Formatting Features

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Learning Outcomes

- Formatting using Template Expert

- Formatting using Format Painter

- Inserting Lines, Boxes, Graphics

- Page Orientation and Margins

- Working with Text Objects

- Adding Fields to Text Objects

- Inserting Special Fields

Formatting Features

- You can quickly format a bland report by invoking the Template Expert. You can do this either by going in Report->Template Expert or clicking on the icon in the Expert Toolbar.

- You will be given a choice of presets which you can then apply depending on the context of the report.

- Note: No undo is possible so make sure you save your report beforehand.
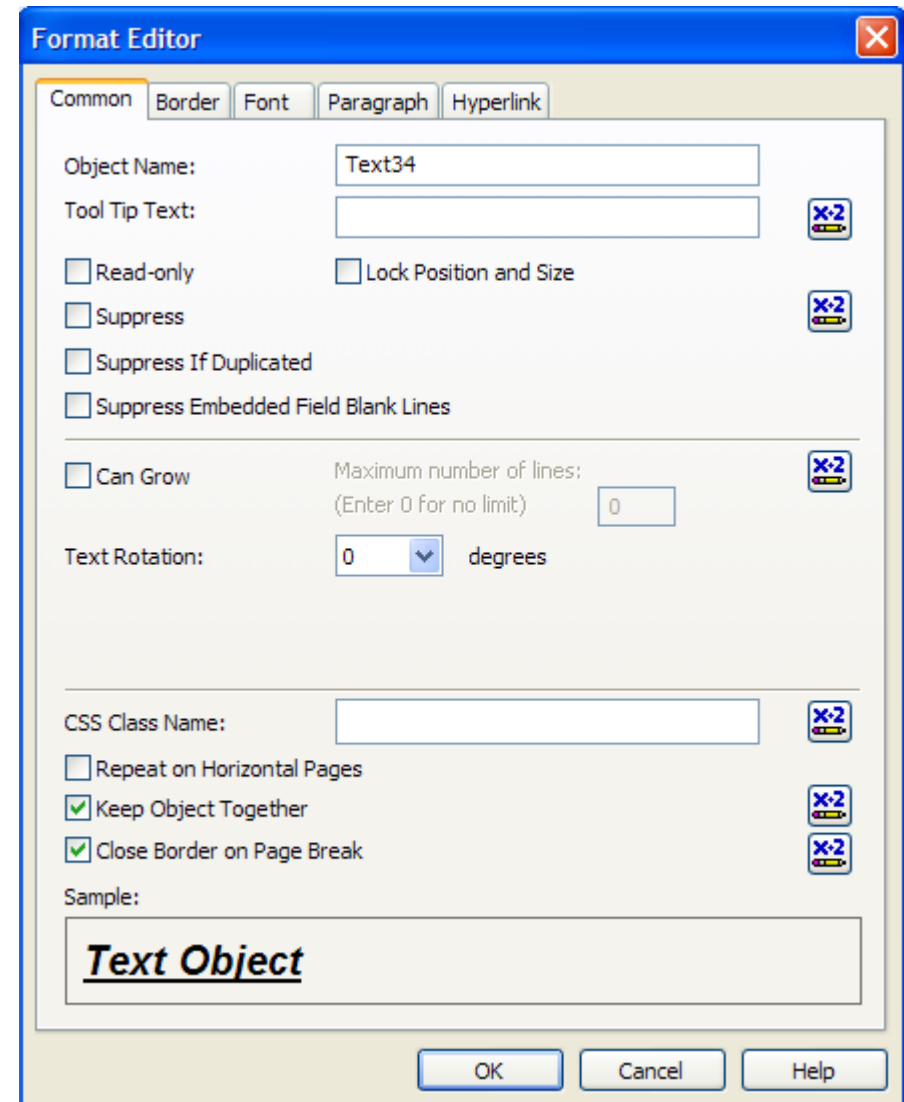
Formatting Features

- The Format Painter is a nice "clone" Tool. It allows you to copy the formatting of an object on others. First select the source object that you want to replicate, then right-click and choose Format Painter. Whenever you hover on another item, the cursor changes to a paintbrush. By clicking on the object will clone that new object with the same properties as the source object. You can clone multiple objects in one go by holding the ALT key.

Formatting Features

- Objects can also be formatted by right-clicking and invoking the Format Editor Tool or by clicking the icon on the Format Toolbar.

- The Formatting options available are context-sensitive depending on the properties of the object in question i.e. whether Text, Field or Graphics.

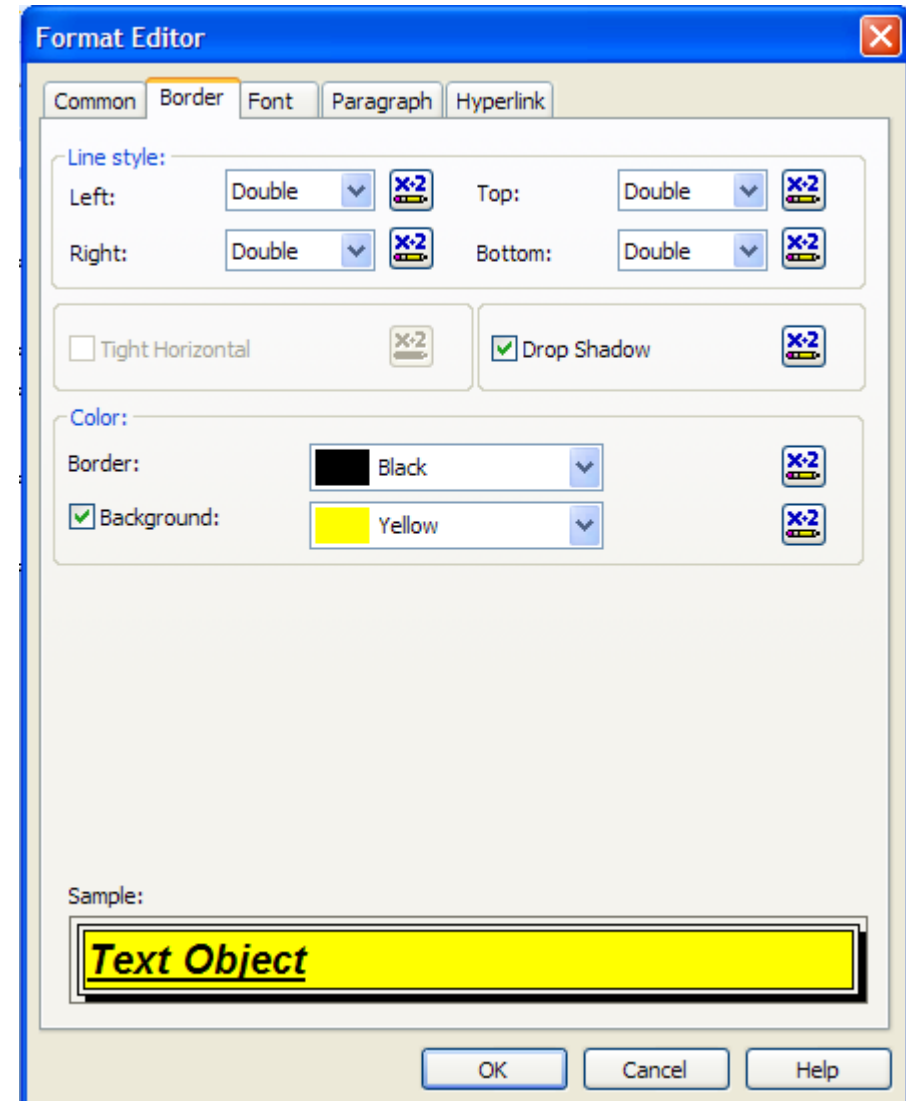- Lines and Boxes can be inserted generally on Text objects.

Formatting Features

- The Format Editor tool is shown on the right.

- The Common tab allows to lock position, size, and editing and can be inactivated upon certain conditions.

- Adaptive Text Field.

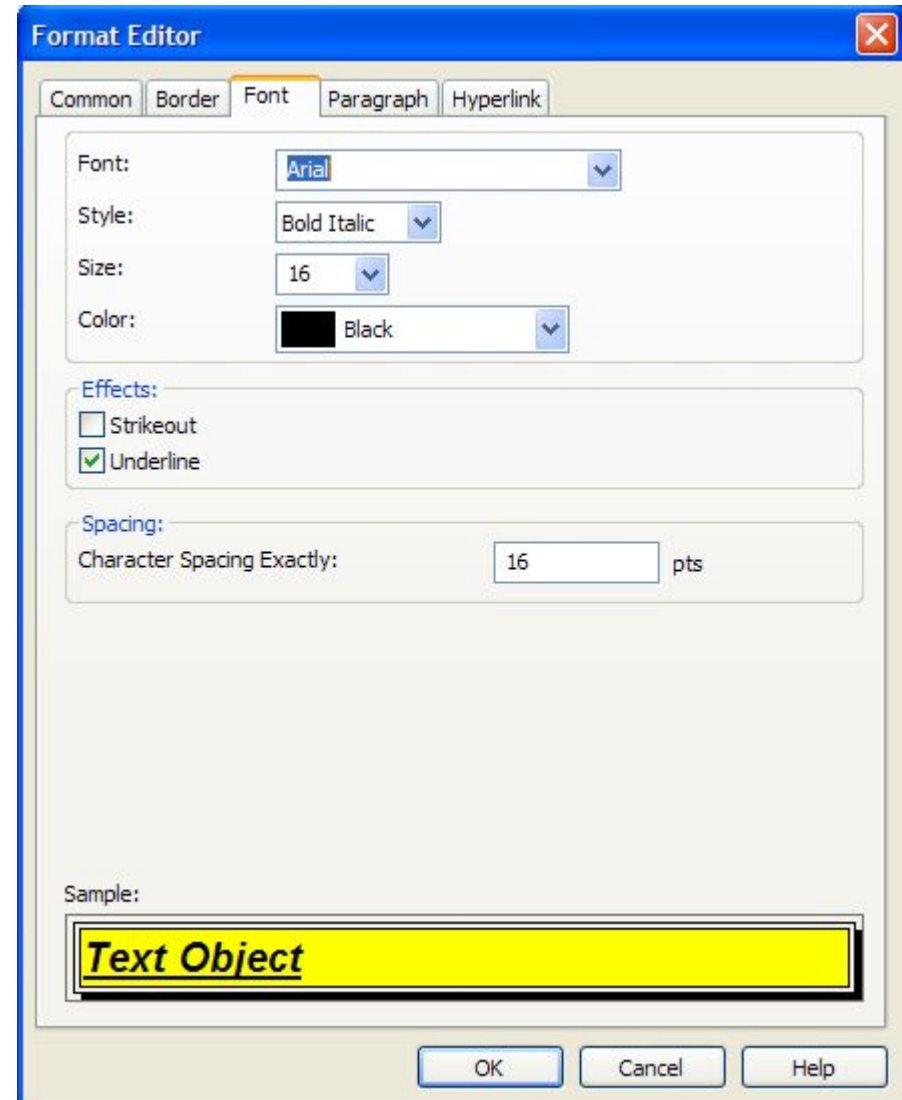- For web display, CSS classes can even be used.

Formatting Features

- Lines can be added to Objects using the Border tab.

- It allows to bound objects, enable drop shadows.

- The border's colour and style can be set as well as the object's background colour.
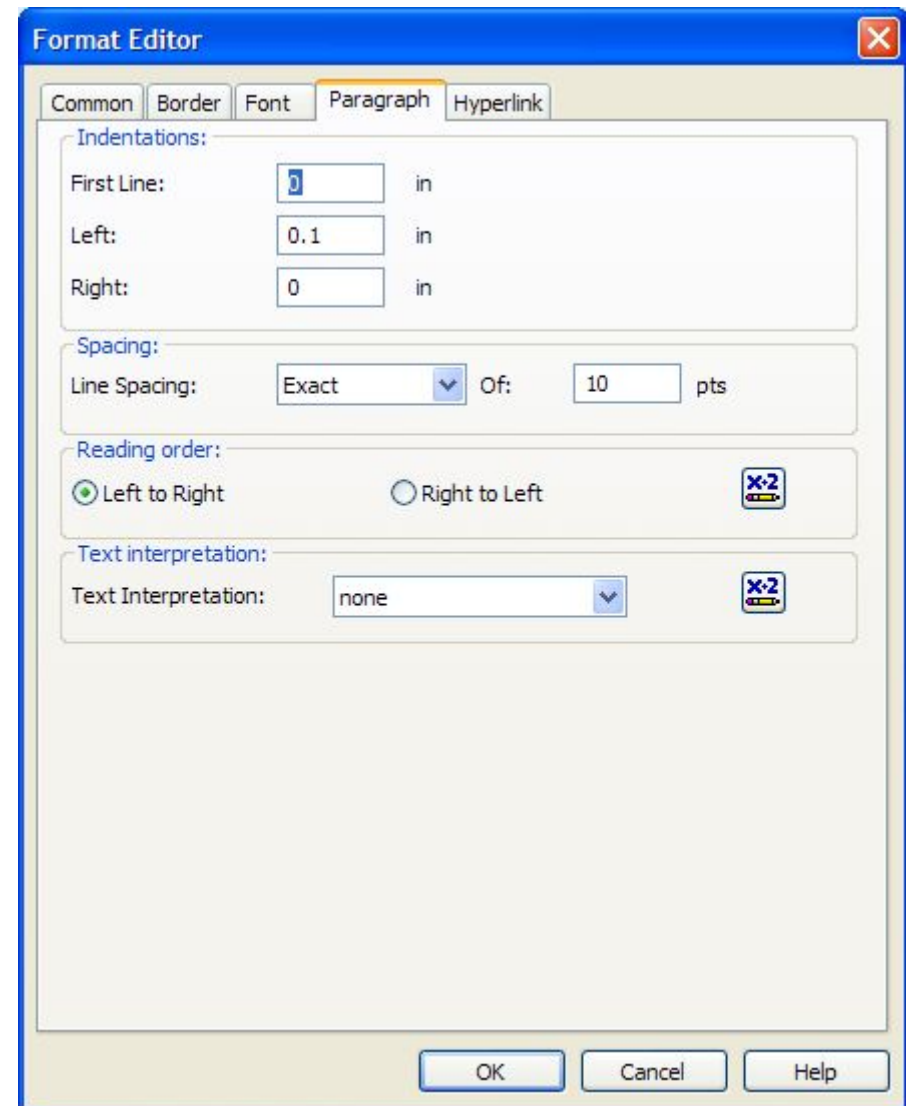
Formatting Features

- Font Type, Style, Size and Colour can be selected.

- Font Effects such as Strikeout and Underline.

- Character spacing (kerning) can also be selected.

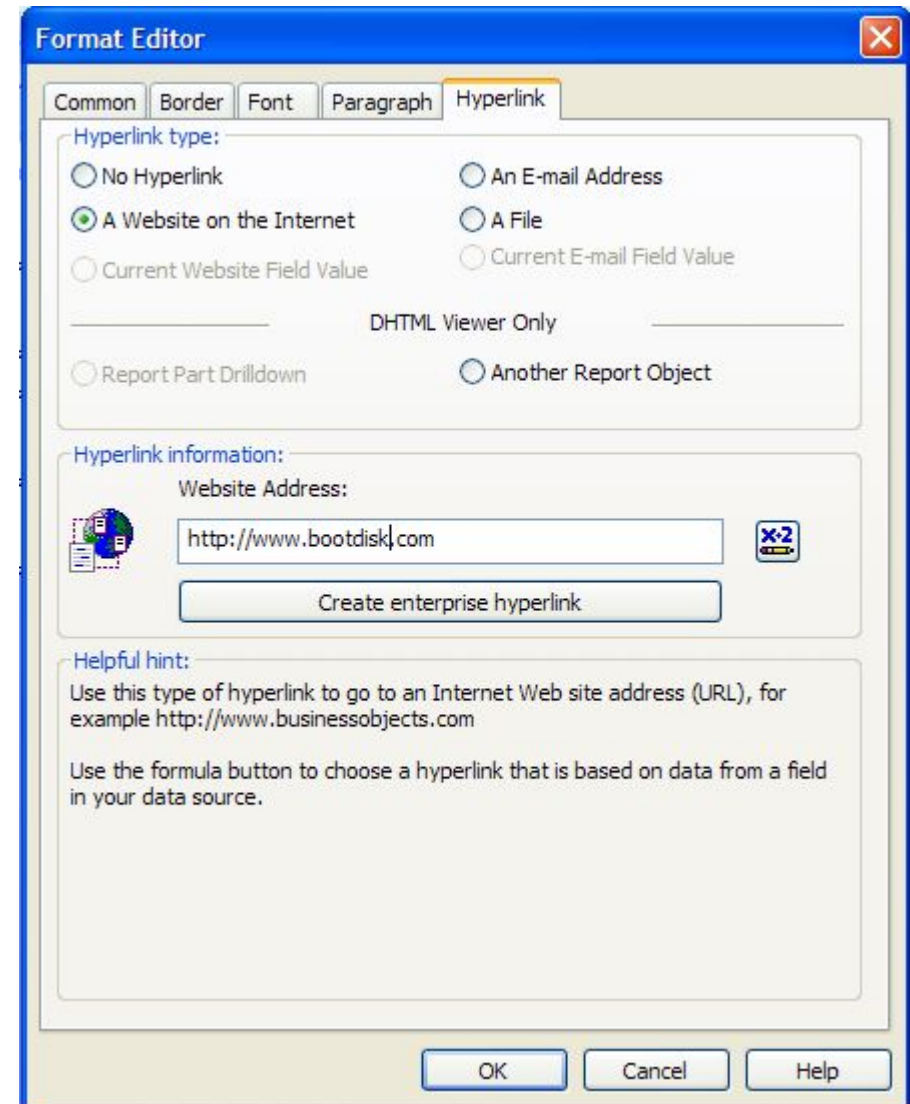- This tab is applicable for Text and Field Objects.

Formatting Features

- Indentation can be set for first line and subsequent lines.

- Line spacing can be controlled.

- Reading order can also be set.

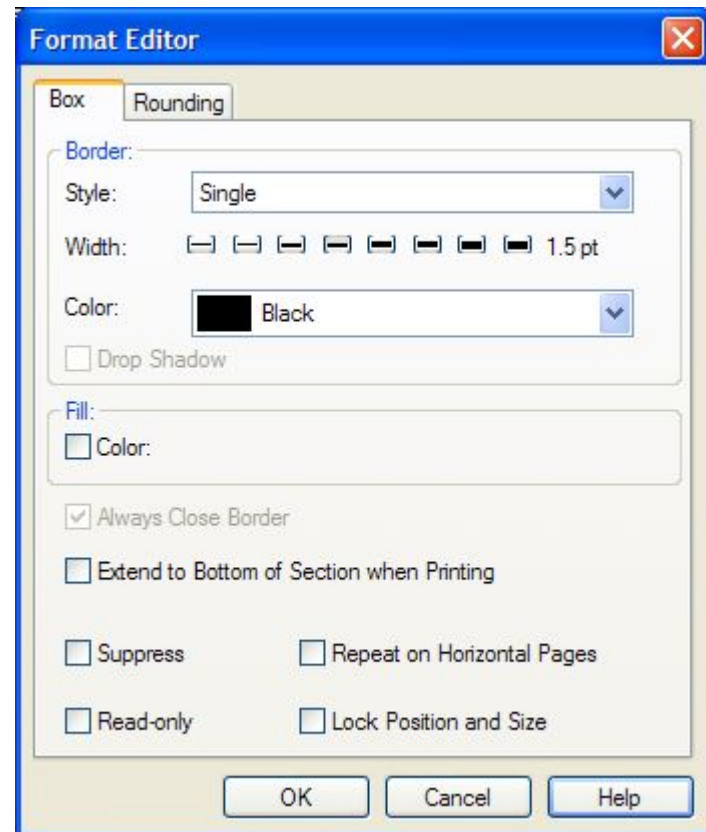- Note: this tab is not present for fields which are set as integers.
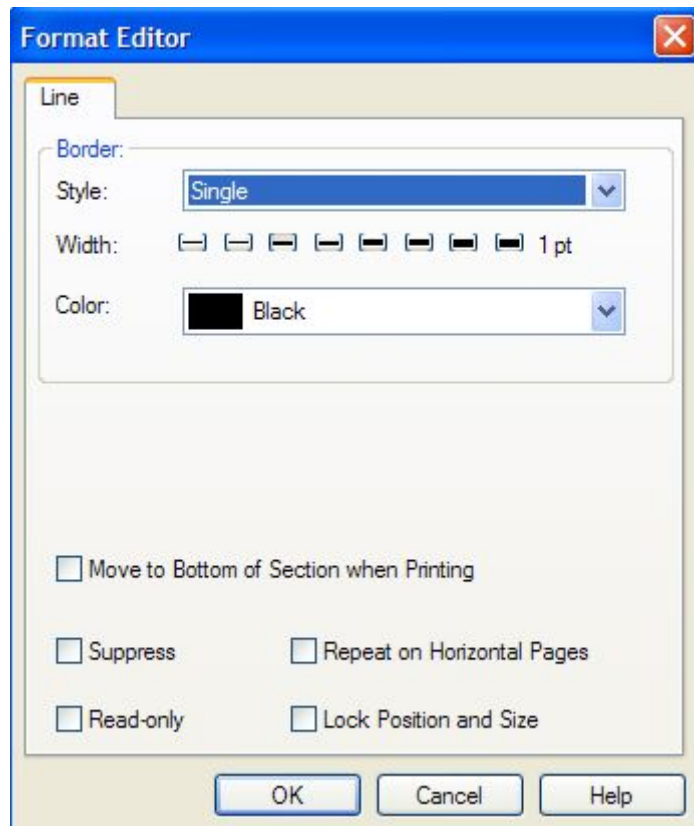
Formatting Features

- Finally objects can be converted as Hyperlinks.

- As URLs

- As email tag

- As a file link

- Can also create customizable link based on data source content. (Advanced)
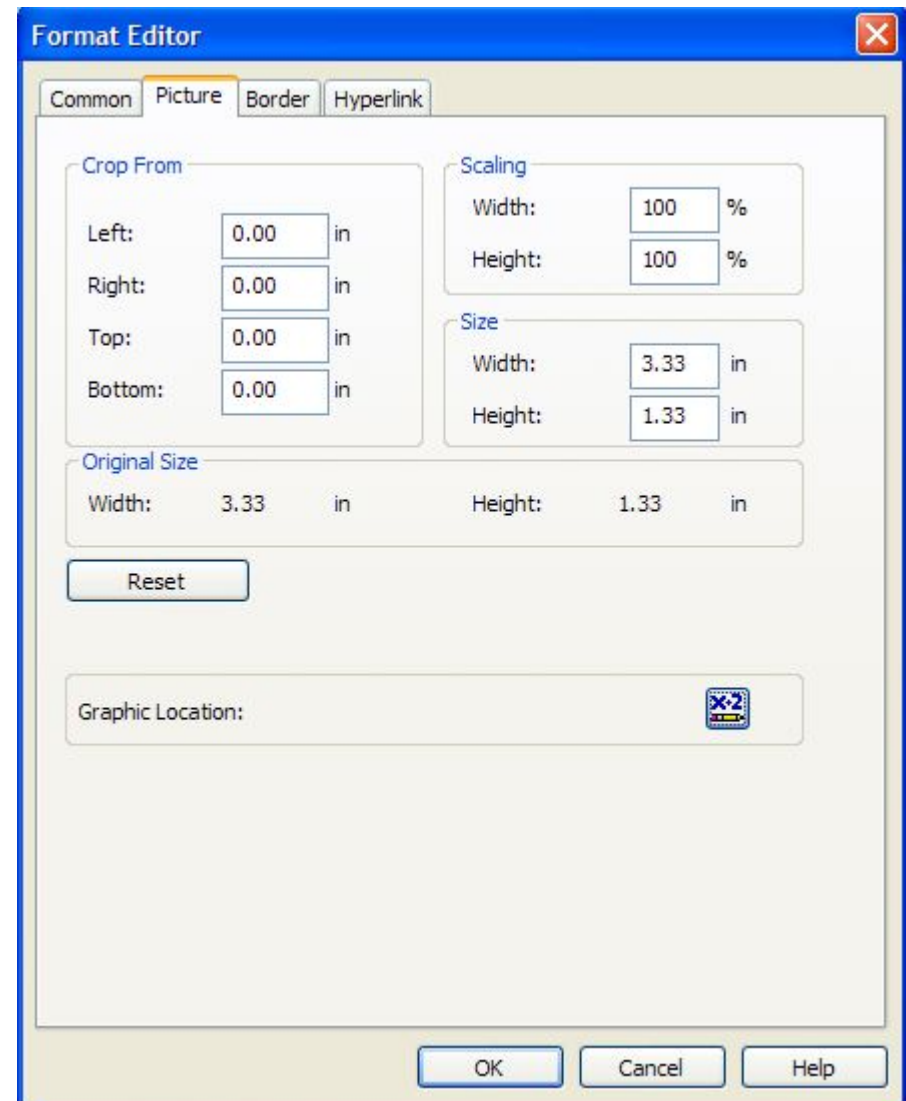
Formatting Features

- One can insert Lines and boxes by clicking the respective icon on the Insert Toolbar.
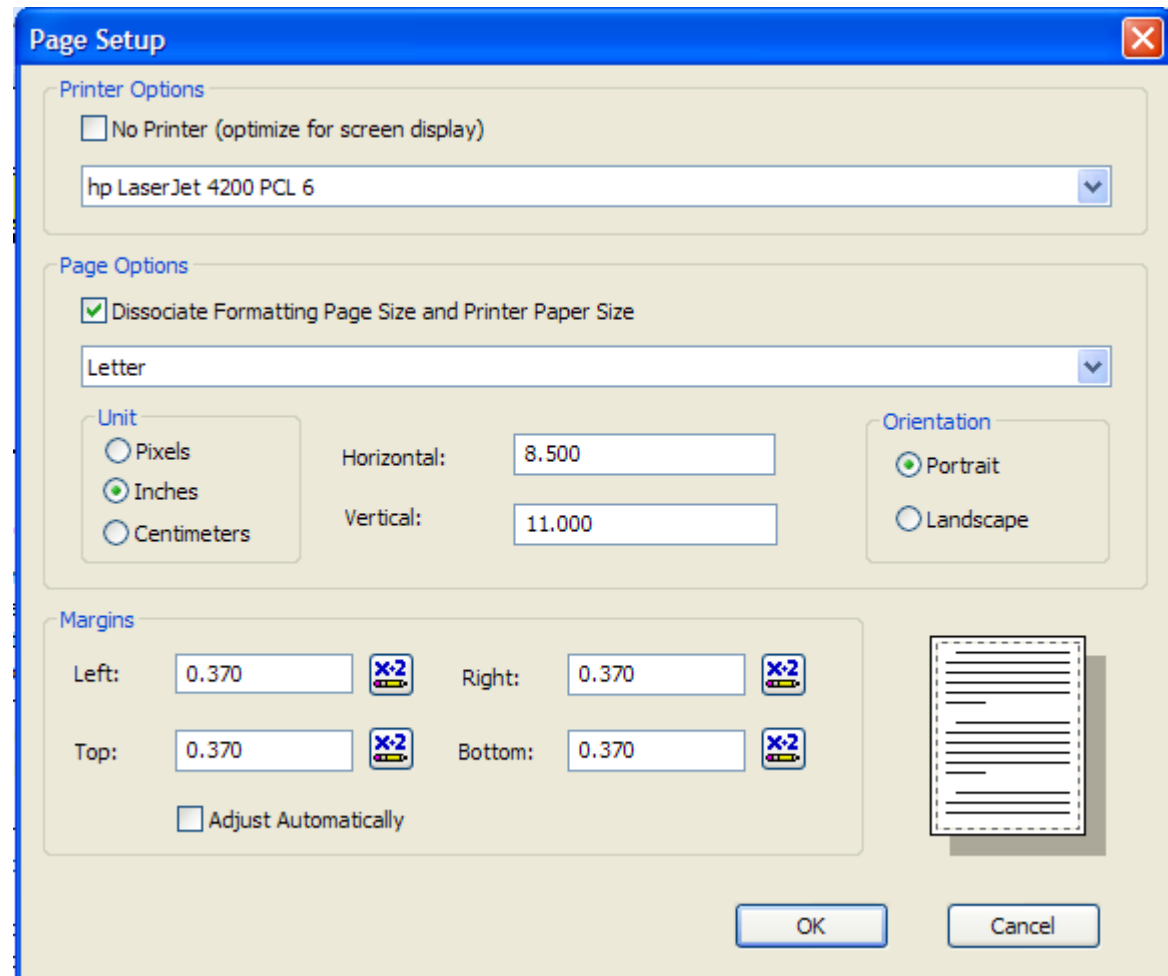
- Right-clicking to invoke the Format Editor.

Formatting Features

- Graphic Objects can be inserted by clicking on the respective icon in the Insert Toolbar.

- You can insert the most popular types of graphic file formats.

- The picture tab in the Format Editor allows cropping and scaling.

Formatting Features

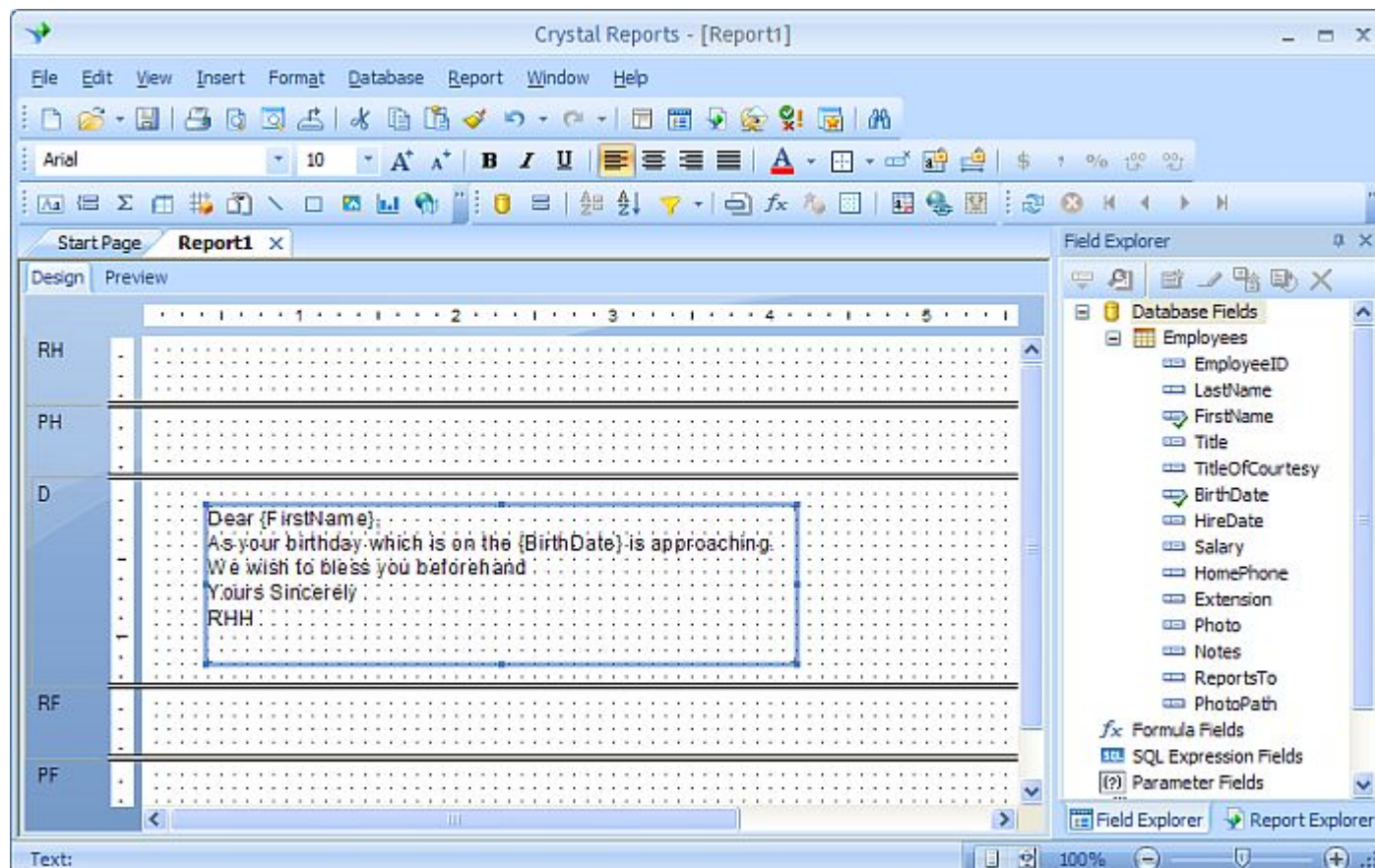- Page Orientation and Margins can be accessed in the File → Page Setup Section.

Formatting Features

Task 3.1

- Create a report as faithfully as this one.

- Several features are present.

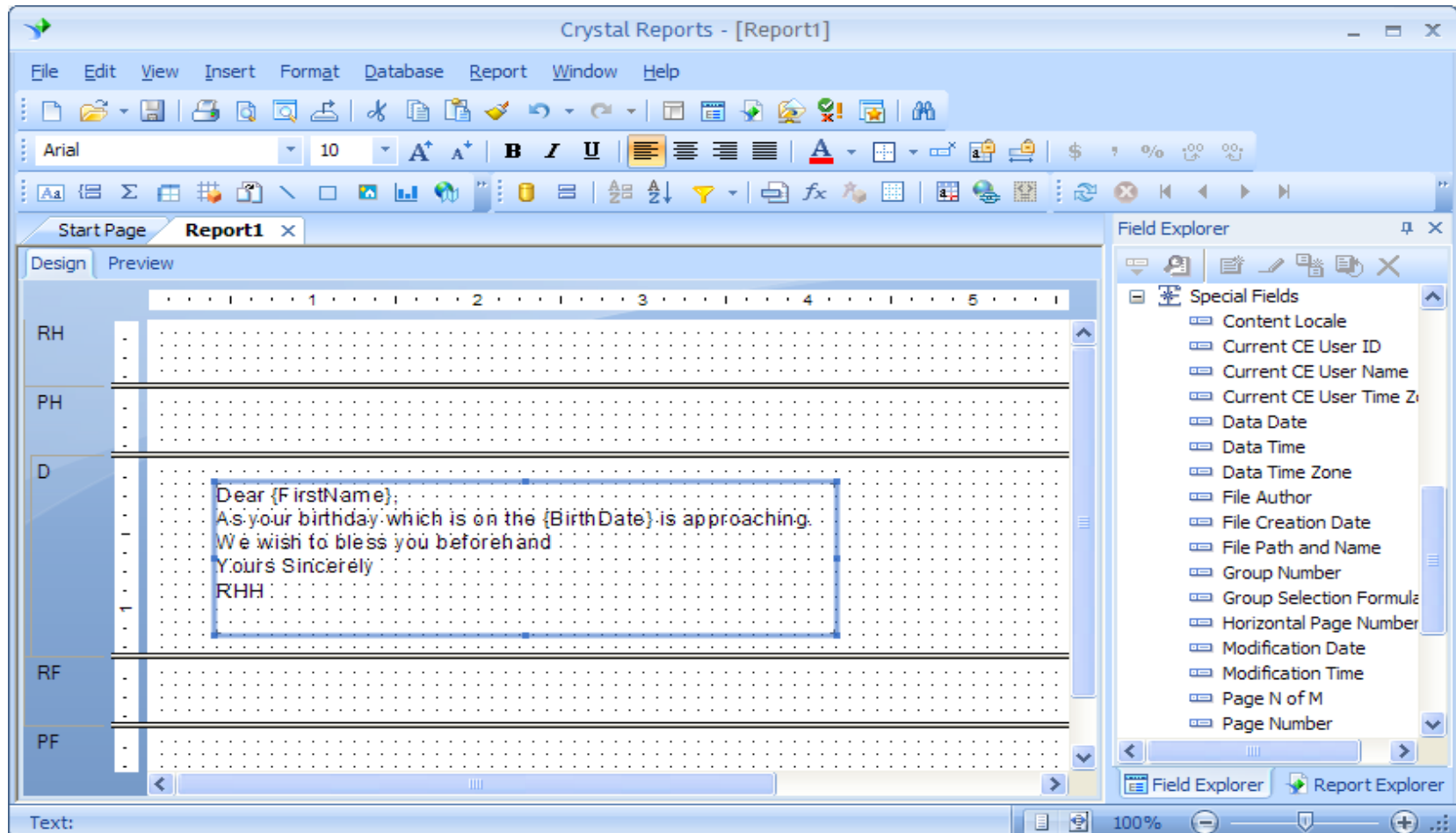- Save your report as formatreport1.rpt

Formatting Features

- Fields can be added onto Text Objects by simply creating a text box and dragging the respective fields in the Text box.

Formatting Features

- Special Fields can also be inserted. These are found at the bottom of the Field explorer Tab.

Formatting Features

Task 3.2

- Create a report as faithfully as this one.

- The table used here is <u>Employees</u>.

- Save your report as formatreport2.rpt