# Section Formatting
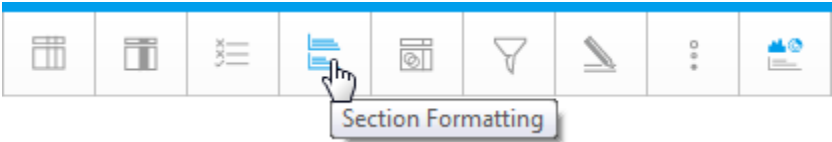
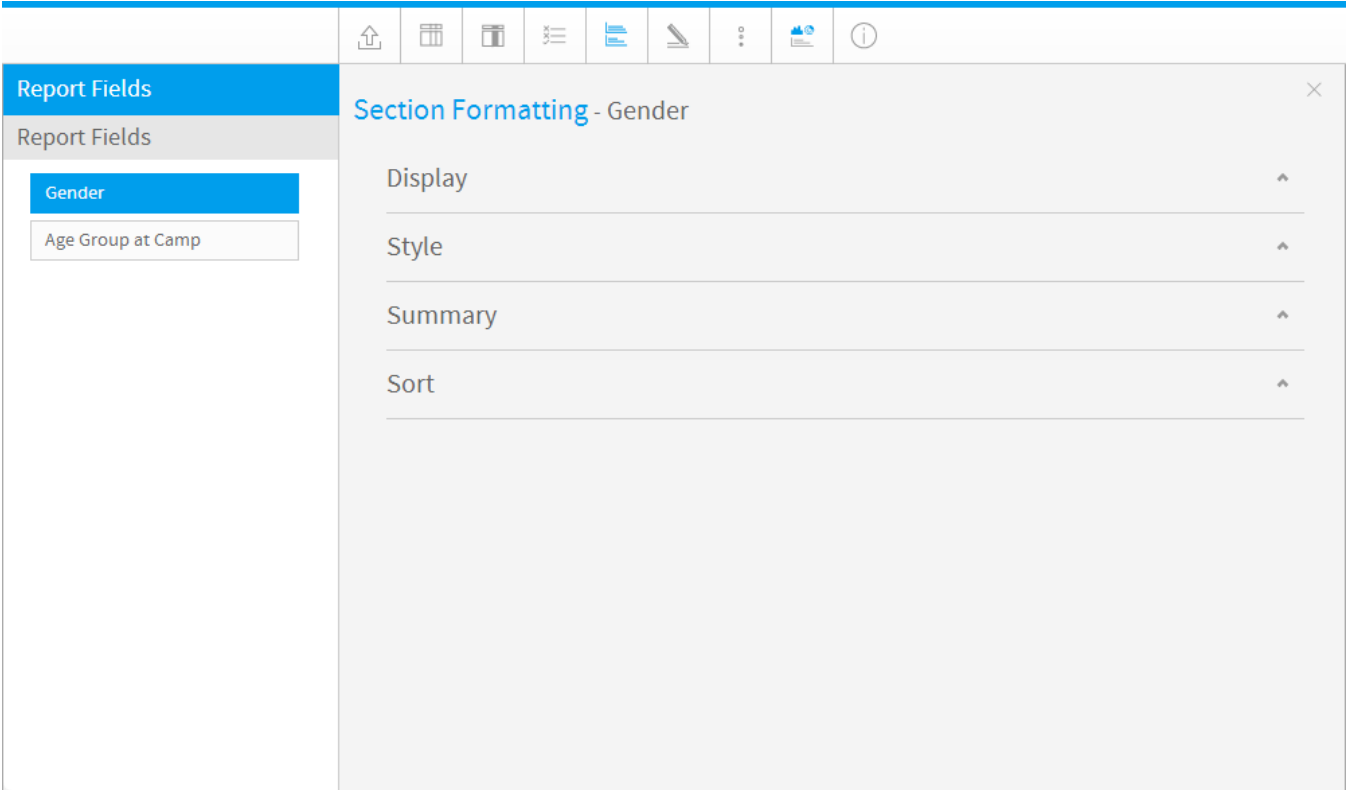## Overview

The Section format tab contains a number of menus that you can use to format the report sections.



Each of these sections is described below.



| Option | Description |
|---|---|
| **Display** | Define the title of the section field. |
| **Format** | Each data type will have a unique set of format options – eg Text, Date or Numeric. <br><br> *See Display Formats for details on each type.* |
| **Sub Format** | Depending on the format option you have chosen for the column above you will have a separate set of sub format options. Select the appropriate sub format option. |
| **Section Style** | Select from three available section display styles: <br><br> • **Single Page:** displays all sections on one page. <br> • **Multiple Page:** displays each section on a separate page. This is particularly useful if you have a lot of data to display on a single report. <br> • **Tabbed:** displays each section on a separate tab. This is a visually clear and easy to navigate way of splitting your report. <br> **Note:** only the top section field has the Tabbed option available. |

| Show Labels | Display or hide the field name label for each section, before the section value. |
|---|---|

| Option | Description |
|---|---|
| **Display Style** | Define the formatting style for each section heading.<br><br>• **Body Title** - Use the standard report title formatting for each section.<br>• **Table Header** - Use the same formatting used in the table header, joining the section details to the top of each table.<br>• **Custom** - Apply custom font formatting to the selected section. |
| **Font Style** | When the Custom display style is selected, define the formatting to be applied. This covers the font face, font size, font colour, and font style. |
| **Background Colour** | When the Custom display style is selected, define the background colour for the section heading. |
| **Alignment** | Define the alignment for the section heading. |

| Option | Description |
|---|---|
| **Section Summary** | Define the field to be used as a section summary table at the top of the report.<br>**Note:** this is not available for cross tab reports. |
| **Section Total** | Display totals for each section. |
| **Show Labels** | Display a field name label for the sections, before the section value. |
| **Grand Totals** | Display grand totals for this section. |

| Option | Description |
|---|---|
| **Sort Direction** | Define the sort direction, ascending or descending, for the section values. |

See *Sections* for more information.