## Inserting Report Titles

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | To add a report title, you need to insert a special field. You can open the **Field Explorer** dialog box by using the **Insert** menu or the toolbar button. In this example, you will use the toolbar button.  
   Click the **Field Explorer** button. |
| 2.   | The **Field Explorer** dialog box contains a list of the fields available to add to the report.  
   Click the **expand** button. |
| 3.   | There are three ways you can add a field to a report: double-click it and place it in the report, click and drag it to the report, or click the field and click the **Insert to Report** button. In this example, you will double-click the field.  
   Double-click the **Report Title** list item. |
| 4.   | Click the **Report Header** section of the report to place the title in the header of the report. |
| 5.   | Notice that the title is aligned to the left.  
   Click the **Align Center** button. |
| 6.   | Click the **Bold** button. |
| 7.   | You need to assign a title to the report for it to display on the **Preview** page. You use the **Summary Info** dialog box to assign a title to a report.  
   Click the **File** menu. |
| 8.   | Click the **Summary Info...** menu. |
### Step 9
You use the **Document Properties** dialog box to manage your reports. The **Comments** section is used to track internal documentation of your report, such as the date, purpose, and modifications made to the report. For this example, you will enter only the report title.

**Click in the Title field.**

### Step 10
Enter the desired information into the **Title** field. Enter a valid value e.g. "**Vendor List**".

### Step 11
**Click the OK button.**

### Step 12
**Click the Close button.**

### Step 13
Next, view the results.

**Click the Refresh button.**

### Step 14
Notice the title at the top of the page. You can format this title as required. The report title is updated each time the report is run.

### Step 15
You successfully inserted a report title in a Crystal report. **End of Procedure.**