

CRYSTAL REPORTS

Inserting, deleting, and moving text objects and fields

Note –All of the actions listed below may be performed in **both the Design and the Preview tabs**. The instructions below state the recommended tab to use.

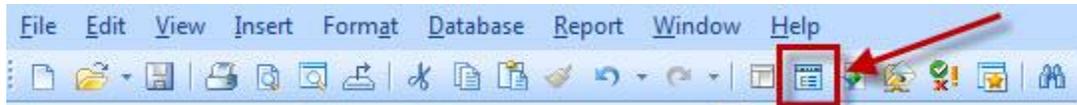
Text objects - normally a label or title for a field. Information displayed in the page header, report footer, and page footer are usually text objects along with column headings such as Fund, Description, Trans Date...

How to delete text objects and fields

1. In the **Preview tab**, **click** on the text object or field you wish to delete - a blue border will appear around it/the field will be highlighted and the mouse pointer will change.
Note: You may select multiple text objects and/or fields to move together by holding down the Ctrl button and then clicking on them.
2. Hit the **Delete** key on your keyboard.

How to insert database fields

The **Field Explorer dialog box** is used to insert fields – it appears on the right-hand side of the report window. If it is not visible, click on the Field Explorer icon on the toolbar.



1. In the **Design** tab, decide where you wish to insert the database field - ensure there is enough space.
2. **Click** on the “+” sign next to Database Fields in the Field Explorer dialog box. This will list the views associated with the report.



3. **Click** on the “+” sign next to your view name. This will list the fields associated with the selected view.

TIP: Alphabetical order

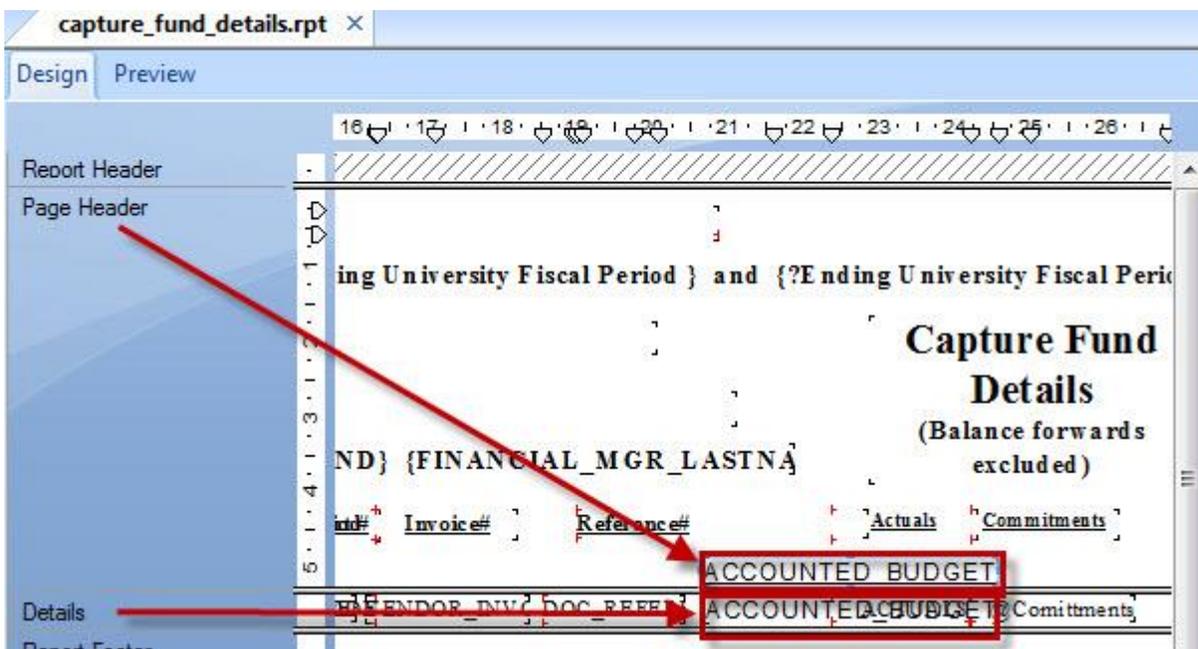
To view the list of fields alphabetically, right click on the view name and choose the option "Sort Fields Alphabetically".

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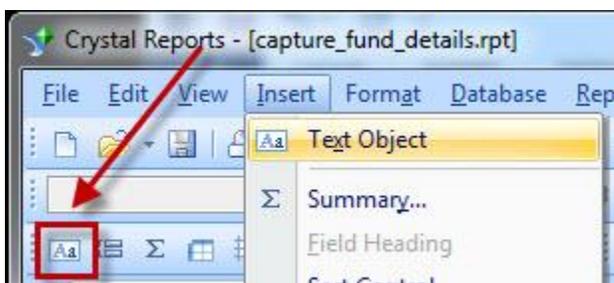
4. **Drag and drop** a field from the Field Explorer dialog box to a blank area within the **Details** section of the report.
Note: Fields already included in the report will have a checkmark appearing before the field name in the Field Explorer dialog box.
5. If needed, edit the formatting, size, and alignment of the field and Field heading to match other elements in the report.

Note: When a field is inserted to a report, a Field Heading displaying the title of the field is automatically added to the Page Header section of the report. The Field Heading is considered a text object.



How to insert text objects

1. In the **Preview** tab, click on the **text object icon** in the toolbar or click on Insert > Text Object – the mouse pointer will change.



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2. **Draw** a text box in the desired location. When done, a cursor will automatically appear in the text box.
3. **Type** in the text to display.
4. If needed, edit the formatting, size, and alignment of the text object to match other elements in the report.

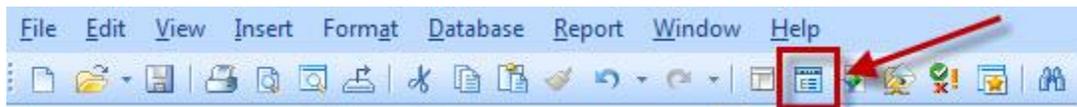
How to move text objects and fields

1. In the **Preview tab**, **click** on the text object or field you wish to move – a blue border will appear around it/the field will be highlighted and the mouse pointer will change.
Note: You may select multiple text objects and/or fields to move together by holding down the Ctrl button and then clicking on them.
2. **Drag and drop** the text object(s) and/or field(s) to its new position.

How to insert special fields

Special Fields - used to display information such as page numbers, print date, and report comments. Consult Crystal Reports Help for a complete listing of these fields with explanations.

The **Field Explorer dialog box** is used to insert fields – it appears on the right-hand side of the report window. If it is not visible, click on the Field Explorer icon on the toolbar.



1. In the **Preview tab**, decide where you wish to insert the special field - these fields are normally inserted in either the header or the footer.
2. **Click** on the “+” sign next to Special Fields in the Field Explorer dialog box.



3. **Drag and drop** a field from the Field Explorer dialog box to a blank area within the **header or footer** section of the report.

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Note: Fields already included in the report will have a checkmark appearing before the field name in the Field Explorer dialog box.

4. If needed, edit the formatting, size, and alignment of the field to match other elements in the report.

TIP: Commonly used Special Fields

FIS Reports includes the following fields in report footers – Page N of M; Page Number; Print Date; Total Page Count.

TIP: Document Properties and Special Fields

Certain special fields draw information from the document properties. If you would like to insert fields such as File Author, Report Comments, and Report Title, be sure to enter and save information in the Summary tab of the Document Properties dialog box (File > Summary Info...).

TIP: Undo

If you do not like a change you have made, simply click on the undo icon in the toolbar.

