

## **How do I fix a report so fields do not overlap?**

Version 4.0

Sometimes on reports, the information within a certain field is longer than the design of the report originally it expected to contain. When this happens, the field box can be set to expand in order to accommodate this extra information. But if other fields below this expanding field are not set to float, it will cause the information in the fields to overlap when previewing or printing the report.

Below are instructions on how to update report fields to “float” below the expanding fields. Because each report is different, it is recommended that you test your changes by previewing your report once you have saved the custom layout. There may be other fields that may need to “float” in the design of your report.

1. From the Main Menu, click on Reports.
2. Select the report you need to modify.
3. Click Modify Report Layout.
4. Click Modify Custom Layout.
5. Double click on the field you’d like to make “float.”
6. In the Report Expression box that appears, choose Float in the Field position section.
7. Click OK.
8. Click File | Save.
9. Click File | Close.
10. Select Custom Layout on the Change Report Layout & Description screen.
11. Click Exit.
12. Click Run Report.

For more information about Report Modification in PastPerfect 4.0, you can review chapter 15 in your PastPerfect 4.0 User's Guide. You can also contact our support office at 1-800-562-6080 if you have further questions about reports.