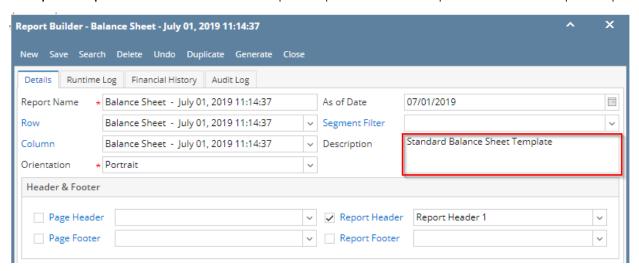# How to Add Report Description header/footer

The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.
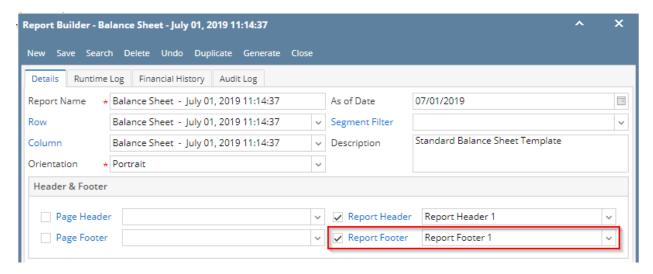

Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Report Description.
3. Leave the **Header/Footer field** blank.
4. The **Row Number** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Description header/footer setup will look like.

Select this Report Footer in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.
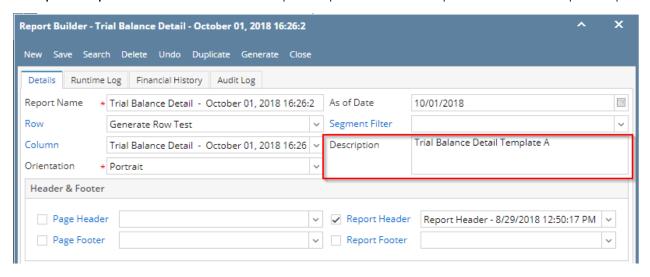
Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.
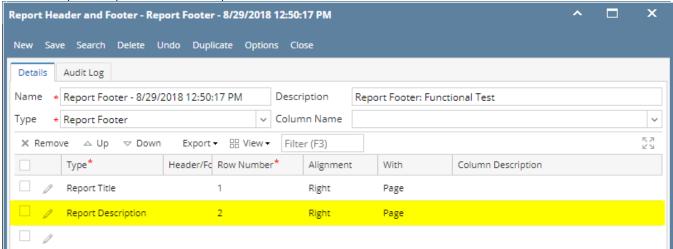
The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.
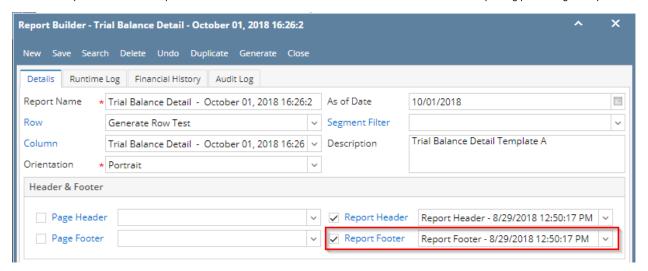
Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Report Description.
3. Leave the **Header/Footer field** blank.
4. The **Row Number** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
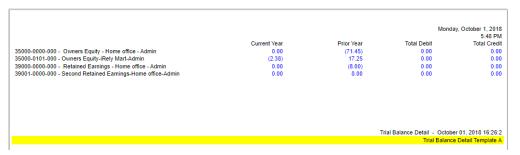7. Leave **Column Description** field blank.

This is how Report Description header/footer setup will look like.

Select this Report Footer in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.
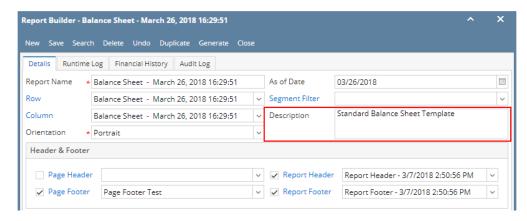

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.
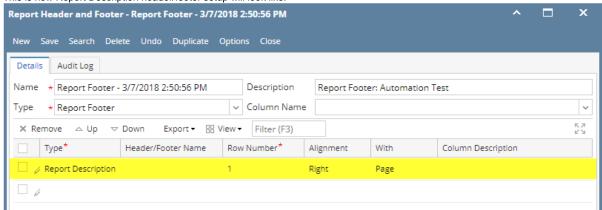
The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.
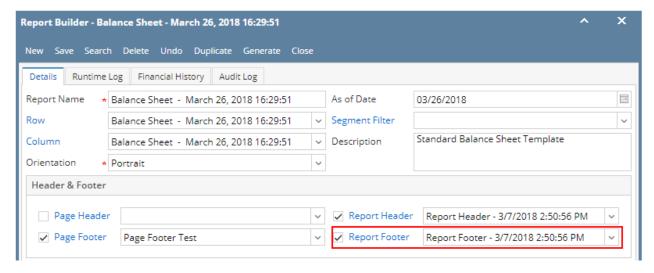

Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Report Description.
3. Leave the **Header/Footer field** blank.
4. The **Row Number** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Description header/footer setup will look like.

Select this Report Footer in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.
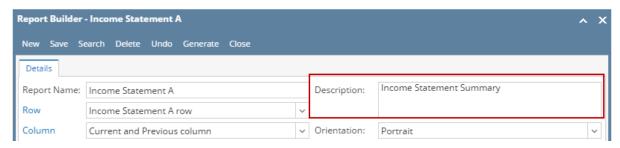
Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.
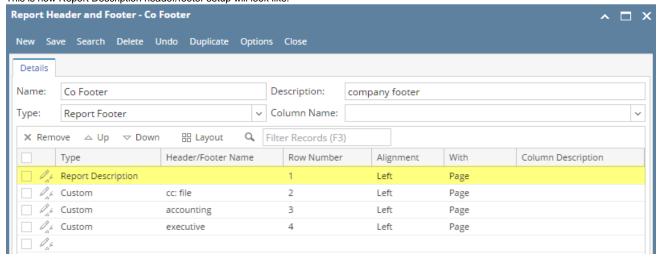
The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Report Description.
3. Leave the **Header/Footer field** blank.
4. The **Row Number** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Description header/footer setup will look like.

Select this Report Footer in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.
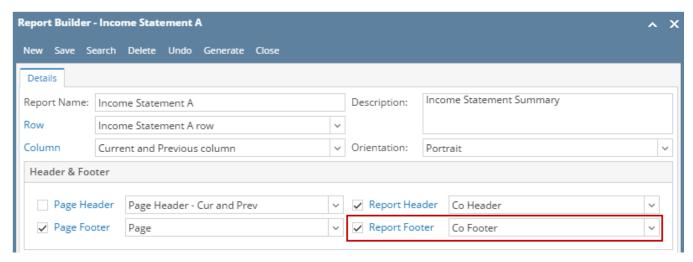

Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. Leave the **Description field** blank.
3. In the **Type field**, select Report Description.
4. The **Group** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
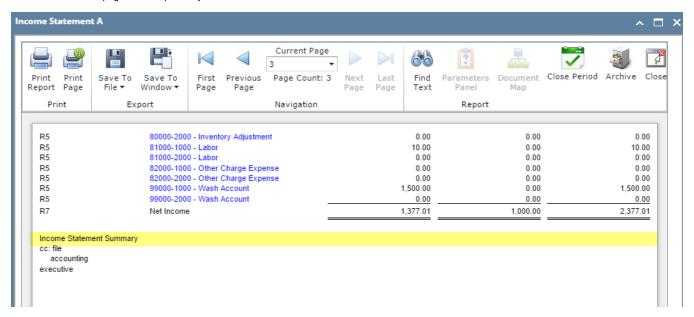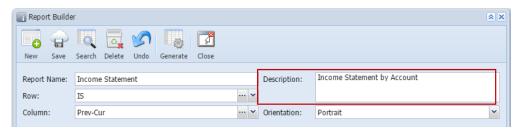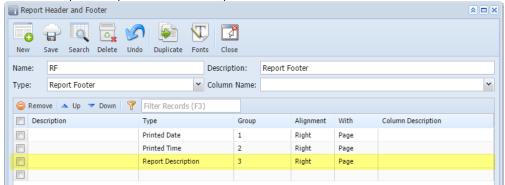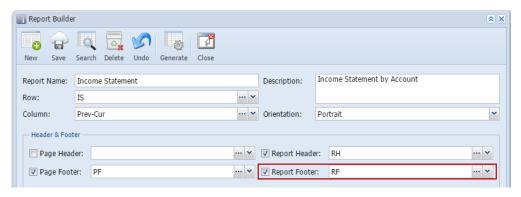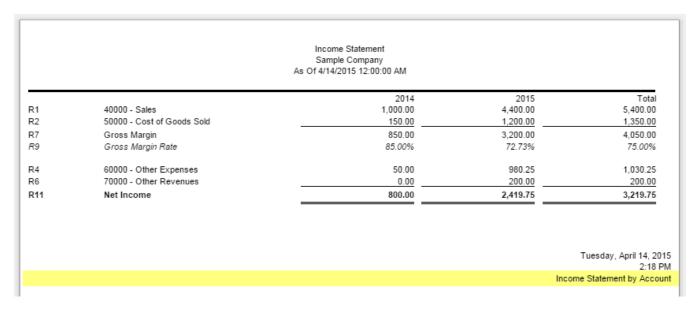7. Leave **Column Description** field blank.

This is how Report Description header/footer setup will look like.

Select this Report Footer in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.
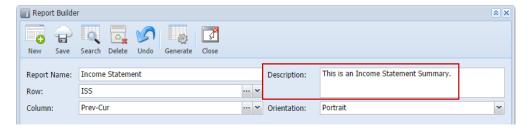

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.
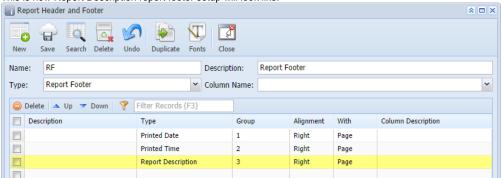
The **Printed Report Description header/footer** is used to add the report description entered in the Report Builder screen for a specific report when printed.
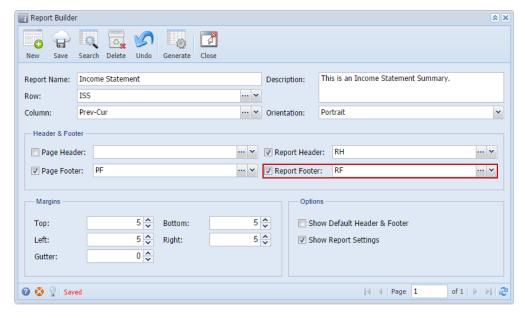

Follow the steps below to guide you on how to add report description report footer.

1. A new row will be available in the grid section.
2. Leave the **Description field** blank.
3. In the **Type field**, select Report Description.
4. The **Group** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
5. In the **Alignment field**, set how the value for the column be displayed. Set this to Right.
6. In the **With** field, select Page. This will occupy the entire page.
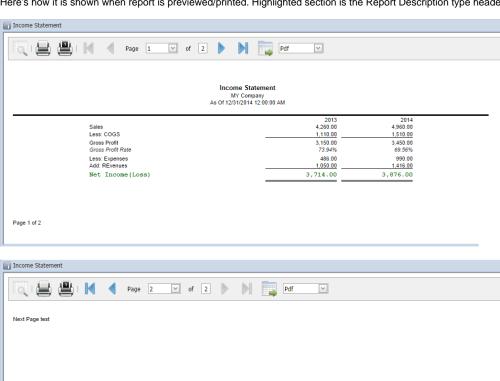7. Leave **Column Description** field blank.

This is how Report Description report footer setup will look like.

Select this report header/footer in the Report Builder and make sure that checkbox before it is checked when printing/previewing the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer.

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.