

Printing Datasheet Style or “Export View” Reports

Should you need to print out a datasheet style or “Export View” report, there are several techniques that will make the process much easier.

Eliminating unneeded columns: Frequently, these types of reports include a significant amount of related information that may or may not support your needs. Before printing, hide columns containing information that you do not need. To do this, follow the steps below:

1. Open the datasheet report and mouse over the header separation bar just to the right of the column that you wish to hide;
2. When the cursor changes to a two headed arrow bisected by a bar, left click and drag to the left;

Name	StreetAddress	City	State	ZipCode	Phone	LastOutreach	LastAttendance
Chan, Tommy X. Jr.	Meadowbrook Apartments	Westfield	MA	12345	555-555-5556	3/13/2014	6/26/2014
Delta, Daniel D.	Kennedy Apartments Compl	Westfield	MA	01085	413-555-7776	4/23/2013	5/6/2014
Doe, Johnie Sr.	123 Some Steet	Anytown	MA	01023	222-555-5555	11/14/2004	5/6/2014
Frisbee, Lester L.	Incomplete Data				No Data	10/15/2013	4/30/2013
Kidd, Billie	Incomplete Data		MA		No Data	9/9/2013	10/31/2013
Kirk, Randel	Incomplete Data				No Data	4/19/2013	10/15/2013
Langley, Forest	Incomplete Data				No Data	9/26/2013	6/5/2013
Lazlow, Marta	99 Food Court	Springfield	MA	01062	No Data	12/7/2008	6/5/2013
Putney, Harry	Incomplete Data				No Data	9/26/2013	10/18/2013

3. Adjust the column width; You may use this technique to completely hide one or more columns;

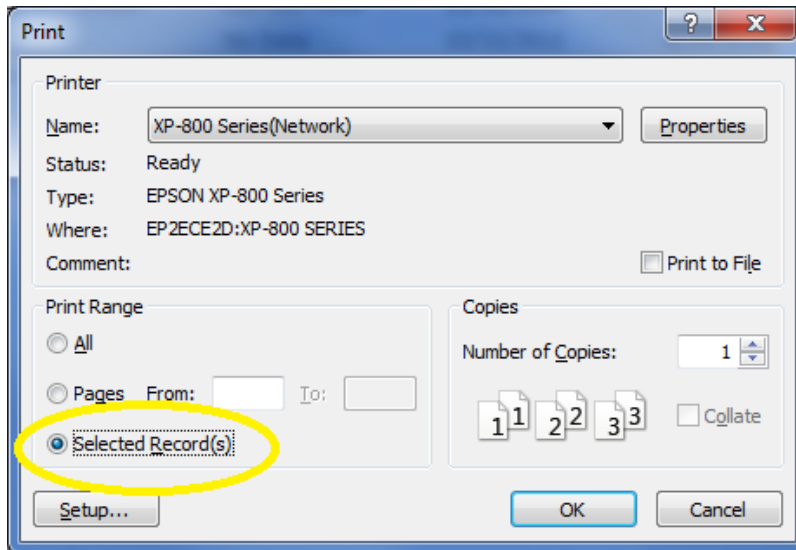
Print only a portion of the datasheet: You never need to print the entire document.

1. Select the range to be printed. To select a specific row, left click on the record selector (the gray box just to the left of the record’s first field).

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Frisbee, Lester L.	Incomplete Data				No Data	10/15/2013	4/30/2013
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Putney, Harry	Incomplete Data				No Data	9/26/2013	10/18/2013

You may also left click and drag through a group of record selectors to specify a range of rows to be printed.

2. Press [Ctrl]+P to activate the Print dialog box.
3. Use the “Selected Record(s)” print range.



Do not save changes to the report format: When you exit the report, you may be prompted to save changes to the layout. Always respond “No”. All fields will be visible for your next use of the report.

