

OLD FORMS DESIGNER

Padlock Icon – Will lock up the form so you can't put anything on the form out of place.

Centering Lines – All lines must have the same Width and be Left Justified.

Spacing Variables and Texts –

To adjust vertical spacing, highlight the section you want to space out (ensure it's within a single column). Click the Spacing Icon, choose Vertical Spacing, and enter a value. A spacing of 0.15 is standard, but you can use any number that gives you the desired appearance.

For horizontal spacing, highlight the items on a single line. Click the Spacing icon, select Horizontal Spacing, and input a value. A typical spacing is 0.25, though you can adjust this as needed to achieve the look you want.

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Shortcut Keys

F4 – Designer: Will toggle you to the Report Designer tab (if you're currently on the Print Preview)

F5 – Preview: Will toggle you to the Print Preview tab (if you're currently on the Report Designer)

F6 – Expression Editor: Will open the expression editor to write/edit the formula for the selected object. Will default to the text settings.

F7 – Special Values: Will open the special values dialog if the selected variable is setup to require a value.

F8 – Variable: Will select/deselect the button to add a variable to the form. Will automatically be deselected once a variable is added to the form.

F9 – Label: Will select/deselect the button to add a label to the form. Will automatically be deselected once a label is added to the form.