

## FTDesign Manual V7.5

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### Creating Page Elements - Report Header and Footer

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.

**Report Header**

FormTrap Systems & Development \*\* SERVICE PREVIEW \*\*  
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 001034  
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 08 Apr 2009

WILMOT PAVING/BRIAN WILMOT  
 7753 E. 1450 NO.  
 ALBURY UT 87109  
 Phone: 801/889-9888

Location	Trk	State	Order	Item Number	Equipment No.	Hours/Week	Substation	Customer P.O.	Date Shipped
099		LY	L8500T			1.987	15	BRIAN	14 Jan 2009

Ord.	Ship	S.O.	Mfr	Part Number	Description	Unit Price	Amount
2	2	LY	810079	BUSHFRAG 2.00 (DK) 2	Ordered 1/14/09	23.40	\$46.80

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 Fields in Print Line Mode**

**More information on Defining Fields 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.

**Report header**

Settings | Accumulative fields

Height: 115.00 mm

Print on all pages

OK Cancel Help

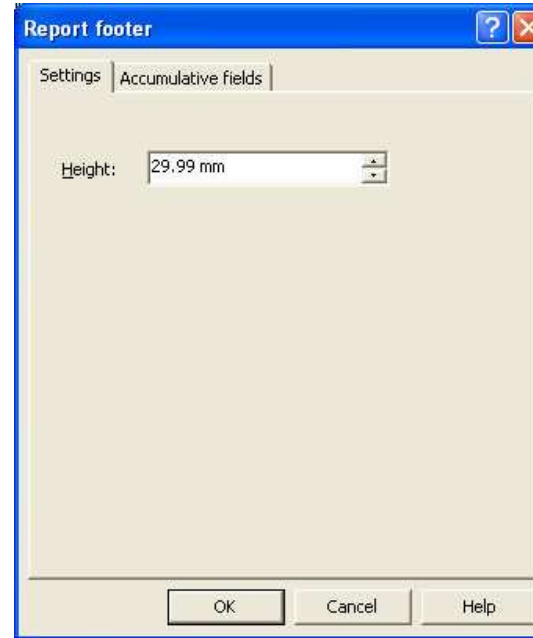
### Report Footer

The Report footer is used to print information which is needed only on the last page of



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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