

How do I remove fields from PastPerfect reports?

Version 4.0

PastPerfect makes it easy to quickly research items in your collection and print a report of your results. However, there are times when some of the information displayed on a standard report layout may not be suitable for sharing publicly.

The steps below can be used to remove the Home Location field from a Query Results report. These steps can be also used to remove selected fields from most reports in PastPerfect.

From the Main Menu,

1. Click Reports, then click Research under Report Categories.
2. Select the Search Results report you wish to modify.
 - Print List: Report printed when the Standard option at the bottom of the Query screen is selected.
 - Print Extended List: Report printed when the Extended option is selected.
 - Print Extended List with Image/Print List with Image: Reports that print when the “with Image” box is checked at the bottom of the Query screen. This type of report can be used with either the Standard or Extended options.
3. Click Modify Report Layout.
4. Click Modify Custom Layout.
5. Locate the field box with the name of “homeloc”. Click once to select, and then press the Delete key on your keyboard to remove.
6. Locate the text label that says “Home Location”. Click once to select, and then press the Delete key on your keyboard to remove.
7. Click File | Save, and then File | Close.
8. On the Change Report Layout & Description screen, be sure that “Custom Layout” is selected. Click Exit.
9. Click Exit on the Reports screen to return to the Main Menu.
10. Return to your selected Query screen, and run your query again. Then click the Print Results button on the Sidebar, and choose the appropriate report.

As long as “Custom Layout” for this report is selected, the custom layout will print for this report. You can change back to the Standard Layout by choosing the “Use Standard Layout” option on the Change Report Layout & Description screen.

More instruction on modifying reports, including adding or removing fields or changing the overall layout of a report, can be found in Chapter 15 of your PastPerfect 4.0 User’s Guide as well as on the “Research & Reporting with PastPerfect 4.0” Training CD. You can also contact the PastPerfect Support Office toll-free at 1-800-562-6080.