

Steps

1. Field selection
2. Labeling fields
3. Grouping
4. Sort options
5. Choose layout
6. Create report

How do you want your report to look?

Layout of data

Tabular

Columnar, single-column
Columnar, two columns
Columnar, three columns
In blocks, labels above
In blocks, labels left

Layout of headers and footers

Default

Orientation



Landscape



Portrait



Help

< Back

Next >

Finish

Cancel