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

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