Creating a Blank Report

A blank report lets you create a report using any of the report objects that are available in a layout that suits your needs. The blank report gives the report author complete control over the layout of the report to meet the business requirements.

GOAL: Create a report that has 3 sections: a header, a crosstab report, and a column chart.

STEPS:

1. Click File > New and select Blank in the New dialog box.

2. Click OK and the following form is displayed.
3. Click the **Toolbox tab** in the **Insertable Objects** window. Select the **Block** object and drag and drop it on the blank form.

4. **Repeat** the previous step 2 additional times to achieve the following results.

   ![Insertable Objects Window](image)

   **Note:** The first box will contain the header, the second a crosstab report and the third a bar chart.

5. Select the **Text Item** object and drag and drop it into the first block.

6. Type “**Affiliation by Country**” in the text box and click **OK**.

7. In the table, **highlight** the text by clicking on one of the words. (The Properties window will indicate Text Item.) In the **Properties** window, under Font & Text, click **Font** and then click the **ellipse**. Set Family to **Arial**, Size to **14**, and Weight to **Bold**.

   ![Properties Window](image)

8. Click **OK**.
9. Click the ancestor button in the Properties title bar, and click Block.

10. In the Properties window, under Font & Text, click Horizontal Alignment and click the ellipse and select Center.

11. Double-click Padding and change the top and bottom padding to 25.

12. Click OK.
13. From the Insertable Objects>Toolbox tab, select the Crosstab object, then drag and drop it in the second block.

14. In the Create – Crosstab box, click OK to accept Query1 for the new query name.

15. Click the Model tab in the Insertable Objects window. Open the Personal Data folder.

16. Drag Primary University Affiliation Description to the Columns section of the crosstab report object.

17. Drag ID to the Measures section of the crosstab report object. Select ID in the report and in the Properties box under Data Item, change Aggregate Function to Count.

18. Drag Country Description to the Rows section of the crosstab report object.
19. Click the **Filter** icon.

20. Build a new filter for **Country Description = ‘United States’**.

21. **Validate** the filter.

22. Click **OK** twice to complete the filter.
23. Click the **Toolbox** tab in the Insertable Objects window and select the **Chart** object and drag and drop it to the third block.

24. In the **Create – Chart** box, select the **Existing query** as the basis for the query.

25. Click **OK**.
26. Click **OK** to accept the defaults for the **Column** chart.
27. Run the report.


29. Highlight the chart. The Properties window should read “Column Chart.”

30. Click the Swap Rows and Columns icon on the toolbar.
31. **Run** the report.

![Image of the Affiliation by Country report]

32. **Close** the Report Viewer.

33. **Save** the report as “Affiliation by Country”.