

Using Scripting in Your Reports

You can use some simple Visual Basic scripting to modify your report output. You don't have to know Visual Basic to accomplish these few examples. Just replace the sample field names in the examples with the actual names in your report.

Removing Blank Space Between Fields

When placing fields like address fields on a report or label, you may want to take out the extra space between the City, State and Zip fields. Normally these fields would display like this:

Houston , TX 77277
San Francisco , CA 94104

But it is much more appealing if they appear like this:

Houston, TX 77277
San Francisco, CA 94104

It's not too hard. Just place the fields on the report...then hide them...and finally add a Custom System field that uses a script to string the fields together without any extra spacing.

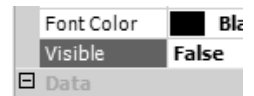
Procedure: To remove extra space between fields

- 1. Display the report in Report Designer view.
2. Place the fields on the report as you normally would.
3. Press [F4] to display the Properties window.
4. Click the first field for scrunching (e.g., [C:City] ). Notice (and write down) its Object Name found at the top of the Properties window.
5. Change its Visible status to False.

If you want to modify a label or envelope, click File, Print, change the Printout type:, select the template and click Edit Template.

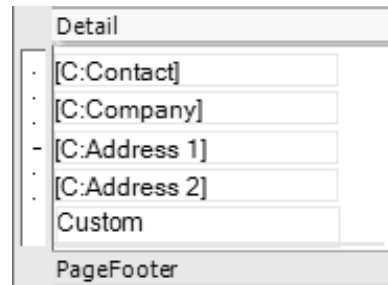
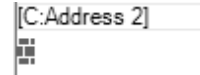


Click in the Visible option to make it active.



Select False from the drop-down menu.

6. Drag the original field size to make it tiny and move it to the far right of (and below) where you will add the custom label. Use the **Properties** window if you like to change the width and height of each field to “.1”.
7. Repeat steps 4-6 for each field that you want to scrunch together.
8. Click the **System Field** button on the toolbox, and draw the field on the layout where you want the compressed text to display. Make it wide enough to display the combined fields.
9. Uncheck **Include a label**. Select **Custom** and click **Add, Close**.



**Method 1 - Formula    Don't use both methods    Only one**

10. Select the “Custom” field that you just created.

Use the Field Object Names that you wrote in step 4. Include the Object Names in square brackets.

In the Data area of the **Properties** window, enter the **Expression...**



( [City1] & ", " & [State1] & " " & [ZIPCode1] )

This expression says, take the value in the field object named [City1] and then add a comma and a space and then add the value from the [State1] object, then add a couple of spaces and finally add the value found in the [ZIPCode1] field object.

**Method 2 – Script**

10. Right-click on the background of the section containing the Custom field you just placed and select **Edit Report Scripts....**

This dialog box can be used to program instructions for any Custom field contained in the section you just right-clicked (not the Header or Footer section). Don't freak out...it's not too bad...keep reading.