

CRYSTAL REPORTS

Modifying the formatting of text objects and fields

Formatting - text size, appearance, color, border, alignment...

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...

TIP: Preview tab

Make formatting changes while in the Preview tab – this will allow you to immediately see the changes you have made.



How to modify the formatting of text objects and fields

1. In the **Preview tab**, click on the text object or field you wish to modify – a blue border will appear around it/the field will be highlighted.
2. Use the **icons on the toolbar** to change the appearance.
3. When done, be sure to **SAVE** the report.

How to copy the same formatting to another text object or field

1. In the **Preview tab**, **right-click** on the text object or field you just modified - a blue border will appear around it/the field will be highlighted.
2. Select **Format Painter** from the displayed menu - the mouse pointer will change to a paintbrush icon.
3. **Click** on the new text object or field whose formatting you wish to change – this text object or field will now have the same formatting properties as the one you modified above.

TIP: Formatting multiple objects or fields

Double-click the Format Painter and select multiple objects or fields that you want to format. Once you are ready with the formatting, click **Esc**.

Note – You may only copy formatting from one text object to another OR from one field to another. You cannot copy formatting from a text object to a field, or vice versa.

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How to copy size and align attributes from one text object or field to another

Size = refers to the height and width of the text object or field.

Align = refers to the alignment of the text object or field in relation to another text object or field (tops, middles, bottoms, lefts...).

1. In the **Preview tab**, select all the text objects and/or fields which should have the same size and/or align attributes by holding down the Ctrl button and then clicking on them - a blue border will appear around them and the mouse pointer will change. Be sure to also select the text object or field which has the attributes you wish to copy.
2. **Right-click** over the text object or field that has the size and/or align attributes you **wish to apply** to the other selected text objects and/or fields.
3. **Hover** over Align or Size from the displayed menu.
4. **Click** on the appropriate align or size attribute from the displayed menu. All selected text objects and/or fields will now have the same size or align attribute.

Note – You may copy formatting from a text object to a field, or vice versa.

TIP: Formatting and Alignment

Modify the formatting of a text object or field first. Modify the alignment once all other formatting has been completed.

Advanced Formatting Options

1. In the **Preview tab**, **right-click** on the text object or field you wish to modify - a blue border will appear around it/the field will be highlighted.
2. Select **Format Text** or **Format Field** from the displayed menu.
3. The **Format Editor** window will open with additional options for modifications to the text object or field.
 - In the **Border tab** - change the color of the border or change the appearance of the border (solid line, dashed line, double line, dotted line). Check off the **Background box** and change the background color of the selected text object of field.
 - In the **Font tab** - add a strikethrough effect or change the spacing between characters.
 - In the **Paragraph tab** – change the line spacing or horizontal alignment.
 - In the **Hyperlink tab** – add a link for a website, file, or email address.

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TIP: Formatting several text objects or fields

If you would like to change the formatting of several text objects and/or fields all at once, hold down the Ctrl button and select them all. Right-click over one of them and select Format Objects from the displayed menu. The Format Editor window will open. All changes made will be applied to all of the selected text objects and/or fields.

TIP: Undo

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

