



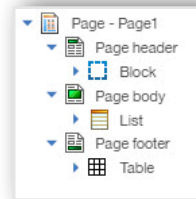
## The Structural Elements of a Report

Designing a great report layout is essential to presenting your information in a clear and effective manner. The first step in designing that great layout is having a good understanding of the Structural Elements of a report.



Page Structure is determined by:

- **Page Header** contains information that appears at top of each page
- **Page Body** contains information that starts on first page and may run across multiple pages
- **Page Footer** contains information that appears at the bottom of each page



### Horizontal Bands of Information:

- Bands of information that will naturally run **across** the page
- Each horizontal band of information typically translates into a block

### Vertical Bands of Information:

- In each horizontal band of information, look for bands of information that will run **up** and **down** the page
- Each vertical band of information typically translates into table cells

### Data Frames:

- House data items
- Choose the data frame to highlight information most effectively
- Frames include:
  - » Lists
  - » Crosstabs
  - » Charts
  - » Repeaters
  - » Text Frames

### Properties:

- Characteristics of an object
- Set at highest level due to object hierarchy
- Child objects assume same properties as parent objects