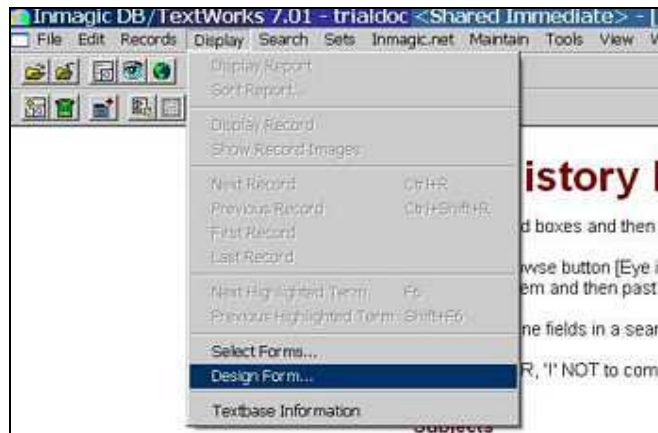


How to design or alter report forms

You can easily design or alter report forms in DB TextWorks.
The general procedure is similar to designing search screens.



Go to the Display menu
Choose Design Form



Choose form in Currently Saved box or choose an option in the Start With box
Click OK button

If working with an existing form the boxes making up the parts of the form will be displayed.

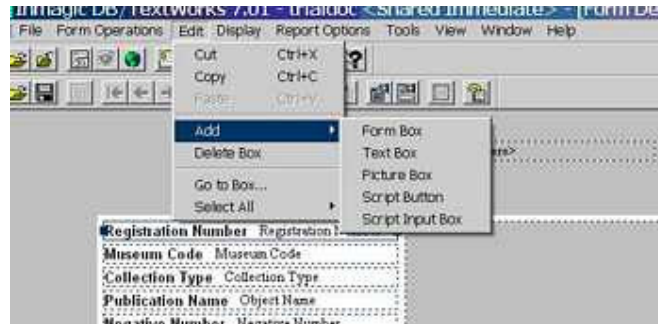
There are two main types of boxes:

Form boxes containing information relating to database fields

Text boxes contain descriptive text

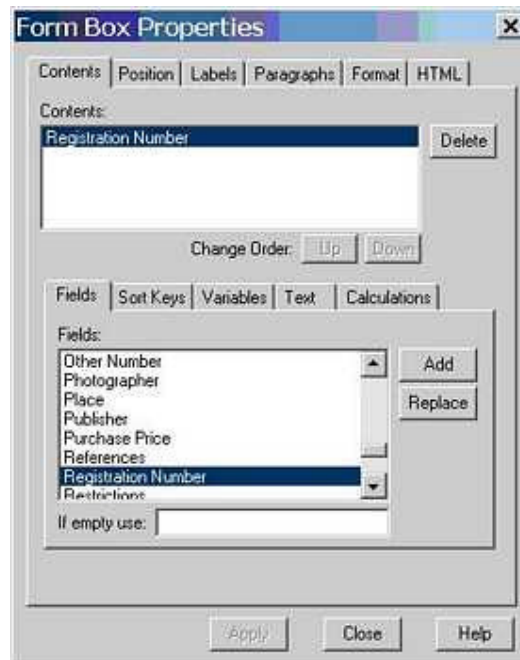
Icons for these functions are normally located in the second row of icons, (next to the group of arrows).

Or go to Edit menu
 Select Add
 Then choose the type of box required.



For an image on the screen choose a Picture Box

To add information to boxes use the Tools Menu
 Choose Box Properties



There are tabs for determining the position of form boxes or you can drag and drop boxes to position them.

You can alter the label so that it does not just list the names of the fields

You can determine the font and colour to be used plus a background colour if desired

To make changes affecting the entire screen, not just individual boxes
 Go to Tools menu
 Select Form Properties