

## Totaling Columns

You can total your integer and currency fields in Summation Blaze. For your entire Summation session, the total is displayed in the column heading and is refreshed each time you add or modify the column data. In addition, when you print your summaries in column display, the total is displayed at the bottom of the column you totaled. The total displayed is the sum of the column data for the active set of summaries. Remember that if you run a query before totaling your data, the results could be different. Totaling only stays active until you exit Summation.

<b>Cost</b>
<b>\$155,760.16</b>
\$1,264.98
\$34,957.43
\$687.54
\$48,987.87
\$435.85
\$9,878.90
\$12,434.23
\$46,234.04
\$879.32

<b>Cost</b>
\$1,254.98
\$34,957.43
\$637.54
\$48,937.87
\$435.85
\$9,878.90
\$12,434.23
\$46,234.04
\$879.32
<b>\$155,750.16</b>

## How to Total a Currency or Integer Column

1. Open the Document Database. Click the Column tab to make it active.
2. Click on the heading of the column you want to total.

From the context menu that appears, select Total. Summation adds the total of the data in this field in the active set of summaries.