TECHTIP: Customizing Access Report Titles

THE SITUATION: Did you know that you can customize an Access Report Title on the fly? If you base your reports on queries, you may find that you have to constantly edit the Report's Title to reflect your new criteria. For example, if you run the same report over and over again for different months of the year, you may be manually editing the title of the report. Last month, your report might have been titled "Monthly Report for June 2003" and then be edited this month to "Monthly Report for July 2003", and so on. One way to handle this situation is to have the report prompt you for the title whenever you run it. Here's how...

WHAT TO DO:

1. Open your report in Design View.
2. Display the Toolbox. If it is not currently displayed, click on the Toolbox button.
3. From the Toolbox, click on the TextBox button and release the mouse. (Don't drag the TextBox button, just click on it.)
4. Click in the Report Header area where the Report Title should be.
5. Click once inside the box that appears, delete the current text, and replace it with =[prompt for information]. (Make "prompt for information" whatever you would like the prompt to say, such as =[Enter Report Title].)

![Course Header][1]

6. Apply any formatting you would like, then close and save the report.

When you run the report from this point forward, you will receive the prompt created in Step 5 above. The text you enter at the prompt will become your Report Title, so remember - spelling counts!
Hot Tip!

If you liked this tip, you might also want to review the last TechTip entitled "Queries That Prompt For Information". These two tips taken together can really make your reports customized to your needs. You can view all the previous TechTips by visiting http://www.goucher.edu/training and clicking on the link for TechTips Archive.

Enjoy!