Report Wizard
To create a report using the report wizard:

- On the Create tab, click the Report Wizard button

- Choose the Tables/Queries that you wish to have on the form
- Choose the fields you wish to have on the forms
- Click Next
• Choose the sort order for your report

![Report Wizard - Sort Order](image)

• Chose the layout for the form
• Click Next

![Report Wizard - Layout](image)
- Choose a style
- Click Next

- Create a title for the form
- Choose whether you want to open the form to view it or modify the form’s design
- Click Finish