

This document demonstrates how to create a A4 half page size report.

Choose and open a report type from the system. For example Journal Voucher.

1. In the report menu bar, click on the Design button.

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2. In the Report Design Customization window for Journal Voucher, select the report format and click the "Amend" button or double click the selected report format.

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3. The Report Designer will now load the Journal Vourcher's report format.

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Property Grid

4. There is a "Property Grid" panel on the right bottom corner of the report designer.

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Change the Paper Kind and Paper Size

- 5. In the property Grid, under Page Settings,
 - 1. Change the "Paper Kind" to Custom
 - 2. Then change the "Page Height" to 584

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6. Switch to the Preview Tab, and view the result.



NOTE : User may need to manually adjust the layout or remove unnecessary field in order to fit into the current paper size to avoid the report from being separated into 2 pages.



7. Click "Save as" from the toolbar and save the report.

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Print two document in one A4 Page

1. Preview the report that was previously saved.

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2. Export the report to PDF file from the Print Preview window.

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4. In the print dialog, change the print setting as shown below.

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