Formatting and Printing Reports

After you have created your report and brought in the data, you need to format it to be quickly and easily read and to give it visual impact. You might also decide to print your report. This chapter discusses formatting techniques you can apply to any kind of report, including those you decide to print.

Manipulating report objects

A ReportSmith report is made up of several objects, including columns, rows, their labels, and the data contained within them. You can select and manipulate any ReportSmith object, and you can also resize most items in a report.

Resizing objects

ReportSmith makes it easy for you to resize objects such as columns, fields, and sections in your report quickly.

■ To resize objects in your report, click to select the object, then drag its surrounding sizing handles to increase or decrease the size of the object.

Resizing Label reports requires a slightly different technique. Unlike columns and fields, in a label report, headers and footers appear the same size as your label unless you specify otherwise. To resize the header or footer, you must first break the association between the header/footer size and the label size.

■ To resize a header or footer in a label report,

    1 Select the header or footer you want to resize.

    2 Right-click the mouse to see a pop-up menu.

    3 Choose Detach Label. ReportSmith "detaches" the size of the selected section from the size of the labels. Now you can use the sizing handles to resize the selected section.

Note: Only the page header and footer can be detached from the set of labels and independently resized or moved.

■ To select the body of a report, double-click in the body you want to select. Single-clicking selects only one of the report elements that makes up the report body.

Crosstabs

In addition to the general resizing techniques discussed here, a crosstab report offers the option of uniformly resizing all rows or all columns by dragging a single handle at the bottom (for resizing all rows) or right side (for resizing all columns) of the crosstab.

Text

While the element containing text (a header/footer, label, field, or other element) can generally be selected and resized using the methods discussed earlier, you cannot directly resize text. Instead, use formatting commands, discussed later in this chapter, to increase the point size of the text.

Columns

Besides using sizing handles, you can also resize columns horizontally by using the Column Width dialog box.

■ To adjust column width using the Column Width dialog box,

    1 Right-click the column to be adjusted, then choose Column Width.

   —or—

    Select the column to be adjusted and then choose Format|Column Width.

    2 Set or enter a specific column width.

        —or—

    Choose Use Default Width to have ReportSmith reset the column to default widths.

        —or—

    Choose Best Fit button to have the column width automatically resize to fit the contents.

Note: You can also use the Best Fit icon on the toolbar to have the column width automatically resize to fit its contents.

Moving report objects

Moving report objects is as easy as resizing them, but the process depends on the *mode* of the report:

- Column mode is available only for columnar reports and allows you to move entire columns, including all individual fields within each column. Use this mode to rearrange the horizontal order of report columns.

- Form mode allows you to freely move the individual fields within your report. You can move fields into headers or footers, or into other rows or columns, but you cannot rearrange the order of entire columns in this mode.

Note: Only columnar reports can take either mode. Form reports are always in form mode, as are label reports, and crosstabs do not respond to form mode.

Columns

When you create a columnar report, fields appear as columns across the report page.

Use Column mode to move columns horizontally across the page, moving column (field) labels along with columns. Columns can move closer together when selected columns are removed and other columns shift to accommodate the selected columns.

If you delete a column in Column mode, ReportSmith repositions the remaining columns moving them closer together and filling in the blank space.

■ To move a report column,

1 Click the Column Mode button on the toolbar.

2 Click the column.

—or—

Click above and to the left of a contiguous block of columns, then drag to enclose the columns.

—or—

Ctrl-click each column of a non-contiguous block of columns.

3 Move the select column(s) and label(s) as appropriate.

■ To cancel the move while dragging a column, right-click the mouse. The column returns to its original position.

Fields

Use Form mode to move individual fields—the data within columns—freely around the report page both horizontally and vertically. Form mode also enables you to place fields on labels and forms and into headers and footers.

Note: Form mode does *not* reorder column positions. Use Column mode to rearrange columns.

■ To select fields in a column,

1 Click the Form Mode toolbar button (shown to the left).

2 Click to select a column. Single boxes surround each field.

LAST NAME	FIRST NAME	TELEPHONE
White	Cindy	415-948-6547
Jones	Arthur	415-941-4321
Parker	Debra	916-213-2234
Sawyer	Dave	415-948-9998
Davis	Jennifer	516-292-3945

—or—

Shift-click to enclose the contiguous fields you want to select.

—or—

Ctrl-click each field you want to select in a non-contiguous block.

3 Use the sizing handles that appear on the first record to resize all fields within the column or to add space between rows or columns.

■ To specify a distinct size, choose the Format|Row Height or Format|Field Height command as appropriate, then specify the intended size.

Rows

Each row represents the set of values—one from each column—that, taken together, constitute a record or set of information. While you can select, resize, and format rows, they cannot be moved within the report. The individual fields within a row can be moved in Form Mode, but the row headers will remain as they were. Changes you apply to *any* selected row apply to *all* of the rows in your report.

Text

You can select and move text on your report.

■ To select and move text, click the element (header/footer, label, field, or the like) containing the text to select, and then move that element, as discussed earlier.

Depending on where you have moved the text, it may no longer be appropriate to its location, and you may need to edit the text.

■ To edit text,

1 Click to select the element containing text, then click within that element.

The Insertion Point cursor appears to the left of the text, indicating that you are in Text Mode. You can now revise the selected text.

2 When you have edited the text field, click outside of the text element to accept your changes.
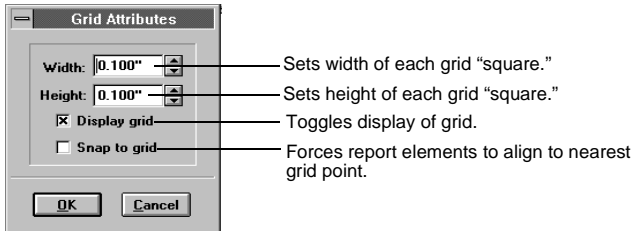
Using the grid

ReportSmith provides a grid that guides the placement of data and text fields. The grid is a series of dots representing row and column coordinates that you can use as a visual reference when placing objects.

■ To view the grid, choose View|Grid.

The Grid Attributes dialog box appears, as in Figure 4.1.

Figure 4.1: The Grid Attributes dialog box

You can specify the spacing of your grid by adjusting the Width and Height parameters in the Grid Attributes dialog box. The illustration below shows a report with the grid displayed.


Use the Snap to Grid feature to place fields and text at these coordinates. The Snap to Grid feature makes data placement and alignment easy. The grid is invisible until you select the Grid option from the View menu. When you select this option, ReportSmith displays the Grid Attributes dialog box .

Note: If you are using ReportSmith's "Snap to Grid" feature but report elements (including fields) do not appear to be staying with coordinate boundaries, choose Tools|Options to check the granularity settings. The grid size must be an even multiple of the granularity size.

Aligning objects

ReportSmith places useful alignment tools at your fingertips with the Align toolbox, shown in Figure 4.2.

Figure 4.2: The Align toolbox
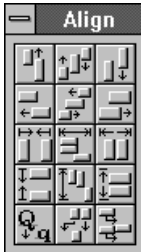
You can align objects or fields according to their position relative to each other or to the baseline. Use the Align toolbox to ensure equidistant spacing between fields and columns; to align items to the right, left, center, top or bottom; to add or remove spacing above, below and between items; to stack items; or to align items in a row.

■ To open the Align toolbox, choose Tools|Alignment. Drag the Align toolbox title bar to move it into a position that allows you to see the alignment of your report elements.

The Align functions behave differently depending on whether you are in Form or Column mode. When you align fields and/or columns (either to each other or to some other specification), use Form mode.

In Column mode, the alignment tool buttons have no effect on columns within the detail section of your report. Selected columns act as anchors around which fields from other sections can be aligned. This is especially useful for aligning summary fields from headers or footers with the summary columns in detail sections. In Column mode, columns remain stationary and align relative to the right- or left-most column border.

Using the Align toolbox

Each button on the Align toolbox is described in Table 4.1.

Table 4.1: The Align toolbox buttons

Button	Function
	Align to the top-most field in the selection.
	Align to the vertical center of the selected group.

Table 4.1: The Align toolbox buttons (continued)

Button	Function
	Align to the bottom-most field in the selected group.
	Align to the left-most field in the selected group.
	Align to the horizontal centerpoint of the selected fields.
	Align to the right-most field of the selected group.
	Reduce horizontal space equally between selected fields. Each time you click this button, ReportSmith moves fields closer together, one pixel at a time.
	Equalize horizontal spacing within the selected area.
	Increase horizontal space equally between selected fields. Each time you click this button ReportSmith moves fields farther apart, one pixel at a time.
	Reduce vertical space equally between selected fields. Each time you click this button, ReportSmith moves fields closer together, one pixel at a time.
	Equalize vertical spacing within the selected area.
	Increase vertical space equally between selected fields. Each time you click this button ReportSmith moves fields farther apart, one pixel at a time.
	Align fields to a common baseline. The baseline is the line the letters appear to rest on, as opposed to the text or column boundary.
	Arrange fields horizontally, in a row aligned to the baseline of the lowermost field. This function is order-dependent.
	Stack fields vertically, in a column aligned to the boundary of the right-most field you selected. This function is order-dependent.

■ To align objects,

  1 Drag a "rubber band" selection around all objects to be aligned.

  2 Click the appropriate alignment option in the Align toolbox.

Note: Select an entire section, and you select all objects in the section. If you select objects in a global section (for example, a page header, a footer, or a row), you also select all objects in like sections. For example, if you select all objects in a one page header, you also select objects in all page headers, and the function you choose applies to all like elements.

Aligning text

Aligning text refers to the placement of each field value *within* the space allotted for the field on the report. ReportSmith enables you to align text with the Text Alignment dialog box or shortcut buttons found on the ReportSmith ribbon.

Using the Text Alignment dialog box

■ To access the Text Alignment dialog box,

  1 Select the text you want to align and right-click. (This can be field values or user-specified text.)

  2 Choose Text Alignment from the pop-up menu.

  The Text Alignment dialog box appears, as in Figure 4.3.

Figure 4.3: The Text Alignment dialog box
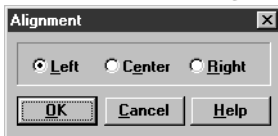
  3 Select a text alignment, then choose OK.

Note: You cannot justify text to fill the entire width of a field or other report element.

Using the text alignment ribbon buttons

You can also use the ReportSmith ribbon to align text in reports. After you select a column or group of columns, you can align characters to the left, right, or center.

■ To align characters within a column,

  1 Select the column(s) in which you want to align text.

  2 Click the appropriate alignment button on the ribbon:

Align flush left

Align flush right

Center
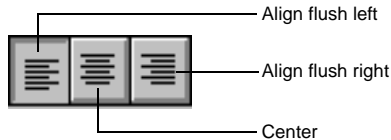
Modifying page setups

When you create a report with the New command, ReportSmith sets up a default report page setup. However, if you have extensively moved or resized report elements, you might find that the page setup no longer suits your report needs. Use ReportSmith's page layout capabilities to create a layout tailored to your report.

Using the Page Setup dialog box

Page Setup settings you apply to a report style also apply to each new report based on that style. These settings can also be modified and applied to your active report. You can set margins and other attributes at any time for any report. You can also add a background to your report page layout.

■ To specify or modify a page setup for your report,

  1 Choose File|Page Setup.

  The Page Setup dialog box appears, as in Figure 4.4.

Figure 4.4: The Page Setup dialog box

Specifies page settings for label reports.

Specifies page size and orientation.

Specifies page margins. (Avoid setting smaller than non-printable areas.)

Dynamically shows effects of selected settings.

Specifies bitmap (such as company logo) to be used as background on each report page.
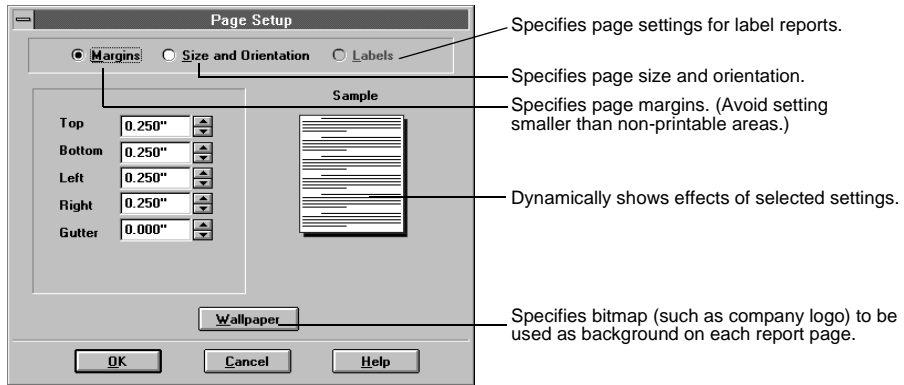
2 Specify page size, orientation, and margins as desired, then choose OK.

Note: ReportSmith uses the non-printing areas established for your printer as the default printer margins. These margin settings appear in the Printer Margins dialog box. Be aware that, although you can set margins that fall inside the non-printing areas, parts of your report can be clipped off if you do so. To view the print area, choose View| Print Area.

Default measurements

The default measurement unit is inches, but you can change the default measurement unit to centimeters.

■ To change the default measurement unit,

   1 Choose Tools|Options.

   The Options dialog box appears, as shown in Figure 4.5.

Note: The Options dialog box is discussed in greater detail in Chapter 6, "Customizing ReportSmith".

Figure 4.5: The Options dialog box

Default measurement unit.

Specifies number of screen pixels to use per default measurement unit. (Use of the default is recommended.)
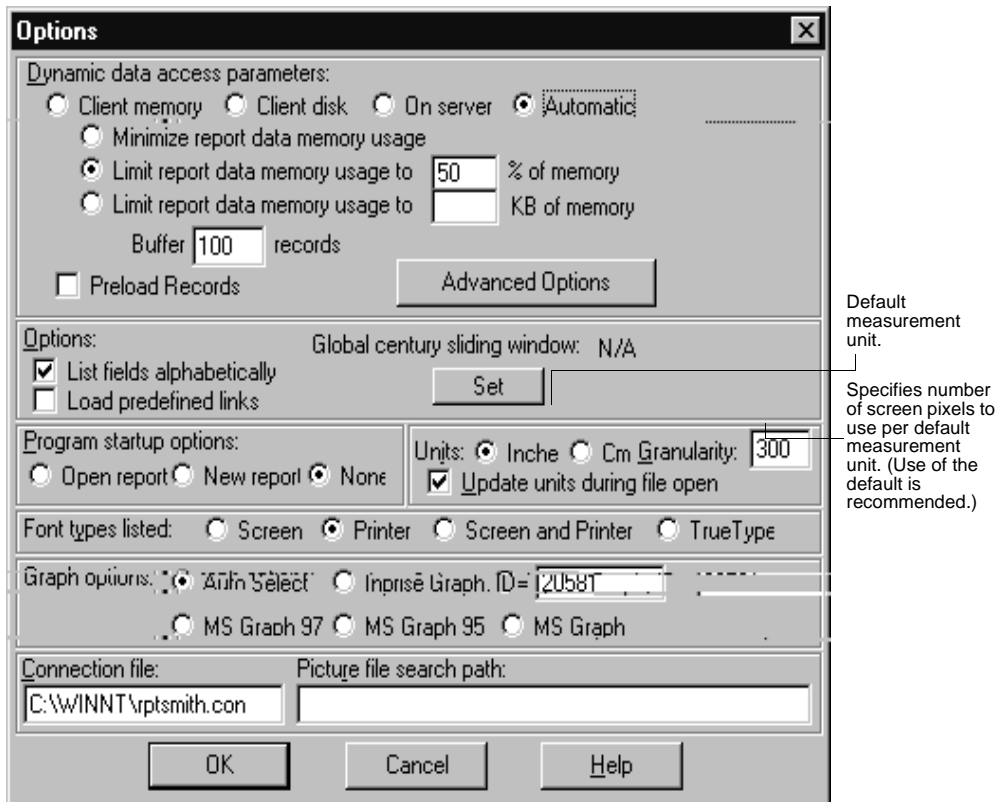
   2 Select a default measurement unit, then specify the granularity (number of screen pixels to use per default measurement unit), and whether units should be updated during the file open process.

   3 Choose OK.

   You can also specify still other measurement units for your report's page setup.

■ To use a measurement scale other than the default,

In the Page Setup dialog enter the appropriate number for margins and page size, followed by one of these abbreviations:

- *cm* for centimeters
- *in* for inches
- *li* for lines
- *pi* for picas
- *pt* for points

If you use a measurement scale other than the default, ReportSmith converts it to the default measurement. For example, if you enter 3 pi in the top margin box and inches is the default unit, ReportSmith converts it to .50 inches.

Setting up labels

If you've chosen the Label report type in the Report Types dialog box, use the Page Setup dialog box using the Labels option.

■ To set labels specifications,

1 In the Page Setup dialog box, choose the Labels option. (This option is only available for Label reports. Settings in the dialog box change to reflect labels settings.)

2 From the Label Type and Dimensions list box, select a type.

Selecting any of the given label types changes the label dimensions, paper size, and margins to match the label definition. The maximum number of labels that fit within the page are displayed in the Sample box.

ReportSmith supplies over 30 Avery-compatible default styles, or you can create your own custom labels.

3 Set the Width, Height, and Vertical and Horizontal Gaps.

4 Choose a display option: Display Across Then Down, or Display Down Then Across.

Adding a report background

With ReportSmith, you can place picture objects (such as a bitmap of your company logo) in the background of a report to give it a unique look. In the ReportSmith Page Setup dialog box, this option is called *wallpaper*.

■ To add a background picture (wallpaper),

> In the Page Setup dialog box, choose Wallpaper.

> The Wallpaper dialog box appears, as in Figure 4.6.

Figure 4.6: The Wallpaper dialog box

1 Select a bitmap image for the wallpaper. The bitmaps *must* be stored in the ReportSmith directory, or you must enter the full path and file name of the desired file.

2 Choose an option to position the bitmap in the background of the report.

3 Uncheck the Do Not Print check box to print the bitmap with the report.

4 Choose OK.

ReportSmith places the bitmap in the background of the report according to the settings you've chosen.

You can also add an image to an exact position on the report page, by visually dragging it to the desired location.

■ To add a background image and position it exactly,

1 Choose either Insert|Picture or Insert|Object, then select an image to place on the report page.

2 Choose OK to place the object on the report page, then drag a sizing handle to resize the graphic or drag the graphic itself to reposition it.

3 Drag the body of the report until it's positioned on top of the background object.

> The object now resides in the background of the report.

Formatting characters, numbers, and symbols

In addition to positioning and resizing report elements, you can format the characters (text, numbers, and symbols) in a column or field label. Within a report, you can

- Format characters in columns
- Format numbers in columns
- Format field labels
- Align values in columns
- Position columns

Formatting characters

You can format text characters within a column in a variety of ways:

- By using the Format|Character command.
- By using the ReportSmith ribbon.
- By using the Format pop-up menu.

■ To format a column with the Character command,

1 Select the column(s) you want to format.

2 Choose Format|Character.

The Windows Font common dialog box appears.

3 Select a font, style, size, color, and effects (if any) for the column, then choose OK.

Note: Remember that these font attributes apply to *all* fields within the selected column.

■ To format a column with the ribbon,

1 Click once on a single column or select multiple columns with the mouse.

2 Use the ribbon buttons to format the column.
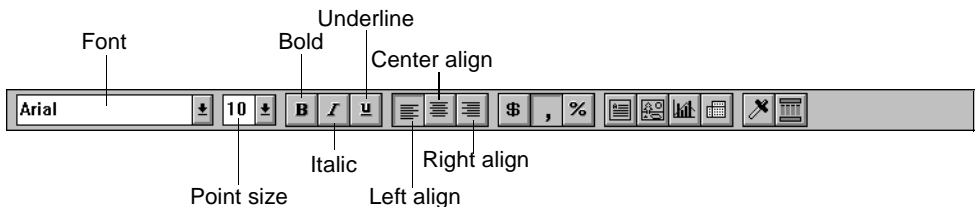
Field labels

You can format the characters in a field label separately from the characters in fields in a column. For example, you can make field label characters **bold** or increase the size for emphasis. As with other character formatting, you can use either a menu command or the ReportSmith ribbon.

■ To format a field label with the Format|Field menu command,

   1 Select the field label(s) you want to format.

   2 Choose Format|Character

       —or—

   Right-click any of the selected fields, then choose Character.

   The Windows Font common dialog box appears.

   3 Select the formatting options you want, and then choose OK.

■ To format a field label with the ribbon,

   1 Select the field label(s) you want to format.

   2 Select the font, point size, and alignment for the characters.

Note: For more detailed formatting options, such as strikeout, underline, or small caps, use the Format|Character menu command.

Formatting numbers and dates

To set number formats, ReportSmith formats numbers in columns under several categories:

• Number

• Currency

• Percentage

• Scientific

As with text character formatting, you can format numbers and dates by using either a menu command or the ReportSmith ribbon.

■ To set number formats with the Format Field menu command,

   1 Select the column(s) containing the numbers you want to format.

   2 Choose Format|Field.

       —or—

   Right-click any of the selected fields, then choose Format Field from the pop-up menu.

   The Format Field dialog box appears, as in Figure 4.7.

Figure 4.7: The Format Field dialog box.

Number categories for field values.

Available format codes within the selected category.

Displays selected format. Entire format is not always visible in list; look here to see entire format.

Shows sample of effect of selected format on data.

Deletes selected format.
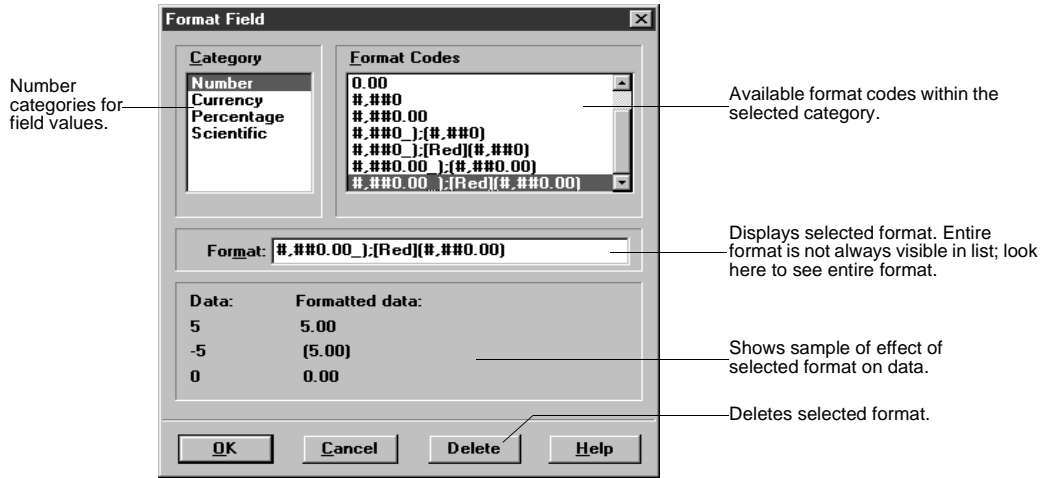
3 Select a format category, then select the specific format code or enter a custom format code directly into the Format text box.

4 Choose OK.

ReportSmith applies the format to the selected column. See the Formatting Fields topic of online Help for an explanation of format codes.

■ To set number formats with the ribbon,

1 Select the column with the numbers you want to format. A box surrounds the column.

2 Click the field format ribbon button that represents the format you want:

$	• Formats as standard dollars and cents (100000 becomes $100,000.00).
,	• Inserts commas to separate digit groups (100000 becomes 100,000).
%	• Formats as standard percentage (98.6 becomes 9860%).

■ To set date and time formats with the Format Field command,

1 Select the column(s) with the dates or times you want to format.

2 Choose the Format|Field.

—or—

Right-click any of the selected fields, then choose Format Field from the pop-up menu.

The Format Field dialog box appears as in Figure 4.7.

3 Select the format category, then select the appropriate format code. Choose OK.

Note: If you are selecting multiple fields, be sure they all contain the same data type before formatting them. The formatting categories available in the Format Field dialog box depend on the data type of the selected column(s). Date/time formats are not available for numeric data and vice versa.

Customizing date and numeric fields

ReportSmith supplies a variety of common field format codes from which you can select for both dates and numbers, but you can also create your own customized formats.

■ To create a custom format, enter the format in the Format box of the Format Fields dialog box, using the following structural guidelines:

[positive format];[negative format];[zero value format]

Note: Separate formats with semicolons.

The first number format you type represents the format of any positive numbers; the second represents the format of negative numbers. The final format represents what you want to appear on your report if the data value is zero. You can choose to display zeros, leave the fields blank, or print a message such as "No Data Available," among other options.

Suppose you want to display positive numbers in the default text color, and negative numbers in red. This combination is available in a standard format, but instead of showing fields with zero values, you want to display "No Data Available."

▸ To do this, you type the following formula into the Format box:

(#,##0_);[Red](#,##0);"No Data Available"

If a field value is a positive number, it uses:

#,##0_

Note: The preceding examples also show use of the "wildcard" characters available in ReportSmith and its macro language, ReportBasic. In these examples, the "_" (underscore) character is used to represent any single, valid alphanumeric character—this is roughly equivalent to using the "?" character in DOS commands. When you are not sure of either the specific characters or how many of them there will be, use the "%" (percent) character instead—this is roughly equivalent to using the "*" character in DOS commands.

In the preceding examples, if a field value is negative, ReportSmith uses:

(Red)#,##0

If a field value is 0, it uses:

No Data Available

You can modify ReportSmith's system codes to create your own formats. Save time by placing one of ReportSmith's format codes into the Format box, then type your modifications.

Leaving null values blank

If you want to leave zero values blank in your report, type quotes in the zero value format position. For example, if you modify the formula shown above so it leaves zero values blank, the formula looks like this:

    ###.##;(Red)###.##;""

You can create your own custom date formats, too, by modifying the format codes for date/time categories using the following guidelines:

- "d" suppresses leading zeros in a day numbered less than ten. The 7th day of the month would be shown as "7". "dd" produces a leading zero for numbers less than 10; the 7th day of the month then becomes "07."

- "m" suppresses leading zeros in a month numbered less than ten. July would be shown as "7". "mm" produces a leading zero for numbers less than 10; July then becomes "07." "mmm" shows the month as a three-letter abbreviation ("Jul" for "July," for example), and "mmmm" spells the month name in full.

- "y" or "yy" shows only the last two digits of the year; "yyyy" shows all four digits of the year.

Formatting fields and headers/footers

Just as you can format the characters, numbers, or dates and times within various fields and other report elements, you can also format the fields themselves—and even the entire report—in a variety of ways.

One way in which you can most effectively modify your report or its constituent elements is by adding elements or adding text to existing elements.

Inserting fields

You can place report fields into your report by using the Insert | Field menu command. Fields can be from any of the following field categories and can be inserted in any order to create a report best suited to your needs.

- Data fields display the data ReportSmith has extracted from the original data sources. These fields typically make up the body of your report.

- Derived fields, explained in Chapter 3, include fields you have created by using SQL or ReportSmith macros to combine data fields in some way.

- Summary fields are calculated from existing data fields and are typically used to report totals, percentages, or some other mathematical relation of the data fields to which they pertain.

• Report variables, explained in Chapter 3, create dialog boxes that prompt the report user for information used to filter data and narrow the data search.

• System fields are fields supplied by ReportSmith to include today's date, the current time, both date and time, page numbers, text fields, the report name, the total number of pages in a report, and the total number of records in a report. System fields often are combined to make up a report header or footer.

Inserting field labels

You can also customize your reports by controlling the recurrence and placement of field labels. While ReportSmith *does* automatically place field labels above columns at the top of each report page, it *does not* automatically add labels after grouped data unless you tell it to do so.

■ To insert field labels before or after grouped data,

1 Choose Insert|Field Labels.

The Insert Field Labels dialog box appears, as in Figure 4.8Figure 4.8. Values shown represent ReportSmith's default values.

Figure 4.8: The Insert Field Labels dialog box

2 Check the Group Header/Footer check box.

The field labels appear after every set of group headers and footers.

Note: This setting is independent of the setting for new pages. With both check boxes checked, field labels will appear on each new page *and* after each group header or footer.

Inserting items into a header or footer

After creating headers and footers, you can customize and format them by placing fields or data values into them.

■ To place a field into a header or footer, select the header or footer, then choose Insert|Field.

■ To move data values into a header or footer,

   1 Make sure your report is in Form mode, then select the column containing the data value you want.

Note: You can move only the first value of a selected column into a header or footer.

   2 Drag the value into the header or footer.

Inserting text

You can also customize a report by entering, editing, and formatting text in any location within a report or report element.

■ To enter text in a report,

   1 Click the Text button on the ribbon.

   2 Click where you want to place the text in your report.

   A blinking text cursor appears.

Note: When placing text within a section—a row or page header or footer, for example—it appears in each section of the same type. For example, if you place text in a row, it repeats in every row.

   3 Type the text, then click anywhere on your screen when you've finished typing.

■ To edit text,

   1 Click the text to select it.

   A box with sizing handles surrounds the text.

   2 Click again within the text box and modify text as appropriate.

   3 Click outside the text box when you finish editing.

Dynamically adjusting field height

ReportSmith does not restrict you to fixed field heights when you build your report. You can "shrink and grow" each record to include all of a field's data upon request. For example, suppose your table contains a field that lists a customer's comment about a video rental. Each customer has different comments of different lengths. You can tell ReportSmith to shrink and grow each comment field in your table so that it fits the data contained within it, instead of reserving a fixed length for each record.

Using Shrink and Grow

A field can be fixed in height, can grow, can shrink, or can shrink and grow. When you use ReportSmith's Can Grow feature in a Columnar report, longer lines of text automatically wrap two or more lines. Fields wrap to the next line so that a single word doesn't get cut off. If you use Can Shrink with a very long line of text, the text is truncated.

■ To shrink and grow fields,

1 Open a report and select a column in which you want the fields to be of variable height.

2 Choose Format | Field Height.

—or—

Right-click and choose Field Height from the pop-up menu.

The Field Height dialog box appears, as in Figure 4.9. (In the case of crosstab reports, both the menu command and the resulting dialog box will be called Cell Height.)

Figure 4.9: The Field Height dialog box

3 Choose an option in the dialog box:

• For the field height to *increase* only, choose Can Grow.

• For the field height to *decrease* only, choose Can Shrink.

• To allow the field to fit the data contained within the field, check both options.

When you use the Field Height or Row Height command, the Repaginate button appears on the toolbar. You can click this button to automatically repaginate your report after you've resized fields or rows. (This button appears only when you use these commands.)

Specifying row height

You can also control the height of an entire row. A row can be a fixed height, can grow, can shrink, or it can shrink and grow according to the default field height and the data contained within the row.

If you choose the Can Grow option for a single field, by default ReportSmith flags the entire row to grow as well. However, you can fix the height of a row and still allow a field to grow, allowing you to control the size of the row. For example, you can ensure that the row does not exceed a specified size.

■ To specify the height of a row,

1 Select the row you want to be of variable height, then choose Format|Row Height.

—or—

Right-click and choose Row Height.

The Row Height dialog box appears. The Row Height dialog box is nearly identical to the Field Height (Cell Height) dialog box, but adds a Can Split option which allows row text to straddle a page split.

2 Set row height options as appropriate, then choose OK.

Adding borders

When you're formatting a report, you can add a border to any report element (or the report itself) for style or emphasis. This section describes how you can add borders to reports and report elements.
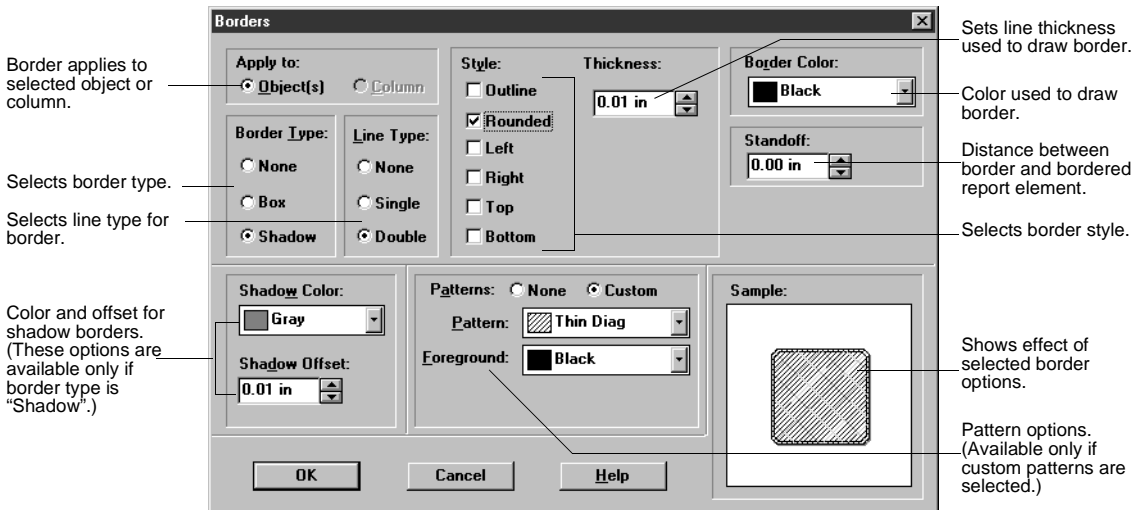
■ To place a border around an item,

1 Select the item you want to border.

2 Choose Format|Border.

—or—

Right-click the item, then choose Border from the pop-up menu.

The Borders dialog box appears, as in Figure 4.10.

Figure 4.10: The Borders dialog box

Border applies to selected object or column.

Selects border type.

Selects line type for border.

Color and offset for shadow borders. (These options are available only if border type is "Shadow".)

Sets line thickness used to draw border.

Color used to draw border.

Distance between border and bordered report element.

Selects border style.

Shows effect of selected border options.

Pattern options. (Available only if custom patterns are selected.)

3 Set appropriate border options, then choose OK.

4 Choose a color. The default is dark gray.

5 Set the Shadow Offset measurement for the distance between the shadow and the object or column you're shadowing.

Using the Style Extractor

If you've formatted an item in your report, you can apply that formatting to other areas within the report with the Style Extractor. Use it to extract formatting styles you select and instantly apply them to the item that you click:

1 Select a field or column whose formatting you want to copy.

2 Press the Style Extractor button.

The Style Extractor cursor appears.

3 Move the cursor over a value or column and click the mouse. ReportSmith applies the style of the first item to the item(s) you click.

4 To deactivate the Style Extractor, press *Esc*.

This example shows how you can apply three formatting attributes (bold, no underline, and larger font size) to other fields in your report with just a click.

Extract this style ———

INVOICE_ID	DATE	TOTAL
9478	1/2/92	$11
9479	1/3/92	$3
9481	1/8/92	$3
9482	1/9/92	$13
	1/10/92	$5	9483

...and apply it to these fields.

INVOICE_ID	DATE	TOTAL
9478	1/2/92	$11
9479	1/3/92	$3
9481	1/8/92	$3
9482	1/9/92	$13
9483	1/10/92	$5
9484	1/14/92	$12
9487	1/21/92	$5
9489	1/23/92	$4
9490	1/27/92	$43
9491	1/28/92	$22
9492	1/29/92	$42
9496	2/5/92	$98
9499	2/12/92	$21

Using report styles

Having created and opened reports in ReportSmith, you are already familiar with the idea of a report style—a collection of character and section formats to which a name has been given. Most likely, you used one of ReportSmith's default report styles, and then applied formatting choices to customize that style.

However, every ReportSmith report has a style attached to it—either an unmodified default style or a custom style you have created, named, and saved.

Suppose you have formatted a report to look exactly the way you want or exactly to suit company standards. You have changed the font and point size, italicized the title,

and placed colored borders around selected fields to emphasize them. Now you want to apply this same style to another report. By saving this formatting as a report style, you can apply all of these formatting options to future reports with a single click of your mouse.

After you save a style, it appears in the Custom Styles list. To apply the style to a new report just select it from the list when you create the new report. You can also change the style using the Report Styles dialog box at any time during the creation of a report.

Use styles to:

• Ensure consistent formatting throughout your reports.

• Save time by quickly applying instant formatting changes.

• Make design changes easy to incorporate.

To distribute a report style to another user, you must save your style as a *system style*, and then distribute the system file to that user.

Using the Report Styles dialog box

Use the Report Styles dialog box to choose a report style, save or edit a style, and remove styles you no longer use.

Applying a report style to an open report

■ To choose and apply a report style to an open report,

1 Choose Format|Report Styles
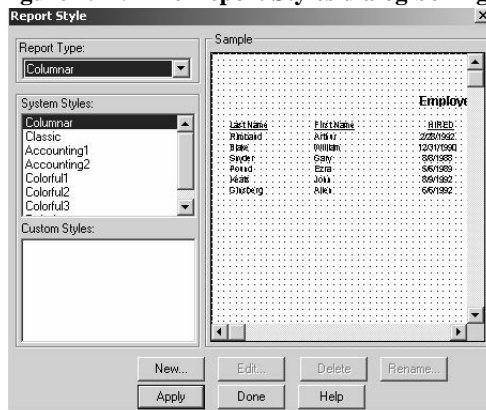
　　　—or—

Click the Report Style ribbon button.

The Report Styles dialog box appears, as in Figure 4.11.

Figure 4.11: The Report Styles dialog boxFigure 4.11

2 Select the appropriate report type, if necessary, for your report.

3 Choose a report style from the System Styles (supplied by ReportSmith) or Custom Styles (user-defined) list boxes, then choose Apply.

The Sample box displays a sample of the selected style, as applied to the active report.

4 Choose Done when you have selected and applied the report style you want.

Creating or editing a custom report style

You can create a new custom style, or edit an existing custom report style, to better suit your reporting needs. For example, if your company updates its corporate standards or changes typefaces used in reporting, you can quickly make these changes to your ReportSmith reports.

Note: You can edit only custom styles. System styles are not editable.

■ To create a new custom style,

1 In the Report Styles dialog box, choose New.

ReportSmith prompts you to name and save the new report style.

2 Enter a report style name and choose OK.

ReportSmith adds the new custom style, reflecting the formatting of the currently active report, to the Custom Style list box, and you can now edit the report style.

Note: Report style names can contain up to 24 characters and are not case-sensitive. You cannot assign the same name to more than one report style within a given report type. For example, the "Crosstab" report type can have only one report style named "Financial," but can have "Financial1," Financial2," and "Financial3" report styles.

■ To edit a custom report style,

1 In the Report Styles dialog box, choose Edit.

The Edit Report Style dialog box appears, as in Figure 4.12

Figure 4.12: The Edit Report Style dialog boxFigure 4.12

2 Select a report element from the Object list box, then set appropriate character, border, format, alignment, and pattern options for that report element.

3 Choose Page Setup and specify the page setup for your custom report style.

4 When you finish editing your custom report style, choose OK to return to the Report Style dialog box.

You can also select an existing report style, modify it directly in the report, and save it as a new style. This is often preferable to extensive editing, when only minor modifications are needed. It is also the only means of modifying a system style.

■ To modify a style and save it as a new style,

1 Create or open a report using an existing style.

2 Modify and reformat the report as desired.

3 Click the Report Style ribbon button.

The Report Styles dialog box appears, as in Figure 4.11 on page 133.

4 Choose New.

ReportSmith prompts you to name the new style.

5 Enter a report style name and choose OK.

ReportSmith adds the new custom style, reflecting the formatting of the currently active report, to the Custom Style list box.

Deleting a custom report style

You can also remove outdated or seldom-used custom report styles. Only custom styles can be deleted; you cannot delete or modify system styles.

■ To delete a custom report style,

1 In the Report Styles dialog box, select the custom report style.

2 Choose Delete.

ReportSmith reminds you that the report style may be in use by other reports and asks you to confirm the deletion.

3 Choose Yes to delete the style or No to cancel the deletion.

Assigning a default style

You can assign a default style of your choosing—either a system style or a custom style—to a report type you use often.

When you create a new report, ReportSmith displays the Create A New Report dialog box, as shown in Figure 2.3 on page 33, showing the default report style. To use the default style already assigned, you need do nothing but choose OK in the Create A New Report dialog box.

■ To change the default style for the selected report type,

1 In the Create A New Report dialog box, choose Style.

2 Select a style (system or custom) in the New Report Style dialog box.

3 Choose Use As Default.

Printing reports

Besides formatting your report for maximum clarity and impact on screen, you also want to consider how the report appears when printed. Some background wallpapers, for example, appear clear and readable on screen but become illegibly dark and "muddy" when printed. Similarly, be careful when resizing rows or columns that you do not enlarge them beyond the printable area of the report page. Even your choice of items to display or hide can affect the pagination of your printed report.

When this occurs, you can have ReportSmith automatically repaginate your report, or you can specify exactly where page breaks should occur.

## Choosing items to display and print

You can determine data, headers, and footers to display and print in a report. For example, you can create an employee report that groups data by department. You drop a summary field into the department group footers that calculates the sum of salaries for each department. With the Section command on the Format menu, you can hide all data in the report except for the group footers. ReportSmith then displays only the department group footers with the total salaries for each department.

■ To show or hide a report section,

1 Choose Format|Section.

The Format Section dialog box appears, as in Figure 4.13.

Figure 4.13: The Format Section dialog box
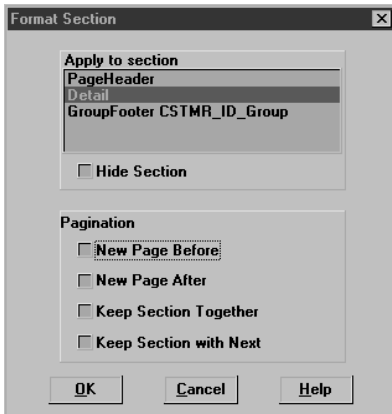
2 From the Apply to Section box, select the section with data you want to hide.

All the headers or footers in your report are listed. The Detail section also appears in the list box.

3 Check or uncheck the Hide Section option as appropriate, then press OK.

Note: When you hide a report section, the data in that section is simply hidden from view, it isn't deleted from the report.

Paginating a report

You can tell ReportSmith where you want pages to break before you print a report by inserting manual page breaks before or after a selected report section. You can also use this command to ensure that a section doesn't break across two pages, and to keep multiple sections together so they always print on the same report page.

■ To paginate a report,

1 Choose Format|Section.

2 The Format Section dialog box appears, as in Figure 4.13.

3 Select the report section from the Apply to Section box, or choose Detail from the list box to select the whole report.

4 Select one or more pagination options from those shown in Table 4.2:

Table 4.2: Pagination options

Option	Result
New Page Before	Places a page break before a selected section and prints the section.
New Page After	Places a page break after a selected section and begins a new page.
Keep Section Together	Prevents a section from splitting across two pages.
Keep Section With Next	Ties two sections together so they always print on the same page, if possible.

5 Press OK to paginate your report.

Printing

Once you have created and formatted your report for printing, you are ready to specify a printer, set it up, and print the report.

◼ To set up a printer and print your report,

1 Choose File|Print.

The Windows Print common dialog box appears.

2 Choose Setup, specify a printer, and then choose OK to return to the Print dialog box. (Use the printer setting of your Windows operating system to change default printer options.)

3 Specify a print range and the number of copies to print, then choose OK to begin printing your report.