

## CHANGING THE REPORT DESIGN

For this exercise, you will be using the **Customers** report in the **Access Training (Chamber)** database.





### Changing Labels

- ❖ Click **once** in the **Label Box** that contains the **Title** of the report.
- ❖ This is located in the **Report Header Section**.
- ❖ Wait a second, and then click a second time.
  - The **Insertion Point** cursor should be blinking in the **Label Box**.
  - If the **Report Property Box** displays instead, click one more time to open the **Label Box**.
- ❖ Using either the arrow keys or the mouse, move to the end of the heading.
- ❖ Input a **space** and then **by State**.
- ❖ Click the **State** label box in the **Page Header** section.
- ❖ Black handles should appear around the outside edge of the box.
- ❖ Click the middle handle at the right end of the box until the mouse pointer turns to a double pointing arrow.
- ❖ Drag the mouse pointer to the left to about the **0.5-inch mark** to resize the box. For information on how to resize the box, see the link for **Moving-Resizing Controls** on the **Access** page.
- ❖ Complete the same procedure to resize the **State** box in the **Group (Category) Section**.
- ❖ Move and resize the other boxes in the **Page Header** so that the complete label will show.
- ❖ You may need to move some of the boxes to the left in order to accomplish this.
- ❖ Boxes can be moved by clicking and dragging or by using the arrow keys on the keyboard.
- ❖ After completing this procedure, move the controls in the **Detail** section so that each one starts directly below its respective **Page Label**.
- ❖ The dots and lines in the Design grid are used to line the information properly.

### NOTE:

It is possible to move both the label and the control at the same time by clicking on either the label or the control, holding down the Shift key, and clicking on the other object. This will select both the control and the label. You can then move and resize the label using the procedure described earlier.

### Previewing the Report

- ❖ Click the **Print Preview** button to view the changes in the report (see illustration). 
- ❖ Notice that:
  - The report title has been modified.
  - The State field label is smaller and each of the labels for the other controls is displayed properly.
- ❖ Click the **Two Pages** button on the **Print Preview** toolbar (see illustration at right). 
- This button is located two buttons to the left of the text box that says **Fit**.
- This will display two side-by-side pages of the report.
- ❖ Click the **Multiple Pages** button on the toolbar (see illustration at right). 
- This button is located one button to the left of the text box that says **Fit**.
- Drag the mouse pointer over and down two rows.
- ❖ Click the **One Page** button to return to that view (see illustration at right). 

- ❖ Click the **Setup** button to display the **Page Setup** dialog box (see illustration at right).
- ❖ Make any changes to this that you feel might be important.
- ❖ Click the **Design** button (see illustration at right) to return to **Design** view.



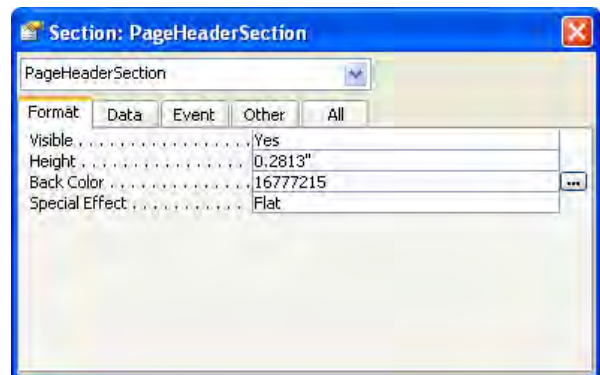
### Changing Page and Group Headers

- ❖ Click the **Properties** button on the toolbar (see illustration bottom right).
- ❖ Click the **Selector** button for the **Page Header** section. This is the **gray** area to the left of where it says **Page Header**.
- ❖ The properties box heading should change to **Section: Page Header Section** (see illustration at right).



- ❖ Click the **Format** tab, if necessary.
- ❖ Change the **Back Color** to a light gray. To do this:

- Click the button that looks like an ellipsis.
- It will appear when you click in the **Back Color** box.



- ❖ The **Color** dialog box will appear.
- ❖ Click the **gray** color in the gallery of colors.
- ❖ To change the shade of gray:
  - Click the **Define Custom Colors** button.
  - Move the arrow at the right of the window up to make the shade lighter.
- ❖ Change any of the other options in the properties box that you would like.
- ❖ Click the **State** control box in the **Group (Category) Header** section.
- ❖ **Text Box: State** will display in the header of the properties dialog box.
- ❖ Make the changes below to this control:
  - **Font Size = 10.**
  - **Border Width = 3 pt.**
  - **Font Weight = Semi-bold.**
  - **Special Effect = Your choice.**
  - Make any other changes that you feel would help to enhance the design of this report.
- ❖ **Preview** the report.
- ❖ **Close** and **save** the report.