Creating Simple Reports with Report Builder

1. Use the **Report Wizard**.
2. Enter a title in the title text box and the check the report type desired (*tabular* and *form-like* are the most common.)
3. Select the query source you want to use (usually either a table or a view):
   "**Connect** (if you aren’t already)
   "Choose the **Query Builder**
   "**Include** all needed tables or views from the **Select Data Table** window.
   "Double click each column you wish to make available to the report. Click the object name to get all columns.
4. Add all fields with > or >> you wish to appear in the report.
5. Adjust column label text and widths as desired.
6. Pick a style template (or choose no template) for your report.

The **Live Previewer** lets you look at your report and make minor changes. The **Layout model** lets you adjust the *detail line* and do more extensive formatting.

You can return to the **Report Wizard** at any time to make adjustments such as change templates.