

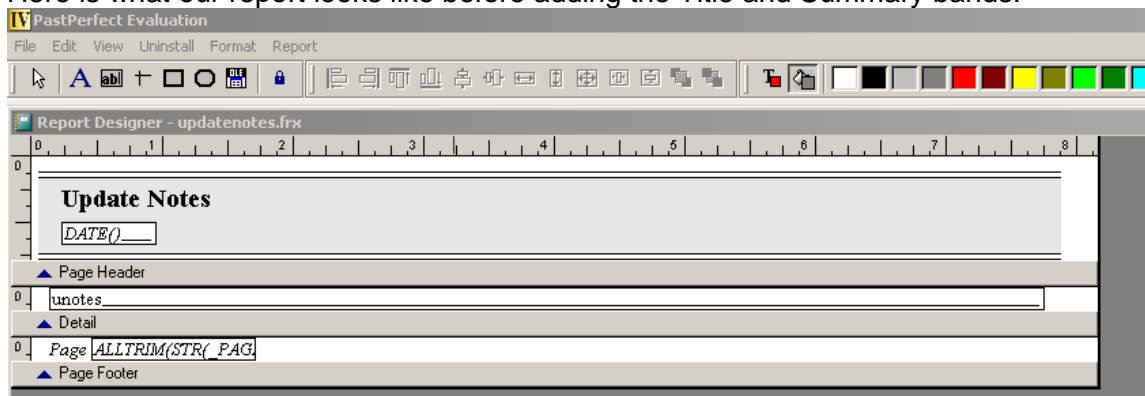
Modifying Reports to add a Title Band or Summary Band Version 4.0:

On any PastPerfect report there are multiple bands that control the location of where information prints on the report. For example, information in a Page Header band will display at the top of each page of the report. Page Header bands often contain column headings. Information in a Title band, on the other hand, will print only at the top of the very first page of the report. An example of information commonly found in a Title band is the report name. Most of the built in reports in PastPerfect already contain a Title band.

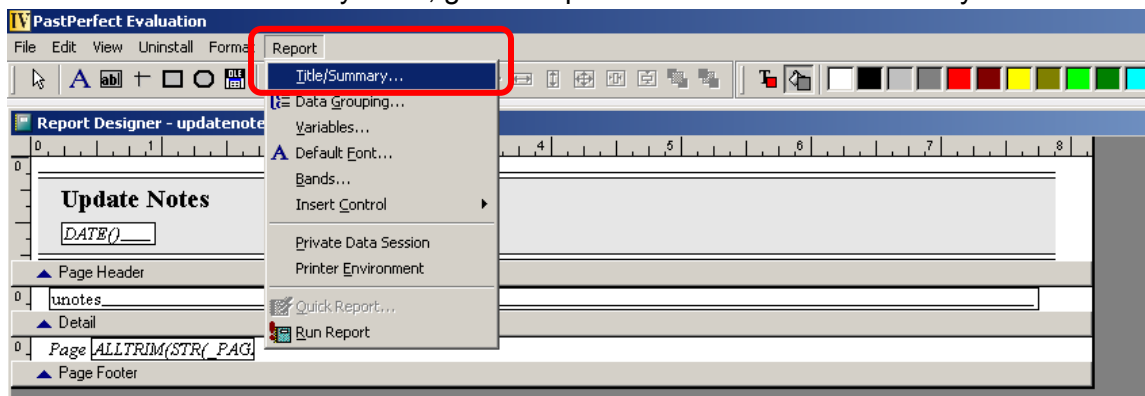
Information in the Page Footer band displays at the bottom of each page of the report. The information that typically appears in the Page Footer includes the date a report was printed and report page numbers. For information that should print at the very end of a report, such as a count of the number of records or a sum of values, you'll want to include a Summary band.

To begin adding Title or Summary bands on a pre-established PastPerfect report select "Reports" from the Main Menu of PastPerfect. Navigate to the report you want to modify and click on it once to select it. Select "Modify Report Layout" and then click the "Modify Custom Layout" button. This will bring you to the Report Designer screen for your selected report. When you are finished modifying your report and close the Report Designer screen please remember to change the radio button to "Custom Layout" before running your report.

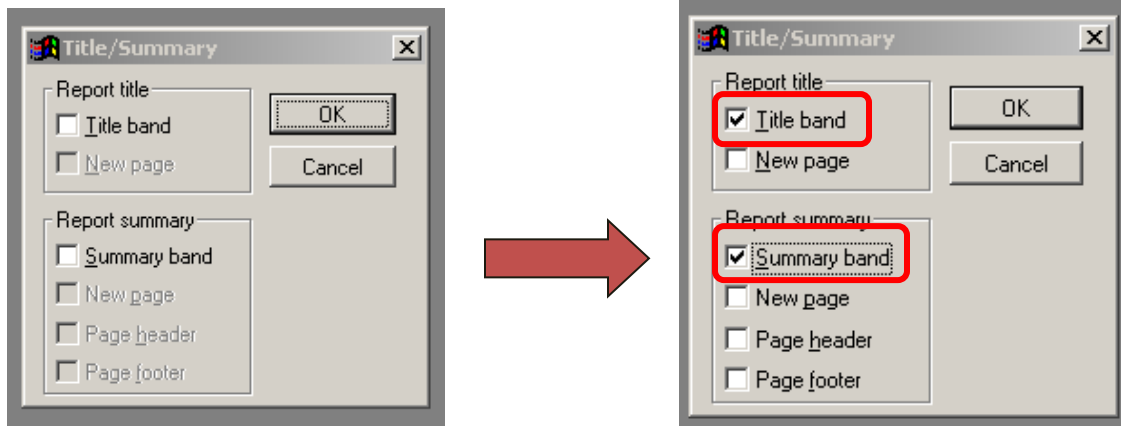
Here is what our report looks like before adding the Title and Summary bands:



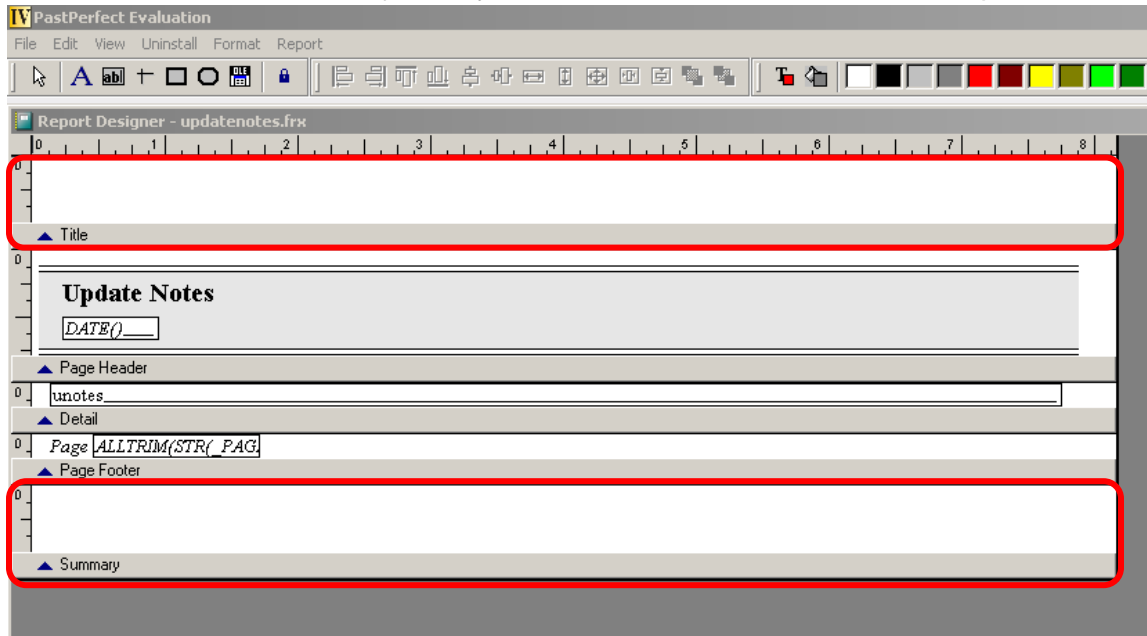
To add a Title or Summary band, go to "Report" and select "Title/Summary..."



This will open a new window. Put a check next to the band you want to add. When you are finished click "OK." This will bring you back to the report designer screen.



You will now see a Title band and Summary band on your report designer screen. You can add information into these bands just as you would into the detail band of the report.



To include totals or counts of information in the Summary band, please review chapter 14 on the "Researching and Reporting with PastPerfect 4.0" Training CD, or chapter 15 in the PastPerfect 4.0 User's Guide.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!