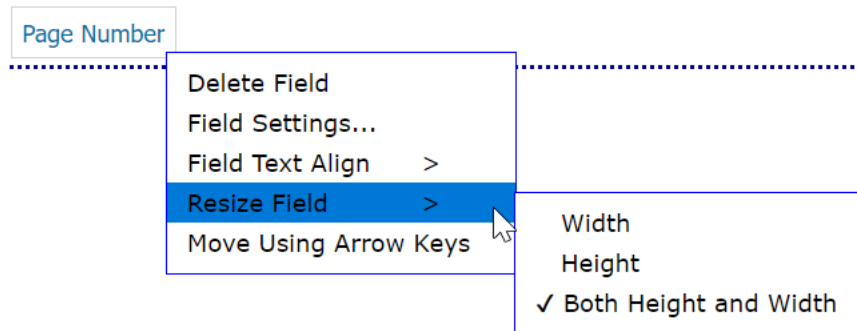
See [Settings Dialog](#).

## Field Text Align

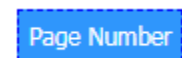
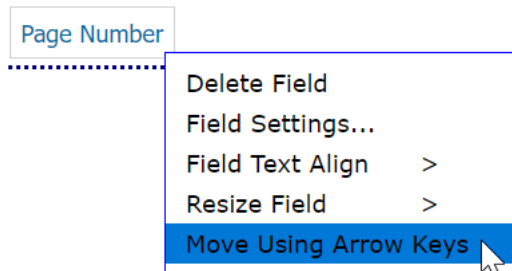


# Advanced Report Designer

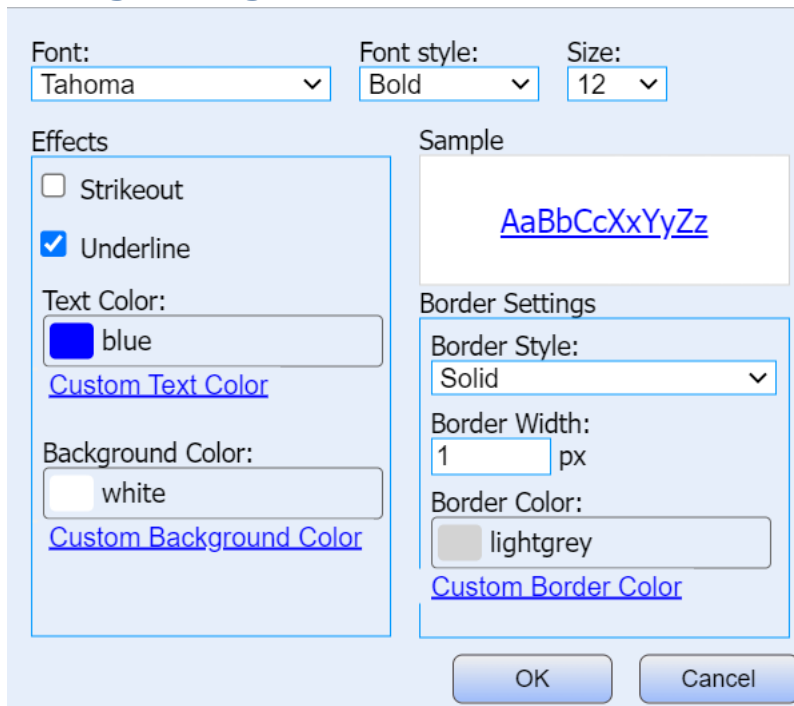
## Resize Field



## Move Using Arrow Keys

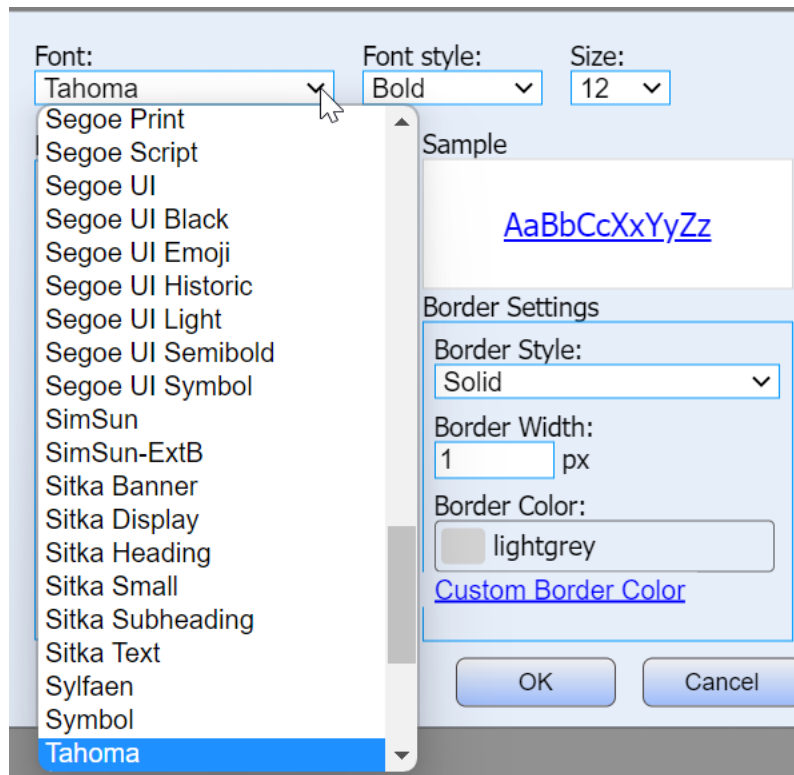


## Settings Dialog



# Advanced Report Designer

## Font



Font: Tahoma Font style: Bold Size: 12

Sample: AaBbCcXxYyZz

Border Settings

Border Style: Solid

Border Width: 1 px

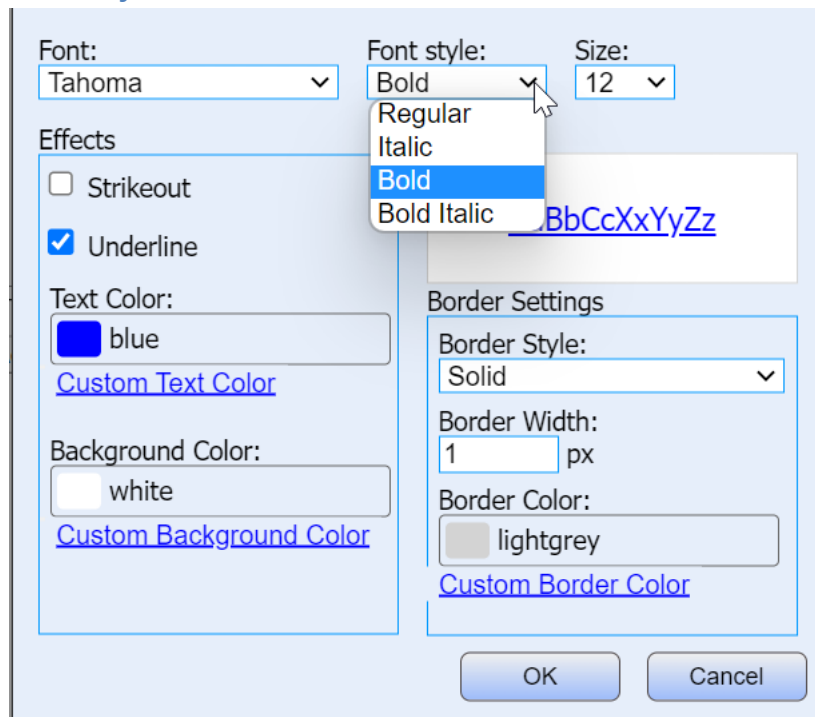
Border Color: lightgrey

[Custom Border Color](#)

OK Cancel

The dialog box shows a list of fonts on the left, with 'Tahoma' selected. The 'Font style' dropdown is set to 'Bold' and 'Size' is '12'. A sample text 'AaBbCcXxYyZz' is displayed. The 'Border Settings' section includes a 'Border Style' dropdown set to 'Solid', a 'Border Width' input set to '1' px, and a 'Border Color' dropdown set to 'lightgrey'. There are 'OK' and 'Cancel' buttons at the bottom.

## Font Style



Font: Tahoma Font style: Bold Size: 12

Effects

☐ Strikeout

☒ Underline

Text Color: blue

[Custom Text Color](#)

Background Color: white

[Custom Background Color](#)

Border Settings

Border Style: Solid

Border Width: 1 px

Border Color: lightgrey

[Custom Border Color](#)

OK Cancel

The dialog box shows the 'Font style' dropdown menu open, with options: Regular, Italic, Bold (selected), and Bold Italic. The 'Effects' section has 'Strikeout' unchecked and 'Underline' checked. The 'Text Color' is set to 'blue' and 'Background Color' is set to 'white'. The 'Border Settings' section is identical to the previous dialog. There are 'OK' and 'Cancel' buttons at the bottom.

# Advanced Report Designer

## Font Size

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

Border Width:  px

Border Color:  [Custom Border Color](#)

OK Cancel

## Strikeout/Underline

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

Border Width:  px

Border Color:  [Custom Border Color](#)

OK Cancel



## Text Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:

blue

blue

blueviolet

brown

burlywood

cadetblue

chartreuse

chocolate

coral

cornflowerblue

cornsilk

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

Border Width:  px

Border Color:

[Custom Border Color](#)

OK Cancel

## Custom Text Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:   
[Custom Text Color](#)

Background Color:   
[Custom Background Color](#)

Border Settings

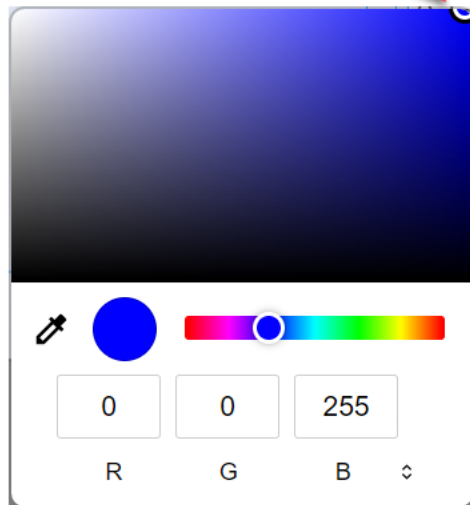
Border Style:

Border Width:  px

Border Color:   
[Custom Border Color](#)

Sample: AaBbCcXxYyZz

OK Cancel



## Background Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:   
[Custom Text Color](#)

Background Color:   
[Custom Background Color](#)

Border Settings

Border Style:

Border Width:  px

Border Color:   
[Custom Border Color](#)

Sample

AaBbCcXxYyZz

OK Cancel

- teal
- thistle
- tomato
- turquoise
- violet
- wheat
- white
- whitesmoke
- yellow
- yellowgreen

## Custom Background Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Border Settings

Border Style:

Border Width:  px

Border Color:  [Custom Border Color](#)

Sample

[AaBbCcXxYyZz](#)

OK Cancel



## Border Style

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

None

Solid

Dotted

Dashed

Double

[Custom Border Color](#)

## Border Width

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

Border Width:  px

Border Color:  [Custom Border Color](#)

## Border Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

AaBbCcXxYyZz

Border Settings

Border Style:

Border Width:  px

Border Color:  [Choose border color from a list](#)

OK Cancel

- ☒ lightgrey
- ☐ lightgreen
- ☐ lightpink
- ☐ lightsalmon
- ☐ lightseagreen
- ☐ lightskyblue
- ☐ lightslategray
- ☐ lightsteelblue
- ☐ lightyellow
- ☐ lime

## Custom Border Color

Font:  Font style:  Size:

Effects

☐ Strikeout

☒ Underline

Text Color:  [Custom Text Color](#)

Background Color:  [Custom Background Color](#)

Sample

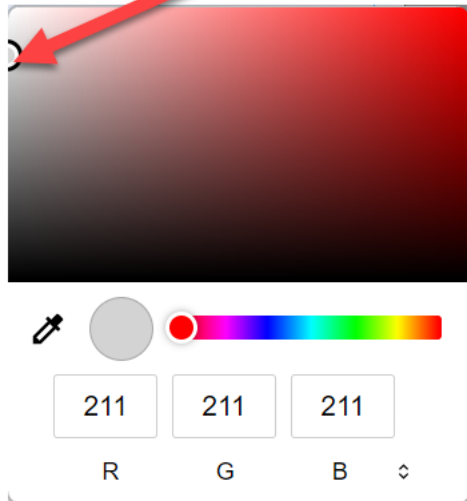
AaBbCcXxYyZz

Border Settings

Border Style:

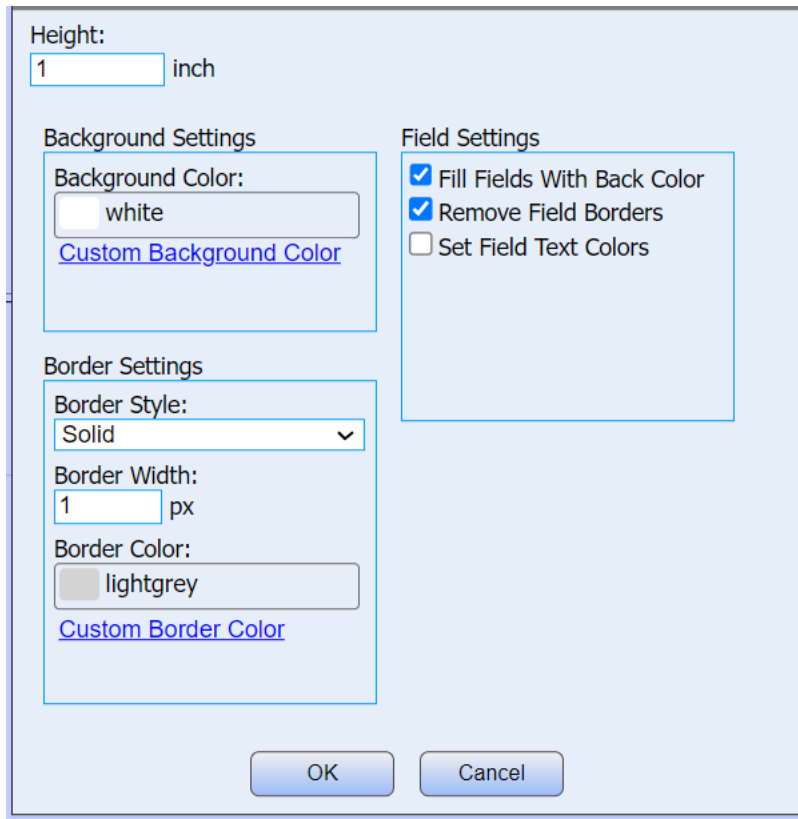
Border Width:  px

Border Color:  [Custom Border Color](#)



## Header/Footer Settings Dialog

Header and footer settings dialogs are identical except for the caption so the example below does not show the caption.



The dialog box is titled 'Header/Footer Settings Dialog' (caption not shown). It contains the following sections:

- Height:** A text input field with the value '1' and the unit 'inch'.
- Background Settings:**
  - Background Color:** A color selection area showing 'white' with a color swatch and a link to 'Custom Background Color'.
- Field Settings:**
  - ☒ Fill Fields With Back Color
  - ☒ Remove Field Borders
  - ☐ Set Field Text Colors
- Border Settings:**
  - Border Style:** A dropdown menu showing 'Solid'.
  - Border Width:** A text input field with the value '1' and the unit 'px'.
  - Border Color:** A color selection area showing 'lightgrey' with a color swatch and a link to 'Custom Border Color'.

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

The Header/Footer Settings dialog box is used to set the Height, Background, and Border Settings for the header or footer. In addition, it allows for limited field setting changes. These field changes affect all the fields defined to the header or footer and will override any changes made using the Label or Special Field context menus or the [Header/Footer Field Settings Dialog](#). See [Label Context Menu](#) or [Special Field Context Menu](#) above.



# Advanced Report Designer

## Height

Height:  
 inch

The height of the header or footer is set here. The arrows on the right change the height up or down in 1 inch increments. The smallest value using the down arrow is one inch. A fractional height can be set by typing it in the textbox:

Height:  
 inch

Clicking the down arrow will display the previous whole number downward. Conversely, clicking the up arrow will display the next whole number upward.

## Background Color

Height:  
 inch

Background Settings	Field Settings
Background Color: <input type="text" value="white"/>	<input checked="" type="checkbox"/> Fill Fields With Back Color <input checked="" type="checkbox"/> Remove Field Borders

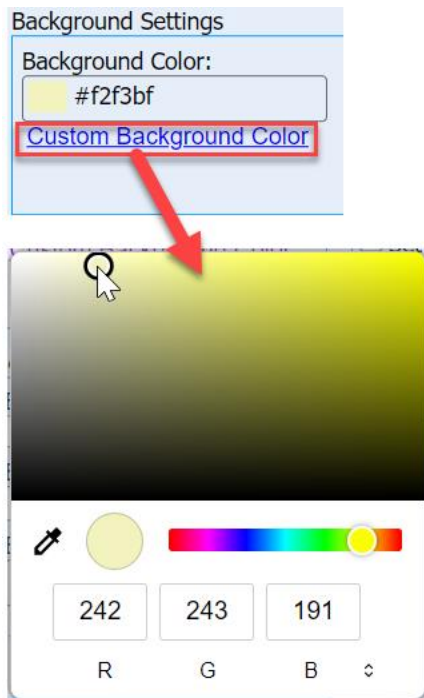
Choose background color from a list

- teal
- thistle
- tomato
- turquoise
- violet
- wheat
- white
- whitesmoke
- yellow
- yellowgreen

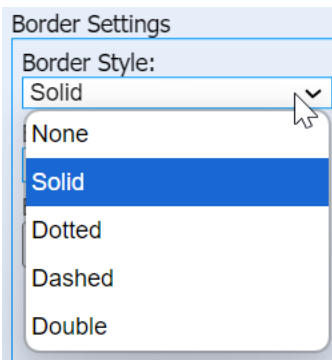
OK Cancel

This allows you to choose the header or footer Background Color from a list of colors.

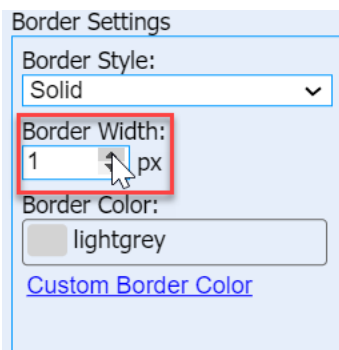
## Custom Background Color



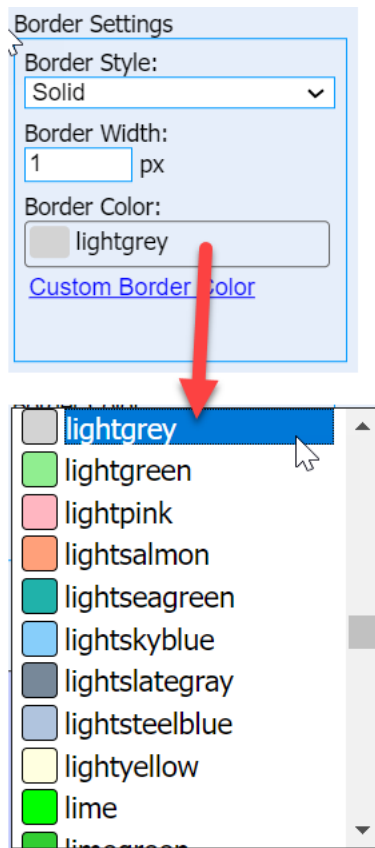
## Border Style



## Border Width



### Border Color



This allows you to choose the header or footer Border Color from a list of colors.

## Custom Border Color

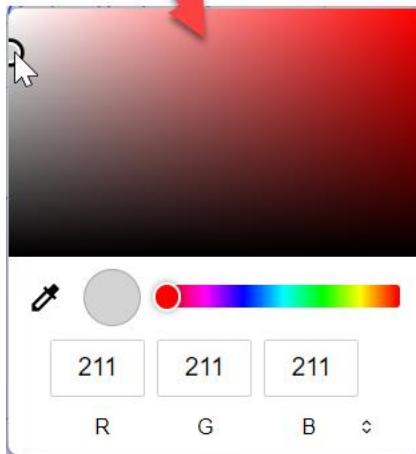
Border Settings

Border Style:  
Solid

Border Width:  
1 px

Border Color:  
lightgrey

[Custom Border Color](#)



## Field Settings

Field Settings

☒ Fill Fields With Back Color

☒ Remove Field Borders

☐ Set Field Text Colors

These settings allow for limited field changes. These field changes affect all the fields defined to the header or footer and will override any changes made using the Label or Special Field context menus or the [Header/Footer Field Settings Dialog](#). See [Label Context Menu](#) or [Special Field Context Menu](#) above.

# Advanced Report Designer

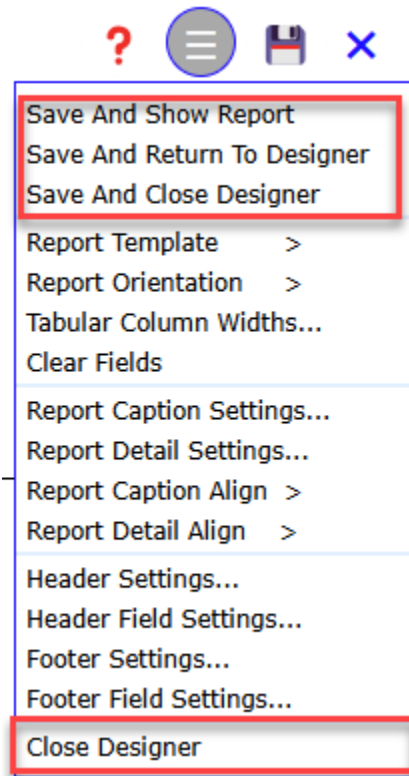
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## Header/Footer Field Settings Dialog

The Header/Footer Field Settings dialog box is used to set text font, color, and border properties for all the fields defined to the header or footer and is identical to the settings dialog used in other options except for the dialog's caption. These settings will override any individual field settings defined previously using the Label or Special Field context menus or field settings made in the [Header/Footer Settings](#) option. See [Label Context Menu](#) or [Special Field Context Menu](#).

See [Settings Dialog](#) above.

## Other Report Designer Options



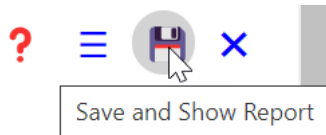
# Advanced Report Designer

## Save Options

### Save And Show Report

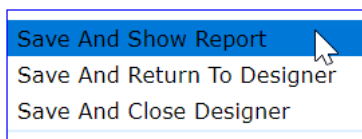
You can save and show a report in 2 ways:

1. By clicking the “Save and Show Report” button:

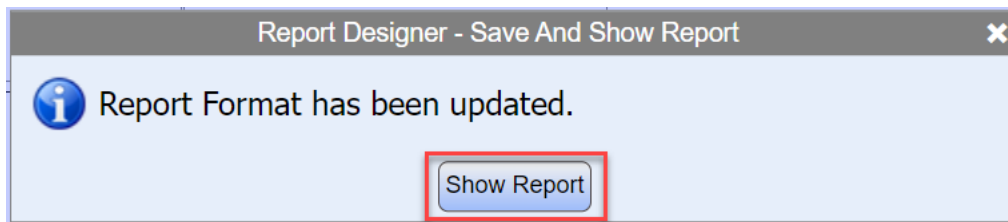



Or

2. By choosing “Save And Show Report” from Report Designer Options



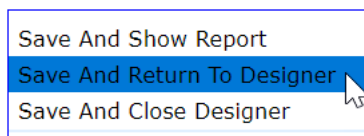
This option saves Report Designer data and then shows the report when the “Show Report” button is clicked from this message:




If the  button is clicked the program returns to the Advanced Report Designer.

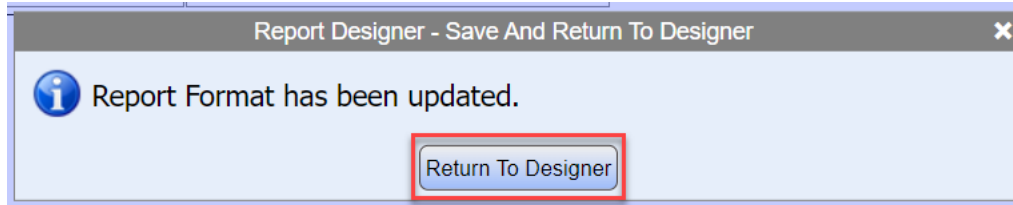
### Save And Return To Designer

Choose “Save And Return To Designer” option from the Report Designer Options.

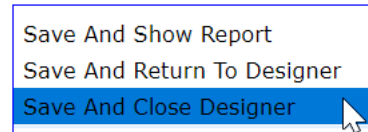


This option saves Report Designer data and returns to Advanced Report Designer when the “Return To Designer” button or the  button is clicked from this message:

# Advanced Report Designer




## Save And Close Designer



This option saves Report Designer data and closes Advanced Report Designer when the “Close Designer” button is clicked from this message:



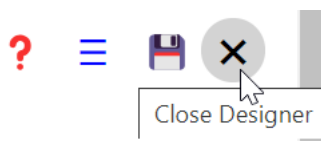
The program then returns to the location from which Advanced Report Designer was called.

If the  button is clicked the program returns to the Advanced Report Designer.

## Close Designer

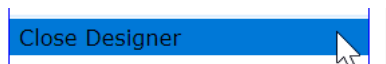
Advanced Report Designer can be closed in two ways:

1. By clicking the Close Designer button:



Or

2. By choosing “Close Designer” from Report Designer Options:



No data is saved, and the program goes back to the location from which Advanced Report Designer was called.

# Advanced Report Designer

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## Report Designer Help

Click the "Report Designer Help" button.



The contents of this document in PDF format will then be shown.