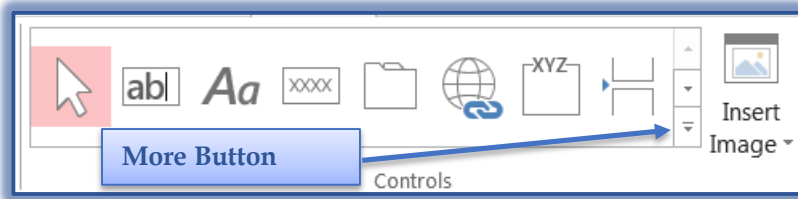


ADD A SUBREPORT TO THE REPORT'S DETAIL SECTION

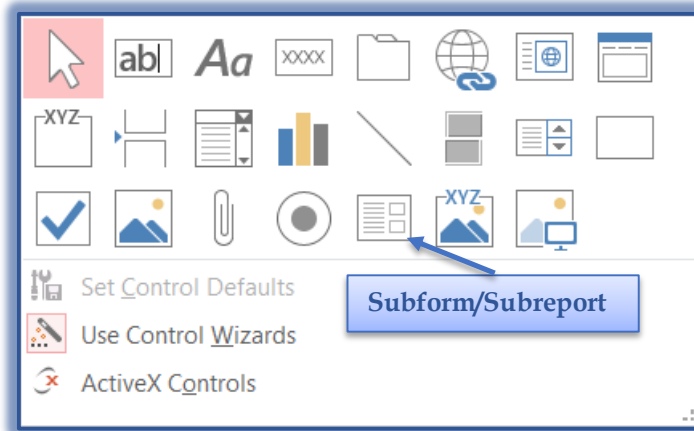
The **Potential Income Report** in the **Jobs** database will be used for this exercise.

A subreport is a report that is inserted into another report. When reports are combined, one of the reports must be the main report. The subreport is then embedded into the main report. The subreport will be linked to the main report.

- † Open the **Potential Income** report from the **Jobs** database. This report was created using the **Create Custom Reports in Design View** lesson.
- † Resize the **Detail Section** of the report so that the **1.5-inch** mark will appear on the vertical ruler.
- † Click the **More** button on the right-side of the **Controls Gallery** in the **Controls Group** (see illustration below).



- † Make sure the **Use Control Wizard** is selected. The icon to the left of the command will change to orange when it is selected.
- † Click the **Subform/Subreport** tool in the **Controls Group** (see illustration below).



- † Position the plus (+) portion of the pointer near the left edge of the **Detail** section, just below the **1.5-inch mark** on the vertical ruler and horizontal rulers. The information should start in the **third** column of grid dots.
- † Click the mouse button.
- † The **first Subreport** dialog box will open (see illustration on next page).
- † Make sure the **Use existing Tables and Queries** option button is selected.
- † Click the **Next** button.
- † Click the **Tables/Queries** list arrow to display the list of tables and queries in the **Jobs** database.
- † Click **Query: Potential Placement Fees**.
- † Click the double right pointing arrows to select all the fields from the query.
- † Click the **Next** button to open the next **Subreport Wizard** dialog box.
 - ☆ This dialog box is used to select the link between the main report and the subreport.

- ✧ Make sure the **Choose from a list** option box is selected.
- ✧ Make sure the **first link** is highlighted.
- ✧ Click **Next** to move to the last step in the process
- ✧ Type **Potential Income Subreport** as the name for this subreport.
- ✧ Click the **Finish** button.
- ✧ Access will insert a subreport control, which is where an employer's position records will appear in the **Detail** section of the main report.
- ✧ Save the changes to the report.
- ✧ Maximize the **Report** window.
- ✧ Resize the subreport window so that all the fields will display.
- ✧ Switch to **Print Preview** to review the report.

