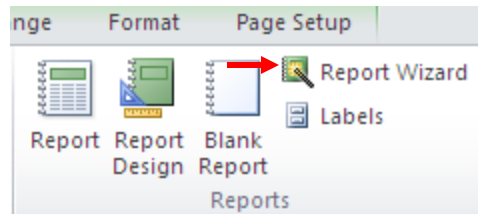


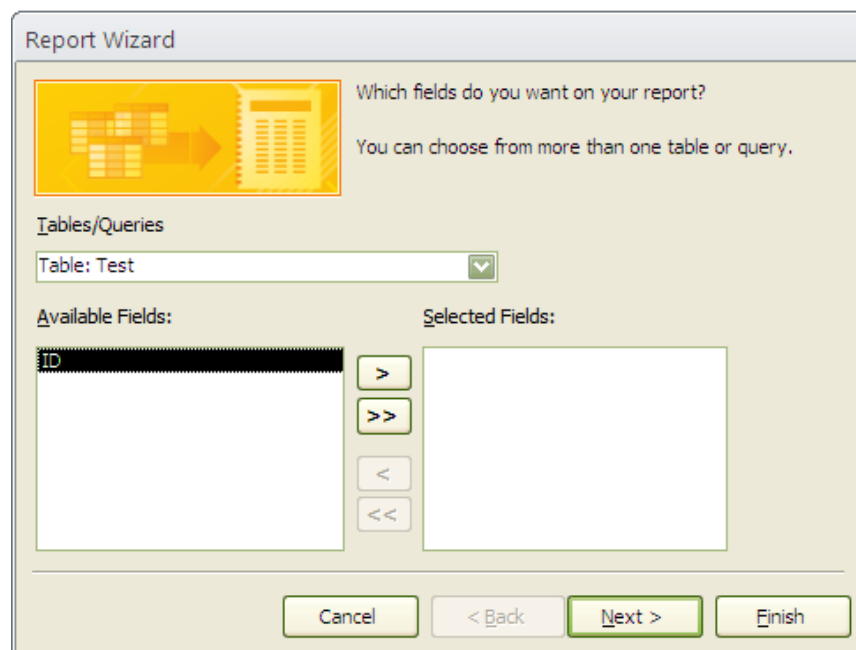
## Report Wizard

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

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text" value="ID"/>	<input type="button" value="Ascending"/>
2	<input type="text"/>	<input type="button" value="Ascending"/>
3	<input type="text"/>	<input type="button" value="Ascending"/>
4	<input type="text"/>	<input type="button" value="Ascending"/>

- Chose the layout for the form
- Click **Next**

Report Wizard

How would you like to lay out your report?

Layout

Columnar

Tabular

Justified

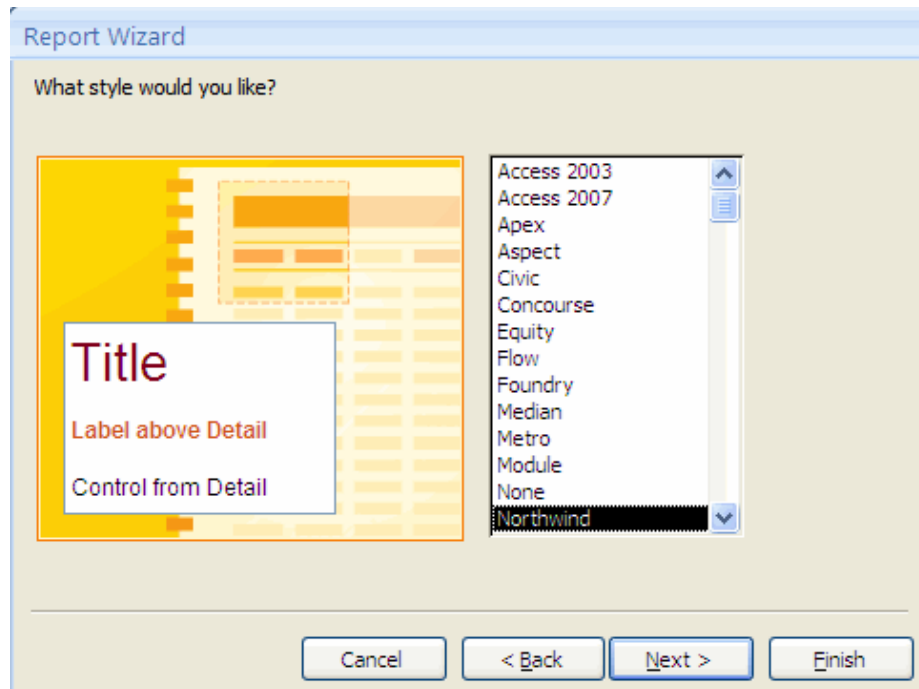
Orientation

Portrait

Landscape

Adjust the field width so all fields fit on a page.

- 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**

