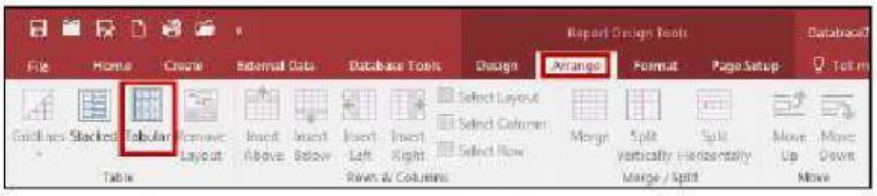
Lesson 2 Adding Fields Saving Viewing and Printing A Report

Once the fields have been added from a table in your datbse,,they will need tp be arranged properly.

The following instructions explain how to quickly arrange the fields on the report.

1. Select all the field that you want to arrange on the report by left-clicking and dragging your mouse cursor over all fields.
2. When you release the mouse button, all of the fields that were contained in the selection box will be selected.
3. From the Arrange tab Click **Tabular**.1



1

4. The selected fields will be arranged in a **Tabular layout,**with the labels appearing in your report header,and the fields lining up underneath.**2**



2

5. From the Arrange tab,click **Remove Layout.3**

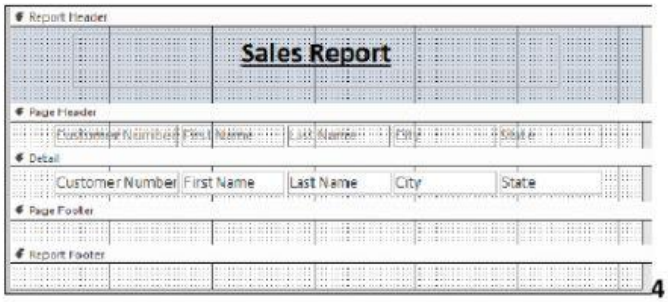


3

6. The fields will be neatly arranged on the form. You can now move the fields around individually if you need to organize further.

7. Decrease the vertical space in the **Detail section.4**

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4

Note: The area displayed in the *detail* section will be displayed for each record in your report, A larger vertical area in the *Detail* section results in the records being further apart on the report.

Adding Page Numbers to your Report.

Adding page numbers to your report will help others track positions while reading through the data. The following explains how to add page numbers to a report.

From the *Design* tab.click **Page Numbers.**1



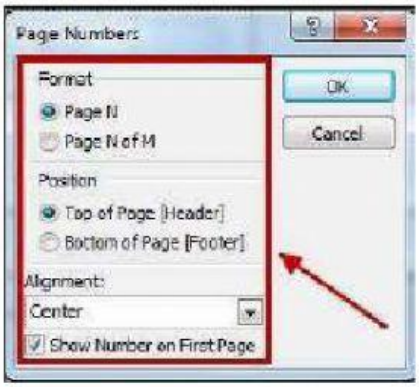
1

2. The *Page Numbers* window will open. Under Format, select a **number format.2**

3. Under Position,select the location for the page number to be displayed **2.**

4. Under *Alignment*, select an option from the drop-down**. 2**

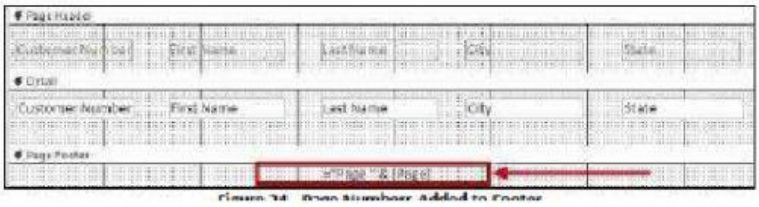
5. Click **OK.2**



2

6. Your *Page Numbers* will appear in the selected position**.3**

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3

Saving Your Report.

The following explains how to save the report.

1. Click the **File tab. 1**



1

2. The *backstage* view appears. Click **Save 2**



2

3. The Save As window appears. Enter a name for the report and click the **OK** button. **3**

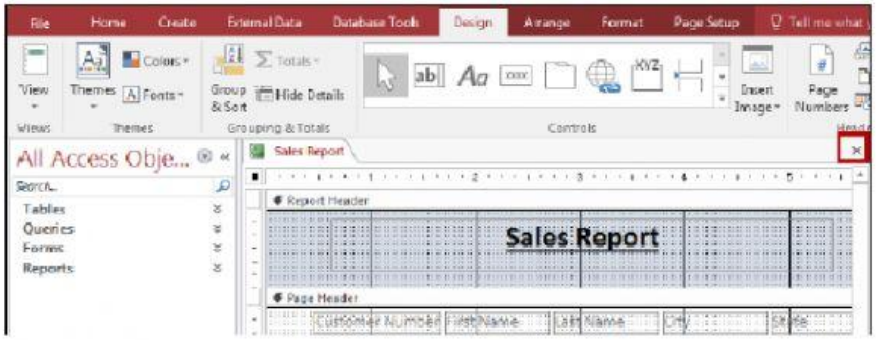


3

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***Note*: It may help you stay organized if youname the report thesame name as the table that the report is associated with.**

4.To *close* the *report*,click the **X** in the upper right area of the report**. 4**



4

Viewing Your Report

Once your report has been set up,you can view it at any time. If you add more records to you database,they will automatically be included on your report every time it is viewed/ To view the report, simply open the report from under your ***Access Objects*** and the report will appear on your screen.



Printing a Report.

You can print out a copy of your report to present as a handout. All formatting the is present on the form will carry over to your printout..To print out your report:

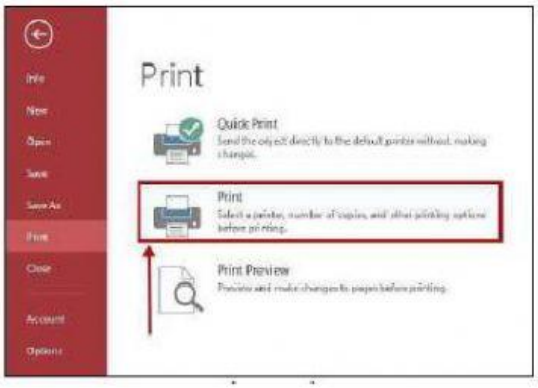
1. Under *All Access Objects*, select a **report** you wish to print.

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2. From the **Home** tab,click **File.**

3. The *backstage view* will open, click **Print**.

4. The *Print* options will display. Click **Print**.



5. The *Print* window will appear. Select a printer to print your *report* to and click **OK.**

6. The *report* will be sent to the selected printer.

Questions

1. **Explain the steps on how to add page numbers to your report.**

2. **Explain the steps on Saving your Report.**

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