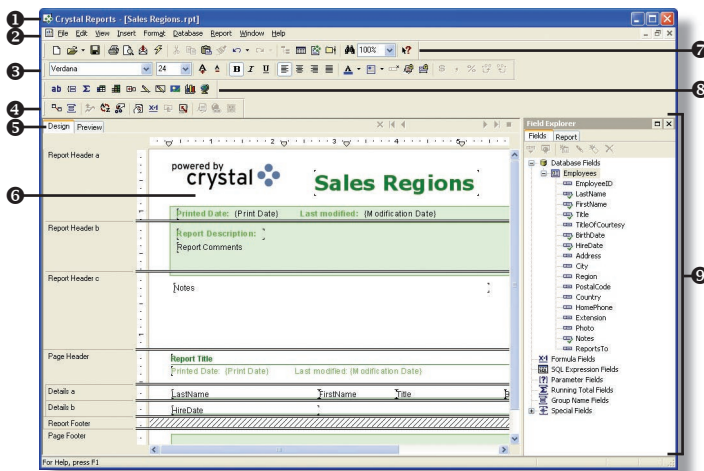




Getting Started


The Crystal Reports Window






- 1 **Title Bar** – displays the program name and the name of the active report.
- 2 **Menu Bar** – contains all tools for use with Crystal Reports 10.
- 3 **Formatting Toolbar** – contains shortcuts for applying formatting features to your report.
- 4 **Expert Tools Toolbar** – contains shortcuts to access advanced experts and wizards.
- 5 **Design Tab** – allows you to design the report layout.
- 6 **Report Window** – displays the current report.
- 7 **Standard Toolbar** – contain shortcuts for standard Crystal Reports 10 actions and tools.
- 8 **Insert Tools Toolbar** – contains shortcuts for inserting features into your report.
- 9 **Field Explorer** – allows you to select fields from a pre-defined table, add formulas, and perform other report modifications.

*Note: When Crystal Reports 10 launches, the **Welcome to Crystal Reports** dialog box appears. In this dialog box, you can create a new report or open an existing report.*


Using the Field Explorer

Use the Field Explorer to insert, modify, or delete fields in your report. If the Field Explorer is not displayed, select **Field Explorer** from the **View** menu, or click the **Field Explorer**  button on the **Standard** toolbar. In the Field Explorer, do one of the following:

- *To display available fields*, click the plus sign next to a field category.
- *To insert a field into the report*, select the field you want to insert and drag it to the place in the **Report** window where you want to insert the field. You can also click the **Insert to Report**  button on the **Field Explorer** toolbar.
- *To rename a field*, select the field you want to rename and click the **Rename**  button on the **Field Explorer** toolbar. Enter the new name and press the **Enter** key.
- *To delete a field*, select the field you want to delete and click the **Delete**  button on the **Field Explorer** toolbar. If the field has been inserted into the report, click the **Yes** button to confirm deletion.



Note: You can only delete or rename fields that you have created.

Opening a Report


1. Select **Open** from the **File** menu or click the **Open**  button on the **Standard** toolbar.
2. Locate and select the report you want to open.
3. Click the **Open** button.

*Note: To open recently viewed reports, click the arrow on the **Open**  button on the **Standard** toolbar and select a report from the resulting menu.*

Creating a New Blank Report

1. Select **New** from the **File** menu or click the **New**  button on the **Standard** toolbar.
2. Select **As a Blank Report**.
3. Click the **OK** button.
4. In the **Available Data Sources** box, click the plus sign next to the **Create New Connection** folder.
5. Click the plus sign next to the **Database Files** folder and locate and select the database file you want to add.
6. Click the **Open** button.
7. Select the table you want to add and click the **Add**  arrow button to add a table to the **Selected Tables** box.
8. *Optional:* Repeat steps 4 – 7 to add additional tables and click on the **Links** tab to make changes to the links between tables.
9. Click the **OK** button when you are finished.

Creating a Report Using a Wizard

1. Select **New** from the **File** menu or click the **New**  button on the **Standard** toolbar.
2. Select **Using the Report Wizard**.
3. Select a wizard in the **Choose a Wizard** box.
4. Click the **OK** button.
5. Follow the instructions provided by the wizard.
6. Click the **Finish** button when you are finished.

Saving a Report


1. Select **Save** from the **File** menu.
2. Select the location where you want to save the report.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save a report after the initial save, click the **Save**  button on the **Standard** toolbar or press **Ctrl + S**.*

Using Report Views

Click on the **Design** tab to go to the **Design** view. When you create a report, the **Design** view is displayed with five default sections:

- **Report Header** – appears as the first section of a report and displays items that only appear on the first page of the report.
- **Page Header** – appears at the top of each page and displays items such as titles, labels, and the name of the document.
- **Details** – appears as the core section of the report and contains report elements such as data fields and formulas.
- **Report Footer** – appears as the last section of the report and displays items that apply to the whole report.
- **Page Footer** – appears at the bottom of every page and displays identifying information.

To preview how your document will look when it is printed, click on the **Preview** tab. To display the **Preview** tab, select **Print Preview** from the **File** menu or click the **Print Preview**  button on the **Standard** toolbar.