### Sunken & Raised 3D Styles

Design stunning reports, forms and other output using Approach's new automatic 3 dimensional styles.

#### **Full Text Ruler**

Flexibly customize your text layouts with the ability to control tabs, alignment and line spacing.

#### Show Grid

Place objects precisely with the help of a visual on-screen grid.

# **Design Status Bar**

View dimensions, fonts, and font attributes in the design status bar. Identify exact dimensions and placement of objects on screen and paper.

# **Add Field Floating Dialog**

Obtain fields in a convenient floating palette and add those fields to existing views with drag and drop ease.

#### **Named Styles**

Save time and increase editing accuracy by storing and naming groups of desired attributes. Every item created using that style is then instantly updated as the style is updated.

#### **Fast Format**

Speedily duplicate desired attributes by selecting an object with the applicable qualities and applying it to one or more other objects.

#### **Automatic Check Box and Radio Button Creation**

Streamline data entry by generating check boxes and radio buttons at the click of a mouse. Check box and radio button values can either be assigned by the user or automatically generated by Approach.

# **Filtered Drop-Down Lists**

Ensure data entry accuracy by creating pop up lists that display only those choices related to a key item. For example, list only part numbers related to a specific manufacturer when that manufacturer is selected.

# **Data Entry Format**

# (Also known as input formatting)

Simplify data entry by reviewing how fields will appear as you work. For example, see the parentheses and dashes within a telephone number before, during and after data entry.

# **Custom Mailing Labels**

Easily define desired gaps among label fields. Rapidly reuse desired labels by saving user-defined styles.

<sup>&</sup>lt;sup>1</sup> DB2 requires the use of third party software.