Index

A	Default directories setting, 14
Adding serial numbers, 12	Default extensions
В	setting, 14
_	Default File Settings dialog, 14
Band lines	Deleting fields, 19 Deleting serial numbers, 13
creating, 26 justifying, 32	Duplicate values, 30
Band types, 17	•
Boldface, 28	${f E}$
applying to fields, 20	Exiting R&R, 23
Boxes	F
applying shading to, 26	_
border thickness of, 21, 32	Fields
drawing, 20, 32	applying format to, 26
C	automatic trim, 28
Calculated fields	date formats, 28
creating, 26, 30	deleting, 19 formatting, 19
Calculations commands	group, 22
Calculated Field, 30	inserting on layout, 26
Total Field, 26, 30	selecting, 28
Composite record structure, 3	sort, 22, 26, 30
Compress Record/Group Lines, 34	File commands
Configuring R&R, 14	Exit, 23
Currency format, 26	New, 16
Custom Control, 8	Page Setup, 26, 32 Print Preview, 18, 22
D	Save, 23
Database commands	Fonts
Group Order, 30	applying, 20
Sort Order, 22, 26, 30	Format commands
Date	Field, 28, 34
system, 30	Font, 20, 26, 28
Date fields	Record Layout, 34
formats for, 28, 30	Snap-To-Grid, 21
Date formats	Trim, 28 Forms
abbreviated, 30 full, 28	printing on, 34
DATE function, 30	pinning on, 5-
Dividicuon, Jo	

G	Master table, 2
Group fields, 22	N
Group footer bands	Network installation, 9
creating, 30, 32	
Group header bands, 17	P
creating, 32	Page footer bands, 17
Grouping records, 22 levels of, 22	Page header bands, 17
,	PAGENO function, 28, 30
Н	Previewing reports, 18, 22
Hardware requirements, 5	Print Once, 30
Headers, See Group header bands	Print styles
and Page header bands	selecting, 20 Printing
I	on forms, 34
	test patterns, 34
Insert commands Create Band Line 26	Program directory
Create Band Line, 26 Line, 26	network installation, 10
Picture, 34	R
Inserting images, 34	
Inserting text on reports, 19	R&R Convert, 9
Installation	Read-only directory installation, 8 Record bands, 17
network, 9	Related tables, 3
optional files, 8	Repeating data
procedure, 6	suppressing, 30
program directory, 6	Report definition, 2
read-only directory, 8 Instant reports, 2, 16	Report layout, 2
generating, 4	automatic, 16
	Report libraries, 4
J	converting, 9
Justification, 32	Report templates, 3 Report Wizards, 4
L	Reports
	automatic, 16
Labels, 34	columnar, 26, 30, 32
Lines	instant, 16
drawing on layout, 30 setting thickness of, 30	mailing labels, 34
Link directory, 8	samples of, 25
•	saving, 4, 23
M	summary, 32 Requirements
Mailing labels, 34	hardware, 5
Margins	software, 5
setting, 26, 32	RREADME, 9

RRSAMPLE directory, 25	Summary bands, 17, 26
RRSAMPLE.RP5, 25	Supported database software, 5
installation of, 8	Suppressing duplicate values, 30
RRW.Exe, 13	System date, 30
RRWCNVRT, 9	System requirements, 5
Running R&R, 13	•
Runtime DLL, 8	T
Runtime Sample, 9	Templates, 3
g.	Test patterns, 34
S	Text fields
Sample reports, 25	typing on layout, 19
Basic Columnar, 26	Title bands, 17
Grouped Columnar, 30	Total fields
installation of, 8	creating, 26, 30
Mailing Labels, 34	Totals
Multi-Line Columnar, 28	average, 33
Summary Columnar, 32	count, 26
Serial numbers, 11	grand, 26, 32, 33
Setting Defaults, 14	maximum, 33
Setup	minimum, 33
running, 6, 9	sum, 26, 30, 32, 33
Shading	
applying to boxes, 26	${f U}$
Snap-To-Grid, 21	Underscore, 28
Software requirements, 5	User licenses, 11
Sort fields, 22, 32	deleting, 13
Sort order	\mathbf{v}
ascending, 22	V
changing, 22	Visual Basic, 8
descending, 22	V
Sorting records, 22, 26, 30, 32	X
levels of, 22	Xbase
STANDARD.RP5, 13, 23	supported products, 5
Starting R&R, 13	,
Subtotals, 33	