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Alignment and Positioning

Aligning Elements


To align several elements in the same band select the element you want to align against first and then select all other elements holding down SHIFT or CTRL keys – see [Selecting Elements](#). Then click on the  icon in the Report Designer toolbar to bring up a popup menu.

1. To *align the selected elements with the left edge* of the first element in the selection choose the Left command in the popup menu.
2. To *align the selected elements with the right edge* of the first element in the selection choose the Right command in the popup menu.
3. To *align the selected elements with the top edge* of the first element in the selection choose the Top command in the popup menu.
4. To *align the horizontal axis of the selected elements* with the horizontal axis of the first element in the selection choose the Horizontal Axis command in the popup menu.
5. To *align the vertical axis of the selected elements* with the vertical axis of the first element in the selection choose the Vertical Axis command in the popup menu.

Positioning Elements in Band

To move one or more elements in the same band to the left edge of the band select the elements you want to move (see [Selecting Elements](#)) and choose the  icon in the Report Designer toolbar to bring up a popup menu and then select the edge you want position against from the popup menu.

Changing Size of Elements

To change size of several elements in the same band select the element you want to use as the prototype first and then select all other elements holding down SHIFT or CTRL keys – see [Selecting Elements](#). Then click on the  icon in the Report Designer toolbar to bring up the popup menu.

1. To *make the selected elements the same size* as the first element in the selection, choose the “Same Size” command in the popup menu.
2. To *make the selected elements the same width* as the first element in the selection, choose the “Same Width” command in the popup menu.
3. To *make the selected elements the same height* as the first element in the selection, choose the “Same Height” command in the popup menu.
4. To space elements vertically select the “Space Vertically” command
5. To space elements horizontally select the “Space Horizontally” command

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