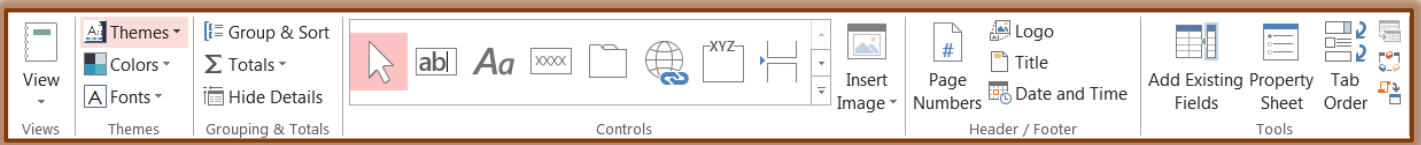


Report Design Tools-Design Tab

This ribbon is used to change the formatting of reports in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the form. The table below lists and describes the tabs, groups, and buttons available on the Design Tab. This tab is available in both Layout View and Design View. Some of the buttons in the Tools Group are not available in Layout View.



Groups/Buttons	Description
Views Group	
View	This button is used to select different views for the report. These views are listed in the next four rows.
Report View	This view is similar to Print Preview in that the report is viewed as it will appear when printed. Changes to the design of the report cannot be made in this view.
Print Preview	To view how the report will look when printed, click this button. The Print Preview Contextual Tab will display. This tab can be used for viewing the report in different formats.
Layout View	With this view it is possible to see the report as it appears in Report View, but still modify the report's design.
Design View	This view contains the tools necessary to create a custom report. In this view, fields are added and can be manipulated in many different ways to design the report.
Themes Group	
Themes	Themes are used to change the overall design of a report including fonts and colors. When this button is clicked a gallery of different themes will appear.
Colors	Click this button to change the colors for the current theme. A gallery of different color groups will appear.
Fonts	This button is used to change the font for the current theme. A gallery of different font groups will appear.
Grouping and Totals Group	
Group and Sort	Use this button to group and sort records in a report to make it easier to read. Different group levels may be applied to a report.
Totals	To insert totals for each group in a report, click this button.
Hide Details	When more than one group level is specified for a report, this button can be used to hide all levels except the top one.
Controls Group	
Controls Gallery	This option is used to insert different types of controls into a report, such as subreports, text boxes, labels, and hyperlinks.
Insert Image	Click this button to insert an image into a report. Click the Browse button to open the Insert Picture window.

Groups/Buttons	Description
Header/Footer Group	
Page Numbers	Click this button to insert Page Numbers into the report. The Page Numbers dialog box will display where parameters for the numbers may be specified.
Logo	To insert a picture of a company logo into the report, click this button. The Insert Window will appear once the icon is placed in the report.
Title	This button is used to insert a title in the Header area of the report. Once the title is inserted, it can be customized.
Date and Time	Click this button to insert the date and time into the Header of the form. The Date and Time dialog box will display where the format for the Date and Time can be specified.
Tools Group	
Add Existing Fields	This button is used to insert a field into a report based on an existing report. A list of fields in the table for which the report is being created will appear.
Property Sheet	Click this button to open the Properties Task Pane. This Task Pane is used to specify the properties for the selected control.
Tab Order	When a report is created the tab order is determined by the order of the fields in a report, from top to bottom. This option is used to change the tab order when fields are rearranged to make them in a more logical order.
Subreport in New Window	Use this button to open the selected subreport in a new window.
View Code	This button is used to open the Visual Basic Editor program. This program can be used to insert code for the report.
Convert Report Macros to Visual Basic	Macros in Access Reports can be converted to Visual Basic. Click this button to accomplish this.