**Move/Resize Controls**

Sometimes it may be necessary to move a text box, a label box, or another control box independently of each other.

**Move a Field and Its Label**
To move a field and its label to another position in the report, follow these steps:
- Select both of the controls.
  - Click on the label control.
  - Hold down the **Shift** key and click the field control.
  - A gold box will appear around each of the controls indicating that they have been selected.
- Move the mouse button over one of the labels until it changes to look like the illustration at the right.
- Click and hold the mouse button.
- Drag the controls to the new location.
- Release the mouse button.

**Move a Text Box or Label Separately**
To move a field or label separately, follow these steps:
- Select the control containing the field or label to be moved.
- Move the mouse button over the label until it changes to look like the illustration at the right.
- Click and hold the left mouse button.
- Drag the control to the new location.
- Release the mouse button.

**Resize One Control**
- Select the control that is to be resized.
- The sizing handles are the orange squares around the sides of the selected control.
- Resize the control by using one of the resizing options listed below.

<table>
<thead>
<tr>
<th>To Change</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box height</td>
<td>Drag the top or bottom sizing handles to change the height of the box.</td>
</tr>
<tr>
<td>Box width</td>
<td>Drag the left or right sizing handles to change the width of the box.</td>
</tr>
<tr>
<td>Box height and width</td>
<td>Drag a corner sizing handle to change both the height and width of the box at the same time.</td>
</tr>
</tbody>
</table>

**Resize a Field and Its Label**
- Select both of the controls.
  - Click on the label control.
  - Hold down the **Shift** key and click the field control.
  - A gold box will appear around each of the controls indicating that they have been selected.
- The sizing handles are the orange squares around the sides of the selected control.
- Refer to the table in the previous section for an explanation of each of the resizing options.