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# Chapter 2

## Using R&R Menus and Dialogs

### Introduction

This chapter describes all components of the R&R window and explains R&R commands and the on-line help system.

This information is presented in the following sections:

- Understanding the Main R&R Window
- Using R&R Dialog Boxes
- Selecting from R&R Menus
- Using Command-Line Switches

### Understanding the Main R&R Window

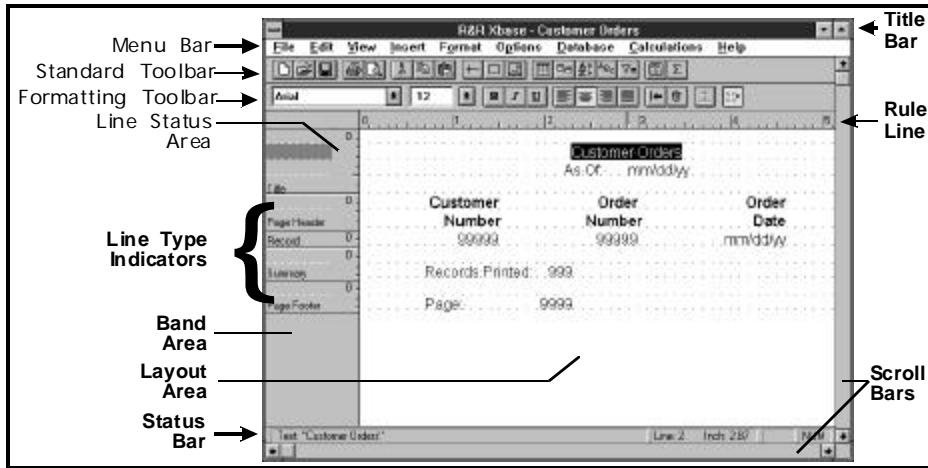
When you run R&R, the R&R startup dialog displays. After you have selected a report to edit or a starting point for creating a new report, the main R&R window appears. This window contains the following components:

- A Title Bar;
- A Menu Bar containing File, Edit, View, Insert, Format, Options, Database, Calculations, and Help selections;
- A Standard Toolbar of buttons for running R&R commands;
- A Formatting Toolbar of buttons and edit boxes for formatting fields and specifying other layout settings;
- A blank Work Space with horizontal and vertical rulers;
- A Status Bar.

In addition, the window includes an *edit cursor*, a blinking vertical line that shows the insertion point for placing objects. [Figure 2.1 illustrates a sample window.](#)

You can access all R&R commands from the Menu Bar; the Toolbars give you quick access to commonly used commands. When you position the cursor over each of the Toolbar buttons, a ToolTips help label appears explaining its purpose.

You can display R&R in a maximized window or re-size the window as necessary (follow the procedures explained in your Windows documentation for re-sizing the window).



**Figure 2.1 Main R&R Window**

### Using the Menu Bar

The Menu Bar contains the “top-level” R&R commands: File, Edit, View, Insert, Format, Options, Database, Calculations, and Help. You can select a command on this menu in any of the following ways:

- Click on it;
- Type Alt plus the underlined letter in the command;
- Press F10, use the cursor keys to highlight the command, and press Enter.

Selecting any one of these commands displays a menu of additional commands that open R&R dialog boxes or perform specific actions on selected objects or lines. See the **Selecting from R&R Menus** section in this chapter for a summary of each command menu.

### Using the Standard Toolbar

For many R&R commands, you can select a button on the Standard Toolbar (see Figure 2.2) instead of selecting from the Menu Bar. Clicking on one of these buttons either executes an R&R command or opens a dialog box in which you can select or change various options.



**Figure 2.2 Standard Toolbar**

You use View ⇒ Toolbars to control display of the Standard Toolbar. Click the check box next to “Standard” on the Toolbars dialog to turn the bar on (checked) or off (empty).

Figure 2.3 identifies the Menu Bar command (and associated shortcut key if applicable) that corresponds to each Standard Toolbar button.

<i>Toolbar Button</i>	<i>Menu Bar Command</i>	<i>Shortcut Key</i>
	File ⇒ New	Ctrl+N
	File ⇒ Open	Ctrl+O
	File ⇒ Save	Ctrl+S
	File ⇒ Print	Ctrl+P
	File ⇒ Print Preview	
	Edit ⇒ Cut	Ctrl+X
	Edit ⇒ Copy	Ctrl+C
	Edit ⇒ Paste	Ctrl+V
	Insert ⇒ Line	
	Insert ⇒ Box	
	Insert ⇒ Picture	
	Database ⇒ Master Table	
	Database ⇒ Relations	
	Database ⇒ Sort Order	
	Database ⇒ Group Order	
	Database ⇒ Query	
	Calculations ⇒ Calculated Field	
	Calculations ⇒ Total Field	

**Figure 2.3 Toolbar Buttons and Corresponding Commands**

## Using the Formatting Toolbar

The Formatting Toolbar that optionally displays below the Standard Toolbar provides a quick way of formatting fields and text in your report. After you select one or more items on the report layout, you can specify font, point size, style, and alignment by using the list boxes and buttons on this bar.

In some cases you may want to hide the Formatting Toolbar — for example, if you want to display more of the report layout without having to scroll. You use View ⇒ Toolbars to control display of the Formatting Toolbar. Click the check box next to “Formatting” to turn the bar on (checked) or off (empty).

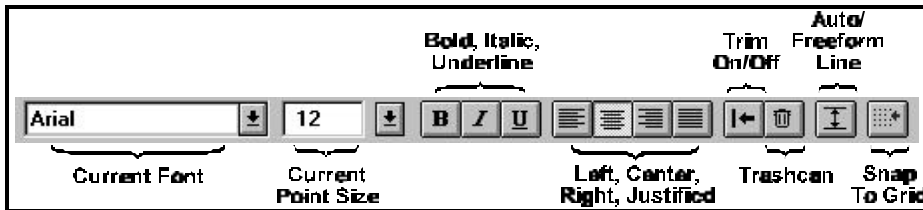


Figure 2.4 Formatting Toolbar

Figure 2.5 briefly explains each item on the Formatting Toolbar.

<i>Toolbar Item</i>	<i>Purpose</i>
Font	Apply a font to one or more selected fields
Size	Select or enter a size for the current font
Style Buttons	B for <b>Bold</b> , I for <i>Italic</i> , U for <u>Underline</u>
Alignment Buttons	Non-word-wrapped fields: Left, Center, Right; word-wrapped fields: Left, Right, Justified
Trim Button	Turns automatic trim on or off
Trashcan Button	Deletes currently selected item(s) or restores most recently “trashcanned” item(s)
Auto/Freeform Button	Toggles between Automatic/Freeform line height (see Chapter 4, “Working with Bands”)
Snap-To-Grid Button	Turns snap-to-grid on or off

Figure 2.5 Formatting Toolbar Items

## Using the Bold, Italic, and Underline Buttons

The style and underline buttons (B, I, and U) serve as toggles that turn each style on or off. For example, to make a selected item bold, click the Bold button. To remove the bold style, click the same button. The item's representation on the layout changes to indicate the selected style. You can apply more than one style to the same item. (Bold or Italic will print only if available for the currently selected font.)

## Using the Alignment Buttons

R&R assigns a default alignment to each field when it is inserted on the layout. A field's default alignment depends on its data type:

- Numeric fields are right-aligned;
- Memo fields are word-wrapped, left-aligned;
- All other fields are left-aligned.

You can find out the alignment of any field by looking at its representation on the report layout (for character and memo fields, the first character of the field symbol represents the field's alignment), by using the Format ⇒ Alignment command, or by selecting the field and pressing F4 to open the Field Properties dialog.

To change field alignment, select the field and click one of the alignment buttons (Align Left, Center, Align Right, or Justify). See Chapter 5, "Working with Fields," for more information about alignment and alignment symbols.

## Using the Other Formatting Buttons

The remaining items on the Formatting Toolbar provide quick access to common formatting and editing tasks:

- ◆ The Trim button controls automatic trimming of blank space between fields on the same line (you can also control trim by selecting Format ⇒ Trim).
- ◆ The Trashcan button provides a quick way of clearing selected objects or restoring the most recently "trashcanned" item(s).
- ◆ The Auto/Freeform button toggles between Auto and Freeform line height type for a line or group of lines (see Chapter 4, "Working with Bands," for an explanation of Automatic and Freeform line height).
- ◆ The Snap-To-Grid button turns snap-to-grid on or off.

## Changing Horizontal and Vertical Ruler Settings

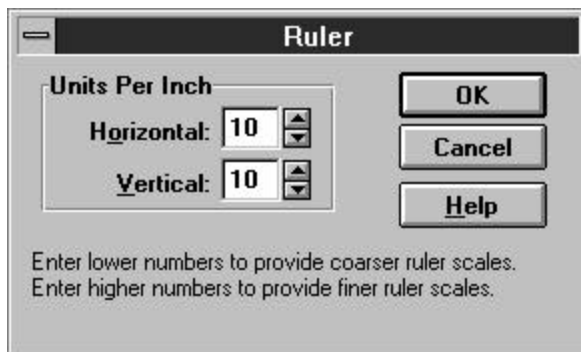
Calibrated horizontal and vertical rulers help you place fields and text at specific positions on the report layout. For example, if you type a left-justified column heading on the layout immediately under the 1 inch position on the horizontal ruler, this column heading will begin printing one inch from the left margin of your report.

The left, right, or center alignment point for a selected item is marked by a location indicator on the horizontal ruler. Vertical position is marked by a darkened band in the Band Area.

The default setting for both the Horizontal and the Vertical Ruler Spacing is 10; you can select a setting from 4 through 30. This setting controls the number of ruler increments per inch on each ruler. Note that the Ruler Spacing settings control only the spacing of the report layout rulers (since the fonts actually applied to fields in the report control the print spacing).

When the grid is turned on, the ruler settings determine the horizontal and vertical grid spacing for Freeform lines. For Automatic lines, the horizontal ruler setting determines the horizontal grid spacing; the vertical grid spacing is determined by the height of the largest font on each line. See Chapter 4, “Working with Bands,” for an explanation of Automatic and Freeform line height.

You can change the calibration of the rulers by double- or right-clicking on either ruler or by pressing F8. The dialog box illustrated in Figure 2.6 appears.



**Figure 2.6 Ruler Spacing Dialog Box**

To change ruler spacing, in the “Units Per Inch” box enter or select a number from 4 to 30 representing the number of ruler divisions per inch. Then select OK. For example, if you set “Units Per Inch” for the horizontal

ruler to 4, the horizontal ruler scale and grid markings are arranged in 1/4 inch increments.

### Work Space

The area below the horizontal ruler line is the Work Space in which you create report layouts. The Work Space is divided into two main areas:

- The Band Area — the area to the left of the screen, which identifies the type and status of every band line on the layout.
- The Layout Area — the large blank area in which you create a *report layout*, a schematic representation of your report that contains the fields and text that will appear on your report.

### Band Area

The Layout Area consists of one or more bands, each with characteristics that define how the data in that band will be presented when the report is run. **As Figure 2.1 on page 12 illustrates, the Band Area contains a band-type indicator for each band in the Layout Area.** Band-type indicators, which R&R automatically displays when you create, insert, or move lines, identify whether a line is part of the report's Title, Page Header, Group Header, Record band, Group Footer, Summary band, or Page Footer. To select one or more lines, click or drag the mouse in the Band Area.

The narrow channel at the right edge of the Band Area is the Line Status Area. This area provides the following information about report lines:

- Up and down arrows in the Line Status Area indicate the top and bottom border of any Freeform line (for a full explanation of Freeform lines, see Chapter 4, "Working with Bands").
- A question mark indicates that a logical field or scan condition has been assigned to control printing of that line. (See Chapter 4, "Working with Bands," for information about controlling line printing with logical fields; see Chapter 17, "Creating Multiple-Scan Reports," for information about scan conditions.)

### Layout Area

The Layout Area typically contains text, which will appear in the report exactly as typed, and data fields, which are represented on the layout either by field symbols such as <xxxxxx (character data) and 99999 (numeric data) or by field names (if the Field Names setting has been enabled on the

View menu). This area can also contain lines, boxes, and bitmapped graphic images.

The Layout Area can be scrolled both vertically and horizontally. You can create report layouts up to a maximum of 256 lines; the maximum layout width is determined by the page layout settings.

See Chapter 5, “Working with Fields,” for information about adding text and fields to a report layout. See Chapter 13, “Adding Lines, Boxes, and Shading,” for information about drawing lines and boxes. For an explanation of inserting and sizing images, see Chapter 14, “Inserting Bitmapped Images.”

## Using the Status Bar and Scroll Bars

Immediately below the Work Space is the Status Bar, which displays information about current operations and/or the position of a selected item. At the bottom and right of the R&R main window are the horizontal and vertical scroll bars, which enable you to scroll the Work Space up and down, left and right.

### Status Bar

When you are working in the Layout Area, the Status Bar identifies the position of the edit cursor on the layout and indicates whether the “Caps Lock” or “Num Lock” key on your keyboard is on. In addition, the Status Bar may contain descriptions of command options, prompts telling you what action to take, or information about the currently highlighted field.

### Scroll Bars

Use the horizontal and vertical scroll bars to scroll the Work Space. Both the Band Area and the Layout Area can be scrolled vertically. However, only the Layout Area can be scrolled horizontally, since the information in the Band Area is relevant to the entire width of the report layout. For information about scrolling an application window, see your Windows documentation.

## Selecting from R&R Menus

You execute R&R commands by selecting from menus or clicking buttons and then using dialog boxes to provide additional information required by



some commands. Operation of both the R&R menus and dialog boxes follows the Windows conventions explained in the following sections.

The R&R Menu Bar is the main R&R menu, from which you select the command menus you want to use. For example, selecting File in the Menu Bar will display the File menu.

You can open a command menu from the Menu Bar in any of the following ways:

- Click on the command name.
- Press F10 (or Alt) and type the accelerator key for the command (the underlined letter in the command name — for example, F for File or E for Edit).
- Press F10, use the cursor keys to highlight a command name, then press Enter.

After opening a menu, you select a command in any of these ways:

- Click on the command name.
- Type the accelerator key for the command.
- Use the cursor keys to highlight a command; then press Enter.

For example, after opening the File menu, you can select “New” by clicking on it, by typing **N**, or by highlighting the command and pressing Enter. Cancel a command selection by clicking outside the menu box or by pressing Esc.

You can also execute some commands directly from the keyboard, without using the Menu Bar, by typing a shortcut key combination. For example, you can execute Format ⇒ Alignment by pressing F3.

At some points, one or more commands on the Menu Bar or in the command menus will be dim, indicating those commands are not available.

## File Menu

Use the File menu to do the following:

- Create, open, close, save, print, or preview a report;
- Select a report library or create a new report library;
- Select a different printer;
- Enter or edit comments for the current report;
- Export a report to a plain text, database, worksheet, text data, Rich Text Format (RTF), or Word merge file or to an Excel 5.0 PivotTable or Chart;
- Exit R&R.

Selecting File displays a menu of choices; selecting a choice either opens a dialog or executes an R&R command. Figure 2.7 summarizes the actions these menu choices perform.

<i>Command</i>	<i>Purpose</i>
New (Ctrl+N)	Create a new report
Open (Ctrl+O)	Open or delete a report; select a library
Close	Close Report
Save (Ctrl+S)	Save a report
Save As	Save a report with a different name or in a different library
Summary Info	Enter comments for current report
Page Setup	Specify paper size, margins, orientation
Printers	Select a different Windows printer
Print Preview	Display the current report on the screen
Print (Ctrl+P)	Print a report on the current printer or change print options
Export	Output report data to a plain text, database, worksheet, text data, RTF, or Word merge file or to an Excel 5.0 PivotTable or Chart
Exit (Alt+F4)	Leave R&R and return to Windows

**Figure 2.7 File Menu Choices**

Note that the Page Setup settings for paper size, margins, orientation, and interline spacing apply only to the current report and are saved with it.

## Edit Menu

The Edit menu provides choices for modifying reports — cutting and pasting, copying, deleting, moving, and so on. Figure 2.8 summarizes the purpose of each Edit menu choice.

<b><i>Command</i></b>	<b><i>Purpose</i></b>
Undo (Ctrl+Z)	Undo last Clear
Cut (Ctrl+X)	Remove selected object(s) and save to memory
Copy (Ctrl +C)	Copy selected object(s) to memory
Paste Objects (Ctrl+V)	Paste objects saved to memory
Clear	Erase selected object(s)
Paste Clipboard Image	Paste graphic image from clipboard
Move Fields (F7)	Move selected field(s) or band line(s) using cursor keys
Duplicate Fields (Shift F7)	Copy selected field(s) for movement using cursor keys

**Figure 2.8 Edit Menu Choices**

## View Menu

Use the View menu to do the following:

- Turn Standard Toolbar display on or off;
- Turn Formatting Toolbar display on or off;
- Turn ToolTips display on or off;
- Turn horizontal or vertical ruler on or off;
- Turn grid display on or off;
- Display fields either as symbols or as field names.

By default, the Toolbars and rulers are displayed; fields are represented by symbols on the layout; and the grid is shown. To change these settings, select View; then select the item to change.

<i>Command</i>	<i>Purpose</i>
Toolbars	Hide or show the Standard and Formatting Toolbars; enable or disable ToolTips display
Horizontal Ruler	Hide or show the horizontal ruler
Vertical Ruler	Hide or show the vertical ruler
Grid	Hide or show the grid
Field Names	Display fields as symbols or as names

**Figure 2.9** View Menu Choices

## Toolbar and ToolTips Settings

A check mark next to either “Standard” or “Formatting” on the Toolbars dialog means that the item is currently displayed. To turn off display of either, select the appropriate item.

A check mark next to the “ToolTips” item on this dialog means that a help label will display when you position the cursor over one of the toolbar items. To turn off display of these labels, click the box to remove the check mark.

## Horizontal and Vertical Rulers

To turn on or off the display of the horizontal or vertical ruler, select Horizontal Ruler or Vertical Ruler. A check mark next to either indicates that display is currently turned on.

## Grid

To help you align objects on the report layout, you can enable a grid consisting of a series of dots. To control grid display, select View ⇒ Grid; a check mark appears when this setting is on. When the Snap-To-Grid setting is on, items that you insert or move will “snap” to the nearest grid mark. See the **Format Menu** section of this chapter for information about turning Snap-To-Grid on or off.

## Field Names

Fields can be represented on the layout either by field names or by symbols (such as >xxxxx) that identify field type and alignment. By default, each field is represented by symbols. To display field names instead, turn on the View ⇒ Field Names setting (a check mark appears next to the setting when it is

on). As a result, each field's name is shown at the field's location (depending on field width, the entire name may not appear).

## Insert Menu

Using the Insert menu choices, you can insert fields from the *composite record structure* (the set of fields available to be used in a report, including master and related table fields and any R&R total or calculated fields); create and insert band lines; attach a text file to provide memo fields for the report; and insert lines, boxes, or images. (See Chapter 18, "Creating Form Letter Reports," for information about preparing, attaching, and using a text memo file.)

Figure 2.10 briefly explains the Insert menu commands.

<i>Command</i>	<i>Purpose</i>
Field (Ins, F11)	Insert field from composite record structure
Band Line (Shift+F11)	Insert line of same type above current line
Create Band Line (Ctrl+F11)	Insert one or more lines of any band type
Text File	Insert text memo file
Line	Draw horizontal or vertical line
Box	Draw box or add shading
Picture	Insert bitmapped graphic image

**Figure 2.10 Insert Menu Commands**

## Format Menu

The following Format menu choices enable you to control the format and alignment of fields and lines: Alignment (F3), Font (F5), Field (F9), Trim, Band Line Properties, Band Line Justify, Rulers (F8), and Snap-To-Grid (Shift+F8). Figure 2.11 lists the commands and explains the purpose of each. See Chapter 5, "Working with Fields," for detailed information about using these commands.

<b><i>Command</i></b>	<b><i>Purpose</i></b>
Alignment (F3)	Set Left, Center, Right, Word Wrap alignment
Font (F5)	Specify typeface, size, and style
Field (F9)	Modify field format (width, number of integers and decimals, numeric format, etc.)
Trim	Turn automatic trim on or off
Band Line Properties	Control line height and logical conditions
Band Line Justify	Align all fields on selected lines
Record Layout	Specify various record formatting options
Rulers (F8)	Change horizontal and vertical ruler spacing
Snap To Grid (Shift+F8)	Turn snap-to-grid on and off

**Figure 2.11 Format Menu Choices**

The Record Layout dialog provides settings for formatting the Record and Summary bands of a report, including selections for multiple and “snaked” columns, Avery labels, and number of record copies.

## Options Menu

The Options command provides the following choices: Preferences, Default Settings, and File Settings. Figure 2.12 summarizes the settings available with each.

<b><i>Command</i></b>	<b><i>Purpose</i></b>
Preferences	Turn scroll bars on and off; control result of selecting File ⇒ New; specify memo editor; specify display of field names, report dictionary descriptions, or both in field lists
Default Settings	Set paper size, margins, font, spacing, logical strings
File Settings	Specify default library and image directories; default image, text, and index file extensions; template library, report dictionary, and report dictionary index

**Figure 2.12 Options Menu Choices**

You use the Preferences dialog box to control the display of horizontal and vertical scroll bars and to specify what action R&R will take when you select File ⇒ New. You also use this dialog to indicate which database memo editor was used to prepare tables that supply memo fields for your reports.

In addition, if you have defined a report dictionary file for your database, you can use the Field Lists section of the Preferences dialog to specify the content of field lists in R&R.

See Chapter 6, “Setting Defaults,” for more information about the Preferences dialog.

The Default Settings dialog controls global settings for paper size, margins, font and point size, font color, ruler spacing, logical strings, and snap-to-grid. These settings apply to all newly created R&R reports. The Default File Settings dialog enables you to set default data, library, and image directories; specify default file extensions for index, text memo, and image files; and specify a default template library, report dictionary, and report dictionary index.

## Database Menu

Use the Database menu choices to specify the tables from which data will be drawn for an R&R report, to sort and group that data, to select a master index, to specify a scope for the master table, and to create a query to select specific records. Figure 2.13 briefly summarizes the Database menu choices.

<i>Command</i>	<i>Purpose</i>
Master Table	Select or change master table; apply scope; select master index; assign alias
Relations	Select, edit, and remove table relations
Sort Order	Select fields to control report sort order
Group Order	Select fields to group report data
Query	Specify selection conditions to filter records

**Figure 2.13 Database Menu Choices**

## Calculations Menu

The Calculations menu choices enable you to create and edit calculated fields, total fields, and User-Defined Functions (UDFs), as well as to purge a report of any unused total and/or calculated fields.

<i>Command</i>	<i>Purpose</i>
Calculated Field	Create and edit calculated fields
Total Field	Create and edit total fields
User Function	Create and edit User-Defined functions
Auto Total	Create totals for all selected fields
Purge Calculations	Remove all unused calculated or total fields

**Figure 2.14** Calculations Menu Choices

You use the Calculated Fields dialog box to create fields whose values are computed as a report is generated, rather than being retrieved from the database. You use the Total Fields dialog to create fields that contain summary information such as a subtotal or grand total figure; R&R calculates the value of such a field according to the total options you select. You can create total and calculated fields, insert them in reports, and manipulate them just as you do data and text fields.

You use the User Function dialog to create UDFs to process data according to an expression or formula that you define. You can create UDFs to perform complex operations and then use those UDFs (in the same way you would use predefined functions) in calculated field expressions in any R&R report.

The Auto Total dialog enables you to select multiple fields on the layout and have R&R automatically create totals for those fields and insert the totals on a new band line.

Use the Purge Calculations command to remove any unused total and/or calculated fields from the report definition. Removing unused total and calculated fields can speed up report generation and reduce the amount of memory required.



## Using R&R Dialog Boxes

Like other Windows applications, R&R uses dialog boxes to request and display information related to a specific command.

Many of the dialog boxes in R&R are standard Windows dialog boxes. For example, the R&R File ⇒ New dialog box is like the File New dialog in many Windows applications.

Note that some dialogs shown in this manual (for example, dialogs for selecting tables or for inserting bitmapped graphics) include a Network button that enables connection to a network drive for file selection. These dialogs are Windows for Workgroups Version 3.11 common dialogs; the appearance of such dialogs may differ if you are running some other version of Windows.

Other dialog boxes are unique to R&R, since they request information specific to report generation. For example, the Database ⇒ Query dialog box requests information that enables R&R to construct a query selecting specified records for a report.

You can move around in a dialog box using either the mouse or the keyboard. Using a mouse, simply click on any option to make it active. Using the keyboard, tab from option to option or press Alt plus the underlined letter in the option you want to select. When an option is active, it is marked by a highlight or dotted rectangle.

## List and Edit Boxes

A *list box* is any vertical list from which you select a setting, file, or other item. Many dialog boxes contain *edit boxes* in which you can enter text such as paths, file names, field names, or numeric values. In some cases, an edit box and list box are combined so that you can either select from the list or type your choice in the edit box (such boxes are often referred to as “combo boxes”).

### List Boxes

Some list boxes open automatically when you select a command or item; on some dialog boxes, you must first click the scroll arrow next to an item to open a list box containing choices for that item. To select a choice from a list box, either click on the choice or use the cursor keys to highlight it.

From the keyboard, you can select a field from a field list box by typing the first letter of the field name until the field is highlighted on the list.

Note that the complete field name is displayed in the Status Bar when a field is highlighted in the field list box.

### **Edit Boxes**

To enter or modify text in an edit box, move the edit cursor (the vertical bar) to the box either by clicking in the box or tabbing to it. Any characters you type will be inserted at the position of the edit cursor. If the text in a box is currently selected, characters you type will replace that text.

For more information on Windows text editing operations, see your Windows documentation.

## **Buttons and Check Boxes**

Most dialog boxes have *command buttons*, rectangular, labeled boxes that look like three-dimensional buttons on many displays. The most common command buttons are the OK and Cancel buttons you see in dialog boxes to indicate whether the application should accept the information in the dialog box.

Some dialog boxes have *option buttons*, small circles with an option name beside them. These buttons (also referred to in some Windows applications as “radio buttons”) represent mutually exclusive options, only one of which can be selected at a time. When an option is selected, its circle is black.

*Check boxes* function as toggles to turn a setting on or off. When there is an X in the box next to an item, that setting is on.

### **Selecting a Command Button**

Using a mouse, select a command button by clicking on it. From the keyboard, tab to the button and press the spacebar. For those commands with an underlined letter, you can type Alt plus the underlined letter. If a button is dim, it is currently unavailable.



Figure 2.15 Dialog Box with Option Buttons and Check Boxes

## Selecting an Option Button

Using a mouse, select an option button by clicking on it. Using the keyboard, tab to the button that is currently on and press  $\uparrow$  or  $\downarrow$  to select a different button. For those options with an underlined letter, you can type Alt plus the underlined letter to turn an option button on or off. If an option button is dim, it is currently unavailable.

## Check Boxes

Using a mouse, click on a check box item to turn it on or off. Using the keyboard, tab to a check box and press Spacebar to turn it on or off. For those options with an underlined letter, you can type Alt plus the underlined letter to turn a check box on or off.

## Using Command-Line Switches

You can include one or more switches in the command line you use to execute R&R. Using command-line switches provides a quick way of opening a specific library and/or report, specifying a master table for a blank or instant report, or loading a Dynamic Link Library (DLL) at startup. Figure 2.16 explains each of the command-line switches.

<i>Switch</i>	<i>Purpose</i>
/L<library file>	Specifies the report library to be opened at startup. Substitute the name of the library file you want to use for <library file>.
/R<report name>	Specifies report to be opened. Use this with the /L switch, substituting the name of the report you want to open for <report name>.
/T<table name>	Specifies that R&R create a blank report using <table name> as the master table. Substitute the full path and name of the table you want to use for <table name>.
/I<table name>	Specifies that R&R create an Instant Report using <table name> as the master table. Substitute the full path and name of the table you want to use for <table name>.
/G	Prints the report specified with /R and /L to the saved printer or to a disk file (if report was saved with a "Print to File" destination).
/D<DLL name>	Causes R&R to load the Dynamic Link Library (DLL) substituted for <DLL name>.
/S<script file>	Causes R&R to open and process the specified script file. See Chapter 5, "R&R Open Scripting," of the <i>Developing Applications</i> manual for an explanation of the R&R Open Scripting interface. Note that use of this switch overrides the /L, /R, /T, and /I switches.

**Figure 2.16** Command-Line Switches