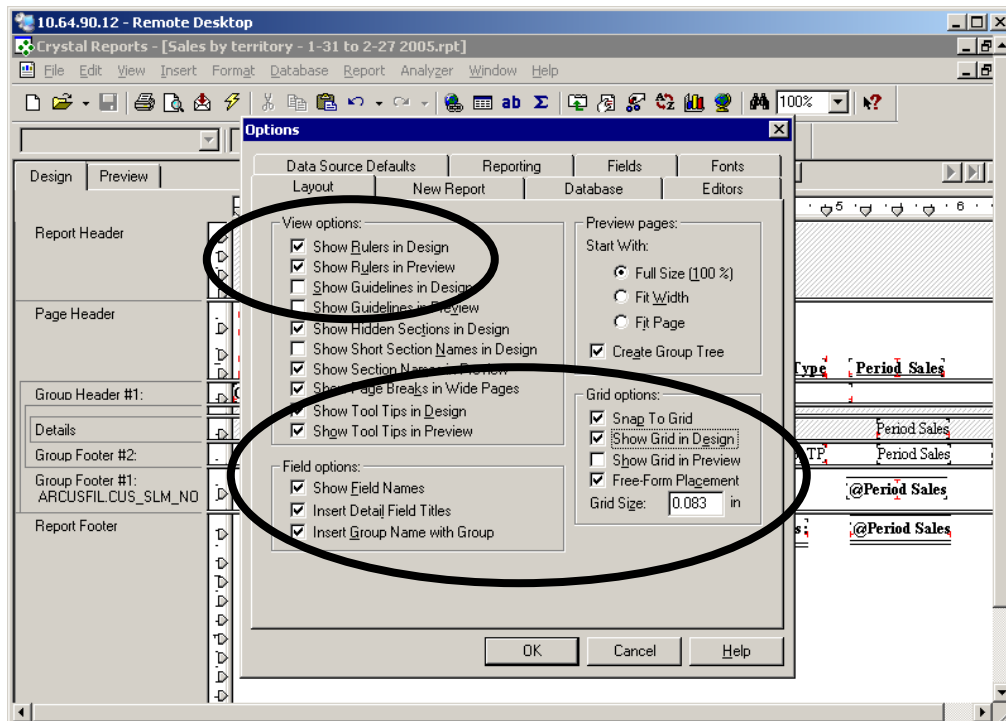


Crystal Reports V10 - Workstation Setup Options

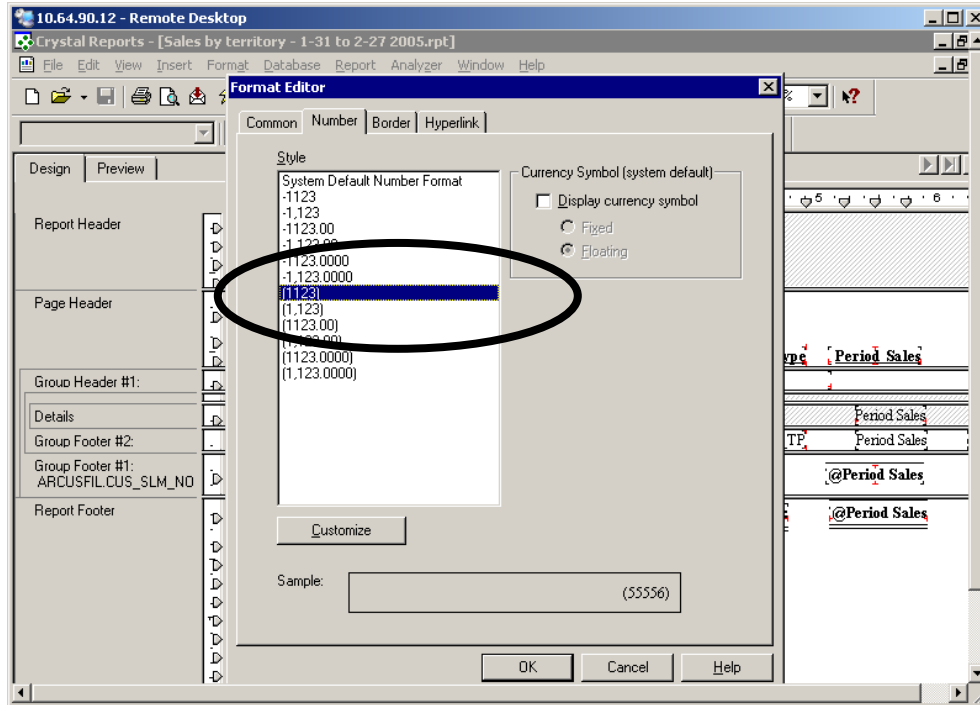
(updated 3-07)

The following technical tip will streamline your use of Crystal and increase your productivity. For example, it will minimize the need to constantly re-format data to eliminate unwanted commas, etc. The Crystal software typically wants to put commas and a decimal point in every numeric data field, regardless of the contents of the field. This includes customer numbers, invoice numbers, order numbers, etc. **THE FOLLOWING CHANGES NEED TO BE MADE ON EACH COMPUTER THAT RUNS CRYSTAL.**

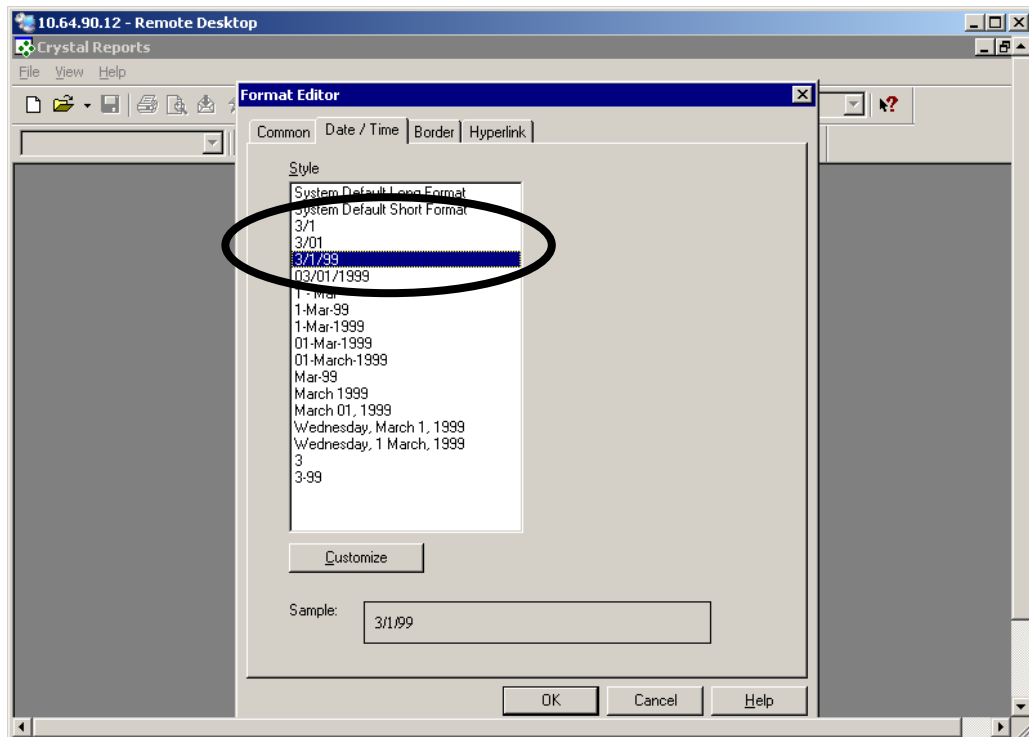
1. From the FILE menu, choose OPTIONS.
 - Be sure that the first screen displays the same as the screen below:
 - i. Show ruler in design
 - ii. Snap to grid
 - iii. Show grid in design
 - iv. Show field names, etc.



2. Choose > FIELDS tab > NUMBERS box > NUMBERS tab:
 - Set the style to “(1123)”. Do not select any options that include commas.

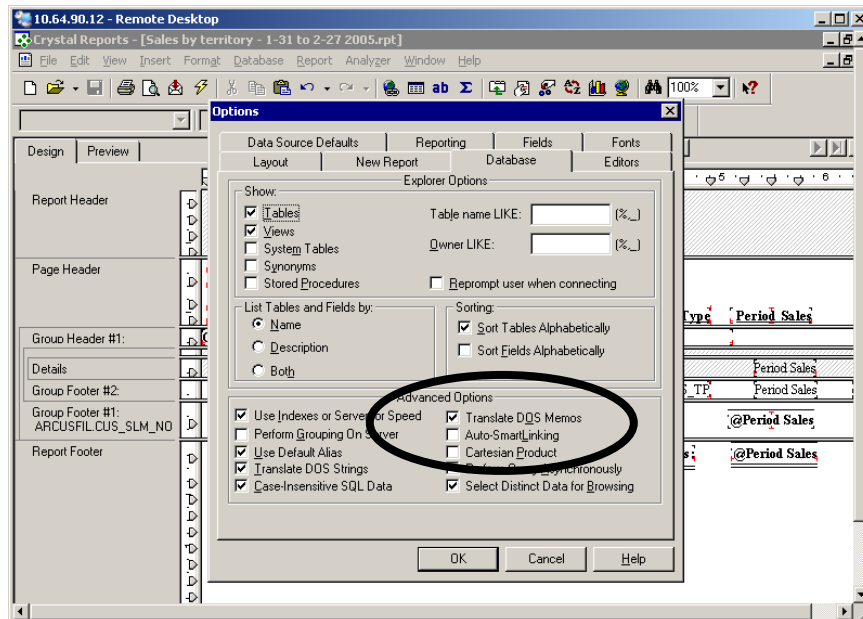


3. Choose > FIELDS tab > DATE box > DATE/TIME tab:
 - Choose the date format of “3/1/99”.



4. Choose > DATABASE tab:

- If you are using the Microsoft SQL database, UNCHECK the “Auto Smart Linking” box.



5. Choose > NEW REPORT tab:

- In the REPORTS DIRECTORY box, key in the folder in which you store all of your Crystal reports.
- We recommend that you store them in a separate folder under the main Macola folder so they will be backed up daily.
- Do NOT store them under your Crystal program software folder because this may be deleted when you upgrade your Crystal software in the future.

