

Chapter 18

Adaptable Reports

In this Section:

- Explains the problems related to adaptability.
- Explains how to use Anchors to "fix" your components.
- Shows how to work with waste areas on different printers.

Overview

One of the biggest problems that designers face when creating reports is adaptability. What is adaptability exactly? First, when a report is created, the process normally takes place on a specific computer, which has one or more printers connected to it. When that report is executed in the field, however, factors such as paper size, orientation and waste areas all come into play. Secondly, reports should allow for a certain amount of flexibility in the overall design and appearance of the layout of the report.

Rave helps overcome these problems by giving the designer access to particular properties of the report. In this chapter, these properties will be explained in detail and will allow the resulting reports to have a standard look over various platforms. This way, the designer can focus more on creating reports than worrying about deployment difficulties. The reports will also be able to adjust layouts based on external parameters passed in during execution.

Anchors

Most visual components have a common property called Anchors. This powerful feature defines how the object will move when its Parent is resized. There are two Anchor values that are set, one for the horizontal and one for the vertical. The default Anchor is set to the top left corner of the Parent control. What this means is that when the Parent (e.g. a Section component) is resized, the component will stay the same distance from the left and top corner of the Parent. Two other Anchor values, Bottom and Right, are very similar in function (they will Anchor to the bottom right corner of the Parent).

The Anchor setting of Center will Anchor the Child component to the Parent's center. Stretch will actually resize the Child component so that it's sides stay the same distance from the Parent. Stretch is most often used when you want a Child component to always match the width or height of the Parent. Two other special Anchor settings, Resize and Spread are useful for groups of components. Resize will proportionally resize the components and the spaces between them as the Parent is changed. Spread will proportionally resize the spaces only (the components will stay the same size) as the Parent changes. Drop down a Section component and place a few rectangles or Text components inside and change the values of those components to see how the Anchor property can affect things.

Anchors can be used to create adaptable Reports when combined with other Reporting features. Imagine that a Report needs to be defined that can be printed in either landscape or portrait orientation or that the Report may be run on different size papers. Setting the Anchors properly will allow one Report to adjust to these changing conditions. A typical table listing Report will be composed of a Region component; it's Band components and the Text and DataText components inside each band. If the Region component is set to Anchor Stretch on both vertical and horizontal and the Text and DataText components are all set to a horizontal Anchor of Resize, the Report will adjust to any of these changes.

Other changes, such as the printer's individual waste area, can also be solved with Anchors and

will be discussed in the next section.

Waste Fit

Most printers have a Region on the paper that is called the waste area. What this represents is the portion of the Page where no printing can be done because of restrictions of the actual printing hardware (usually because the printer uses that region of the page to "grab" a hold of the paper when it is feeding it through the rollers). These values may range from 0 (common for dot-matrix printers) to 1.5 inches. Ink jet printers typically have large bottom margins (and sometimes a 0 top margin), while most ink jet and laser printers have about a 0.25 inch left and right waste area.

The red-dotted lines that run on the border of the Page represent the waste-area of the currently selected printer (or specific values if the preferences are set that way). Anything in between the red line and the border of the Page is the actual waste-area of the printer and you should avoid placing components within that area. The problem is how to know what the actual waste area of the destination printer will be. If the Report is designed with extremely large margins that will be inside the waste area of all printers, then a lot of unnecessary blank space will be on each Page. The WasteFit property is Rave's answer to this common reporting problem.

The Page has a property called WasteFit, which can have one of two values, either true or false.

By default the value is False. Setting the property to true will make the Page adjust the components it contains so that they fit within the waste-area of the destination printer. The components contained will be resized so that they all fit in and adjust accordingly.

However, it is not sufficient with setting the WasteFit property to True for all this to happen automatically. Child components should have their anchor property set accordingly so that they too can adjust accordingly to the changes of the Page.

When used properly, this property is a very powerful feature that allows the reports developed to automatically adapt to different destination printers.

Editor Anchor

Normally, ReportBands/columns/paragraphs are justified to the Left and Top of a design area. This will be fine for the majority of Reporting needs.

However, have you ever wanted to control the starting or ending position of your report components dynamically? This could be a two-column Section, where the left column is a Memo component which changes in height and the right column is a Text component, which is always a one line item. How do you make both components "float" and align to the bottom of the design block? In Rave this is done with the Anchor property.

To change the Anchor style go to the Anchor property of the desired component and click on the ellipse symbol, it will open the Anchor editor like the one shown above. This provides a method to select the Anchor style wanted for that component by using the appropriate vertical and horizontal radio button. Note that a representation appears below each Anchor selection to give a visual indication of what that setting is designed to accomplish. The last three settings, Stretch, Resize, Spread are a little difficult to explain, but view the sample and there will be a picture showing the differences between the settings.

An important point to note is that the Anchor property settings are relative to that component's Parent. So, if the Parent is a Page, then the settings are relative to the Page sides. If the Parent is a Section, then the settings are relative to the section borders. One way to visually see the parentage is to examine the component(s) on the Report Node in question in the Project Tree. Go up one level and that is the Parent.

The following combinations are not restrictive, but normally the Anchor settings will be paired as follows:

- Left/Top justified
- Right/Bottom justified
- both Center justified
- both Stretch
- both Resize
- both Spread

Batch and Chain Reporting

In this Section:
<ul style="list-style-type: none"> • Discusses how to Batch Reports • Covers calling and Page Chaining

Batch Pages

Probably the most common linking of Pages would be a batch processing sequence that defines a list of independent Page definitions. The first Page in the list runs to completion, then it calls the second, which runs to completion, and so on until the last Page of the defined sequence has been completed. The main thing to remember with batch Pages is that each Page definition is independent of the others and runs to completion before the other Page starts. Remember that the requirement to do batch processing is to simplify the administrative tasks when running a group of Page definitions on a recurring basis.

Define the sequence of Pages to print through the PageList property, which is available at the Report node level. When this property is selected (click on the ellipsis button), it will open a dialog window that will build the list from the Page definitions within the selected Report node. The advantage of this method is that the PageList is independent of the individual Page definitions. This means that the PageList would run the whole sequence of Pages (Reports), but individual Reports can still be selected individually and run by itself without invoking the batch link. Remember, Report Pages are not visible to other Reports, so if flexibility of calling separate Page definitions is needed, define the reusable Pages as global Pages instead of Report Pages.

WARNING

Another method to do Batch Pages is to set the first Page definition GotoPage property to the second Page definition name. Now, when the first Page is completed, it will automatically start the second Page definition. The problem with this technique is that anytime the first Page is run it will ALWAYS start the second Page as they are linked together at the Page definition level.

Calling Pages

(Page Node - GotoMode property - gmCallEach setting)

Another type of linking would be Reports where there must be a particular flow of Pages. The easiest example of this would be a Report where each record ALWAYS produces three Pages of output. This could be a "form Report" where Page 1 has a patient's demographic information, Page 2 has medical information and Page 3 has insurance information. So, when going through the database, each patient's record would produce 3 Pages of output. See the Exercises for more step-by-step instructions on how Call Pages.

Chain Pages

(Page Node-GotoMode property-gmGotoDone setting)

A chain of Pages is similar to a Batch. The Batch technique discussed earlier used the PageList property and cautioned you about using the GotoPage property. However, if you plan ahead, then the use of the GotoPage property with the Pages from the Global Page Catalog is very powerful. The exercise at the end of this chapter does a Multi-Page definition that includes an invoice, file copy, shipping document and packing slip.

Different First Page Format

(Page Node-GotoMode property-gmGotoNotDone setting)

Another type of linking would be Reports where the first Page format is different than the remaining Pages. This could be a Report that has a title layout maybe even with a company logo on Page 1, but the remaining Pages are all the same design layout. What you need to do for this is to create the Page 1 definition (first Page) that points to Page 2. Then create the Page 2 definition (all remaining Pages) that points to blank. The Exercise at the end of the chapter goes through the detail steps to complete this process.

Different Odd/Even Page format

(Page Node-GotoMode property-gmGotoNotDone setting)

Another type of linking would be Reports with a format based on an odd/even Page definition. This could be Reports that are going to be printed on both sides of the paper (duplex style) and have holes punched in one side, so that final Report could be put in a binder. This would mean that the inside margin (say 1 inch) would be larger than the outside margin (½ inch). To create a loop where the Page 1 definition (odd Page) points to Page 2 and will call it if the Report is not done when it gets to the end of the Page AND the Page 2 definition (even Page) points to Page 1 and will call it if the Report is not done at the end of that Page. This loop will need to continue until Report is completely printed. See the Exercise at the end of this Chapter to get detailed steps to complete this task.

Batch / Chain Reports

Once the Report Design is complete and working, the day-to-day routines get settled. At this point, it would not be unusual to find out there often is a need to print several Reports in some kind of sequence. This could be a group of Reports that are always generated at the end of each month, quarter, etc. Another example might be a series of executive summaries that are needed on a demand basis by upper level management. Of course, it is possible to run each required Report individually for these repetitive cases. Then when they are all done, group them together and give them to the requesting office. This often means that there is a checklist that details what repetitive Reports are required, when and for whom.

This problem of producing a repetitive sequence of Reports is solved with Rave by linking the Reports to each other. Rave has the ability to link the Report Page definitions in a wide variety of ways by setting different combinations of three properties; Page.GotoMode, Page.GotoPage and Report.PageList. It is important to note that the setting of the GotoMode property determines the behavior of the GotoPage property. The PageList property is at Report Node level and is designed to provide a way to initiate several different GotoPage property chains in a defined sequence.

Although we will give examples of how we envision achieving various Batch/Chain sequences of Pages, it will not be possible to include all of the possibilities. The secret is that one should understand and be flexible on how to "mix and match" the various parts of Rave. In particular, pay special attention to the Global Page catalog and the GotoMode, GotoPage, Mirror and PageList properties. Different combinations of these provide a wide range of output options. There is a lot of power here, so the best advice is to start with simple Reports. Then add some of these powerful extras and as they make sense.

Exercise: Calling Pages

The way to accomplish this would be:

- Complete all normal definitions for the Page 1.

- Complete all normal definitions for the Page 2.
- Complete all normal definitions for the Page 3.
- Set the GotoPage property of the first Page to point to the second Page.
- Set the GotoMode property of the first Page to gmCallEach setting.
- Set the GotoPage property of the second Page to point to the third Page.
- Set the GotoMode property of the second Page to gmGotoDone setting.
- Insure that the GotoPage property of the last Page definition is blank.

The gmCallEach setting of the Page 1 GotoMode property will activate the GotoPage property after the first physical Page has printed. So, at the end of physical Page 1, Page 2 definition will be started. Because the Page 2 definition has a gmGotoDone setting, it will go to the Page 3 definition when it has finished the printing the second Page. The Page 3 definition will print that Page's definition and then return control to the Page 1 definition because it's GotoPage property is blank. You can join any number of Pages together in this manner. The key is that a gmCallEach setting will save off the calling Page so that whenever a blank GotoPage property in the Page chain is encountered, it will continue with that calling Page.

Exercise: Chain Pages

For this example, we are going to do a Multi-Page definition that includes an invoice, file copy, shipping document and packing slip.

- Create a section on a Global Page that will be mirrored later.
Complete all of your normal definitions for the Invoice Page within this section.
- Create a section on a Global Page that will be mirrored later.
Complete all of your normal definitions for the File Copy Page within this section.
- Create a section on a Global Page that will be mirrored later.
Complete all of your normal definitions for the Shipping Page within this section.
- Create a section on a Global Page that will be mirrored later.
Complete all of your normal definitions for the Packing Slip Page within this section.
- Create a "New Report" that will hold the definitions for these Pages.
- Create a new Page definition, "Invoice"
drop a section on this Page definition and set the Left and Top properties
mirror the section to the "Global" Invoice Page section
drop a text component on the bottom of the Page "INVOICE COPY"
- Create a new Page definition, "FileCopy1"
drop a section on this Page definition and set the Left and Top properties
mirror the section to the "Global" FileCopy Page section
drop a text component on the bottom of the Page "FILE COPY 1"
- Create a new Page definition, "FileCopy2"
drop a section on this Page definition and set the Left and Top properties
mirror the section to the "Global" FileCopy Page section
drop a text component on the bottom of the Page "FILE COPY 2"
- Repeat those steps, for the "Shipping Document" and "Packing Slip"

- Now go back to the "Invoice" Page definition (NOT the global definition)
Set the PageMode setting to gmGotoDone
Set the PageGoto to point to the "File Copy 1" Page definition.
- Repeat these steps for each of the copies, remember to leave the last one blank

The mirroring of a Global Page offers a lot of "reuse" of a Master Design. This example showed that the "FileCopy" could be mirrored twice and "label" each Page definition differently.

Exercise: Different First Page

The way to accomplish this would be:

- Complete all normal definitions for Page 1.
- Create a "New Report Page" for the second Page definition.
- Set the GotoPage property of the first Page to point to the second Page.
- Set the GotoMode property of the first Page to gmGotoNotDone setting.
- Complete all normal definitions for Page 2.
- Insure that the GotoPage property of the second Page is blank.

The gmGotoNotDone setting of the GotoMode property will activate the GotoPage property after the first physical Page has printed but only when the current Page definition has not finished (for example, EOF - End Of File). So, at the end of physical Page 1, Page 2 definition will be started. Because the Page 2 definition does NOT have anything in the GotoPage property, the Page 2 definition will remain in effect for all remaining physical Pages until the Report is done.

Exercise: Different Odd/Even Page

The way to accomplish this would be:

- Make a Section on the first Page definition that is set for the "Odd" Page margins.
For example, set the properties Left = 1.0, Width = 7.0, Top = 0.5 and Height = 10.0.
- Complete all of your normal definitions for Page 1 within this section.
- Create a "New Report Page" for the second Page definition
- Drop a Section on the Page 2 and set the top and left margins for the even Page settings.
For example, set the Left property = 0.5 and Top property = 0.5.
- Set the Mirror property of Page 2 Section to point to the Section on Page 1.
- Set the GotoPage property of the second Page to point to the first Page.
- Set the GotoPage property of the first Page to point to the second Page.
- Set the GotoMode property of BOTH Pages to gmGotoNotDone setting.

The gmGotoNotDone setting of the GotoMode property will activate the GotoPage property after each physical Page has printed but only when the current Page definition has not finished (for example, EOF - End Of File). So, at the end of physical Page 1, Page 2 definition will be called. At the end of physical Page 2, Page 1 definition will be called. This loop will continue until one of

the Pages is completed. If control would need to be passed to another Page at this point, use the Report components PageList property to select the next Page.

Chapter 20

Preferences

In this Section:

- Shows how to get to the Preferences Dialog
- Explains each tab in the preferences dialog

Getting to the Preferences Dialog

Before getting started in Rave lets take a short detour and learn about controlling the appearance of the RAVE designer. Under the main menu, select "Edit" then "Preferences". This will open a Preferences dialog where the look and feel of the RAVE system can be customized.

Defaults Tab

"Defaults" tab provides a place to set many of the RAVE Visual Designer Project and Page settings.

Settings in the Default tab section will be used when a new Project or new Page is created. After a Project has been started, the Project properties can be changed at the Project level and then they will be saved for that Project. The same applies to the properties of Pages. For example, a Project could have a default grid of 0.25 inches, but on a special Page the settings could set the Grid Spacing to 0.1 inches.

Designer Tab

The "Designer" section controls changes of the Grid system, Alignment options, units of Measurement and Zooming.

The "Zoom Increment" controls the amount of change that is made with the in/out zoom controls on the Zoom Toolbar.

The "Alignment Options" section, controls the visibility of the Order buttons and Tap buttons. It also controls the 'speed key' assigned to the Tap Tools. The speed key is really a predetermined amount of distance that the component is allowed to move with one keystroke. To use this feature, select the component and click on any of the arrow keys on the toolbar. Or, use the arrow keys on the keyboard while pressing the Ctrl-key.

In the "Grid Settings" area, grid color and associated changes can be applied to the Page of the Report. "Snap To Grid" will cause the mouse cursor to move and size components in increments of the Grid Spacing. The "Draw Grid On Top" option allows the Grid to be seen visually on top of components that have a solid background color. To hide the Grid Lines, make sure that "Show Grid" is unchecked. Several of these preferences are controllable from the Designer Toolbar. For more information about the Designer Toolbar and other toolbars see the Utility Toolbar Chapter.

The "Waste Area" controls the visibility of the amount of excess between the area border (the red dashed line) and the edge of the Page. "Show Waste Area" hides/shows the red dashed border around the Page. Then next two selections control the Waste Area width. The Waste Area can be set to the default printer settings, or it can be set manually by using the Left, Right, Top, and Bottom edit boxes.

In the "Background Gradient" section, the three colors that make up the area between the Page and the borders of the program can be changed. Clicking on the color wheels and selecting the desired colors change the gradient of the background. To make the background a solid color,

simply select the same color for all three color options.

The visibility of the Order Alignment and Tap Tools are controlled by settings in the Alignment Options section of the Designer Tab. To get to this section click Preferences in the Edit menu and choose the Designer Tab.

Also in the Alignment Options, the Tap Tools have a 'speed key' assigned to them. This speed key is really a predetermined amount of distance that the component is allowed to move in one keystroke. The "Tap Distance" is initially set at 0.01 inches. If this distance is increased it will take less time to move the component in the desired direction. To use this feature, select the component and hold the Ctrl key while clicking on any of the arrow keys in the toolbar. Or, use the arrow keys on the keyboard while pressing the ctrl-key.

Environment Tab

"Environment" contains settings for user viewed information, toolbars, and page environment options.

In "User Level", the user's level can be increased or decreased. This setting controls the amount of information to be displayed to the user, mainly dealing with the various properties that will be covered later in this manual. Do not be distracted with all the advanced properties at first. To simplify the early Rave experience, start out at either the Beginner or Intermediate User Level setting. While the Beginner and Intermediate settings are adequate for designing a Rave report, these lower settings will be missing some controls. Thus, if there are controls that are covered and it appears that Rave does not have these controls, check the User Level preference setting.

The "Options" in Environment section, controls the Band Headers, environment settings, and rulers. The "Always Show Band Headers" will have the Band Headers shown at all times. "Save Environment Only Changes When Exiting" will save all the changes made to the environment when the program is shut down. "Display Rulers" will keep the rulers visible around the Page if selected.

"Run in administrator mode," allows the user to be prompted for a password if there is a password in the file. When this selection is not selected, and there is a password in the file, the user will not be prompted for a password, the program will just run in non-administrator mode. An administrator can place a password in different areas to restrict access. Placing a password in the AdminPassword property restricts user access.

"Language" changes the language of the user interface. To have this option, the language file translators needs to be installed. Once installed simply choose a language.

Shortcuts Tab

The "Shortcuts" section allows the user to define keyboard shortcuts for a wide variety of Project actions.

It may save you some time to check the list of "Actions" to see if a shortcut already exists for those tasks that are repeatedly done while you are using the Rave designer. If there is no shortcut, then you may be able to create a shortcut that will be easy for you to remember.

Appendix A

Formatting

Below is a list of different format codes and what they will accomplish for each output type.

AlphaNumeric Items

Description: DisplayFormat formats the value given using the format string. The following format specifiers are supported in the format string:

Examples:	Format String	123456.78	-123.0	0.5	0.0
	#,##0.00	123,456.78	-123.00	0.50	0.00
	##	123456.8	-123	.5	0
	\$.0.00	\$123,456.78	-\$123.00	\$0.50	\$0.00
	0.00;(0.00);'	123456.78	(123.00)	0.50	----

Specifier	Represents
0	Digit place holder. If value being formatted has a digit where the '0' appears, then the digit is copied to the output string. Otherwise, a '0' is in the output string.
#	Digit place holder. If value being formatted has a digit where the '#' appears, then the digit is copied to the output string. Otherwise, nothing appears in that position.
.	Decimal point. The first '.' character in the format string determines the location of the decimal separator in the formatted value. The actual character used as the decimal separator in the output string is determined by the Number Format of the International section in the Windows Control Panel.
,	Thousand separator. If the format string contains a ',' characters, the output will have thousand separators inserted between each group of three digits to the left of the decimal point. The actual character used as the thousand separator in the output is determined by the Number Format of the International section in the Windows Control Panel.
E+	Scientific notation. If any of the strings 'E+', 'E-', 'e+', or 'e-' are contained in the format string, the number is formatted using scientific notation. A group of up to four '0' characters can immediately follow the 'E+', 'E-', 'e+', or 'e-' to determine the minimum number of digits in the exponent. The 'E+' and 'e+' formats cause a plus sign to be output for positive exponents and a minus sign to be output for negative exponents. The 'E-' and 'e-' formats output a sign character only for negative exponents.
'xx'/'"xx"	Characters enclosed in single or double quotes are output as-is, and do not affect formatting.
;	Separates sections for positive, negative, and zero numbers in the format string.

The locations of the leftmost '0' before the decimal point in the format string and the rightmost '0' after the decimal point in the format string determine the range of digits that are always present in the output string.

The number being formatted is always rounded to as many decimal places as there are digit placeholders ('0' or '#') to the right of the decimal point. If the format string contains no decimal point, the value being formatted is rounded to the nearest whole number.

If the number being formatted has more digits to the left of the decimal separator than there are

digit placeholders to the left of the '.' character in the format string, the extra digits are output before the first digit placeholder.

To allow different formats for positive, negative, and zero values, the format string can contain between one and three sections separated by semicolons.

One section: The format string applies to all values.

Two sections: The first section applies to positive values and zeros, and the second section applies to negative values.

Three sections: The first section applies to positive values, the second applies to negative values, and the third applies to zeros.

If the section for negative values or the section for zero values is empty, that is if there is nothing between the semicolons that delimit the section, the section for positive values is used instead.

If the section for positive values is empty, or if the entire format string is empty, the value is formatted using general floating-point formatting with 15 significant digits.

Date / Time items

Items that are either a date or time field can use the following format codes. The format specifiers are not case sensitive. If the format parameter is blank then the value is formatted as if a 'c' specifier had been given. The following format specifiers are supported:

Examples: dddd, mmmm d, yyyy => Monday, September 21 1998
 d mmm yy => 21 Sep 98

Specifier	Displays
c	Displays date using format given by ShortDateFormat global variable, followed by time using format given by LongTimeFormat global variable. The time is not displayed if fractional part of the DateTime value is zero.
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat) using the strings given by the ShortDayNames global variable.
dddd	Displays the day as a full name (Sunday-Saturday) using the strings given by the LongDayNames global variable.
ddddd	Displays the date using the format given by the ShortDateFormat global variable.
dddddd	Displays the date using the format given by the LongDateFormat global variable.
m	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as an abbreviation (Jan-Dec) using the strings given by the ShortMonthNames global variable.
mmmm	Displays the month as a full name (January-December) using the strings given by the LongMonthNames global variable.
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).
h	Displays the hour without a leading zero (0-23).
hh	Displays the hour with a leading zero (00-23).
n	Displays the minute without a leading zero (0-59).
nn	Displays the minute with a leading zero (00-59).

s	Displays the second without a leading zero (0-59).
ss	Displays the second with a leading zero (00-59).
t	Displays the time using the format given by the ShortTimeFormat global variable.
tt	Displays the time using the format given by the LongTimeFormat global variable.
am/pm	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'am' for any hour before noon, and 'pm' for any hour after noon. The am/pm specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
a/p	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'a' for any hour before noon, and 'p' for any hour after noon. The a/p specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
ampm	Uses the 12-hour clock for the preceding h or hh specifier, and displays the contents of the TimeAMString global variable for any hour before noon, and the contents of the TimePMString global variable for any hour after noon.
"/"	Displays the date separator character given by the DateSeparator global variable.
:	Displays the time separator character given by the TimeSeparator global variable.
'xx'/'xx"	Characters enclosed in single or double quotes are displayed as-is, and do not affect formatting.

Appendix B

Keyboard / Mouse Shortcuts

Below is a list of different Keyboard / Mouse combinations that can be used as a shortcut. See Preferences - Shortcuts for assigning keyboard keys to your own shortcuts.

Page Designer or Project Tree

Click	on a component selects that component
Right Click	shows context menu for that component
Shift Alt Click	adds all components of the same type as the component clicked on to the selection list of the current page designer
Shift Ctrl Click	adds all children of clicked component to selection list
Shift Click	on a component toggles the selection for that component. This can be used to select multiple components.

Page Designer Only

Click	in blank area of Page Designer removes selection of all components
Ctrl + Arrow Keys	taps (moves) selected components in direction of arrow key
Ctrl C / Ctrl Ins	copies selection to clipboard
Ctrl Click	centers the design window to location clicked
Ctrl F4	unloads current global page
Ctrl V / Shift Ins	paste clipboard to page designer
Ctrl X / Shift Del	cuts selection to clipboards
Delete	deletes currently selected component(s)
Escape	changes selection to parent of current component
F9	executes the current report
F11	toggles between page designer and property panel
Shift + Arrow Keys	changes size of selected components (Up = decrement height, Down = increment height, Left = decrement width, Right = increment width)

Project Tree Only

Alt Drag	DataField component to page designer - creates text component
Alt Drag	selected component to container component in Project Tree - makes the destination component (must be a container component like sections or regions) the parent of all selected components
Ctrl Drag	DataField component to page designer - creates DataText component
Ctrl Drag	component to page designer - creates a mirror of component
Double Click	on Global Page node - loads selected page into page designer
Double Click	on Report node - activates selected report

