

Access Reports 1: Building a Report



Access Reports 1: Building a Report

1.0 hours

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Patient Reports

Instant Report

There is only one Instant Report, we'll have to use the wizard to see more Report types.



1. Select Patients table
2. From the **Create** Tab, in the **Reports** group, click the **Report** button.
 - Adjust widths so the fields fit within the margin guides. If anything goes awry, Undo.
3. Save as **Patients**

Pt Med Rec	Last Name	First Name	Address	City	ST
015-695	Jacobsen	Jeffery	1398 NE 8th Ave, #1245	Gainesville	FL
068-821	Perez	Penelope	2034 Banana Drive	Gainesville	FL
073-809	Glass	Gloria	2343 Kale Lane	Gainesville	FL
082-340	Knight	Katrina	9204 Avocado Ave	Gainesville	FL
082-366	Smith	Sarah	456 East Main Street	Gainesville	FL
105-469	Kent	Kevin	2903 New Potato Drive	Gainesville	FL
107-284	Xue	Xena	2890 Poseidon Place	Gainesville	FL
117-723	Toole	Todd	9240 Carrot Way	Gainesville	FL
124-988	Clark	Carl	9213 Kiwi Road	Gainesville	FL
127-496	King	Kala	RR 2 box 323	Waldo	FL
137-997	Rogers	Robert	534 Lovers Lane	Gainesville	FL
146-935	Jones	Jill	209 Cantaloupe Way	Gainesville	FL
154-788	Owens	Orville	723 SW 35th Blvd	Gainesville	FL
155-130	Finch	Frank	409 SW 92nd Avenue	Micanopy	FL
155-612	Mack	Mervin	2934 Turnip Place	Gainesville	FL
159-884	Ellis	Emily	PO Box 5544	Gainesville	FL
165-936	Gentle	Gary	9420 Horseradish Ave	Gainesville	FL
174-457	Jimenez	Jose	12 South Boxer Ave	Gainesville	FL
186-280	Zinn	Zelda	745 Nectarine Ave	Gainesville	FL
207-451	Fuller	Francis	123 South Main Street	Gainesville	FL

Report Wizard



1. Select Patients table
2. From the **Create** tab choose Report Wizard.
 - Choose all the fields (next)
 - No Grouping (next)
 - No Sorting (next)
 - Layout: **Columnar**, Portrait, Adjusting field widths
 - Title: *Patients Columnar*
3. Repeat steps 1 and 2 for Layout: **Tabular**
4. Repeat steps 1 and 2 for Layout: **Justified**.
 - Justified looks bad because of the field sizes.

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Table: Patients

Available Fields: Selected Fields:
Pt Med Rec
Pt Last Name
Pt First Name
Pt Address
Pt City
Pt State
Pt Zip

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.

Cancel < Back Next > Finish

Report Layout Columnar

Patients Columnar	
Pt Med Rec	015-695
Last Name	Jacobsen
First Name	Jeffery
Address	1398 NE 8th Ave, #1245
City	Gainesville
ST	FL
Zip	32567
Pt Med Rec	068-821
Last Name	Perez
First Name	Penelope
Address	2034 Banana Drive
City	Gainesville
ST	FL
Zip	32567

Report Layout Tabular

Patients Tabular						
Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
015-695	Jacobsen	Jeffery	1398 NE 8th Ave,	Gainesville	FL	32567
068-821	Perez	Penelope	2034 Banana Dri	Gainesville	FL	32567
073-809	Glass	Gloria	2343 Kale Lane	Gainesville	FL	32597
082-340	Knight	Katrina	9204 Avocado Av	Gainesville	FL	32667
082-366	Smith	Sarah	456 East Main Str	Gainesville	fl	32608
105-469	Kent	Kevin	2903 New Potato	Gainesville	FL	32608
107-284	Xue	Xena	2890 Poseidon Pl	Gainesville	FL	32597
117-723	Toole	Todd	9240 Carrot Way	Gainesville	FL	32667
124-988	Clark	Carl	9213 Kiwi Road	Gainesville	fl	32667
127-496	King	Kala	RR 2 box 323	Waldo	FL	34567
137-997	Rogers	Robert	534 Lovers Lane	Gainesville	Fl	32653
146-935	Jones	Jill	209 Cantaloupe	Gainesville	FL	32597
154-788	Owns	Orville	723 SW 35th Blv	Gainesville	FL	32655
155-130	Finch	Frank	409 SW 92nd Av	Micanopy	FL	32608

Report Layout Justified

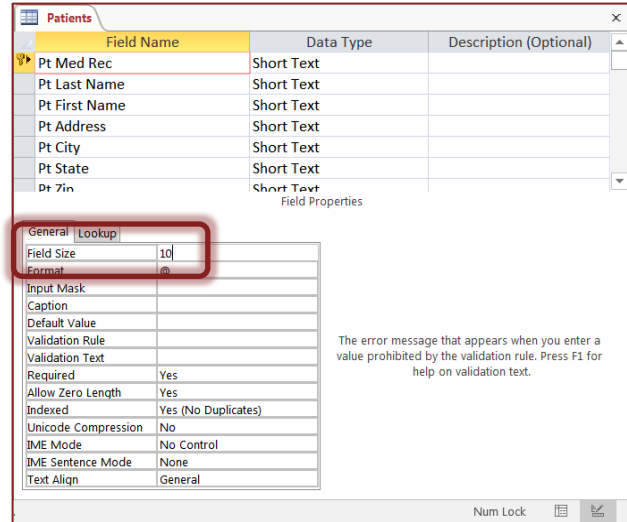
Patients Justified	
Pt Med Rec	015-695
Last Name	Jacobsen
First Name	Jeffery
Address	1398 NE 8th Ave, #1245
City	Gainesville
ST	FL

Field Sizes Matter

Remember when you go through the instant Form/Report tools or wizards Access looks at the **Field Size** property to determine how big the text boxes need to be. We can continually readjust the text boxes every time we use these tools, or we can make sure our field sizes are more appropriate.



1. Close all database objects (tables, Forms, Reports...).
2. Open the Patients table in Design view.
3. Change the field sizes:
 - Pt Med Rec 10
 - Pt Last Name 50
 - Pt First Name 50
 - Pt Address 255
 - Pt City 50
 - Pt State 2
 - Pt Zip 15
4. Close and Save the table, confirm it is OK if data is lost.
5. Repeat the Report Wizard using the Justified layout.
6. Save as **Patients Justified 2**.



Patients Justified 2			
Pt Med Rec	Last Name	First Name	
015-695	Jacobsen	Jeffery	
Address			
1398 NE 8th Ave, #1245			
City	ST	Zip	
Gainesville	FL	32567	
Pt Med Rec	Last Name	First Name	
068-821	Perez	Penelope	
Address			
2034 Banana Drive			
City	ST	Zip	
Gainesville	FL	32567	
Pt Med Rec	Last Name	First Name	
073-809	Glass	Gloria	
Address			
2343 Kale Lane			

Report Sections



- Select Patients table
- From the **Create** tab choose Report Wizard.
 - Choose all the fields (next)
 - No Grouping (next)
 - No Sorting (next)
 - Layout: **Tabular, Landscape**, Adjusting field widths
 - Title: *Patients*
- Set Zoom to four pages
- Report Sections
 - Report Header, "Patients" - first page only
 - Page Header/Footer, "Med Rec, Last Name, First Name..." on every page
 - Detail, each line of data every record

Pt Mod No	Last Name	First Name	Address	City	ST	Zip
025498	Jacobson	Jeffrey	1296 N 825th Ave, #1245	Gainesville	FL	32607
086621	Pence	Perceps	2034 Saratoga Drive	Gainesville	FL	32607
073408	Glass	Gloria	2345 Lake Lane	Gainesville	FL	32607
083040	Knight	Madeline	9024 Avenida Ave	Gainesville	FL	32607
083086	Smith	Sarah	406 East Main Street	Gainesville	FL	32606
105489	Kent	Kevin	2905 New Polkato Drive	Gainesville	FL	32606
107284	Xue	Xiaome	2690 Preston Place	Gainesville	FL	32607
117123	Toole	Todd	9240 Carol Way	Gainesville	FL	32607
124888	Clerk	Carl	9213 Glen Road	Gainesville	FL	32607
127496	King	Kyle	RR 2 Box 223	Waldo	FL	32607
127897	Magors	Robert	554 Lovens Lane	Gainesville	FL	32605
146838	Jones	Jill	209 Centalupa Way	Gainesville	FL	32607
154788	Oliva	Orville	723 SW 55th Blvd	Gainesville	FL	32605
155130	Kroh	Frank	409 SW 2nd Avenue	Micanopy	FL	32606
155412	Mack	Morvin	2934 Turnip Place	Gainesville	FL	32606
159484	Bla	Berly	PO Box 5344	Gainesville	FL	32609
165486	Oertle	Gary	9430 Horseshoe Ave	Gainesville	FL	32604
174437	James	Joan	13 South Baker Ave	Gainesville	FL	32606
186280	Zinn	Zoila	745 Nostalgic Ave	Gainesville	FL	32605
207431	Puller	Frances	123 South Main Street	Gainesville	FL	32606
210444	Engle	Elizabeth	9430 South Main Street	Gainesville	FL	32604
227424	Kato	Kenny	PO Box 5346	Starke	FL	32609

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Pt Mod No	Last Name	First Name	Address	City	ST	Zip
265730	Dawson	Debbie	832 Hook Place	Gainesville	FL	32606
269583	Saunders	Semuel	5025 Newland Way	Micanopy	FL	32606
269582	Martin	Mary	250 Maccos Junction	Micanopy	FL	32607
276543	Henderson	Harriet	2080 Redfish Terrace	Gainesville	FL	32606
291476	Hosbach	Haris	95 Oaker Road	Micanopy	FL	32606
309438	Jacks	Jerry	589 Colbright Road	Gainesville	FL	32606
309716	Bruc	Josh	2143 SW 4th Terrace	Gainesville	FL	32606
316582	Jennings	Jasmine	465 SE 48th Place	Gainesville	FL	32612
321040	Jinks	John	9324 Sula Street	Gainesville	FL	32604
323718	Jacobs	Julie	2039 Lemon Tree Way	Gainesville	FL	32607
324730	Apaliden	April	PO Box 456	Starke	FL	32609
326208	Brown	Bobbie	224 Peter Pan Terrace	Gainesville	FL	32607
335141	Walker	Wally	4882 NW Bonwood Lane	Gainesville	FL	32606
412489	McDade	Madeline	8290 Apollo Ave	Waldo	FL	32606
424544	O'Connell	Oliver	259 Mangold Street	Gainesville	FL	32607
434933	Vann	Vera	9130 Waterloo Road	Waldo	FL	32606
435187	Mallett	Margo	2308 Waterloo Road	Gainesville	FL	32607
446886	Cappera	Cathy	RR 2 Box 689	Waldo	FL	32607
450219	Tinnes	Tim	2701 Williston Road	Gainesville	FL	32607
464277	Kumley	Kumby	987 Timberhill Drive	Gainesville	FL	32604
465710	Johnson	Jack	2928 Indigo Ave	Gainesville	FL	32606
471549	Keloid	Kathleen	4390 Orange Terrace	Gainesville	FL	32606
497851	Traver	Tina	466 NW 5th Place	Micanopy	FL	32606
505984	Hobbs	Roger	123 West Main Street	Gainesville	FL	32606

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Pt Mod No	Last Name	First Name	Address	City	ST	Zip
517032	Papp	Pony	242 SW 4th Place	Gainesville	FL	32607
520473	Zimmerman	Zach	PO Box 6887	Gainesville	FL	32712
564476	Van Cough	Vince	PO Box 230	Gainesville	FL	32604
602035	Arlington	Arnold	234 SE 48th Road	Gainesville	FL	32607
620239	Carlson	Carly	1945 NW Main Street	Gainesville	FL	32607
620833	Livingston	Lionard	789 North University Ave	Waldo	FL	32606
625186	Miles	Mark	6455 N 85th Street	Waldo	FL	32606
645787	Oglethorpe	Oran	3042 Lime Stone Street	Waldo	FL	32606
676489	Krook	Kayser	PO Box 1872	Gainesville	FL	32609
682470	Soles	Stanley	246 Little Rock Lane	Gainesville	FL	32607
716017	Jones	Jake	9240 Grandfruit Place	Micanopy	FL	32606
723409	Tuboro	Tommy	PO Box 1228	Gainesville	FL	32604
784282	Lemas	Larry	9408 Delta Terrace	Gainesville	FL	32604
793736	Jenkins	Jennifer	78349 Lost Boys Ave	Gainesville	FL	32606
817433	Therrell	Thomas	PO Box 5878	Gainesville	FL	32609
824037	Newsum	Nelle	229 Olenyau Drive	Micanopy	FL	32607
826079	Lovic	Lony	942 Yam Way	Gainesville	FL	32604
846899	Lee	Lois	2930 Apricot Street	Micanopy	FL	32606
880474	Shorca	Susan	PO Box 5582	Starke	FL	32609
879219	Li	Lena	23 Isoburg Drive	Gainesville	FL	32607
883474	Edwards	Edgar	5233 NW 232nd Drive	Gainesville	FL	32603
891837	Nenna	Ned	4524 SW 3rd Lane	Gainesville	FL	32606
904737	Quinn	Quinn	9094 East Street	Gainesville	FL	32606
909871	Norlan	Nancy	88 South North Street	Gainesville	FL	32604

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Pt Mod No	Last Name	First Name	Address	City	ST	Zip
942339	Thomas	Tom	RR 3 Box 354	Waldo	FL	32607
954576	Williamson	William	28020 SW 55th Avenue	Micanopy	FL	32607
960985	Adams	Ann	6632 NW 4th Ave	Gainesville	FL	32605
966217	Faulson	Paul	726 South 45 Blvd	Gainesville	FL	32605
970470	Wood	Wilma	8208 Sweet Potatoes Ave, Apartment 1123	Waldo	FL	32606
995834	Haley	Harley	9023 Home Terrace	Waldo	FL	32606

- The Design view of the Report shows the four sections within the Report.
 - Right-click on the Report to go to the Design view.

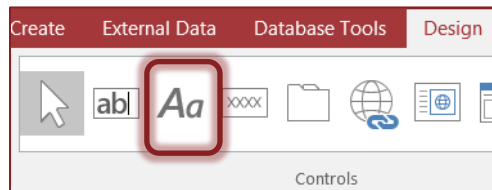
The screenshot shows the design view of a report with four distinct sections:

- Report Header:** Contains the title "Patients" in a large font.
- Page Header:** Contains the text "Pt Med Rec", "Last Name", and "First Name" in separate boxes.
- Detail:** Contains the text "Pt Med Rec", "Pt Last Name", and "Pt First Name" in separate boxes.
- Page Footer:** Contains the text "=Now()" in a box.

Add a Report Footer



- In the Design of the Report, stretch the Report Footer section. If you cannot drag the resize area, use the Section properties.
- Right-click inside the Report Footer section and choose a fill color.
- Preview the Report to see where the Report footer will appear.
 - Last page, after the last Record Detail, before the Page Footer.
- From the Controls on the Design tab, choose the Label. Click to turn the tool on and click where you would like the box to appear.



- Type "Created by [your name]"
- Use the Format text tools on the Home or Format tab to adjust fonts, sizes, and colors.
- Preview the Report.
- Close and Save the Report. The wizard already saved it, so you will not have to name the Report.

PT Mod No	Last Name	First Name	Address	City	ST	Zip
05-4-05	Jacobson	Jeffrey	1396 N 85th Ave, #1245	Gainesville	FL	32607
08-6-21	Pence	Percy	2034 Banana Drive	Gainesville	FL	32607
07-5-09	Olsen	Oliver	2245 Kalf Lane	Gainesville	FL	32607
08-3-40	Knight	Kathleen	9204 Avenida Ave	Gainesville	FL	32607
08-3-08	Smith	Sarah	484 East Main Street	Gainesville	FL	32608
02-6-08	Kent	Kevin	2820 New Paltz Drive	Gainesville	FL	32608
10-7-04	Xue	Yan	2830 Paddock Place	Gainesville	FL	32607
11-7-23	Toole	Travis	9240 Carol Way	Gainesville	FL	32607
12-4-08	Calk	Carl	9213 Kiva Road	Gainesville	FL	32607
12-7-06	King	Kim	RR 2 Box 323	Waldo	FL	34987
15-7-07	Magers	Robert	55 Lovens Lane	Gainesville	FL	32609
14-6-03	Jones	Jill	209 Gardenway Way	Gainesville	FL	32607
18-4-08	Oliver	Orville	723 SW 32nd Blvd	Gainesville	FL	32608
18-5-10	Kirsh	Frank	409 SW 32nd Avenue	Micanopy	FL	32608
18-5-12	Mack	Morven	2934 Tump Place	Gainesville	FL	32608
18-6-04	Billa	Bruce	PO Box 5344	Gainesville	FL	32609
18-6-06	Oertle	Gary	9420 Horseshoe Ave	Gainesville	FL	32604
17-4-07	Jimenez	Jose	11 South Beaver Ave	Gainesville	FL	32608
18-6-20	Zinn	Zofia	745 Notlame Ave	Gainesville	FL	32608
20-7-01	Puller	Francis	113 South Main Street	Gainesville	FL	32608
21-0-04	Engle	Elizabeth	9430 Lushorn Street	Gainesville	FL	32604
22-7-24	Katz	Kenny	PO Box 5346	Starke	FL	32608

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
26-5-70	Dawson	Debbie	832 Hook Place	Gainesville	FL	32608
26-9-03	Saunders	Samuel	8028 Norwalk Way	Micanopy	FL	32608
26-9-02	Martin	Mary	250 Malapra Junction	Micanopy	FL	32607
27-5-01	Henderson	Harriet	2820 Madish Terrace	Gainesville	FL	32608
29-1-76	Isacobb	Isaac	88 Galton Road	Gainesville	FL	32608
20-4-28	Jacks	Jerry	859 Colbright Road	Gainesville	FL	32608
20-7-16	Brice	Stacy	1242 SE 4th Terrace	Gainesville	FL	32608
21-6-02	Jewings	Jaemin	465 SE 485th Place	Gainesville	FL	32608
22-7-05	Jinks	John	9234 Zoua Street	Gainesville	FL	32604
22-7-10	Jacobs	Julia	2038 Leman Tree Way	Gainesville	FL	32607
22-7-10	Appligan	April	PO Box 456	Starke	FL	32608
22-8-08	Brown	Robbie	224 Peter Pan Terrace	Gainesville	FL	32607
22-9-11	Hudson	Wally	4825 NW Rosewood Lane	Gainesville	FL	32608
42-4-99	McDonald	Maddie	8230 Apollo Ave	Waldo	FL	32608
42-6-04	O'Connell	Oscar	259 Mangold Street	Gainesville	FL	32607
45-4-03	Vann	Vera	9130 Wilcorosa Road	Waldo	FL	32608
45-5-07	Millett	Marge	2320 Wilcorosa Road	Gainesville	FL	32607
44-6-06	Cappara	Cathy	RR 2 Box 609	Waldo	FL	34987
45-0-29	Tinney	Tim	2721 Wilston Road	Gainesville	FL	32607
46-4-27	Kumley	Robin	987 Timberhill Drive	Gainesville	FL	32604
46-7-20	Johnson	Jack	2928 Endive Ave	Gainesville	FL	32608
47-1-09	Paland	Michael	4390 Grape Terrace	Gainesville	FL	32608
49-7-01	Traver	Tim	456 NW 5th Place	Micanopy	FL	32608
50-5-04	Roberts	Roger	123 West Main Street	Gainesville	FL	32608

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
51-7-02	Pace	Penny	243 SW 4th Place	Gainesville	FL	32607
62-0-73	Zimmerman	Zach	PO Box 6887	Gainesville	FL	32612
66-4-76	Van Ough	Vincent	PO Box 120	Gainesville	FL	32604
62-0-35	Arlington	Arnold	254 SE 48th Road	Gainesville	FL	32607
62-0-29	Carlson	Carly	1945 NW Main Street	Gainesville	FL	32607
62-0-05	Livingston	Leonard	789 North University Ave	Waldo	FL	32608
62-6-06	Miles	Mark	6435 N 15th Street	Gainesville	FL	32608
64-5-07	Oglethorpe	Oprah	9042 Lima Bean Street	Waldo	FL	32608
67-6-09	Krook	Kayson	PO Box 1672	Gainesville	FL	32609
68-0-70	Scels	Stanley	246 Little Hook Lane	Gainesville	FL	32607
71-6-07	Janner	Jake	9240 Grapefruit Place	Micanopy	FL	32608
72-6-09	Tuboro	Tommy	PO Box 1226	Gainesville	FL	32604
76-1-02	Lemas	Lenny	9408 Oala Terrace	Gainesville	FL	32604
79-7-06	Jenkins	Jeffrey	78349 Saint Boys Ave	Gainesville	FL	32608
81-7-05	Trivedi	Thomas	PO Box 5676	Gainesville	FL	32609
82-4-07	Nicewicz	Nelle	228 Dharma Drive	Micanopy	FL	32607
82-6-79	Lowe	Lory	942 Yam Way	Gainesville	FL	32604
84-6-09	Lee	Lucie	2830 Apricot Street	Micanopy	FL	32608
85-0-74	Shorca	Susan	PO Box 5592	Starke	FL	32609
87-6-19	Li	Lena	23 Isoborg Drive	Gainesville	FL	32607
88-6-74	Edwards	Edgar	5135 NW 22nd Drive	Gainesville	FL	32609
89-6-07	Nema	Ned	4324 SW 3rd Lane	Gainesville	FL	32608
90-4-27	Quinn	Quinn	9034 East Street	Gainesville	FL	32608
90-6-71	Norton	Nancy	98 South North Street	Gainesville	FL	32604

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
94-0-29	Thomas	Tom	RR 3 Box 534	Waldo	FL	34987
95-4-76	Williamson	William	28200 SW 52nd Avenue	Micanopy	FL	32607
96-0-05	Adams	Annie	6821 NW 4th Ave	Gainesville	FL	32608
96-7-17	Paulson	Paul	726 South 45 Blvd	Gainesville	FL	32608
97-0-70	Wied	Wilma	8128 Sweet Potatoes Ave, Apartment 1123	Waldo	FL	32608
99-5-04	Hucy	Harley	9022 Nora Terrace	Waldo	FL	32608

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Created by Pandora

Create a Report in Design view



1. From the **Create** Tab, in the **Reports** group, click the **Report Design**.
2. Open the property sheet.
3. Click in the Grid of the Detail Section to see the *Section* properties.
 - Change the *Height* property to 2"
4. Click outside the grid to see the *Report* properties.
 - Change the *Record Source* property to **Patients**
5. Open the field list with the **Add Existing Fields** button on the Design tab.
6. Double-click on **Pt Med Rec** in the Field List.
7. Go to the Print Preview to see the result.
 - 0.25" margin + 0.25" Page header
 - + 2.00" for each record (Detail)
 - This would work for a columnar Report.

Pt Med Rec 015-695

Pt Med Rec 068-821

Pt Med Rec 073-809

Set up a Tabular Report



1. In the Design view, move the Pt Med Rec label and text box as high as you can in the detail section
 - Or set property Top to 0"
2. Reduce the height of the Detail section as far as it will go
 - Or set property height to 0". It cannot be zero because there are objects in the way, but it will make it as small as possible.
3. Go to the Print Preview to see the result.
4. Adjust the spacing in the detail section so the data is not so tight.
 - You can eyeball this, but I would select the field, press the down arrow key on my keyboard four times, press the up arrow 2 times. This stretches out the detail section and re-centers my field within the given space.
5. Move the label to the Page Header.
 - The label is attached to the text box, to sever their connection use Cut. Cut the label from the detail section, paste in the Page Header section.
 - Use the align and size tools to make the Report organized.
6. Make a matching Last Name column.
7. Go to the Print Preview to see the result.
8. Close and Save as **Patients Draft 1**.

Pt Med Rec 015-695

Pt Med Rec 068-821

Pt Med Rec 073-809

Pt Med Rec 082-340

Pt Med Rec 082-366

Pt Med Rec 105-469

Pt Med Rec 107-284

Pt Med Rec 117-723

Pt Med Rec 124-988

Pt Med Rec 127-496

Pt Med Rec 137-997

Pt Med Rec 146-935

Pt Med Rec 154-788

Pt Med Rec 155-130

Pt Med Rec 155-612

Pt Med Rec 159-884

Pt Med Rec 165-936

Pt Med Rec 174-457

Pt Med Rec 186-280

Pt Med Rec 207-451

Pt Med Rec 210-844

Pt Med Rec 227-324

Pt Med Rec 263-730

Pt Med Rec 269-583

Pt Med Rec 269-852

Pt Med Rec 015-695

068-821

073-809

082-340

082-366

105-469

107-284

117-723

124-988

127-496

137-997

146-935

154-788

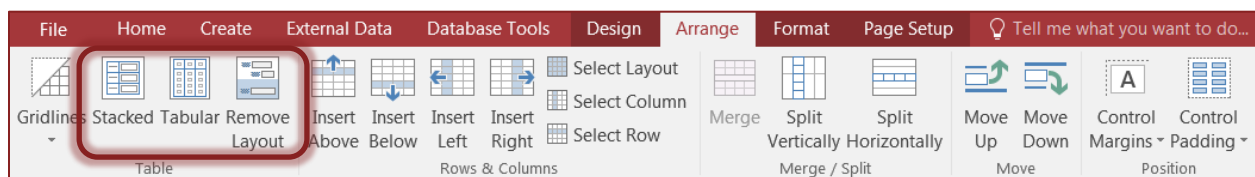
155-130

Working with Table Structures



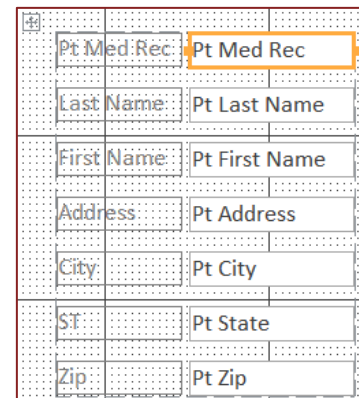
1. From the **Create** Tab, in the **Reports** group, click the **Report Design**.
2. Open the Property Sheet (button on the Design tab).
3. Click outside the grid to see the *Form* properties
 - Change the *Record Source* property to **Patients**
4. Open the field list with the **Add Existing Fields** (button on the Design tab).
5. Click on Pt Med Rec and Shift-Click on Pt Zip
6. Drag the Selection onto the Form

When you drag the fields onto the Form/Report, each textbox is a single unit, you can resize and move it independent of the other objects. Sometimes that's good so you can customize your Form/Report, sometimes it's bad because resizing one thing requires you to resize EVERYTHING.

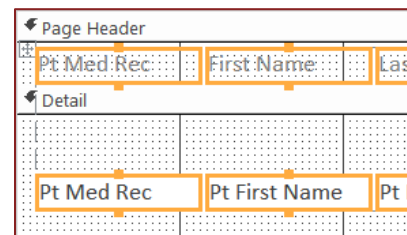


Access provides table structures within the Form. They are a little cranky, but usually worth the effort.

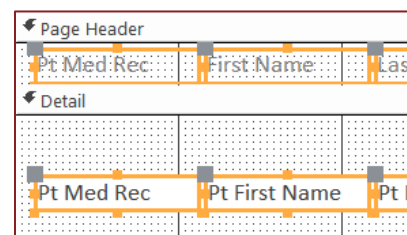
7. With all the fields selected, click on the **Stacked** option on the **Arrange** tab.
 - Click in the grid to drop the selection. Then click on one field to see that you're in a "table".
 - The plus sign in the corner is a "Table Move Handle", it will select everything in the table. You can use it to move the table structure.
 - Once you're in a table structure, most of the **Arrange** tab will be enabled.



8. Swap the first and last name.
9. Select the whole table and click the **Tabular** option on the **Arrange** tab.
 - This is much easier than individually moving the labels into the page header one at a time.



10. Swap the first and last name again.
11. Select the whole table and choose the **Remove Layout** option.
 - This removes the table structure but keeps the object placements.
12. Close and don't save



Sorting Data on a Report

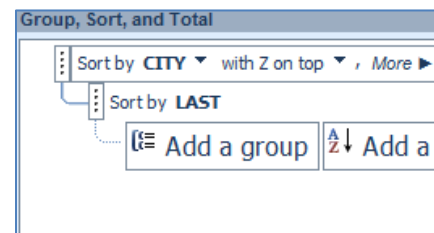
The Sort options are available in the Data view of Tables, Queries, and Forms, but not in a Report. The Sort Order of a dataset can be arranged in the Design view of a Query. If you want to limit the data on a Report or have it display the data in a specific order, you may want to set up a Query. It is possible to sort a Report, but it has to be set in the structure of the Report.

Quick Filter

1. Open the Report **Patients** in Report view.
 - Notice the Sorting tools are disabled, but the filters are working.
2. Right-click on *Waldo* in the *City* Column. Choose **Equals Waldo**.
3. Click the **Toggle filter** button on the Home tab.
 - Filters are temporary. If you close the Report and reopen it, all the data will return.

Sort Order

1. Go to the Design view of the Report.
2. From the Design tab or from the right-click menu , open the Sorting and Grouping Options
 - Depending on where you find the tool it has slightly different names: **Group & Sort**; **Sorting and Grouping**; **Group, Sort, and Total**.
3. - Sort by City "with Z on top".
4. - Sort by Last Name "With A on top".
5. - Close and Don't Save.



Quick Sort in Layout View

1. Open the Patients Report in Layout view.
2. If needed, open the Group & Sort pane.
3. Right-click on a city and choose Sort Z to A.
4. Right-click on a last name and choose Sort A to Z.
 - This replaces the City sort, only one sort level this way.

Label Wizard

Labels are usually used to create folder labels, mailing labels, and name tags. You can create these through a Mail Merge in Microsoft Word, or here in Access by using the Label Wizard. In Word, you're able to modify the final result; in Access, you cannot modify the data on a Report.

Make sure you select the correct database object in the Navigation Pane, this wizard does not give you a chance to change the record source.

The label product number should be listed on the box of labels.



1. Select Table Patients
2. From the **Create** tab, in the Reports group, choose **Labels**
 - find 5160
 - Leave Font set as is
 - Build Label using keyboard as needed
 - No Sorting
 - Save As **Labels Patients 5160**

You may get an error message. This sometimes happens because labels are often close to the edge of the page. Usually the Report will print without a problem, but this error message may come up as a warning each time you run the Report.

Label Wizard

This wizard creates standard labels or custom labels.

What label size would you like?

Product number:	Dimensions:	Number across:
5095	2 1/3" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5159	1 1/2" x 4"	2
5160	1" x 2 5/8"	3

Unit of Measure: English Metric

Label Type: Sheet feed Continuous

Filter by manufacturer: Avery

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

- Pt Med Rec
- Pt Last Name
- Pt First Name
- Pt Address
- Pt City
- Pt State

Prototype label:

{Pt First Name} {Pt Last Name}
 {Pt Address}
 {Pt City}, {Pt State} {Pt Zip}

Microsoft Access

Some data may not be displayed.

There is not enough horizontal space on the page for the number of columns and column spacing you specified.

Click Page Setup on the File menu, click the Columns tab, and then reduce the number of columns or the size of the columns.

Show Help >>

OK Cancel

Jeffery Jacobsen 1398 NE 8th Ave, #1245 Gainesville, FL 32567	Penelope Perez 2034 Banana Drive Gainesville, FL 32567	Gloria Glass 2343 Kale Lane Gainesville, FL 32597
Katrina Knight 9204 Avocado Ave Gainesville, FL 32667	Sarah Smith 456 East Main Street Gainesville, fl 32608	Kevin Kent 2903 New Potato Drive Gainesville, FL 32608
Xena Xue 2890 Poseidon Place Gainesville, FL 32597	Todd Toole 9240 Carrot Way Gainesville, FL 32667	Carl Clark 9213 Kiwi Road Gainesville, fl 32667
Kala King RR 2 box 323 Waldo, FL 34567	Robert Rogers 534 Lovers Lane Gainesville, Fl 32653	Jill Jones 209 Cantaloupe Way Gainesville, FL 32597
Orville Owns 723 SW 35th Blvd Gainesville, FL 32655	Frank Finch 409 SW 92nd Avenue Micanopy, FL 32608	Mervin Mack 2934 Turnip Place Gainesville, FL 32608

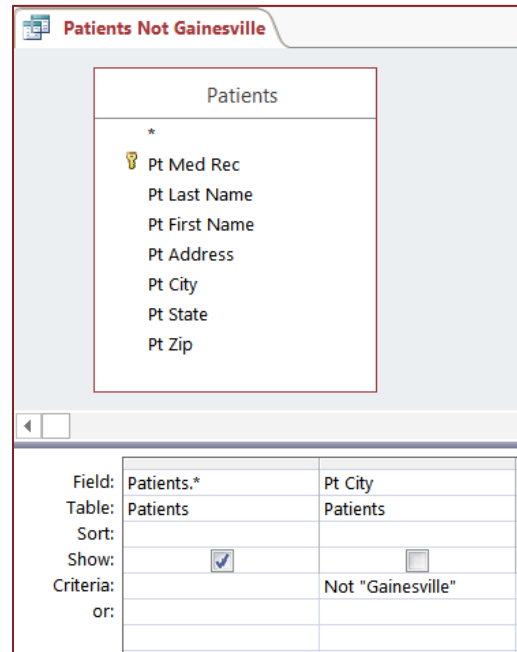
Same Report, Different Data

Happens all the time. You have a beautiful Report, but it has the wrong data. You can try to recreate the Report, but that is more work than needed.

Make the Query

Again, if you only want part of the data, you should create a Query that produces the set you want.

1. From the Create tab, choose Query Design.
2. Add the Patients Table to the query.
3. Add all the fields at once with the * option.
 - Double-click on the * at the top of the Patients Table. The asterisk (*) represents the entire dataset.
4. Add Pt City.
 - Double-click on Pt City.
 - Since the * already brought a City field, uncheck the Show option.
 - Set the criteria to **Not "Gainesville"**.
5. Save as **Patients not Gainesville**.
 - Should be 21 records.



Copy the Report

You can open the original report and use the Save As option, but copying and pasting the original report often produces better results. You may need to change the Report Property **Caption** to match the new report.

1. Right-click on **Labels Patients 5160** and **Copy**.
2. Right-click anywhere in the navigation pane and choose Paste.
3. Paste as: **Labels Patients 5160 - Not Gainesville**.
4. Right-click on the new report and go to the Design view.
5. Open the property sheet.
6. Change the Record source property for the Report to **Patients not Gainesville**.
7. Preview the Report.
 - If needed, say OK to the margin error message.
8. Save!!

