

MOVING/RESIZING CONTROLS

Sometimes it may be necessary to move a text box, a label box, or another control box independently of each other.

Moving a Field and Its Label

To move a field and its label to another position in the report, follow these steps:

- ❖ Make sure the control to be moved is not selected.
- ❖ Point anywhere within the control (either the label or the textbox).
- ❖ Click and hold the mouse button.
- ❖ The pointer will turn into a black hand, as illustrated at the right.
- ❖ Drag the control to its new location, and then release the mouse button.



Moving a Text Box or Label Separately

To move a field or label separately, follow these steps:

- ❖ Select the control containing the field or label to be moved.
- ❖ Point to the move handle for the label or the field, until the **Pointer** changes to the **Move** pointer.
 - This move pointer will have only one finger extended (see illustration at right).
 - This is different than the Move pointer that moves both the label and field.
- ❖ Click and drag the label or field to its new location.
- ❖ Release the mouse button.



Resizing Controls

- ❖ Resize the control by using one of the resizing controls listed below.

To Change	Do This
Box height	↕ Drag the top or bottom sizing handles to change the height of the box.
Box width	↔ Drag the left or right sizing handles to change the width of the box.
Box height and width	↘ Drag a corner sizing handle to change both the height and width of the box at the same time.