

How to Add Text to a Document in Report Designer

Sage 50

In Report Designer, a text box is a fixed piece of text that's always the same each time you generate your document. For example, column headings on a report, or a standard set of terms at the bottom of your invoices.

To add text to your document please follow the steps below:

- Toolbox menu > Add Text > click once on the design > enter the required text > click a blank area of the document

Once you've added your text box, you can move it, resize it or amend it as required. You can also delete text boxes from your documents.