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## Formatting Reports

- Building a Report
  - Data Formats
  - Text Formats
- Adding Headers and Footers
- Formatting the Title
- Adding a New Page
  - Adding Graphics
  - Adding Borders
- Renaming Columns
- Running a Report in PDF

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## Building a Report

GOAL: To build a report to use in this chapter.

STEPS:

1. Start a new **List** report.
2. **Create** the following report.

Double click to edit text.					
Last Name	First Name	Country Description	City	State	Birthdate
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>

3. Save the report as **Formatting**.

#### 4. Run the report.

The screenshot shows a web browser window titled "Pamela Rubbo (prubbo@Princeton.EDU)" with a "Report Viewer" interface. The interface includes a toolbar with icons for navigation and printing. The main content is a table with the following data:

Last Name	First Name	Country Description	City	State	Birthdate
Aden	Hitoshi	United States	Chester	NJ	Sep 16, 1978
Adler	Meiko				Jun 16, 1980
Agyeman	Annette	United States	Erie	PA	Apr 7, 1969
Ahearn	Amy	United States	East brunswick	NJ	Apr 20, 1971
Ahmad	Heinz-Dieter	United States	Palo Alto	CA	Jan 31, 1978
Ahmed	Michael	United States	Salina	KS	Sep 26, 1973
Aidoo	Roy	United States	Stone Harbor	NJ	May 18, 1978
Alatalo	Thomas				Nov 22, 1966
Alexander	Jiping	United States	Golden Valley	MN	Jan 18, 1978
Alyea	Mark	United States	Princeton	NJ	Apr 16, 1977
Amerian	Access	United States	Lawrenceville	NJ	May 22, 1965
Amobi	Maria	United States	Bloomfield Hills	MI	Jan 30, 1975
Amon	Shiren	United States	Woodside	CA	Jul 11, 1979
Amon	Ze-Ke	United States	Flower Mound	TX	Dec 31, 1980
Andler	Gregory	United States	New York	NY	Jun 28, 1977
Andrews	Waka	United States	Minersville	PA	Sep 13, 1967
Ang	Gerald	United States	Huntington Station	NY	Sep 4, 1979
Angelo	Christian	United States	Newberry	SC	Oct 9, 1978
Anglin	Bryan	United States	Houston	TX	Jun 28, 1979
Anker	Katsuaki	United States	Woodstock	MD	Jan 21, 1974

At the bottom of the window, the date "Oct 4, 2005" is displayed, along with navigation links: "Top", "Page up", "Page down", and "Bottom". The page number "- 1 -" and the time "2:39:39 PM" are also visible.

#### 5. Close the report viewer.

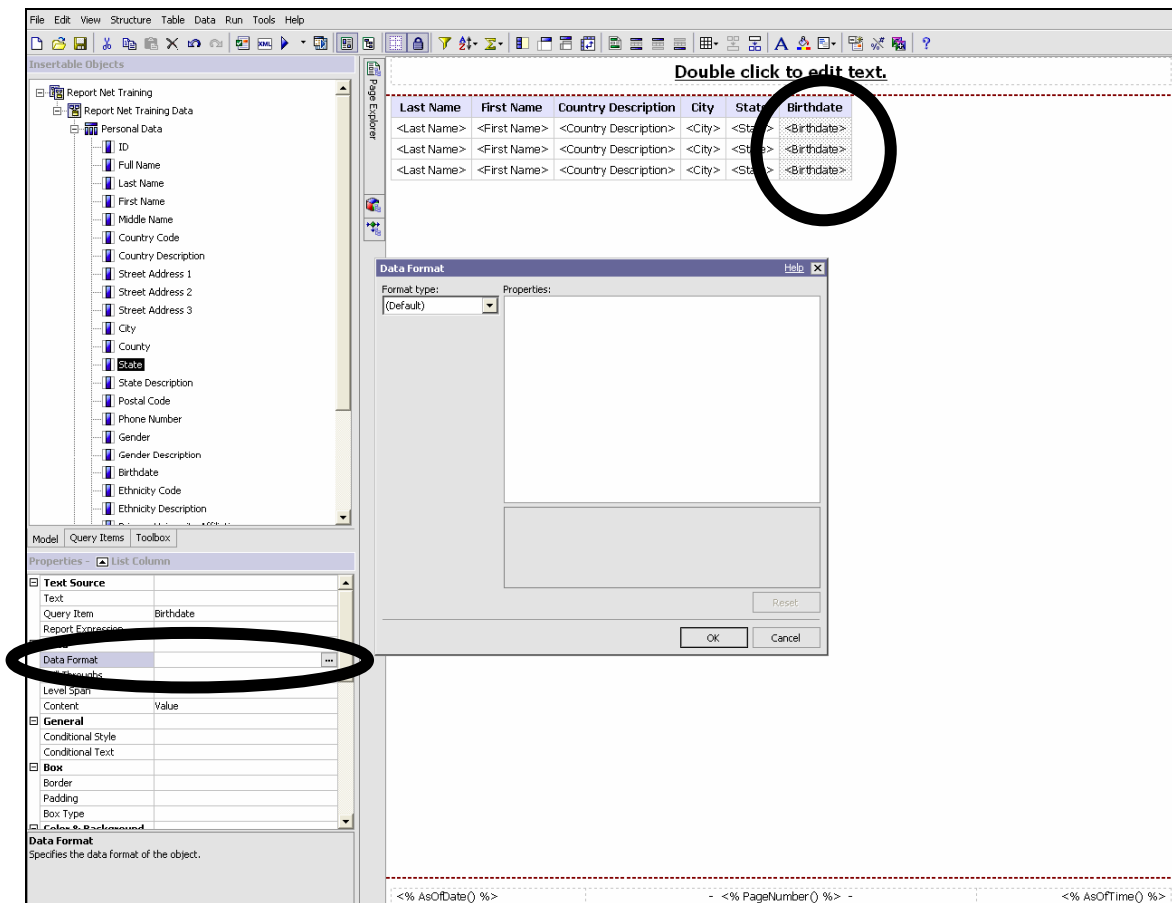
## Data Formats

Text and data within the report can be formatted to make the report easier to read, or to change to a more commonly used format in your organization's reporting structure.

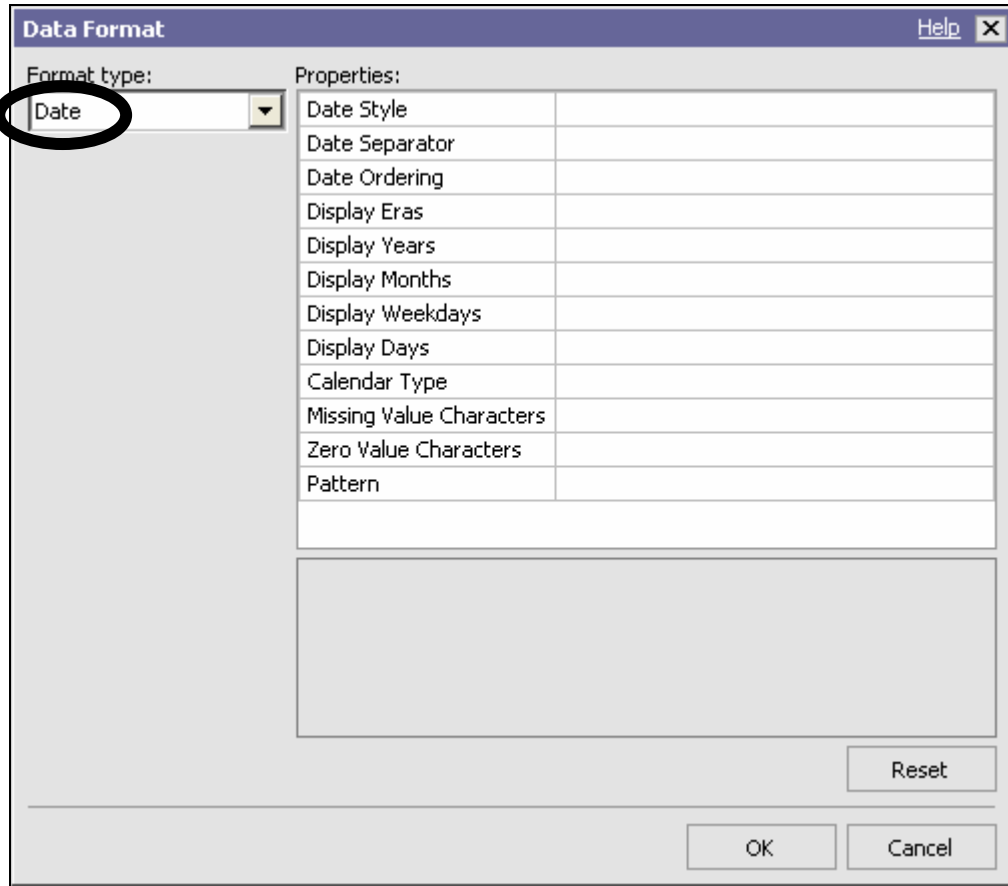
GOAL: To change the Birthdate column to mm/dd/yy format.

STEPS:

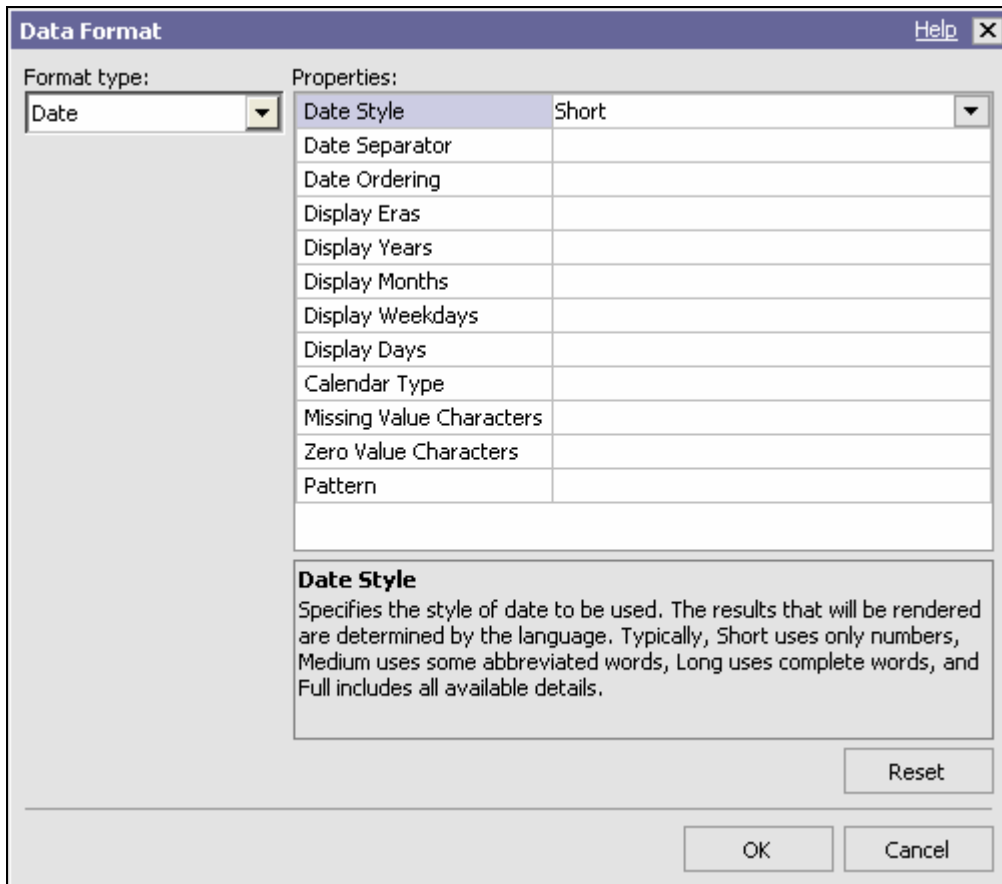
1. Using the Formatting report, save the report as **Date Formatting**.
2. Click once in the **Birthdate** column (not the column heading).
3. In the Properties window, click **Data Format**.
4. Click the **ellipsis** (the three little dots).



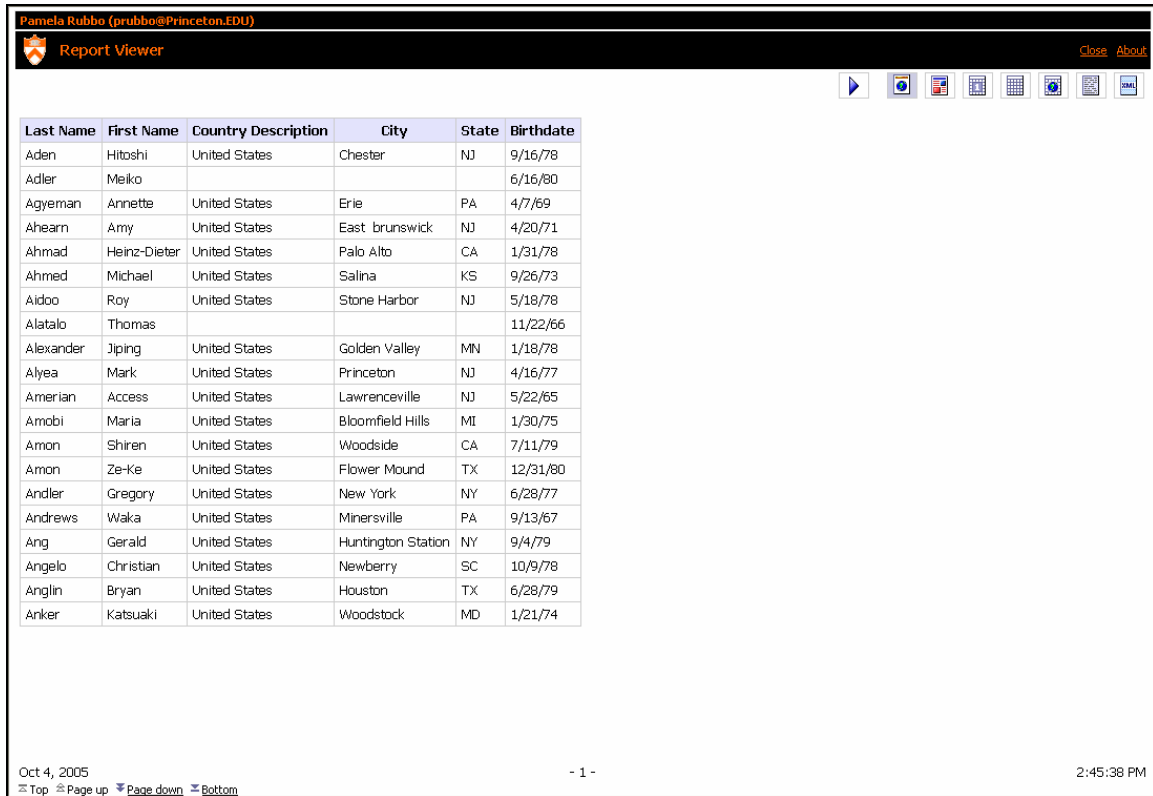
5. Under Format type, click the down arrow and choose **Date**.



- Under Properties, click **Date Style** and to the right, click the down arrow and choose **Short**.



7. Click **OK** and **Run** the report.



The screenshot shows a window titled "Report Viewer" with a user name "Pamela Rubbo (prubbo@Princeton.EDU)". The window contains a table with the following data:

Last Name	First Name	Country Description	City	State	Birthdate
Aden	Hitoshi	United States	Chester	NJ	9/16/78
Adler	Meiko				6/16/80
Agyeman	Annette	United States	Erie	PA	4/7/69
Ahearn	Amy	United States	East brunswick	NJ	4/20/71
Ahmad	Heinz-Dieter	United States	Palo Alto	CA	1/31/78
Ahmed	Michael	United States	Salina	KS	9/26/73
Aidoo	Roy	United States	Stone Harbor	NJ	5/18/78
Alatalo	Thomas				11/22/66
Alexander	Jiping	United States	Golden Valley	MN	1/18/78
Alyea	Mark	United States	Princeton	NJ	4/16/77
Amerian	Access	United States	Lawrenceville	NJ	5/22/65
Amobi	Maria	United States	Bloomfield Hills	MI	1/30/75
Amon	Shiren	United States	Woodside	CA	7/11/79
Amon	Ze-Ke	United States	Flower Mound	TX	12/31/80
Andler	Gregory	United States	New York	NY	6/28/77
Andrews	Waka	United States	Minersville	PA	9/13/67
Ang	Gerald	United States	Huntington Station	NY	9/4/79
Angelo	Christian	United States	Newberry	SC	10/9/78
Anglin	Bryan	United States	Houston	TX	6/28/79
Anker	Katsuaki	United States	Woodstock	MD	1/21/74

At the bottom of the window, there is a status bar with the date "Oct 4, 2005", a page navigation menu with "Top", "Page up", "Page down", and "Bottom", a page number "- 1 -", and the time "2:45:38 PM".

8. Close the **Report Viewer**.

9. **Save** the report.



## Text Formats

In addition to the data format, the text format of the columns can be changed to make them stand out or to make them easier to read.

GOAL: To change the Country name to a bold font style.

STEPS:

1. Use the current report.
2. Click once in the **Country Description** column (not the column heading).
3. In the Properties window, scroll down and click on **Font**.
4. Click the **ellipsis**.

Double click to edit text.

Last Name	First Name	Country Description	City	State	Birthdate
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>
<Last Name>	<First Name>	<Country Description>	<City>	<State>	<Birthdate>

Font dialog box settings:

Family:	Size:	Weight:	Style:
(Default)	(Default) pt	(Default)	(Default)
Andale mono	8pt	Normal	Normal
Andale WT	9pt	Bold	Italic
Arial	10pt		
Arial Black	11pt		
Arial Unicode MS	12pt		

Properties window - List Column

Color & Background
Background Image
Background Color
Foreground Color
Font
Horizontal Alignment
Vertical Alignment
White Space
Spacing & Breaking
Text Flow & Justification
Positioning
Size & Overflow
Fact Item
Alias

Font: Specifies the font family, size, weight, style, and effects to display the object's text.

5. In the Weight column, click **Bold**.

6. Click **OK** and **Run** the report.

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Report Viewer Close About

Last Name	First Name	Country Description	City	State	Birthdate
Aden	Hitoshi	United States	Chester	NJ	9/16/78
Adler	Meiko				6/16/80
Agyeman	Annette	United States	Erie	PA	4/7/69
Ahearn	Amy	United States	East brunswick	NJ	4/20/71
Ahmad	Heinz-Dieter	United States	Palo Alto	CA	1/31/78
Ahmed	Michael	United States	Salina	KS	9/26/73
Aidoo	Roy	United States	Stone Harbor	NJ	5/18/78
Alatalo	Thomas				11/22/66
Alexander	Jiping	United States	Golden Valley	MN	1/18/78
Alyea	Mark	United States	Princeton	NJ	4/16/77
Amerian	Access	United States	Lawrenceville	NJ	5/22/65
Amobi	Maria	United States	Bloomfield Hills	MI	1/30/75
Amon	Shiren	United States	Woodside	CA	7/11/79
Amon	Ze-Ke	United States	Flower Mound	TX	12/31/80
Andler	Gregory	United States	New York	NY	6/28/77
Andrews	Waka	United States	Minersville	PA	9/13/67
Ang	Gerald	United States	Huntington Station	NY	9/4/79
Angelo	Christian	United States	Newberry	SC	10/9/78
Anglin	Bryan	United States	Houston	TX	6/28/79
Anker	Katsuaki	United States	Woodstock	MD	1/21/74

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7. Close the **Report Viewer**.

8. **Save** the report as **Text Formatting**.

## Adding Headers and Footers

Report Studio has several options when adding more detail to your report. Page headers and footers and/or list headers and footers can be added to provide additional information to the users about the contents of the report.

**Page header and footer** includes the following properties: background color, background image, border, box type, conditional style, font, foreground color, horizontal alignment, padding size & overflow, spacing & breaking, text flow and justification, vertical alignment, and white space.

**List header** appears at the beginning of a list for each grouped item, and is good for presenting carry-forward group totals, or group identifiers.

**List footer** appears at the end of a list for each grouped item, and is good for presenting group totals.

GOAL: To add a list header to the report.

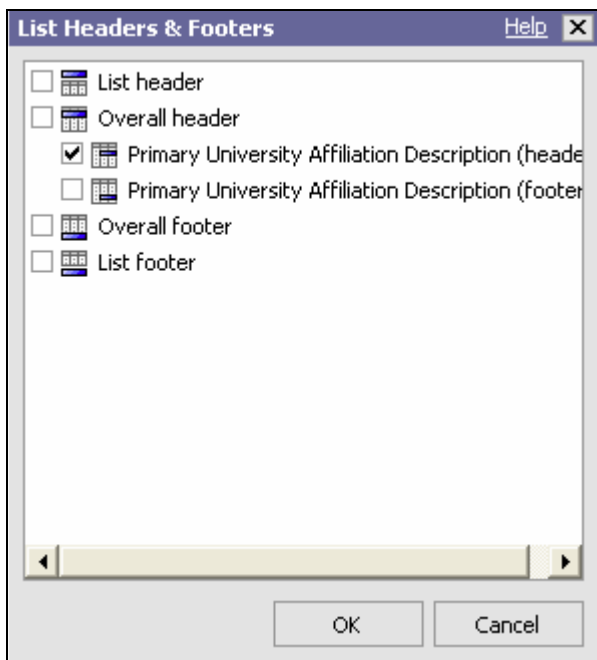
STEPS:

1. Use the **Text Formatting** report and save it as **Headers**.
2. Remove the **Country Description**, **State**, and **City** columns.
3. Add **Primary University Affiliation Description** and **Primary University Group Affiliation Description** as the first two columns.
4. Group the **Primary University Affiliation** column.

Double click to edit text.				
Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>

5. Click the **List Headers & Footers** icon .

6. Click the **Primary University Affiliation Description (header)** box.



7. Click **OK**.

**Double click to edit text.**

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>

8. **Run** the report. Notice that each Primary University Affiliation Description group has a header identifying it.

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
Employee				
Employee	Human Resources	Agyeman	Annette	4/7/69
	Human Resources	Ahmed	Michael	9/26/73
	Human Resources	Aidoo	Roy	5/18/78
	Human Resources	Alatalo	Thomas	11/22/66
	Human Resources	Alyea	Mark	4/16/77
	Human Resources	Amobi	Maria	1/30/75
	Human Resources	Andler	Gregory	6/28/77
	Human Resources	Andrews	Waka	9/13/67
	Human Resources	Anker	Katsuaki	1/21/74
	Human Resources	Bakhtiar	Joan	9/15/76
	Human Resources	Barnes	Steve	4/2/77
	Human Resources	Bayri	John	3/24/74
	Human Resources	Bearse	Thomas	5/16/77
	Human Resources	Bell	Yasuko	2/5/78
	Human Resources	Beltramo	Ronald	11/9/78
	Human Resources	Benitez	Lydia	11/6/77
	Human Resources	Benton	Serge	5/19/76
	Human Resources	Biller	Rutha	10/15/78
	Human Resources	Birch	Anthony	8/9/77
	Human Resources	Bontekoe	Randolph	5/2/76

9. **Close** the Report Viewer.

10. Click **Save**.

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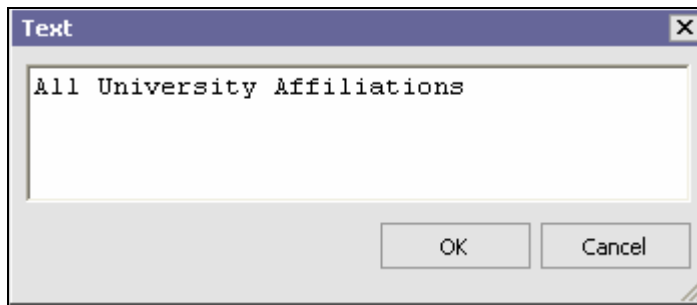
## Formatting the Title

Once you add a title, you can easily add formatting for emphasis.

GOAL: To add and format a title.

STEPS:

1. Use the current report and save it as **Title**.
2. In the Page Header area, double-click on the **Double click to edit text** to add a title.
3. In the Text window, type **All University Affiliations**.



4. Click **OK**.

All University Affiliations				
Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>

5. **Run** the report.

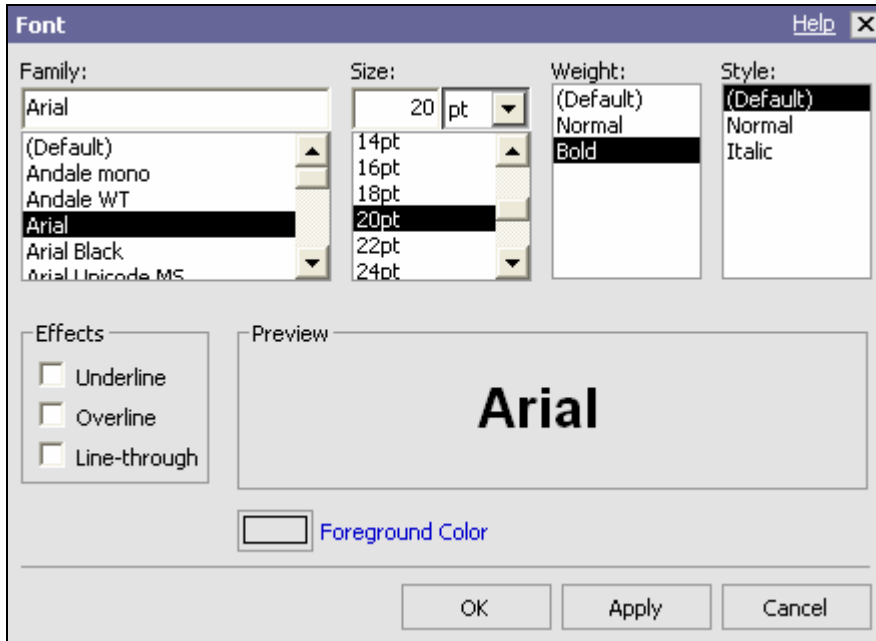
All University Affiliations				
Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
Employee				
Employee	Human Resources	Agyeman	Annette	4/7/69
	Human Resources	Ahmed	Michael	9/26/73
	Human Resources	Aidoo	Roy	5/18/78
	Human Resources	Alatalo	Thomas	11/22/66
	Human Resources	Alyea	Mark	4/16/77
	Human Resources	Amobi	Maria	1/30/75
	Human Resources	Andler	Gregory	6/28/77
	Human Resources	Andrews	Waka	9/13/67
	Human Resources	Anker	Katsuaki	1/21/74
	Human Resources	Bakhtiar	Joan	9/15/76
	Human Resources	Barnes	Steve	4/2/77
	Human Resources	Bayri	John	3/24/74
	Human Resources	Bearse	Thomas	5/16/77
	Human Resources	Bell	Yasuko	2/5/78
	Human Resources	Beltramo	Ronald	11/9/78
	Human Resources	Benitez	Lydia	11/6/77
	Human Resources	Benton	Serge	5/19/76
	Human Resources	Biller	Rutha	10/15/78
	Human Resources	Birch	Anthony	8/9/77
	Human Resources	Bontekoe	Randolph	5/2/76

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6. **Close** the Report Viewer.

7. Click on the text **All University Affiliations** so that it is selected. (The Properties window should read “Text Item” in the title bar.)

8. In the Properties window, click **Font** and click the **ellipsis**. Change Family to **Arial**, Size to **20pt**, and Weight to **Bold**.



9. Click **OK** and then **Run** the report.

Pamela Rubbo (prubbo@Princeton.EDU)

Report Viewer Close About

**All University Affiliations**

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Birthdate
Employee				
Employee	Human Resources	Agyeman	Annette	4/7/69
	Human Resources	Ahmed	Michael	9/26/73
	Human Resources	Aidoo	Roy	5/18/78
	Human Resources	Alatalo	Thomas	11/22/66
	Human Resources	Alyea	Mark	4/16/77
	Human Resources	Amobi	Maria	1/30/75
	Human Resources	Andler	Gregory	6/28/77
	Human Resources	Andrews	Waka	9/13/67
	Human Resources	Anker	Katsuaki	1/21/74
	Human Resources	Bakhtiar	Joan	9/15/76
	Human Resources	Barnes	Steve	4/2/77
	Human Resources	Bayri	John	3/24/74
	Human Resources	Bearse	Thomas	5/16/77
	Human Resources	Bell	Yasuko	2/5/78
	Human Resources	Beltramo	Ronald	11/9/78
	Human Resources	Benitez	Lydia	11/6/77
	Human Resources	Benton	Serge	5/19/76
	Human Resources	Biller	Rutha	10/15/78
	Human Resources	Birch	Anthony	8/9/77
	Human Resources	Bontekoe	Randolph	5/2/76

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Top Page up Page down Bottom

10. Click **Save**.



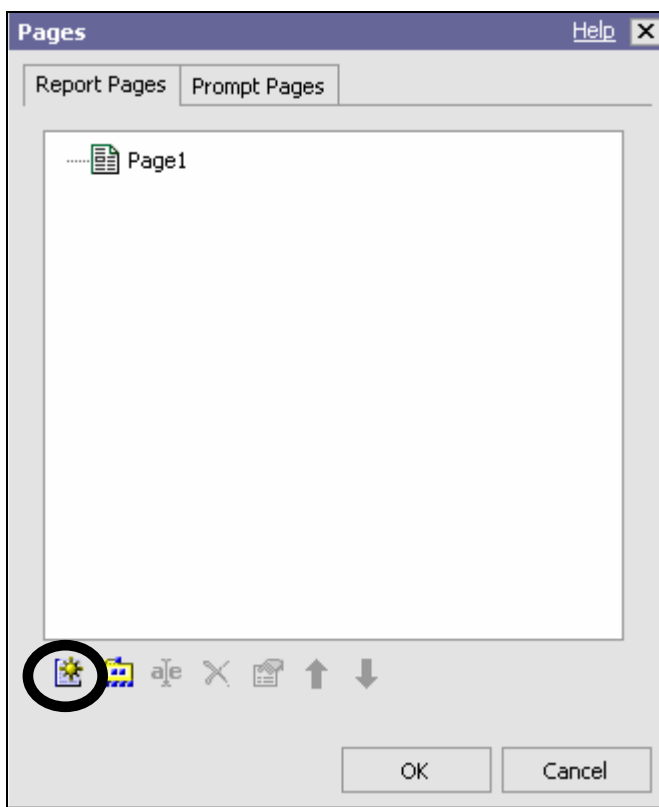
## Adding a New Page

Adding a new page enables you as a report user to add the page either as a title page before the body of the report, or as a secondary page that may serve as an additional reporting page, or as a summary.

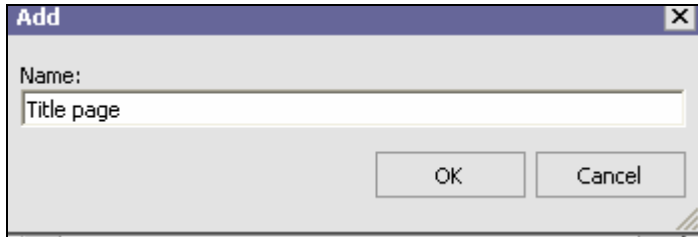
GOAL: To add an introductory Title page.

STEPS:

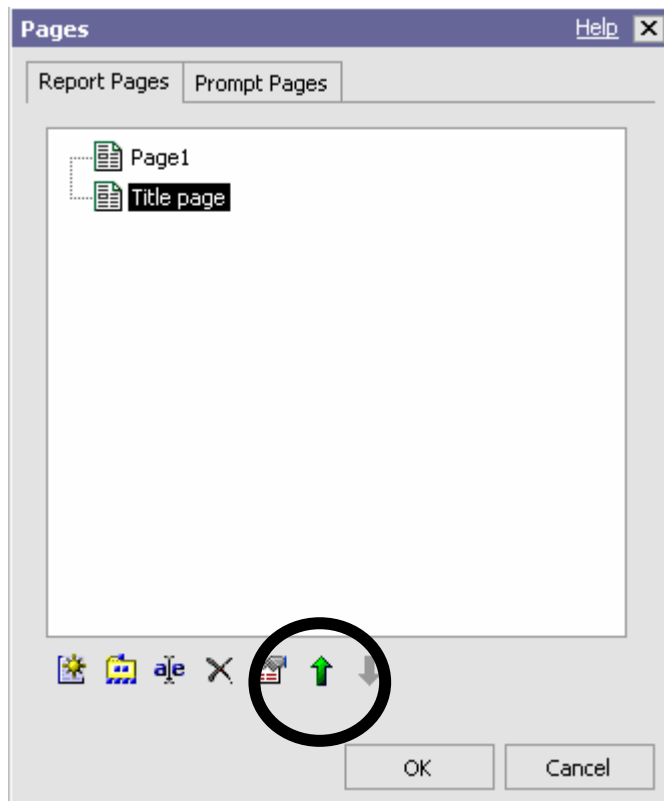
1. Use the current report and save it as **Title page**.
2. From the File menu, click **Pages**.
3. In the Pages window, click the **Add** icon.



4. In the Add window, type **Title Page**.



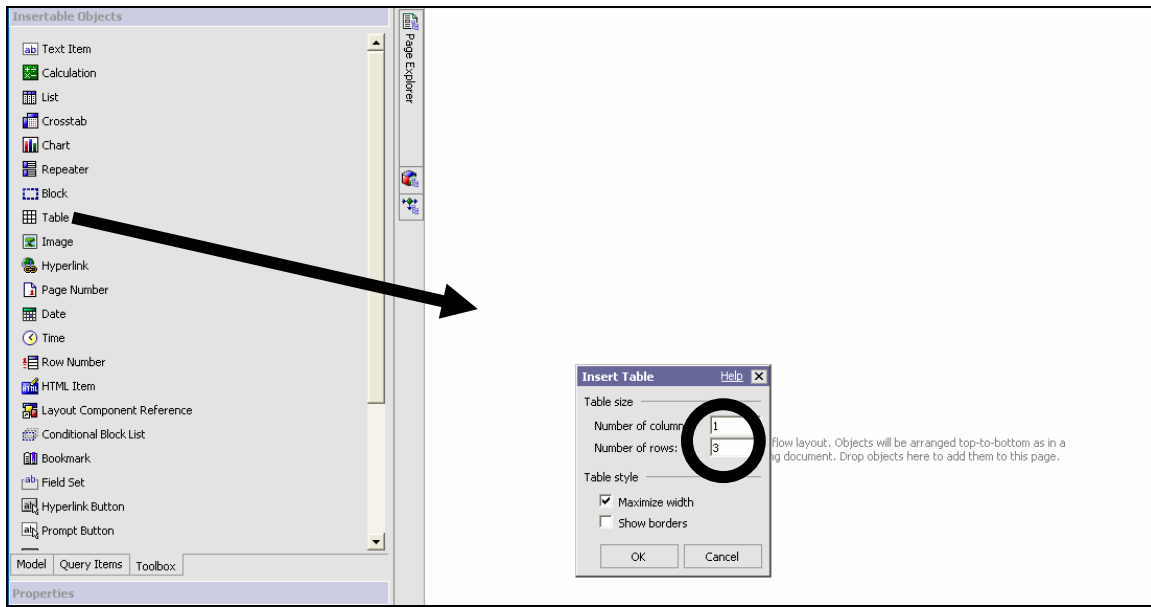
5. Click **OK**.



6. In the Pages window, click the **Move Up** icon  to place the Title page before Page1.

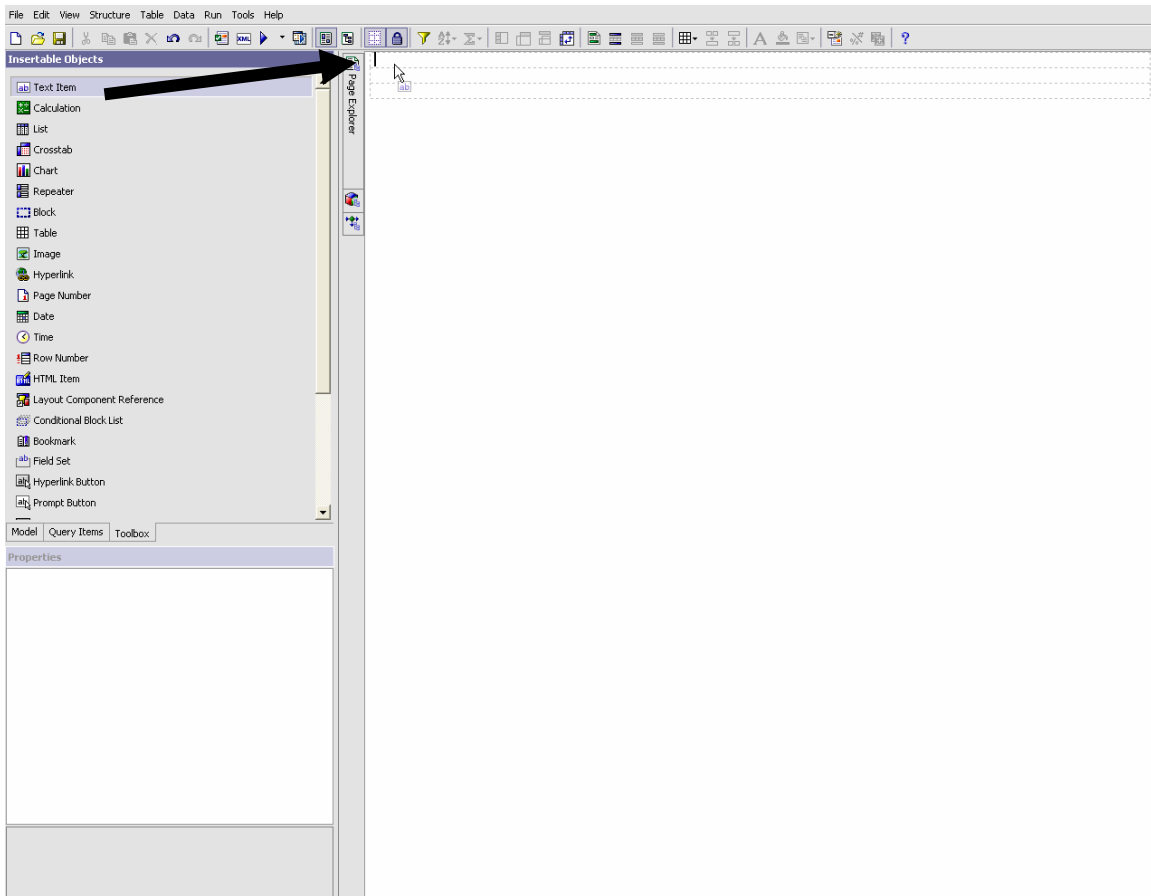
7. Click **OK**.

8. Click the **Toolbox** tab.
9. Drag and drop the **Table** into the blank page.
10. For columns, type **1**, and for rows, type **3**.



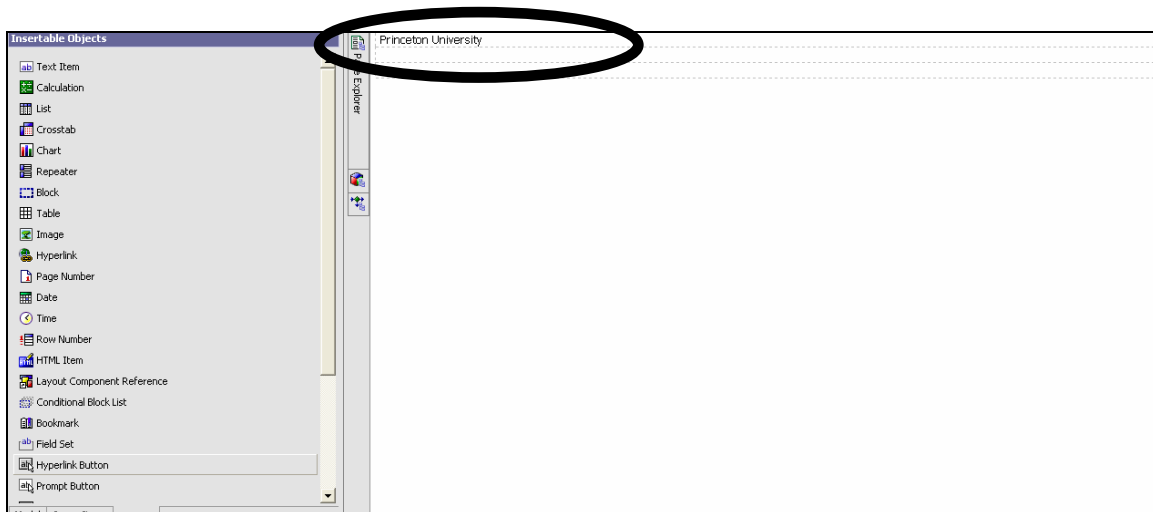
11. Click **OK**.

12. Drag and drop a **Text Item** into the first row.



13. In the Text window, type **Princeton University**.

14. Click **OK**.

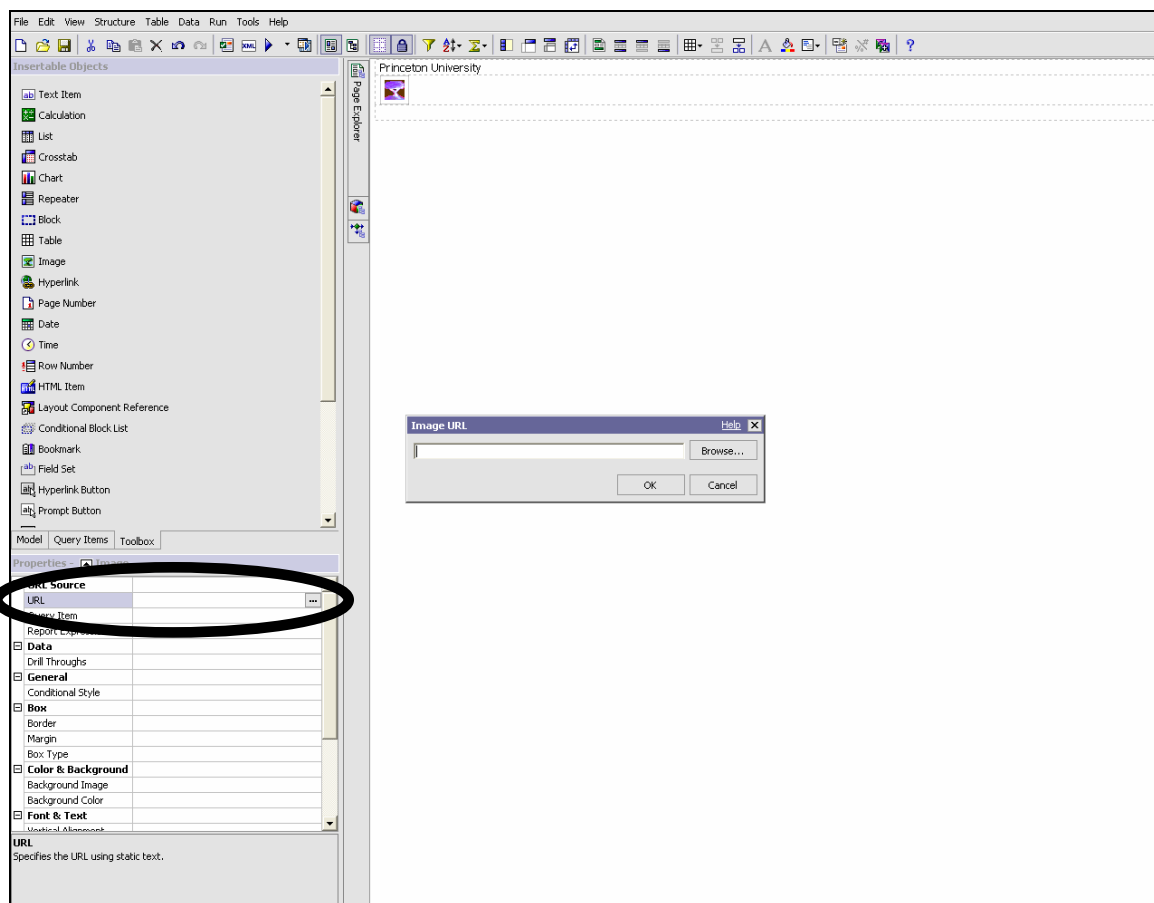


## Adding Graphics

GOAL: To add a graphic image to the report page

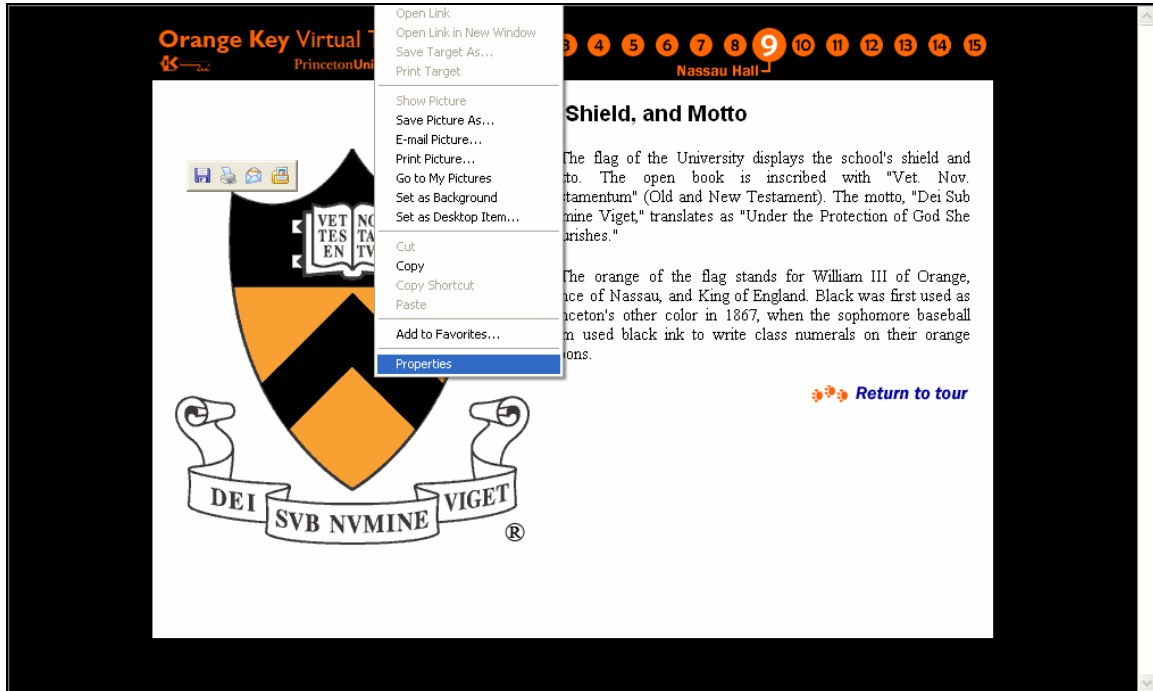
STEPS:

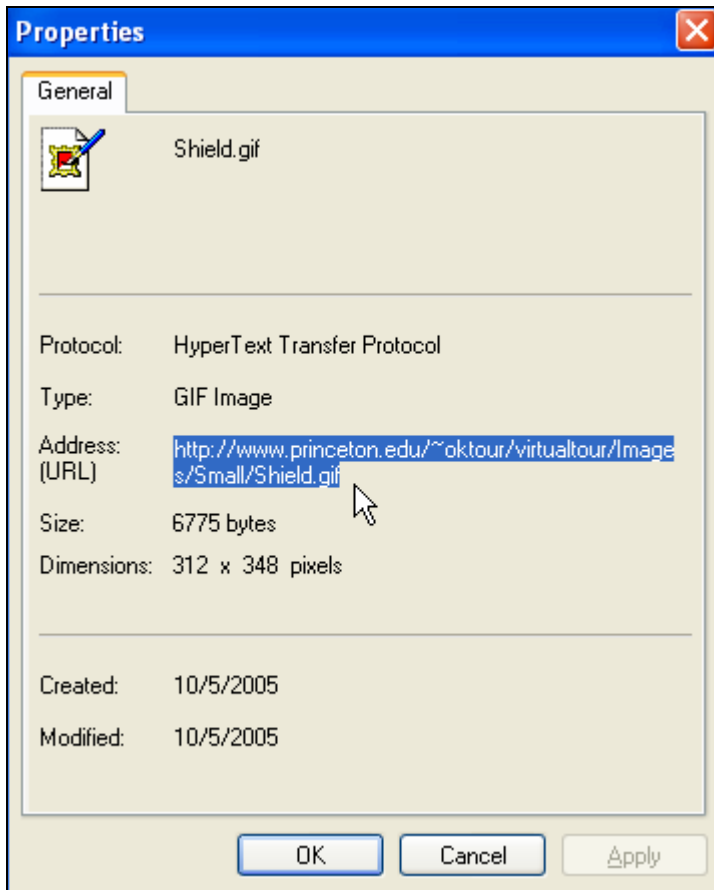
1. Drag and drop an **Image** into the second row.
2. Click the **Image** placeholder.
3. In the Properties window, click on **URL** and then click the **ellipsis**. In the Image URL window, you may type a file name and location of a picture.



**Note:** You may get an error message if you click Browse. This means that your ReportNet server is not configured to allow directory browsing.

6. Go to the <http://www.princeton.edu/~oktour/virtualtour> and then **Launch the Tour**.
7. Click on Page 9 and then under **More information** click on [University flag, shield, and motto](#).
8. **Right-click** on the shield.



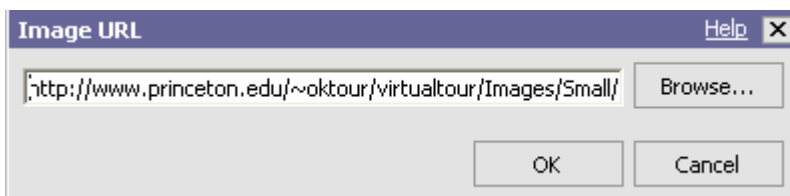
9. Select **Properties**.

10. In the Properties window, highlight the **URL** and press **Ctrl-C** on your keyboard to copy.

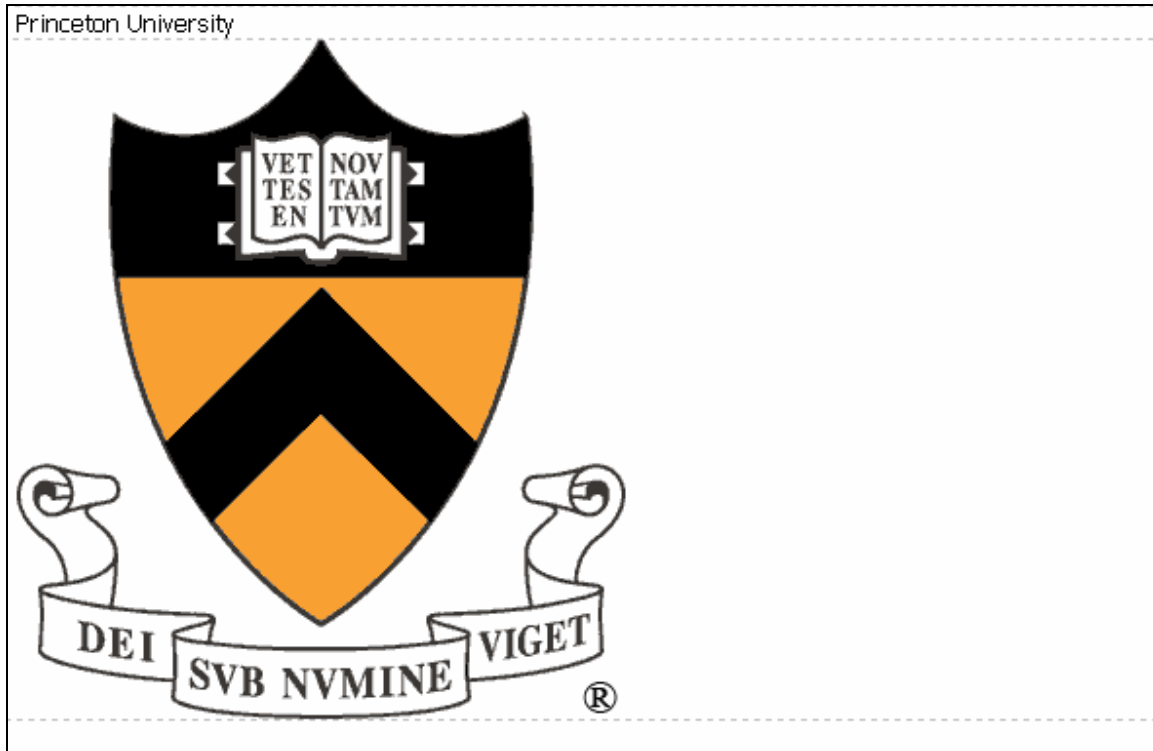
11. Click **OK**.

12. Return to **Report Studio**

13. Click in the **Image URL** text area and press **Ctrl-V** to paste the **URL** for the shield.



14. Click **OK**. Click outside the table to deselect the shield.

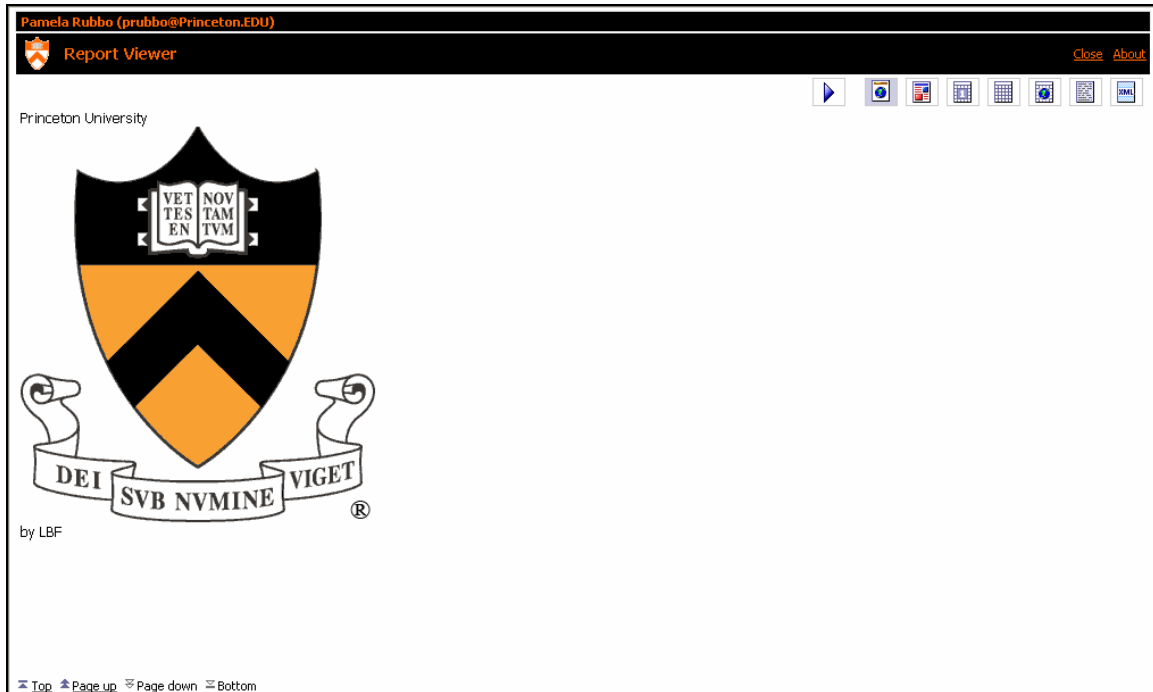


15. Add a **Text Item** to the third row.



16. Place **by “your initials”** in the text field and click **OK**.

17. **Run** the report. (Click the Page down link if you want to view the second page that contains the body of the report.)



18. **Close** the Report Viewer and **Save** the Report.


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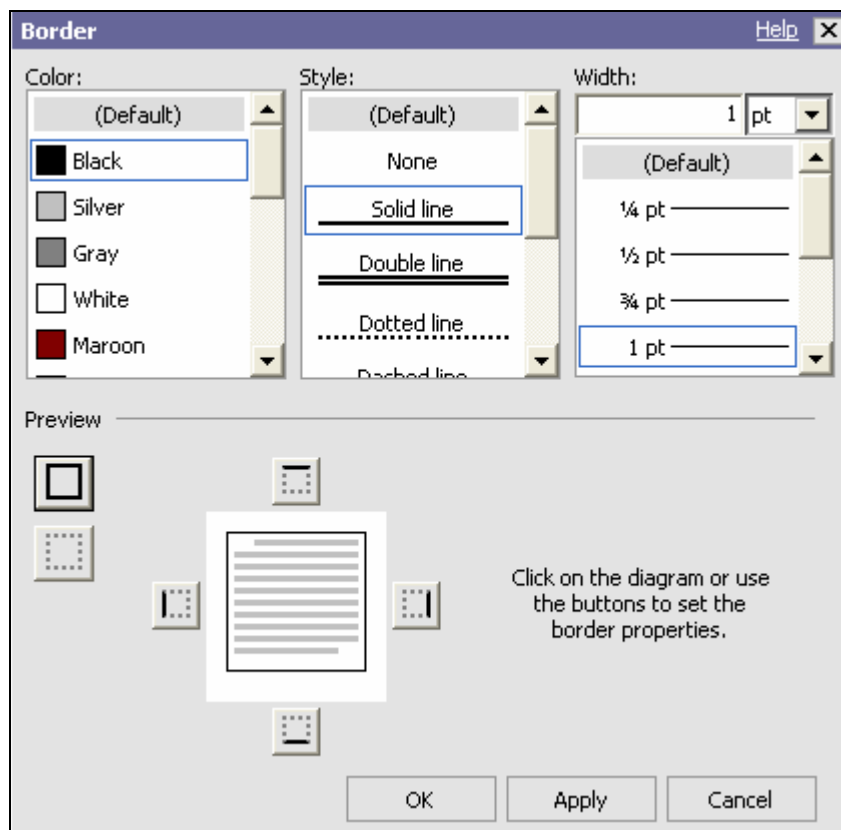
## Add Borders

You can add borders to objects in a report such as a column, a header, footer, or to the whole report to improve appearance.

GOAL: Add a border to the text object and List report.

STEPS:

1. **Click** on the **Table Cell** containing the text item with your initials. (The title bar in the Properties window should read Table Cell.)
2. In the Properties window, double-click **Border**.
3. Set Color to **Black**, Style to **Solid line** and Weight to **1 pt**.
4. Under Preview, click on the **border** icon  .



5. Click **OK** and **Run** the report.

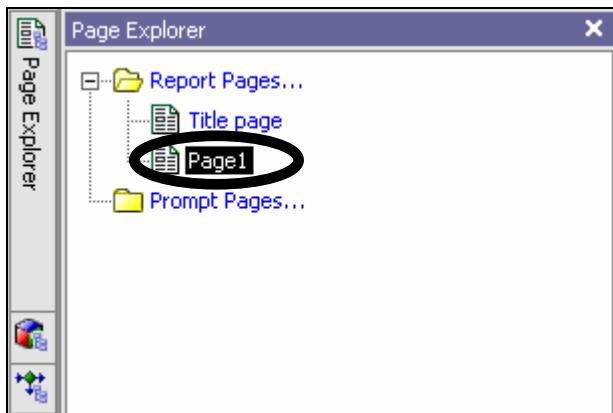
## Renaming Columns

Change the column heading to provide a more meaningful name. When you add a query item to a report, the query item name is initially used as the column heading.

GOAL: Rename the column headings and change the font type in the list report.

STEPS:

1. Click the **Page Explorer** bar. Click on **Page 1** to return to the report page.



2. Click the **Birthdate** column heading.
3. In the **Properties** window, double-click on **Text**.

4. In the Text box, type **Date of Birth**.

The screenshot shows the ReportNet-Report Studio 1.1 interface. The main window displays a report titled "All University Affiliations" with a table structure. The table has five columns: "Primary University Affiliation Description", "Primary University Affiliation Group Description", "Last Name", "First Name", and "Birthdate". The table content is currently empty, showing placeholder text like "<Primary University Affiliation Description>".

A "Text" dialog box is open in the foreground, with the text "Date of Birth" entered in the text box. The dialog has "OK" and "Cancel" buttons.

The left sidebar shows the "Insertable Objects" list, including Text Item, Calculation, List, Crosstab, Chart, Repeater, Block, Table, Image, Hyperlink, and Page Number. The "Properties" pane for the selected "List Column Title" is visible, showing fields like "Text Source", "Query Item", "Report Expression", "Data", "General", and "Box".

The bottom of the report design shows a footer area with placeholder text: "<% AsOfDate() %> - <% PageNumber() %> - <% AsOfTime() %>".

5. Click **OK**.

The screenshot shows a report design tool interface. At the top is a menu bar (File, Edit, View, Structure, Table, Data, Run, Tools, Help) and a toolbar with various icons. On the left, there is an 'Insertable Objects' pane with a list of objects: Text Item, Calculation, List, Crosstab, Chart, Repeater, Block, Table, Image, Hyperlink, and Page Number. Below this is a 'Properties' pane for a 'List Column Title' with sections for Text Source, Data, General, Box, and Color & Background. The main area displays a table titled 'All University Affiliations' with the following structure:

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Date of Birth
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>
<Primary University Affiliation Description>				
<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Last Name>	<First Name>	<Birthdate>

At the bottom of the report area, there is a footer section containing the following text: <% AsOfDate() %> - <% PageNumber() %> - <% AsOfTime() %>

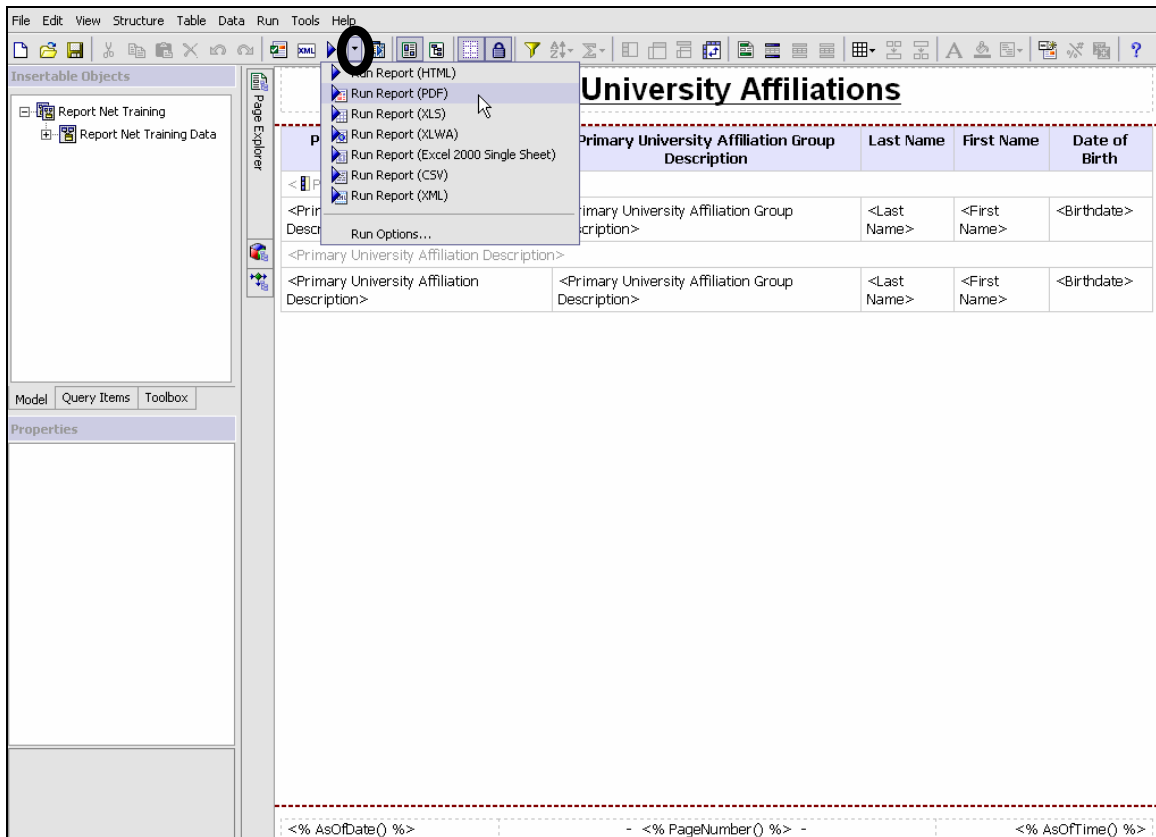
## Running a report in PDF

You may run your reports in various formats, including PDF, and change your parameters for printing purposes.

GOAL: To run the report as PDF and change printing parameters.

### STEPS:

1. Click the **arrow** next to the **Run** icon and select **Run Report (PDF)**.



2. The report is shown in PDF format. Click the **right-arrow** at the bottom of the screen to move to the second page.

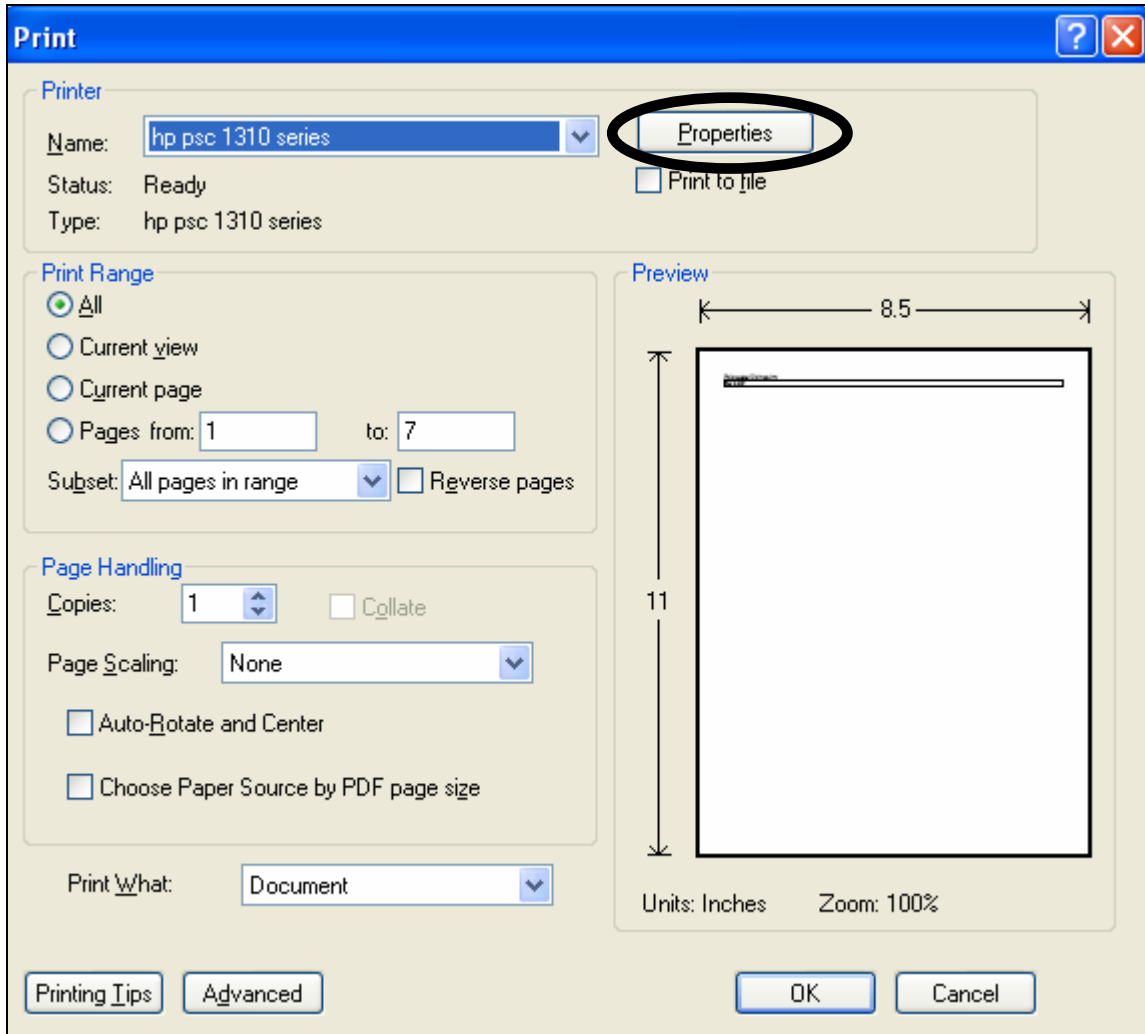
Pamela Rubbo (prubbo@Princeton.EDU)  
Report Viewer

### All University Affiliations

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	Date of Birth
Employee				
Employee	Human Resources	Agyeman	Annette	4/7/69
	Human Resources	Ahmed	Michael	9/26/73
	Human Resources	Aidoo	Roy	5/18/78
	Human Resources	Alatalo	Thomas	11/22/66
	Human Resources	Alyea	Mark	4/16/77
	Human Resources	Amobi	Maria	1/30/75
	Human Resources	Andler	Gregory	6/28/77
	Human Resources	Andrews	Waka	9/13/67
	Human Resources	Anker	Katsuaki	1/21/74
	Human Resources	Bakhtiar	Joan	9/15/76
	Human Resources	Barnes	Steve	4/2/77
	Human Resources	Bavri	John	3/24/74

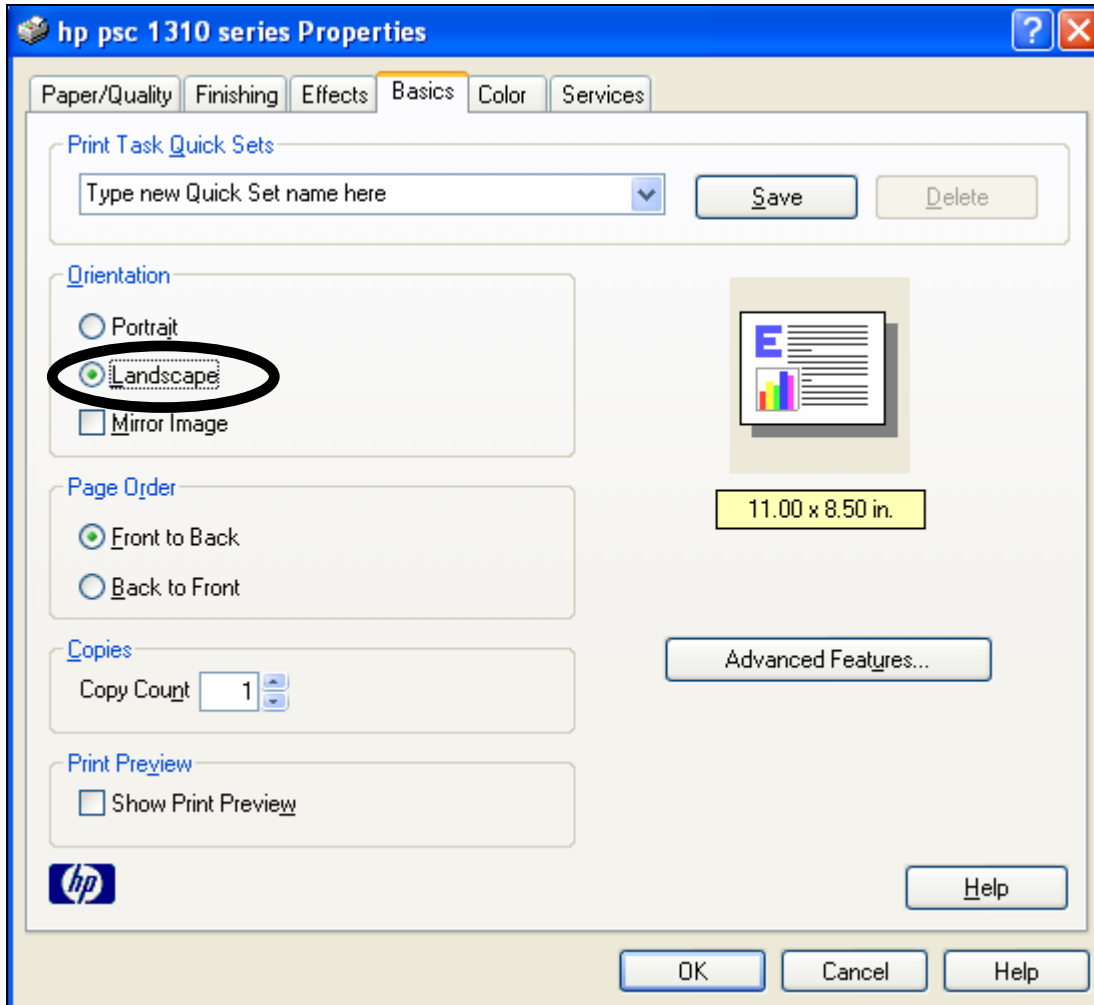
8.5 x 11 in | 2 of 7

3. Click the **Print** icon and click **Properties**.





- Click the **Basics** tab. Under **Orientation**, select click **Landscape**.



- Click **OK**.
- Click **OK** again to print or click **Cancel**.

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