

Table of Contents

Add/Delete Group Bands

2

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You can add group bands to a report or presentation by selecting the “Create Group...” command in the Actions menu of the Report Designer toolbar. Alternatively, you can right click on the name of the report in the Outline window and select “Create Group...”. In the the dialog that appears you can specify the name of the new group and the bands representing the group (Group Header and Group Footer) will be added to the Design Area of the report. You can click on any of these bands and set properties of the group band in the Selection Properties window.

To delete a group select either the Group Header or Group Footer bands in the Outline window, right click and select “Delete” from the popup menu.

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