

Advanced Topics in Crystal Reports: Designing Reports

What You Will Learn.....	1
Viewing Sample Reports	2
Laying Out Reports.....	5
Arranging Objects.....	5
Resizing Objects	9
Inserting and Formatting Graphical Elements	12
Formatting Sections	17
Using the Section Expert	17
Inserting New Sections	20
Changing the Section Order.....	21
Creating Multiple-Column Reports	21
Underlaying Subsequent Sections (Inserting a Watermark).....	23
Exercise 1: Report Layout and Section Formatting.....	24
Applying Conditional Formatting.....	26
Using the Highlighting Expert.....	26
Using the Formula Editor to Create Formatting Formulas	29
Exercise 2: Conditional Formatting.....	36
Creating Charts	37
Inserting a Chart.....	37
Using the Chart Expert.....	38
Using the Chart Options Dialog Box	45
Moving and Resizing Chart Objects	46
Modifying and Formatting Chart Objects.....	46
Drilling Down to See Chart Details	51
Creating a Chart Using the Advanced Layout	52
Laying Out Charts.....	56
Exercise 3: Creating Charts	58
Designing Templates	60
Setting Up Standard Headers and Footers	61
Formatting Fields	62
Adding a Template Name and Preview Picture.....	64
Applying a Template to a Report.....	65
Exercise 4: Using Templates	66
Producing Mailing Labels and Form Letters	67

Creating Mailing Labels	67
Creating Form Letters	71
Exercise 5: Creating Mailing Labels and Form Letters	74
Appendix A: Changing Default Formatting Options.....	75
Customizing Default Field Formatting	76
Changing the Default Fonts	77
Appendix B: Solutions to Exercises	78