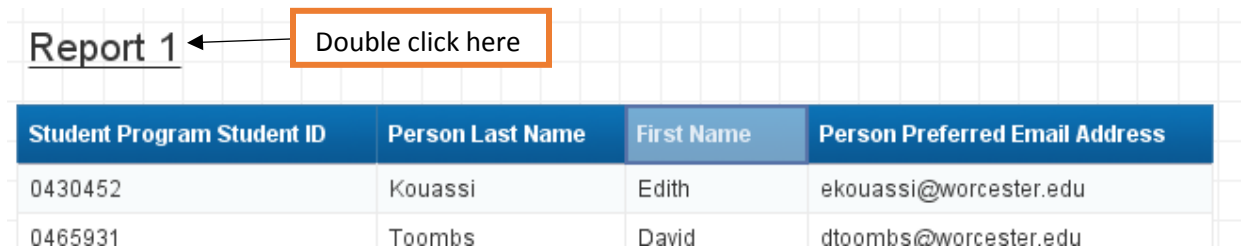


Headings in WebI

The report you want to make changes to needs to be open in design mode.

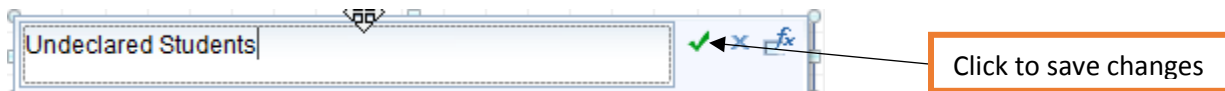


Student Program Student ID	Person Last Name	First Name	Person Preferred Email Address
0430452	Kouassi	Edith	ekouassi@worchester.edu
0465931	Toombs	David	dtoombs@worchester.edu

To change the report name double click on the default report title.



Notice the default formula in the formula view. Replace the contents with the report name of your choosing. In the example provided, the report name chosen is "Undeclared Students".



Click on the green check symbol on the right of the popup window to validate the formula and save the changes.

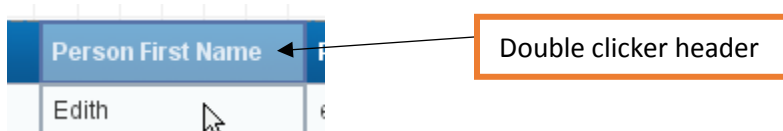
Alternatively, if you want to change the tab name of the report double click on the report tab located at the bottom of the design view and replace the contents with the title of your choosing.



When you do, the title of the report itself also changes. In order for this to work the reference title for the report must be left as a formula; "=ReportName()".

Field names can also be changed in the same fashion. The report must be viewed in design mode to make changes.

Double click on the field header.



Edit the contents of the popup window and replace it with the text you wish to display.



Press enter to save changes or click the green checkbox.

