Understand Report Builder Basics

Before you can make any changes to the default reports, you must first make a copy of them. Click to highlight a report, and click the **Copy** button on the toolbar. Give the report a name (this will print as the title). With your copied report highlighted, click the **Edit** button on the toolbar to open the Report Builder program

The basic steps listed below will be applicable to all reports. Please keep in mind the fields that are available to add to a report will be dependent upon the type of report you are editing (student, parent, family, class, etc.).

To delete fields, while in Edit mode, click the field you don't want and press **Delete** on your keyboard. If the report you're editing has multiple tabs, it's possible that unwanted fields will be located on them. You'll need to check each tab to ensure that everything is removed.

1. On the toolbar, click the **Label** button.
2. Click the area in which you want the field to print.
3. In the field above the ruler, enter your data.

4. On the toolbar, click the **RichText** button.
5. Click the area in which you want the field to print.

6. On the toolbar, right-click the **RichText** button and select **Edit**.
7. Enter your data.
8. On the main menu, click **File > Close**.

1. Click on the box you want to resize.
2. Place the mouse over one of the small circles, hold the left mouse button down, and move it left/right or up/down.

1. Click on the box that needs to be moved to another location.
2. Hold the left mouse button down, and move the box left/right or up/down.

1. Click on the first box you want to move.
2. Press **Shift** on the keyboard, and click all other boxes that you want to move.
3. Hold the left mouse button down, and move the box left/right or up/down.

1. Click on the box you want to change.
2. Use to adjust how the text will print.

1. On the toolbar, click the **DBText** button.
2. Click the area in which you want the field to print.
3. Select the data field you want from the drop-down lists .

> ⓘ **Useful Information**
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> The field options you see vary depending on the type of report you are editing.

An added step must be performed if you want to add information to a report that is outside the original data design. For example, you can add parent names to a student report (such as Student Address List). The following procedure is provided as an example:

1. On the toolbar, click the **SubReport** button.
2. Click the area where you want the field to print.
3. Right-click and select **Parent Width**.
4. Resize the box as needed.
5. Click the empty drop-down list above the ruler and select **Family**.
6. Repeat steps 1-6, but select **Parents**. Place the Parents sub-report directly on top of the Family sub-report.
7. Click the **SubReport Family** tab and remove all three empty spaces by dragging the gray divider lines up to the top. Place your mouse above the word **Summary**, and drag it up to **Detail**. Place your mouse above the word **Detail** and drag it up to **Title**.
8. Click the **SubReport Parents** tab, and in the Detail pane add your database fields.

> ⓘ **Useful Information**
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> When creating title headings, follow the steps to add a title or single line of text and place the title in the title field. For any areas not in use, follow the instructions in step 7 to remove blank spaces.