

Crystal Reports 9.0

Modify a Report (Lesson 3)

Lesson 3

Modify a Crystal Report

1. Open the Crystal Report titled *Training.rpt*.
2. Click on the **Design** tab (Figure1, 1). Notice that you can toggle between the Design mode and the Preview mode.

Process Summary

Modify a Crystal Report

- Page Layout
- Rearranging Columns
- Adding Fields
- Adding Text

Page Layout

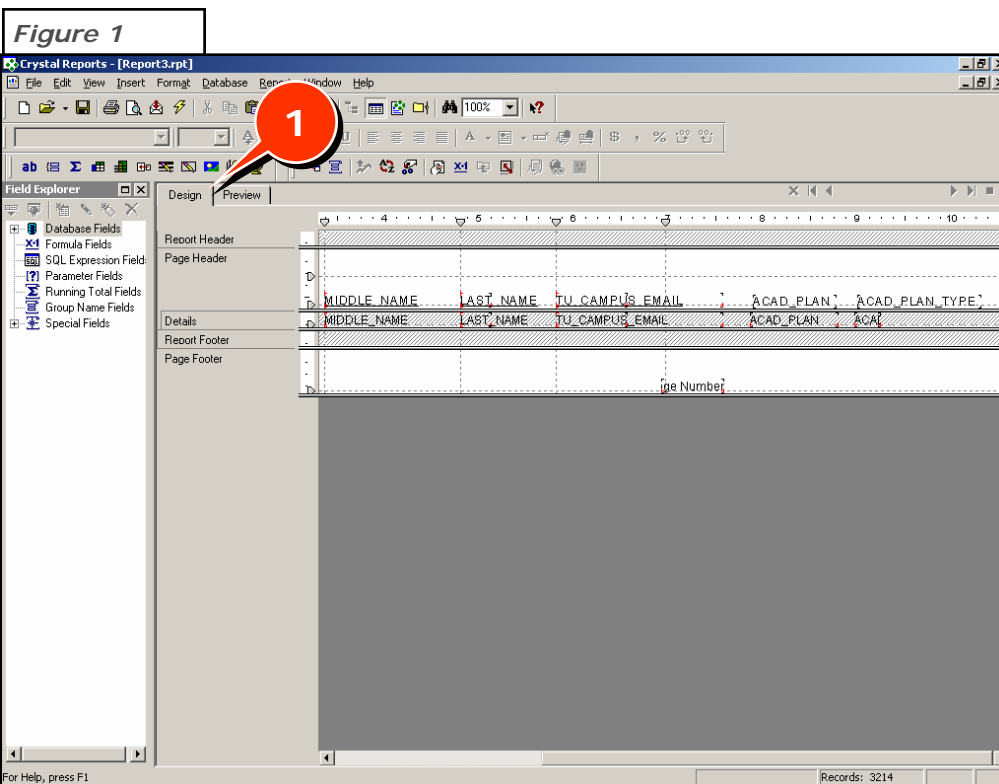
The default setting for the paper is the standard 8-1/2" x 11" sheet, with the orientation of "portrait". Many times your report will go beyond the 8 1/2" limitation. To accommodate the extra width, we will change the page orientation. Go to **File > Printer Setup**. Select **Landscape** as the page orientation. Click **OK**.



Use **Page Setup** to modify the margins for the page.

Rearranging Columns

The columns in the report can be moved around by either highlighting the field and sliding it to where you want, or by using the guides at the top of the page. Detail fields are anchored to their respective headers; therefore, when you highlight a field in the Details section and slide it, the header moves as well.



Adding Fields

Let's add the fields **ACAD_PLAN** and **ACAD_PLAN_TYPE** to the report. To do so, expand **Database Fields** and the **PS_TU_PRG_PLN_SBPL** table in the **Field Explorer**. Find and drag the two fields into the **Details** section of the report, to the right of the email address.



A green check next to the field(s) in the Field Explorer window indicates that they are being used somewhere in the report.

When you add fields to the Detail section, the field names also appear in the Page Header section as column headings. These are text fields. Data fields appear in the Details section. Double-click on the header to edit it, or highlight it and use the **Format > Format Text** menu to change the font type and style.

Adding Text

Although text can be added anywhere in the report, this demonstration will show how to add a title to your report.

Return to Design Mode. If the Report Header is suppressed, right-click on the Report Header section and click **Don't Suppress**. Then click on **Insert > Text Object** and place the gray outlined box in the Report Header section. Give your report a title. You may change the font size, style and/or alignment of the text by selecting the text box and using the toolbar or by right-clicking the text and selecting **Format Text**.

The Report Header will appear on the first page of the report. If you wish for the title to appear on all pages, place it in the "**Page Header**" section.

Preview your report. If you do not see the Header, be sure you are at the top of page 1.

Save the report (*Training.rpt*).

[Go to Lesson 4 - Filtering Data.](#)