

Using  
R&R  
Report Designer  
SQL  
Version 10



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# Using Report Designer

## Chapter 1 Using Menus and Dialogs

### Introduction (Using Menus and Dialogs)

R&R for SQL Report Designer is an information access and reporting tool that enables you to produce custom reports to select, analyze, summarize, and present data from your tables in a variety of ways. After you have developed a custom report, you can display it on screen or print it with any combination of fonts and print styles that your printer supports.

This chapter describes all components of the Report Designer window and explains commands and dialog boxes. This information is presented in the following sections:

- ❑ Understanding the Main Window
- ❑ Selecting from Menus
- ❑ Using Report Designer Dialog Boxes
- ❑ Using Command-Line Switches

### Understanding the Main Window

#### Understanding the Main Window

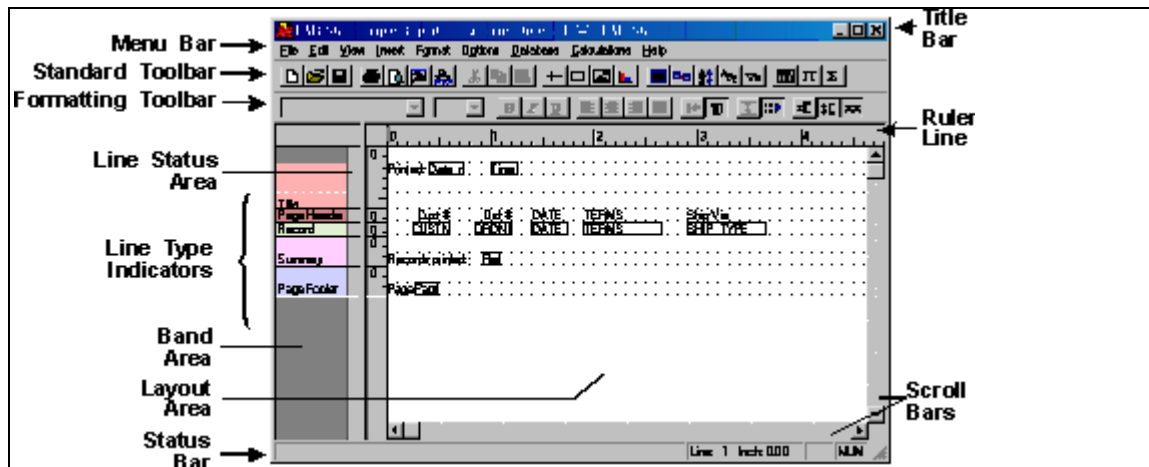
When you run Report Designer, the startup dialog displays. After you have selected a report to edit or a starting point for creating a new report, the main window appears. This window contains the following components:

- ❑ A Title Bar;
- ❑ A Menu Bar containing File, Edit, View, Insert, Format, Options, Database, Calculations, and Help selections;
- ❑ A Standard Toolbar of buttons for running Report Designer commands;
- ❑ A Formatting Toolbar of buttons and edit boxes for formatting fields and specifying other layout settings;
- ❑ A Work Space with horizontal and vertical rulers;
- ❑ A Status Bar.

In addition, the window includes an *edit cursor*, a blinking vertical line that shows the insertion point for placing objects. Figure 1.1 illustrates a sample window.

You can access all commands from the Menu Bar; the Toolbars give you quick access to commonly used commands. When you position the cursor over each of the Toolbar buttons, a ToolTips help label appears explaining its purpose.

You can display Report Designer in a maximized window or re-size the window as necessary. To re-size the window, follow the procedures in your Windows documentation.



**Figure 1.1 Main Window**

## Using the Menu Bar

The Menu Bar contains the "top-level" commands: File, Edit, View, Insert, Format, Options, Database, Calculations, and Help. You can select a command on this menu in any of the following ways:



- Click on it;
- Type Alt plus the underlined letter in the command;
- Press F10, use the cursor keys to highlight the command, and press Enter.





















Selecting any one of these commands displays a menu of additional commands that open dialog boxes or perform specific actions on selected objects or lines. See the **Selecting from Menus** section for a summary of each command menu.

## Using the Standard Toolbar

For many commands, you can select a Standard Toolbar button instead of selecting from the Menu Bar (use View ⇒ Toolbars to turn the Standard Toolbar display on or off). Clicking on one of these buttons either executes a command or opens a dialog in which you can select or change various options.

Figure 1.2 identifies the Menu Bar command (and associated shortcut key if applicable) that corresponds to each Standard Toolbar button.

<i>Toolbar Button</i>	<i>Menu Bar Command</i>	<i>Shortcut Key</i>
	File ⇒ New	Ctrl+N
	File ⇒ Open	Ctrl+O

	File ⇒ Save	Ctrl+S
	File ⇒ Print	Ctrl+P
	File ⇒ Print Preview	
	Edit ⇒ Cut	Ctrl+X
	Database ⇒ View Result Set	
	File ⇒ Export	
	Edit ⇒ Copy	Ctrl+C
	Edit ⇒ Paste	Ctrl+V
	Insert ⇒ Line	
	Insert ⇒ Box	
	Insert ⇒ Picture	
	Insert ⇒ Chart	
	Database ⇒ Master Table	
	Database ⇒ Relations	
	Database ⇒ Sort Order	
	Database ⇒ Group Order	
	Database ⇒ Filter	
	Calculations ⇒ Calculated Field	
	Calculations ⇒ Parameter Field	
	Calculations ⇒ Total Field	

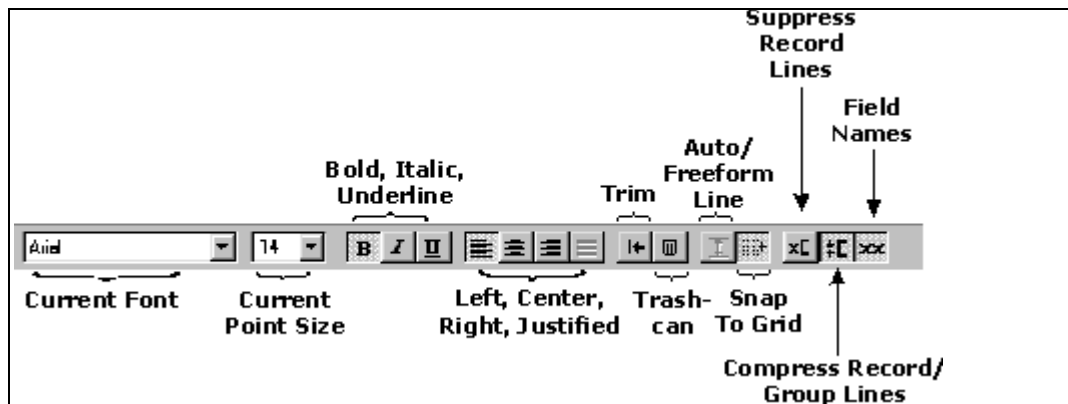
**Figure 1.2 Toolbar Buttons and Corresponding Commands**

## Using the Formatting Toolbar

### Using the Formatting Toolbar

The Formatting Toolbar (see Figure 1.3) that optionally displays below the Standard Toolbar provides a quick way of formatting fields and text in your report. After you select one or more items on the report layout, you can specify font, point size, style, and alignment by using the list boxes and buttons on this bar.

In some cases you may want to hide the Formatting Toolbar — for example, if you want to display more of the report layout without having to scroll. You use View ⇒ Toolbars to control display of the Formatting Toolbar. Click the check box next to "Formatting" to turn the bar on (checked) or off (empty).



**Figure 1.3 Formatting Toolbar**

Figure 1.4 briefly explains each item on the Formatting Toolbar.

<i>Toolbar Item</i>	<i>Purpose</i>
Font	Apply a font to one or more selected fields
Size	Select or enter a size for the current font
Style Buttons	B for <b>Bold</b> , I for <i>Italic</i> , U for <u>Underline</u>
Alignment Buttons	Non-word-wrapped fields: Left, Center, Right; word-wrapped fields: Left, Right, Justified
Trim Button	Turns automatic trim on or off
Trashcan Button	Deletes currently selected item(s) or restores most recently "trashcanned" item(s)
Auto/Freeform Button	Toggles between Automatic/Freeform line height (see Chapter 3, "Working with Bands")
Snap-to-Grid Button	Turns snap-to-grid on or off

<i>Toolbar Item</i>	<i>Purpose</i>
Suppress Record Lines	Toggles between display/non-display of record band lines
Compress Record/Group Lines	Toggles between display/non-display of record lines that contain only empty fields
Field Names	Toggles between display of fields as field names or format symbols

**Figure 1.4 Formatting Toolbar Items**

### Using the Bold, Italic, and Underline Buttons

The style and underline buttons (**B**, *I*, and U) serve as toggles that turn each style on or off. For example, to make a selected item bold, click the Bold button. To remove the bold style, click the same button. The item's representation on the layout changes to indicate the selected style. You can apply more than one style to the same item. (Bold or Italic will print only if available for the currently selected font.)

### Using the Alignment Buttons

Report Designer assigns a default alignment to each field when it is inserted on the layout. The default alignment is based on the field's data type:

- Numeric fields are right-aligned;
- Memo fields are word-wrapped, left-aligned;
- All other fields are left-aligned.

To find out the alignment of any field on the layout, select it; on the Formatting Toolbar, the button for the current alignment will be "pressed in." (Note that for character and memo fields, the first character of the field symbol represents the field's alignment.)

To change field alignment, select the field and click one of the alignment buttons (Align Left, Center, Align Right, or Justify). You can also use the Alignment tab; to access the Alignment tab, select the field and press F9 (or right-click on the field and select Properties); then select the Alignment tab.

See Chapter 4, "Working with Fields," for more information about alignment and alignment symbols.

### Using the Other Formatting Buttons

The remaining items on the Formatting Toolbar provide quick access to common formatting and editing tasks:

- The Trim button controls automatic trimming of blank space between fields on the same line. You can also control trim using the Alignment tab (select Format ⇒ Properties, then select the Alignment tab).
- The Trashcan button provides a quick way of clearing selected objects or restoring the most recently "trashcanned" item(s).
- The Auto/Freeform button toggles between Auto and Freeform line height type for a line or group of lines (see Chapter 3, "Working with Bands," for an explanation of Automatic and Freeform line height).
- The Snap-To-Grid button turns snap-to-grid on or off.
- The Suppress Record Lines button toggles between display/non-display of record band lines.
- The Compress Record/Group Lines button toggles between display/non-display of record band lines that contain only empty fields.
- The Field Names button toggles between display of fields as field names or format symbols.
- 

## Changing Horizontal and Vertical Ruler Settings

### Changing Horizontal and Vertical Ruler Settings

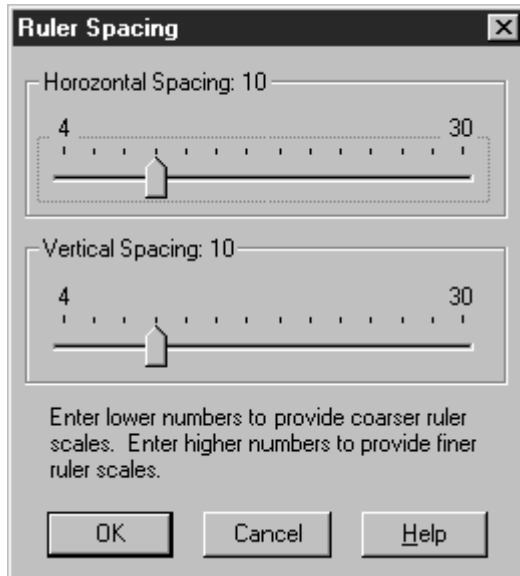
Calibrated horizontal and vertical rulers help you place fields, text, and objects at specific positions on the report layout. For example, if you type a left-justified column heading on the layout immediately under the 1 inch position on the horizontal ruler, this column heading will begin printing one inch from the left margin of your report.

The left, right, or center alignment point for a selected item is marked by a location indicator on the horizontal ruler. Vertical position is marked by a darkened band in the Band Area.

The default setting for both the Horizontal and the Vertical Ruler Spacing is 10; you can select a setting from 4 through 30. This setting controls the number of ruler increments per inch on each ruler. Note that the Ruler Spacing settings control only the spacing of the report layout rulers (since the fonts actually applied to fields in the report control the print spacing).

When the grid is turned on, the ruler settings determine the horizontal and vertical grid spacing for Freeform lines. For Automatic lines, the horizontal ruler setting determines the horizontal grid spacing; the vertical grid spacing is determined by the height of the largest font on each line. See Chapter 3, "Working with Bands," for an explanation of Automatic and Freeform line height.

To change the calibration of the rulers, right-click on either ruler or press F8 to display the Ruler Spacing dialog (see Figure 1.5).



**Figure 1.5 Ruler Spacing Dialog Box**

Using the Horizontal or Vertical Spacing slider control, select a ruler spacing from 4 through 30 units per inch. Specify a lower number to display a coarser ruler scale; specify a higher number to display a finer ruler scale.

You can use either the mouse or the keyboard to change ruler settings:

- Click to the left or right of the slide pointer to decrease (left) or increase (right) the setting by 4 units at a time. Drag the slider to change the setting in 1-unit increments.
- Use the left or right cursor key to decrease (left) or increase (right) the setting by 2 units at a time. Use Page Up or Page Down to decrease (PgUp) or increase (PgDn) the setting by 4 units at a time.

## Work Space

### Work Space

The area below the horizontal ruler line is the Work Space in which you create report layouts. The Work Space is divided into two main areas:

- The Band Area — the area to the left of the screen, which identifies the type and status of every band line on the layout. This area can be optionally displayed using a color-coding schema as well as the standard text-based band-type indication.
- The Layout Area — the large area on the right in which you create a *report layout*, a schematic representation of your report that contains the fields, text, and other objects that will appear on your report.

You can adjust the relative sizes of the Band and Layout areas using the "splitter bar" between them. Click and drag the splitter bar to the right to increase the Band Area and decrease the Layout Area; drag the splitter bar to the left to decrease the Band Area and increase the Layout Area.

## Band Area

The Layout Area consists of one or more bands, each with characteristics that define how the data in that band will be presented when the report is run. As Figure 1.1 on page 4 illustrates, the Band Area contains a band-type indicator for each band in the Layout Area. Band-type indicators, which Report Designer automatically displays when you create, insert, or move lines, identify whether a line is part of the report's Title, Page Header, Group Header, Record band, Group Footer, Summary band, or Page Footer. The name of the band type will always be displayed (just once per band type) on the bottom-most band of that type. For example, if you have three Record band lines on the layout, the third one will contain the text "Record." To make it easier to visualize bands by type, you can enable the display of color-coded band lines using the Options ⇒ Preferences dialog. To select one or more lines, click or drag the mouse in the Band Area.

The narrow channel at the right edge of the Band Area is the Line Status Area. This area provides the following information:

- Up and down arrows in the Line Status Area indicate the top and bottom border of any Freeform line (for a full explanation of Freeform lines, see Chapter 3, "Working with Bands").
- A question mark indicates that a logical field has been assigned to control printing of that line. (See Chapter 3, "Working with Bands," for information about controlling line printing with logical fields.)
- 

## Layout Area

The Layout Area typically contains text, which will appear in the report exactly as typed, and data fields, which are represented on the layout either by field symbols such as <xxxxxx (character data) and 99999 (numeric data) or by field names (if the Field Names setting has been enabled on the View menu). This area can also contain lines, boxes, bitmapped graphic images, and other objects.

The Layout Area can be scrolled both vertically and horizontally. You can create report layouts up to a maximum of 256 lines; the maximum layout width is determined by the page layout settings. You will see an **R** on the Horizontal Ruler that represents the position of the right margin. The area to the right of the margin indicator is shaded gray. You can place fields within the gray area; however, those fields might not display on a printed page depending on your printer settings. To set the right margin, select File ⇒ Page Setup.

See Chapter 4, "Working with Fields," for information about adding text and fields to a report layout. See Chapter 12, "Adding Lines, Boxes, and Shading," for information about drawing lines and boxes. For an explanation of inserting and sizing images, see Chapter 15, "Inserting Bitmapped Images."

## Using the Status Bar and Scroll Bars

### Using the Status Bar and Scroll Bars

Immediately below the Work Space is the Status Bar, which displays information about current operations and/or the position of a selected item. At the bottom and right of the main window are the horizontal and vertical scroll bars, which enable you to scroll the Work Space up and down, left and right.

### Status Bar

When you are working in the Layout Area, the Status Bar identifies the position of the edit cursor on the layout and indicates whether the "Caps Lock" or "Num Lock" key on your keyboard is on. In addition, the Status Bar may contain descriptions of command options, prompts telling you what action to take, or information about the currently highlighted field.

### Scroll Bars

Use the horizontal and vertical scroll bars to scroll the Work Space. Both the Band Area and the Layout Area can be scrolled vertically. However, only the Layout Area can be scrolled horizontally, since the information in the Band Area is relevant to the entire width of the report layout. For information about scrolling an application window, see your Windows documentation.

## Selecting from Menus

### Selecting from Menus

You execute commands by selecting from menus or clicking buttons and then using dialog boxes to provide additional information required by some commands. Operation of Report Designer menus and dialog boxes follows the Windows conventions explained in the following sections.

The Menu Bar is the main menu, from which you select the command menus you want to use. For example, selecting File in the Menu Bar will display the File menu. You can open a command menu from the Menu Bar in any of the following ways:

- Click on the command name;
- Press F10 (or Alt) and type the accelerator key for the command (the underlined letter in the command name — for example, F for File or E for Edit);
- Press F10, use the cursor keys to highlight a command name, then press Enter.

After opening a command menu, you can select a command from that menu in any of these ways:

- Click on the command name;
- Type the accelerator key for the command;
- Use the cursor keys to highlight a command; then press Enter.

For example, after opening the File menu, you can select "New" by clicking on it, by typing **N**, or by highlighting the command and pressing Enter. Cancel a command selection by clicking outside the menu box or by pressing Esc.

You can also execute some commands directly from the keyboard, without using the Menu Bar, by typing a shortcut key combination. For example, you can execute Format ⇒ Properties by pressing F9.

At some points, one or more commands on the Menu Bar or in the command menus will be dim, indicating that they are not available.

## File Menu

Use the File menu to do the following:

- Create, open, close, save, print, or preview a report;
- Enter or edit comments for the current report;
- Define the page setup;
- Manage data source connections;
- Export a report to an Active X Viewer, HTML, plain text, database, result set database, worksheet, text data, Rich Text Format (RTF), or Word Merge file or to an Excel 5.0 PivotTable or Chart;
- Send a report via email;
- Exit Report Designer.

Selecting File displays a menu of choices; selecting a choice either opens a dialog or executes a command. Figure 1.6 summarizes the actions these menu choices perform.

<b>Command</b>	<b>Purpose</b>
New (Ctrl+N)	Create an Auto-SQL report (Report Designer will dynamically define the SELECT)
New User-SQL	Create a User-SQL report (the user directly enters the SELECT)
Open (Ctrl+O)	Open or delete report; copy report to another library; select a library
Close	Close Report
Data Source Connections	Connect and disconnect data sources

<b>Command</b>	<b>Purpose</b>
Save (Ctrl+S)	Save a report
Save As	Save a report with a different name or in a different library
Properties	Enter comments for current report
Page Setup	Specify paper size, margins, orientation
Print Preview	Display the current report on the screen
Print (Ctrl+P)	Print using the current printer, select a different printer, or change print options
Export	Output report data to a plain text, database, worksheet, text data, RTF, or Word merge file or to an Excel 5.0 PivotTable or Chart
Send	Send a report via email
Exit (Alt+F4)	Leave Report Designer and return to Windows

**Figure 1.6 File Menu Choices**

Note that the Page Setup settings for paper size, margins, and orientation apply only to the current report and are saved with it.

## Edit Menu

The Edit menu provides choices for modifying reports — cutting and pasting, copying, deleting, moving, and so on. Figure 1.7 summarizes the purpose of each Edit menu choice.

<b>Command</b>	<b>Purpose</b>
Undo (Ctrl+Z)	Undo Last Clear (or Last Move)
Cut (Ctrl+X)	Remove selected item(s) and save to memory
Copy (Ctrl+C)	Copy selected item(s) to memory
Paste (Ctrl+V)	Paste item(s) saved to memory
Clear	Erase selected object(s)
Paste Clipboard Image	Paste graphic image from clipboard
Paste Special	Link or embed an object from the clipboard
Move Fields (F7)	Move selected field(s) or band line(s) using cursor keys
Duplicate Fields	Copy selected field(s) for movement

(Shift+F7)	using cursor keys
Links	Display and modify existing links in a report
Object	Modify the selected OLE object

**Figure 1.7 Edit Menu Choices****View Menu**

## View Menu

Use the View menu to do the following:

- Turn Standard Toolbar display on or off;
- Turn Formatting Toolbar display on or off;
- Turn ToolTips display on or off;
- Turn horizontal or vertical ruler on or off;
- Turn grid display on or off;
- Display fields either as symbols or as field names.

By default, the Toolbars and rulers are displayed; fields are represented by symbols on the layout; and the grid is shown. To change these settings, select View; then select the item to change.

<b>Command</b>	<b>Purpose</b>
Toolbars	Hide or show the Standard and Formatting Toolbars; enable or disable ToolTips display
Horizontal Ruler	Hide or show the horizontal ruler
Vertical Ruler	Hide or show the vertical ruler
Grid	Hide or show the grid
Field Names	Display fields as symbols or as names

**Figure 1.8 View Menu Choices**

## Toolbar and ToolTips Settings

A check mark next to either "Standard" or "Formatting" on the Toolbars dialog means that the item is currently displayed. To turn off display of either, select the appropriate item.

A check mark next to the "ToolTips" item on this dialog means that a help label will display when you position the cursor over one of the toolbar items. To turn off display of these labels, click the box to remove the check mark.

### Horizontal and Vertical Rulers

To turn on or off the display of the horizontal or vertical ruler, select Horizontal Ruler or Vertical Ruler. A check mark next to either indicates the ruler is currently visible.

### Grid

To help you align objects on the report layout, you can enable a grid consisting of a series of dots. The grid spacing is determined by the settings for the horizontal and vertical rulers. To control the grid display, select View ⇒ Grid; a check mark appears when this setting is on. When the Snap-To-Grid setting is on, items that you insert or move will "snap" to the nearest grid mark. See the **Format Menu** section of this chapter for information about turning the Snap-To-Grid setting on or off.

### Field Names

Fields can be represented on the layout either by field names or by symbols (such as >xxxxx) that identify field type and alignment. By default, each field is represented by symbols. To display field names instead, turn on the View ⇒ Field Names setting. As a result, each field's name is shown at the field's location (depending on field width, the entire name may not appear).

## Insert Menu

### Insert Menu

Using the Insert menu choices, you can insert fields from the *composite record structure* (the set of fields available for use in a report, including master and related table fields and any Report Designer total or calculated fields), create and insert new band lines, attach a text file to provide memo fields for the report, and insert lines, boxes, or images. (See Chapter 17, "Creating Form Letter Reports," for information about preparing, attaching, and using a text memo file.) Figure 1.9 briefly explains the Insert menu commands.

<b>Command</b>	<b>Purpose</b>
Field (Ins, F11)	Insert field from composite record structure
Band Line (Shift+F11)	Insert line of same type above current line
Create Band Line (Ctrl+F11)	Insert one or more lines of any band type
Text File	Insert text memo file
Line	Draw horizontal or vertical line

Box	Draw box or add shading
Picture	Insert bitmapped graphic image
Chart	Insert chart
Object	Insert an OLE object

**Figure 1.9 Insert Menu Commands**

## Format Menu

### Format Menu

The Format menu choices enable you to control the format and alignment of fields and lines, specify record formatting options, change ruler settings, and turn snap-to-grid on or off. Figure 1.10 lists the commands and explains the purpose of each. See Chapter 4, "Working with Fields," for more information about these commands.

<i>Command</i>	<i>Purpose</i>
Font (F5)	Specify typeface, size, and style
Properties (F9)	For selected band line(s): Control line height and logical conditions; for selected field(s): Modify format (width, number of integers and decimals, numeric format, etc.), alignment, trim, field comment
Band Line Justify	Align all fields on selected lines
Record Layout	Specify various record formatting options
Rulers (F8)	Change horizontal/vertical ruler spacing
Snap To Grid (Shift+F8)	Turn snap-to-grid on and off

**Figure 1.10 Format Menu Choices**

The Record Layout dialog provides settings for formatting the Record and Summary bands of a report, including selections for multiple and "snaked" columns, Avery labels, and number of record copies.

## Options Menu

### Options Menu

The Options menu includes the following choices: Preferences, Default Settings, File Settings, and Data Source (see Figure 1.11).

<i>Command</i>	<i>Purpose</i>
----------------	----------------

Preferences	Turn scroll bars on and off; enable colors for band area/preview; enable colors for total and group field dialogs; control result of selecting File ⇒ New; specify memo editor; specify display of field names, report dictionary descriptions, or both in field lists; Display sorted field names
Default Settings	Set paper size, margins, font, spacing, logical strings
File Settings	Specify default report image and template folders; default text file extensions;
Chart Settings	Specify defaults for Font and Palette for charts
Data Source	Specify a default data source and control access to data sources from Report Designer

**Figure 1.11 Options Menu Choices**

You use the Preferences dialog box to control the display of horizontal and vertical scroll bars and to specify what action Report Designer will take when you select File ⇒ New. See Chapter 5, "Setting Defaults," for more information about the Preferences dialog.

The Default Settings dialog controls global settings for paper size, margins, font and point size, font color, ruler spacing, logical strings, and snap-to-grid. These settings apply to all new reports. The Default File Settings dialog enables you to set default data, library, and image directories; specify default file extensions for text memo and image files; and specify a default report dictionary and report dictionary index.

Select Options ⇒ Data Source to specify defaults to control access to your data sources. You can change the data source defaults at any time during a Report Designer session.

See Chapter 5, "Setting Defaults," for more information about changing defaults using these dialogs.

## Database Menu

### Database Menu

Use the Database menu choices to specify the tables from which data will be drawn for a report, to sort and group that data, to create filters that select specific records, to display the SQL SELECT statement for the current report, and to define a data governor to limit the number of rows retrieved from the database while you are designing a report. Figure 1.12 summarizes the Database choices for an Auto-SQL report.

<i>Command</i>	<i>Purpose</i>
Master Table	Select or change master table (Auto-SQL reports only)
Joins	Select, edit, and remove table joins
Sort Order	Select fields to control report sort order
Group Order	Select fields to group report data
Filter	Specify selection conditions to filter records
Show SQL	Display SQL SELECT statement; copy SELECT
Limit Result	Specify maximum number of rows to retrieve
View Result Set	View all fields used in the report in a database browser window.

**Figure 1.12 Database Menu Choices**

For User-SQL reports, the Database menu choices differ slightly. See Chapter 6, "Selecting Data," and Chapter 18, "Creating User-SQL Reports," for information about Auto-SQL and User-SQL reports.

## Calculations Menu

### Calculations Menu

The Calculations menu choices enable you to create and edit calculated fields, total fields, Parameter fields, and User-Defined Functions (UDFs), as well as purge a report of any unused total and/or calculated fields.

<i>Command</i>	<i>Purpose</i>
Calculated Field	Create and edit calculated fields
Total Field	Create and edit total fields
Parameter Field	Create a field whose final value will be determined at report execution time
User Function	Create and edit User-Defined functions
Auto Total	Create totals for all selected fields
Purge Calculations	Remove all unused fields

**Figure 1.13 Calculations Menu Choices**

You use the Calculated Fields dialog box to create fields whose values are computed as a report is generated, rather than being retrieved from the database. You use the Total Fields dialog to create fields that contain summary information such as a subtotal or grand total figure; Report Designer calculates the value of such a field

according to the total options you select. You can create total and calculated fields, insert them in reports, and manipulate them just as you do data and text fields.

You use the Parameter Fields dialog to create fields whose values can be modified via a Parameter Value Entry screen when the report is executed.

To edit a total, calculated, or Parameter field that has been inserted on the layout, simply select the field and press F2 to display the Edit Total, Edit Calculation, or Edit Parameter dialog box.

You use the User Function dialog to create UDFs to process data according to an expression or formula that you define. You can create UDFs to perform complex operations and then use those UDFs in calculated field expressions in any report.

The Auto Total dialog enables you to select multiple fields on the layout and have Report Designer automatically create totals for those fields and insert the totals on a new band line.

Use the Purge Calculations command to remove any unused total, calculated fields, or Parameter fields from the report definition. Removing unused fields can speed up report generation and reduce the amount of memory required.

## Using Report Designer Dialog Boxes

### Using Report Designer Dialog Boxes

Like other Windows applications, Report Designer uses dialog boxes to request and display information related to a specific command.

Many of the dialog boxes in Report Designer are standard Windows dialog boxes. For example, the File ⇒ New dialog box is like the File New dialog in many Windows applications.

Other dialog boxes are unique to Report Designer, since they request information specific to report generation. For example, the Database ⇒ Filter dialog box requests information that enables Report Designer to construct a filter selecting specified records for a report.

You can move around in a dialog box using either the mouse or the keyboard. Using a mouse, simply click on any option to make it active. Using the keyboard, tab from option to option or press Alt plus the underlined letter in the option you want to select. When an option is active, it is marked by a highlight or dotted rectangle.

### List and Edit Boxes

#### List and Edit Boxes

A *list box* is any vertical list from which you select a setting, file, or other item. Many dialog boxes contain *edit boxes* in which you can enter text such as paths, file names, field names, or numeric values. In some cases, an edit box and list box are

combined so that you can either select from the list or type your choice in the edit box (such boxes are sometimes referred to as "combo boxes").

### List Boxes

Some list boxes open automatically when you select a command or item; on some dialog boxes, you must first click the scroll arrow next to an item to open a list box containing choices for that item. To select a choice from a list box, either click on the choice or use the cursor keys to highlight it. From the keyboard, you can select a field from a field list box by typing the first letter of the field name until the field is highlighted on the list.

Note that the complete field name (or the report dictionary comment for that field, if there is one) is displayed in the Status Bar when a field is highlighted in the field list box.

### Edit Boxes

To enter or modify text in an edit box, move the edit cursor (the vertical bar) to the box either by clicking in the box or tabbing to it. Any characters you type will be inserted at the position of the edit cursor. If the text in a box is currently selected, characters you type will replace that text.

For more information on Windows text editing operations, see your Windows documentation.

## Buttons and Check Boxes

### Buttons and Check Boxes

Most dialog boxes have *command buttons*: rectangular, labeled boxes that look like three-dimensional buttons on many displays. The most common command buttons are the OK and Cancel buttons you see in dialog boxes to indicate whether the application should accept the information in the dialog box.

Some dialog boxes have *option buttons*: small circles with an option name beside them. These buttons (also referred to in some Windows applications as "radio buttons") represent mutually exclusive options, only one of which can be selected at a time. When an option is selected, its circle is black.

*Check boxes* function as toggles to turn a setting on or off. When there is an X in the box next to an item, that setting is on.

### Selecting a Command Button

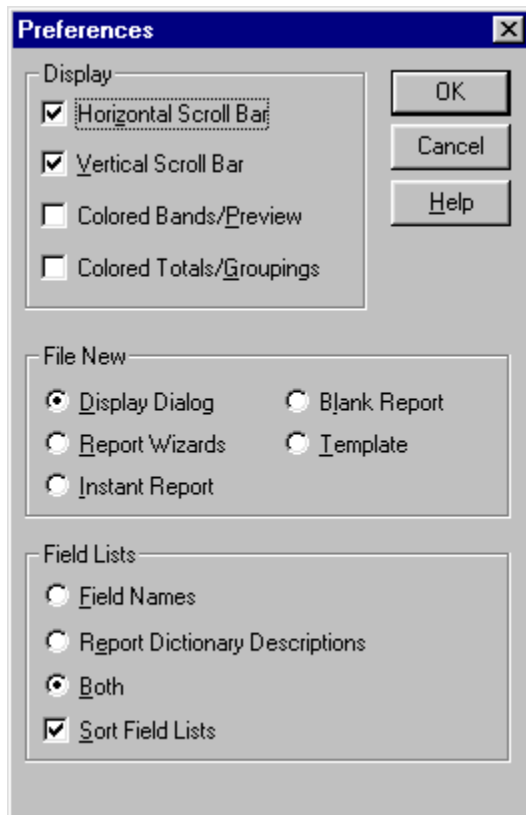
Using a mouse, select a command button by clicking on it. From the keyboard, tab to the button and press the spacebar. For those commands with an underlined letter, you can type Alt plus the underlined letter. If a command button is dim, it is currently unavailable.

### Selecting an Option Button

Using a mouse, select an option button by clicking on it. Using the keyboard, tab to the button that is currently on and press  $\uparrow$  or  $\downarrow$  to select a different button. For those options with an underlined letter, you can type Alt plus the underlined letter to turn an option button on or off. If an option button is dim, it is currently unavailable.

### Check Boxes

Using a mouse, click on a check box item to turn it on or off. Using the keyboard, tab to a check box and press Spacebar to turn it on or off. For those options with an underlined letter, you can type Alt plus the underlined letter to turn a check box on or off.



**Figure 1.14** Dialog Box with Option Buttons and Check Boxes

## Using Command-Line Switches

### Using Command-Line Switches

You can include one or more switches in the command line you use to execute Report Designer. Using command-line switches provides a quick way of opening a specific report, specifying a master table for creation of a blank or instant report, or loading a Dynamic Link Library (DLL) at startup. Figure 1.15 explains the command switches.

<i>Switch</i>	<i>Purpose</i>
/L<library file>	Applies only to reports that have been saved in a report library file. Specifies the report library containing the report identified with the /R switch. Substitute the name of the library file for <library file>.
/R<report name>	Specifies the report to be opened. Substitute the name of the report you want to open for <report name>. Can be used in conjunction with /L to open a report from a library.
/T<table name>	Specifies that Report Designer create a blank report using <table name> as the master table. Substitute the full path and name of the table you want to use for <table name>.
/I<table name>	Specifies that Report Designer create an Instant Report using <table name> as the master table. Substitute the full path and name of the table you want to use for <table name>.
/G	Prints the report specified with /R to the saved printer or to a disk file (if the report was saved with a "Print to File" destination).
/D<DLL name>	Causes Report Designer to load the Dynamic Link Library (DLL) substituted for <DLL name>. You can use this switch to improve performance of reports containing calculated fields that use the CDLL() function.
/S<script file>	Causes Report Designer to open and process the specified ReportScript file. Note that use of this switch overrides the /L, /R, /T, and /I switches.

**Figure 1.15 Command-Line Switches**