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# Design and Objects

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# Creating Page Elements

PDF version

## Report Header

The Report header is used to print information which is needed only on the first page of the document. On an invoice, this may include specific document information such as the credit terms, bill of lading or sales people. The figure below outlines a sample Report header on a form.



Fields from the input file for Report Headers and Footers and for Page Headers and Footers must be defined in the Base Page first.

**More information on Defining Variables in Print Line Mode**

**More information on Defining Variables in Records Mode**

To create the Report header:

- Select **Report header** from the **Define** menu.
- On the **Settings** tab set:
  - **Height** - a height for the Report header.
  - **Print on all pages** - check this box for the Report header to print on all pages. This makes the Report header a Page header.
- On the **Accumulative fields** tab, define the accumulative fields **Name**, and set the data fields to be accumulated from the page elements.



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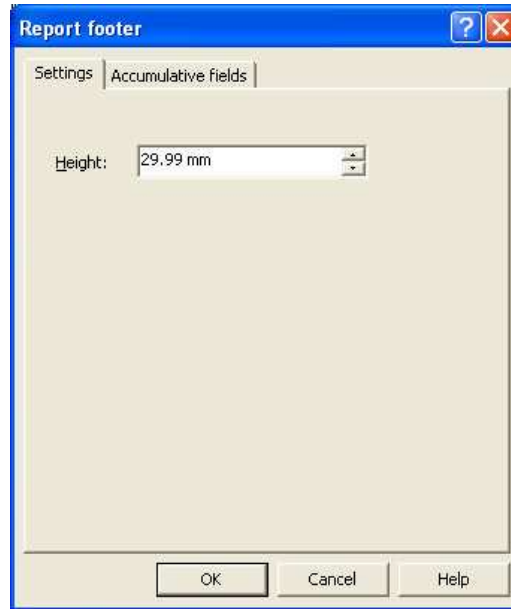## Report Footer

The Report footer is used to print information which is needed only on the last page of the document. This may include information such as the total of an invoice or a remittance advice slip. The figure below outlines a sample Report footer on a form.

To create the Report footer:

- Select **Report footer** from the **Define** menu.
- On the **Settings** tab set:
  - **Height** - height for the Report footer.
- On the **Accumulative fields** tab, define the accumulative fields **Name**, and set the data fields to be accumulated from the page elements.



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