

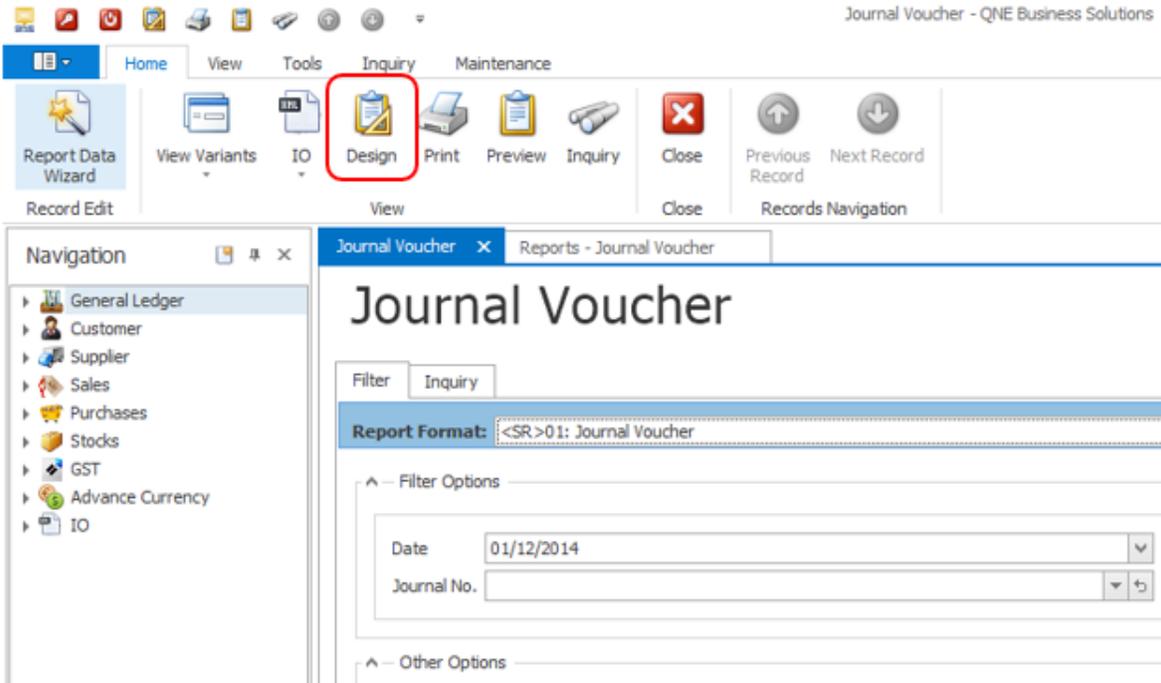
How to create a Report in A4 Half Page Size



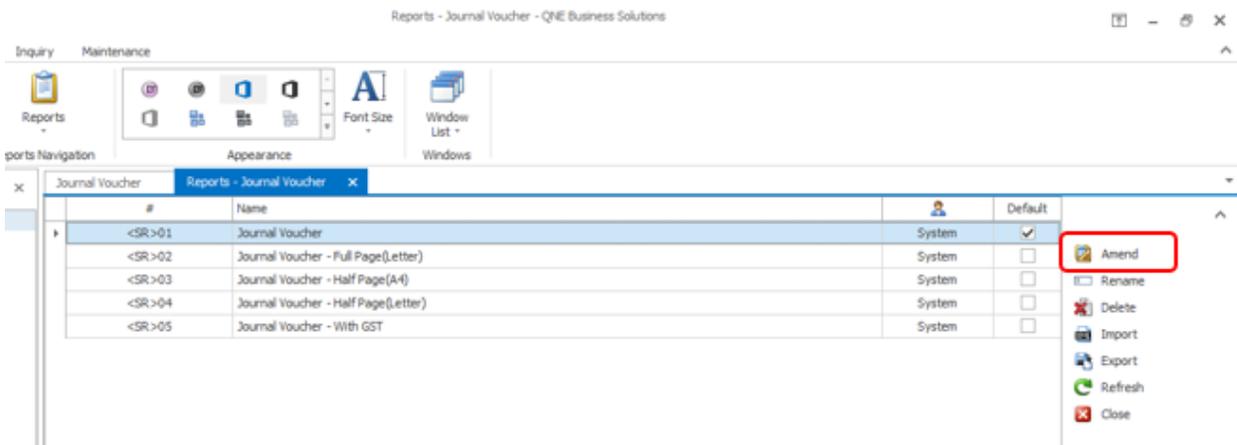
This document demonstrates how to create a A4 half page size report.

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

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



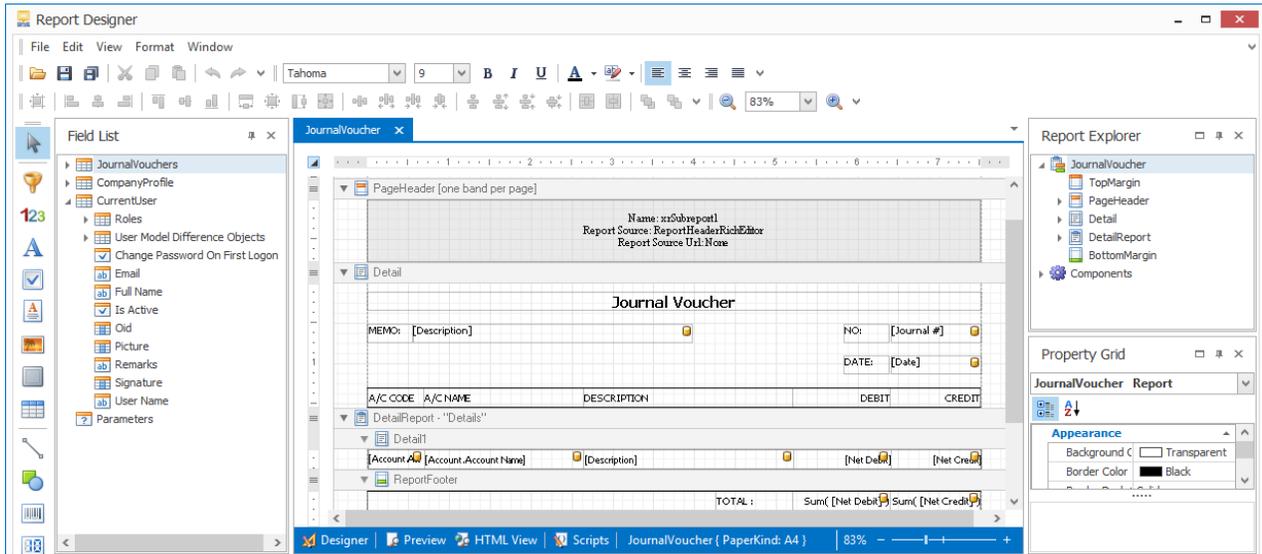
2. In the Report Design Customization window for Journal Voucher, select the report format and click the “Amend” button or double click the selected report format.



How to create a Report in A4 Half Page Size

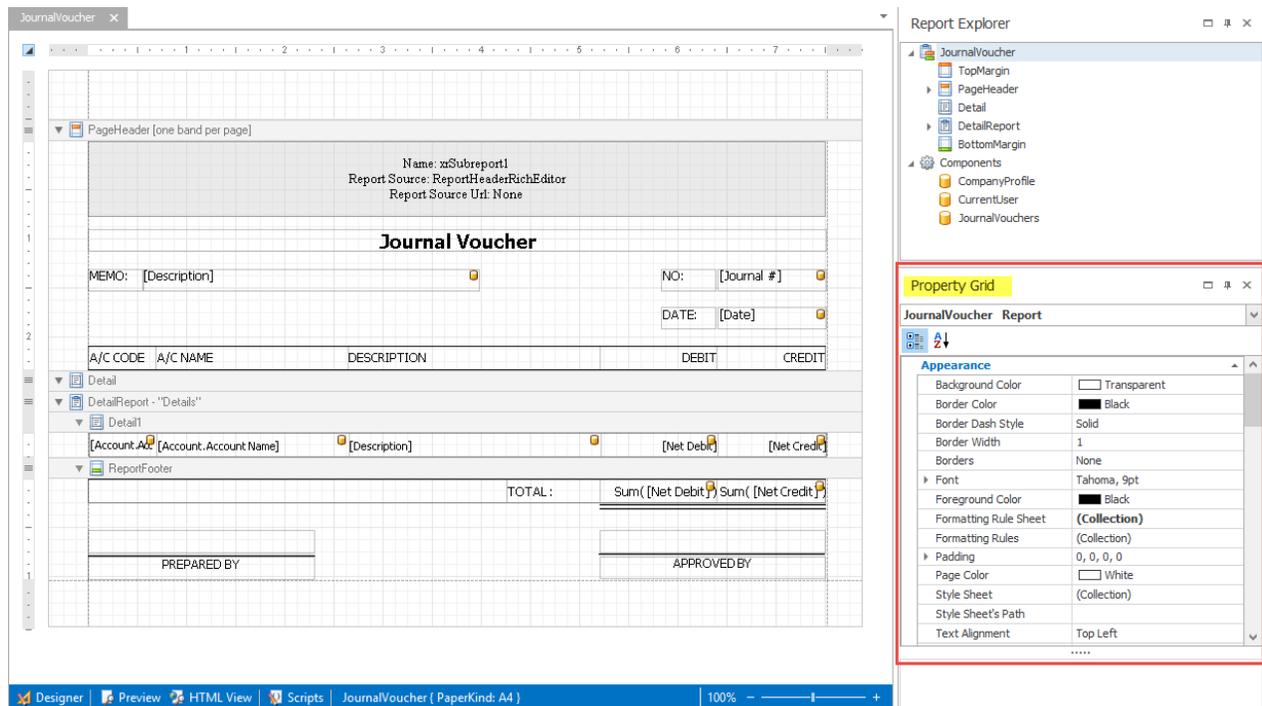


3. The Report Designer will now load the Journal Voucher's report format.



Property Grid

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





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

Report Explorer

- JournalVoucher
 - TopMargin
 - PageHeader
 - Detail

Property Grid

JournalVoucher Report

DefaultGroupingFieldsCaption

GroupingTemplates

Source

Navigation

Bookmark: JournalVoucher

Page Settings

Landscape: No

Margins: 48, 40, 35, 49

Page Height: 1169

Page Width: 827

Paper Kind: A4

Paper Name: C Sheet

Printer Name: Custom

Roll Paper: DL Envelope

Using Settings of the Default Printer: D Sheet

Parameters: E Sheet

Request Parameters: Executive

Folio

Printing

Report Print Options: (Report Print Options)

Show Print Margins Warning: Yes

Show Print Status Dialog: Yes

Structure

Bands: (Collection)

Paper Kind

Gets or sets the type of paper for the report.

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

ReportFooter

TOTAL : Sum([Net Debit])

PREPARED BY

APPROVED BY

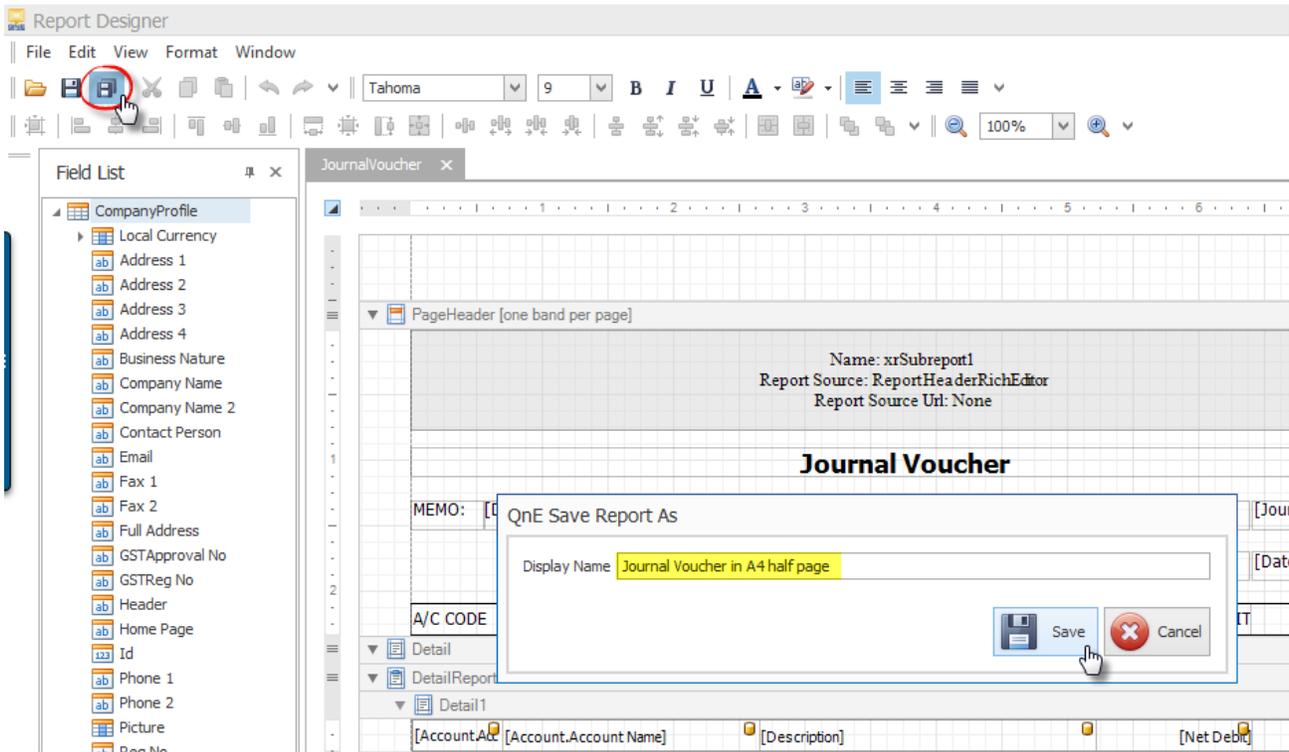
Designer | Preview | HTML View | Scripts | JournalVoucher { PaperKind: Custom } | 100%

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.

How to create a Report in A4 Half Page Size

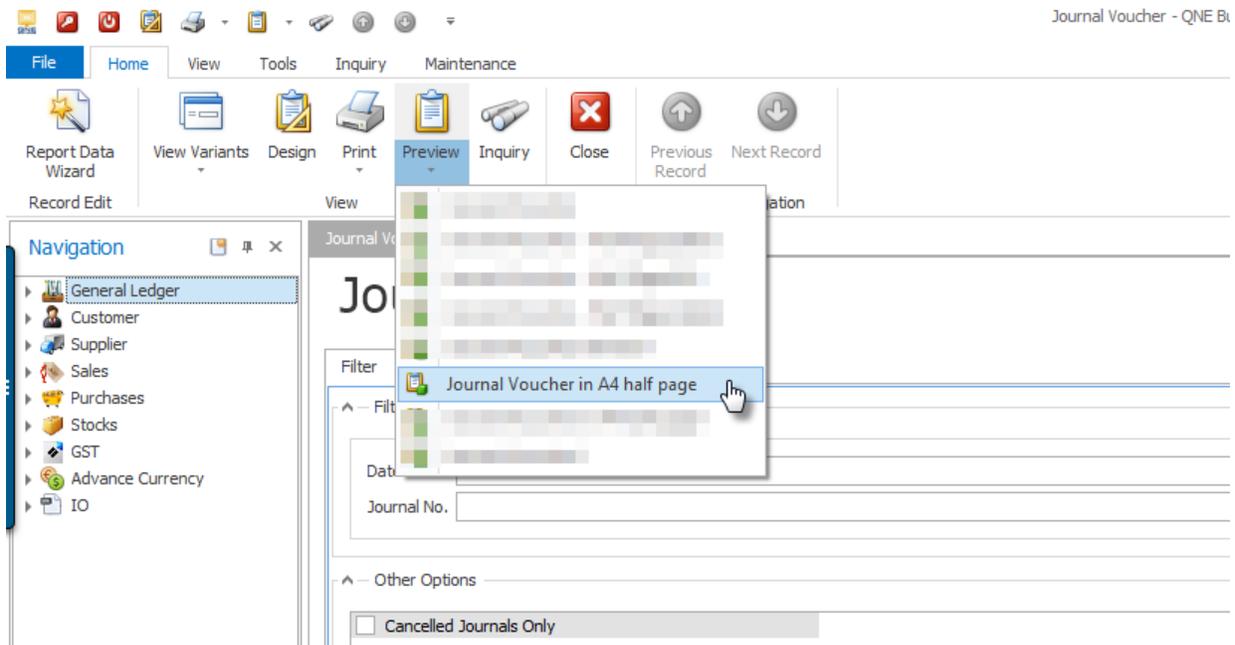


7. Click "Save as" from the toolbar and save the report.



Print two document in one A4 Page

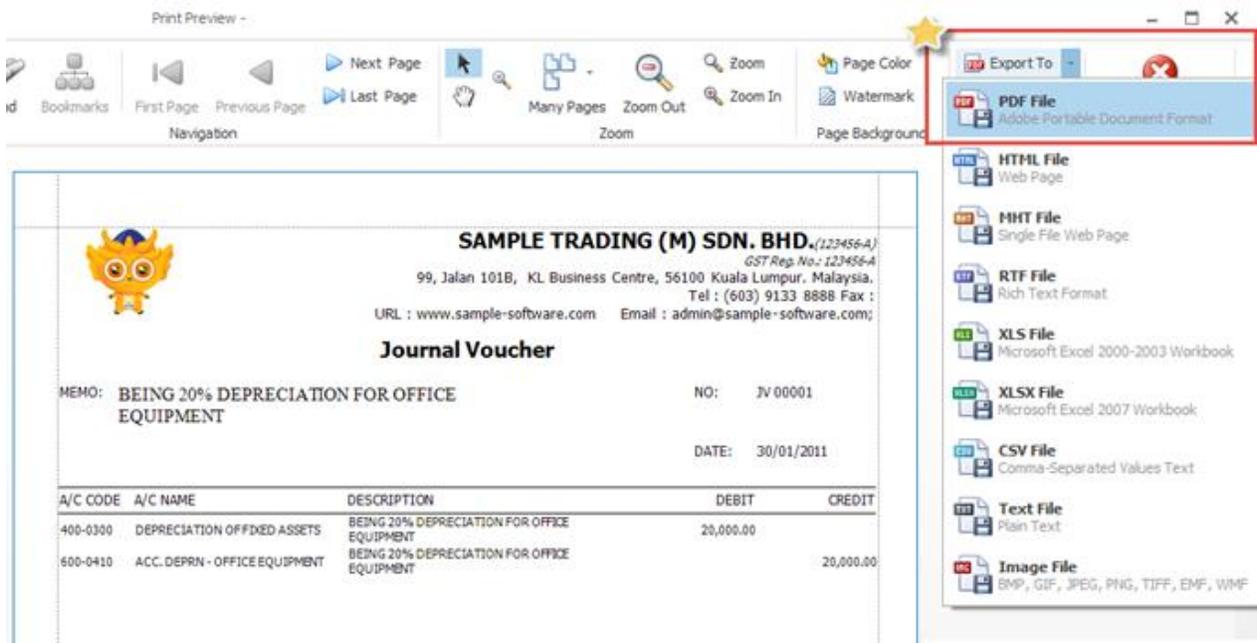
1. Preview the report that was previously saved.



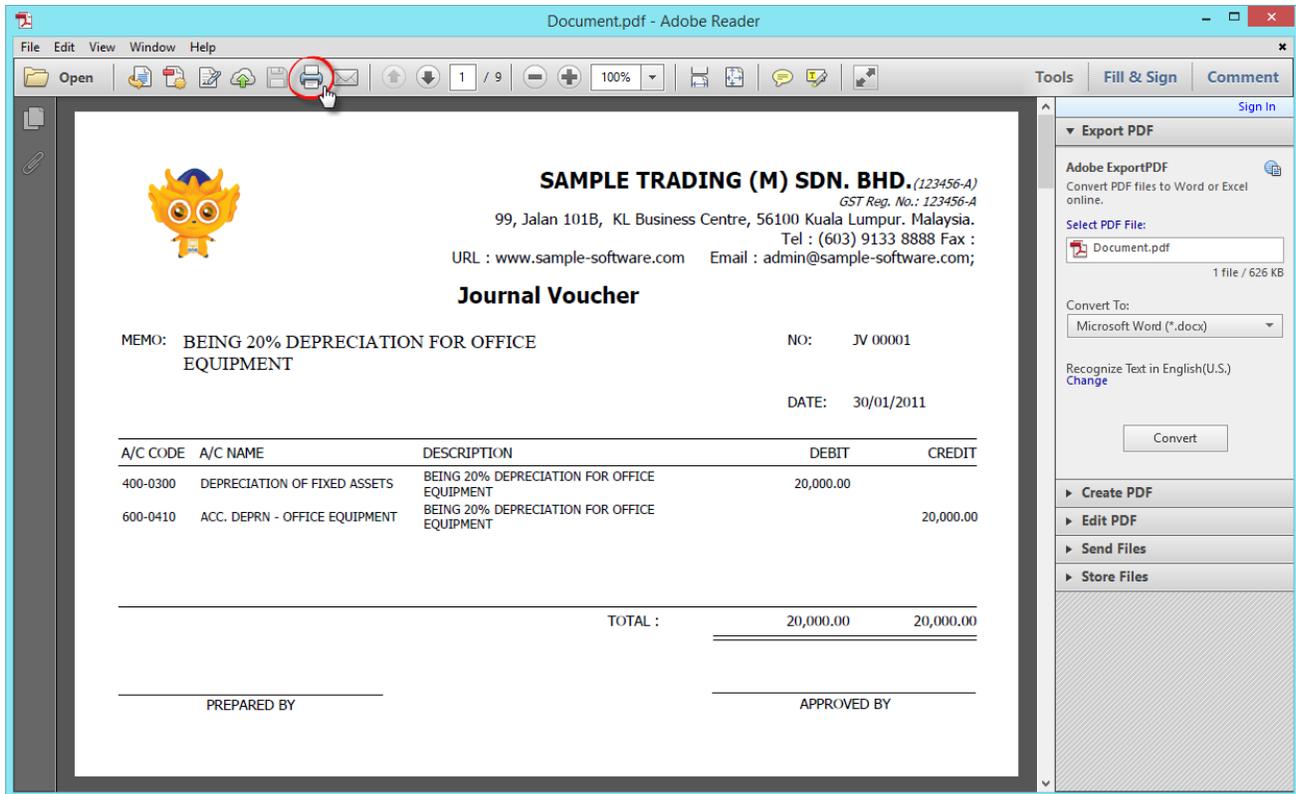
How to create a Report in A4 Half Page Size



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



- Open the PDF file using preferred PDF viewer. Click on the print icon (Ctrl+P) or select File -> Print... from the menu bar.



How to create a Report in A4 Half Page Size



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

