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.

To Change		Do This
Box height	↕	Drag the top or bottom sizing handles to change the height of the box.
Box width	↔	Drag the left or right sizing handles to change the width of the box.
Box height and width	↘	Drag a corner sizing handle to change both the height and width of the box at the same time.

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.