

## **Create a button**

1. Navigate to "User Queries" window.
2. Click on the "Design Mode" button on the toolbar to enter Design Mode.
3. Position your mouse pointer over the place where you want the button to appear initially and click once with your right mouse button. Select "Create Button..." from the shortcut menu.
4. Click on the "Edit Text" button and then give the button a name and format the display of the button. The left color button lets you specify the text color and the right color button chooses the background color. Click on OK in the Edit Text dialog box when done.
5. From the drop-down list in the "Linkage" section, select the query you want the button to run.
6. Click on OK when you are done.
7. To move the button to a different location, point at the new button with the mouse and click and drag. To change the size of the button, click on the button once to select it. Then point to one of the handle boxes until the double-headed arrow appears; then click and drag to adjust the box shape to the desired size.
8. When done, exit Design Mode by unselecting the "Design Mode" button on the toolbar.
9. Go to {File} menu and select "Save" to save changes (the new button) to your user model.
10. Test the button by clicking on it.
11. Close the report and the results set.