

KnowItAll Software Training

Create Reports

Create Reports

How to Create Customized Report Templates

Purpose

KnowItAll users can use report templates to easily generate high-quality documents including structures, spectra, tables, clip art, and more. Reports can be exported using a variety of formats, making it easier to share results with others.

Objectives

These exercises will teach you:

- How to open and use predefined KnowItAll report templates
 - How to create and use customized report templates
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Background

In addition to serving as the basis for reports, templates are used when objects and information are transferred to the ReportIt application from other KnowItAll applications. A template must be selected before any transfer can occur. A default template can be selected for each application, or a template can be chosen every time information is transferred to the ReportIt application.

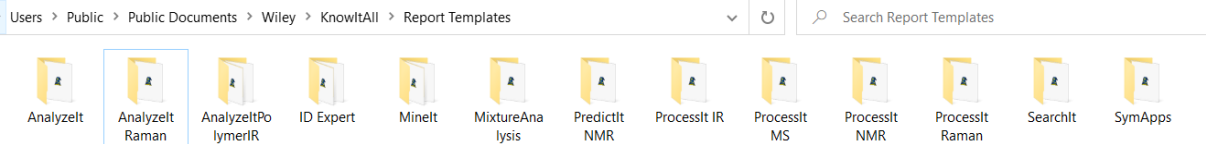
Training Files Used in This Lesson

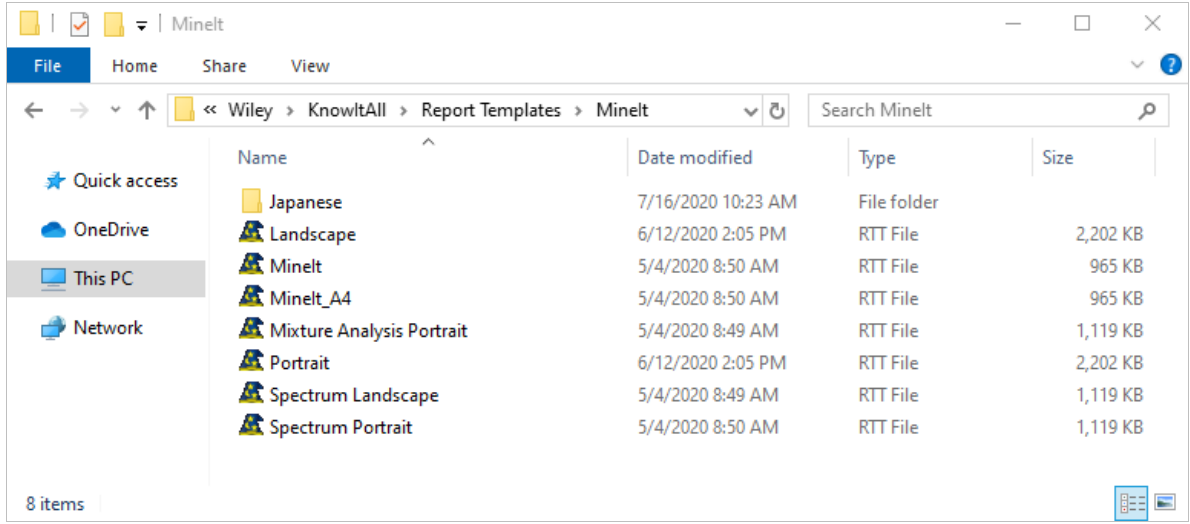
- Wiley.gif
- Landscape.rtt

KnowItAll Applications Used

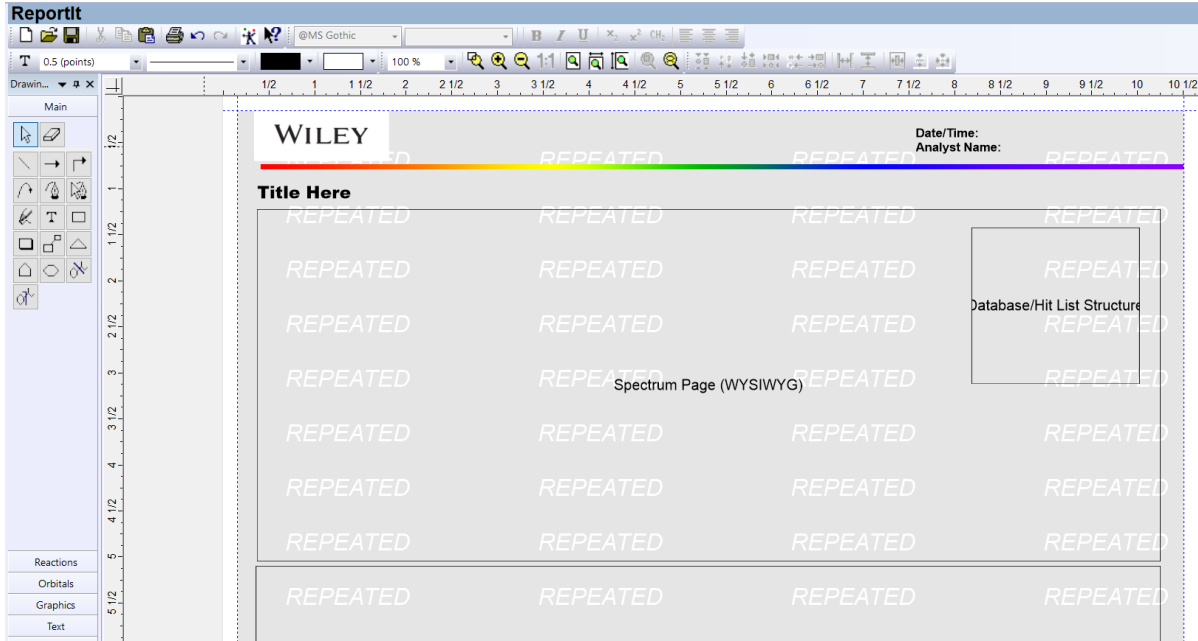
- ReportIt™
- Minelt™

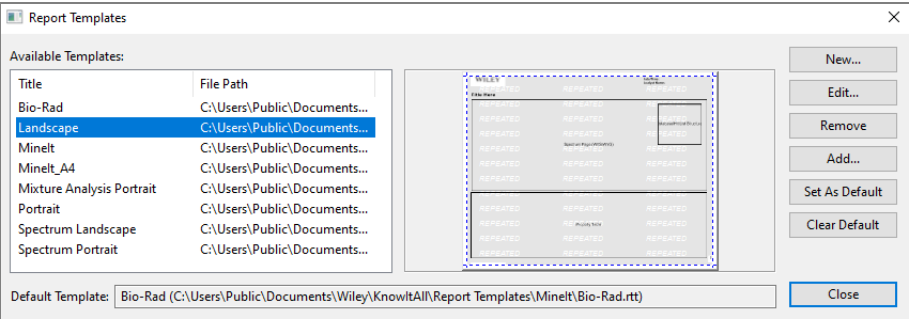
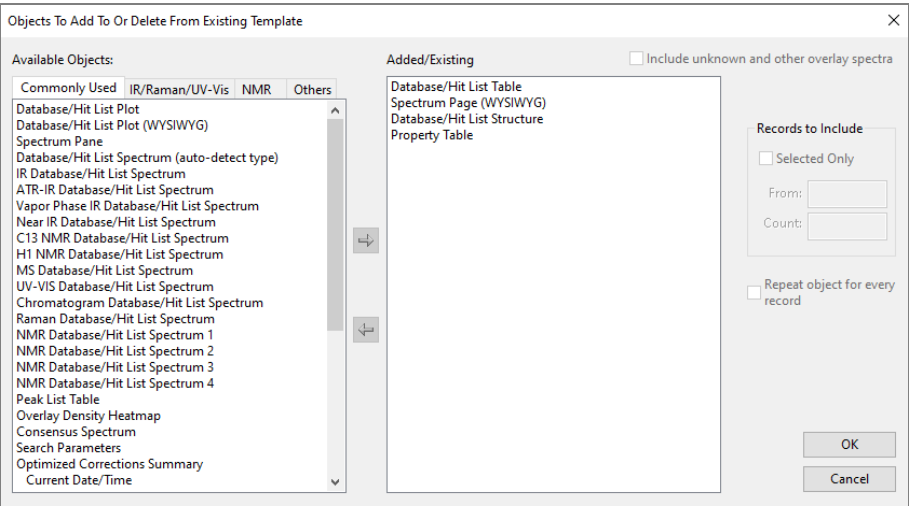
Examine predefined KnowItAll templates

	Action	Result
1	<p>Open Windows Explorer, then navigate to Documents > Wiley > KnowItAll > Report Templates.</p> <p>Note: If you cannot find it in your version of Windows, use Explorer search to locate it.</p>	<p>Each KnowItAll application has its own report templates folder.</p> 

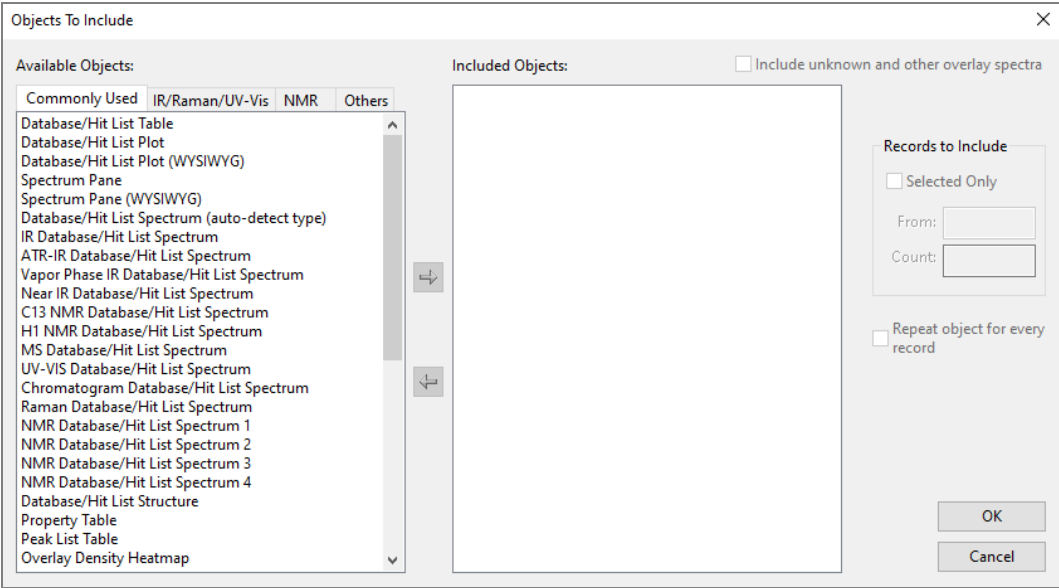
	Action	Result																																				
2	Open the Minelt folder.	<p>The Minelt report templates are displayed.</p>  <table border="1" data-bbox="903 544 1848 844"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Japanese</td> <td>7/16/2020 10:23 AM</td> <td>File folder</td> <td></td> </tr> <tr> <td>Landscape</td> <td>6/12/2020 2:05 PM</td> <td>RTT File</td> <td>2,202 KB</td> </tr> <tr> <td>Minelt</td> <td>5/4/2020 8:50 AM</td> <td>RTT File</td> <td>965 KB</td> </tr> <tr> <td>Minelt_A4</td> <td>5/4/2020 8:50 AM</td> <td>RTT File</td> <td>965 KB</td> </tr> <tr> <td>Mixture Analysis Portrait</td> <td>5/4/2020 8:49 AM</td> <td>RTT File</td> <td>1,119 KB</td> </tr> <tr> <td>Portrait</td> <td>6/12/2020 2:05 PM</td> <td>RTT File</td> <td>2,202 KB</td> </tr> <tr> <td>Spectrum Landscape</td> <td>5/4/2020 8:49 AM</td> <td>RTT File</td> <td>1,119 KB</td> </tr> <tr> <td>Spectrum Portrait</td> <td>5/4/2020 8:50 AM</td> <td>RTT File</td> <td>1,119 KB</td> </tr> </tbody> </table>	Name	Date modified	Type	Size	Japanese	7/16/2020 10:23 AM	File folder		Landscape	6/12/2020 2:05 PM	RTT File	2,202 KB	Minelt	5/4/2020 8:50 AM	RTT File	965 KB	Minelt_A4	5/4/2020 8:50 AM	RTT File	965 KB	Mixture Analysis Portrait	5/4/2020 8:49 AM	RTT File	1,119 KB	Portrait	6/12/2020 2:05 PM	RTT File	2,202 KB	Spectrum Landscape	5/4/2020 8:49 AM	RTT File	1,119 KB	Spectrum Portrait	5/4/2020 8:50 AM	RTT File	1,119 KB
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3	Close Windows Explorer.																																					

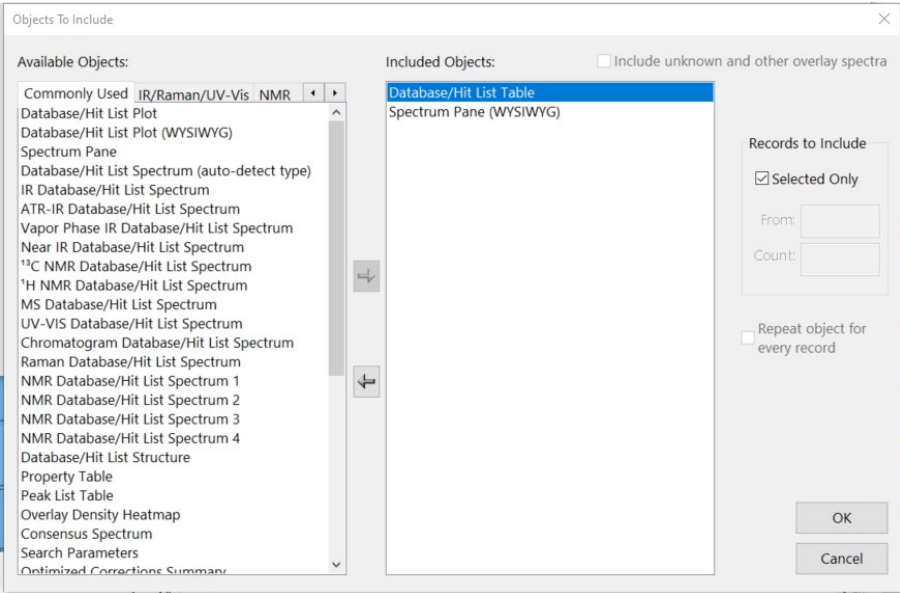
Open a predefined template in the ReportIt and Minelt applications


	Action	Result
1	Navigate to the Basics toolbox. Open the ReportIt application by clicking its icon. Then choose File > Open .	An Open dialog box appears.
2	Set the Files of type filter to ReportIt Template Document Files (*.rtt). Navigate to the 9 - Creating Reports folder. Open Landscape.rtt .	 <p>The screenshot shows the ReportIt application window. The title bar reads 'ReportIt'. The interface includes a toolbar at the top, a vertical toolbox on the left with icons for drawing and editing, and a main workspace. The workspace displays a report template with the 'WILEY' logo at the top left. Below the logo is a 'Title Here' field. The main content area is a grid of 'REPEATED' text. A 'Database/Hit List Structure' box is visible on the right side of the grid. The status bar at the bottom indicates 'Spectrum Page (WYSIWYG)'. The window also shows a ruler at the top and a scroll bar on the right.</p>

	Action	Result
3	<p>Navigate to the Data toolbox.</p> <p>Open the Minelt application by clicking its icon.</p> <p>Choose File > Edit Report Templates.</p> <p>Select the Landscape template.</p>	<p>The Report Templates dialog box opens.</p> 
4	<p>Click Edit.</p>	<p>The Objects to Add to Or Delete from Existing Template dialog box opens.</p>  <p>Use this dialog box to see which objects are included with the template. You can also use this dialog box to add or remove objects.</p>
5	<p>Click Cancel. Then click Close on the Report Templates dialog box.</p>	<p>No changes were made to the template.</p>


Create a new Minelt template

	Action	Result
1	<p>With the Minelt application open, choose File > Edit Report Templates. Then click New on the Report Templates dialog box.</p>	<p>The Objects To Include dialog box opens.</p> 
2	<p>Move Spectrum Pane (WYSIWYG) from the list of Available Objects to the list of Included Objects by selecting it in the list on the left and clicking the right arrow available between the two lists.</p>	
3	<p>Move Database/Hit List Table from the list of Available Objects to the list of Included Objects.</p>	

<p>4</p>	<p>With Database/Hit List Table selected in the list of Included Objects, check Selected Only.</p>	<p>The first ten hits will be included on the template.</p> 
<p>5</p>	<p>Move Database/Hit List Structure from the list of Available Objects to the list of Included Objects.</p> <p>Check Repeat object.</p> <p>Check Selected Only.</p>	<p>The structure will be included only for the first item in the hit list.</p>
<p>6</p>	<p>Move Current Date/Time from the list of Available Objects to the list of Included Objects.</p>	<p>A date/time field is added to the template.</p>

<p>7</p>	<p>Click OK.</p>	<p>The new template opens in the ReportIt application.</p>  <p>We can now use ReportIt tools to arrange the placeholders and add other objects, such as images and text boxes.</p>
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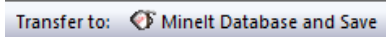
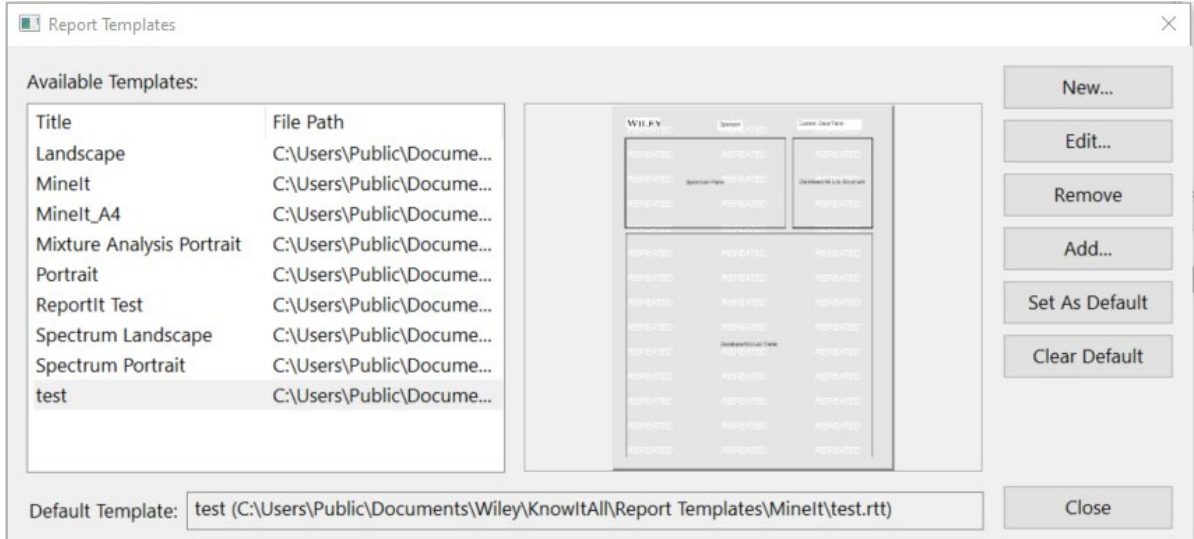
Edit the template in ReportIt

<p>1 Move the database structure and property table to the second page and re-size them as desired.</p>	 <p>The screenshot shows a report template editor interface. It features a 'Spectrum Pane (WYSIWYG)' on the left and a 'Database/Hit List Structure' table on the right. The table has a header 'Current Date/Time' and several rows of data. The background of the editor is a light gray grid with the word 'REPEATED' repeated across it.</p>
<p>2 Navigate to KnowItAll Training Files > 9 - Creating Reports.</p> <p>Open Wiley.gif using any image editor (for example, MS Paint).</p> <p>Select and copy the image.</p>	

3 Return to the **ReportIt** application and choose **Edit > Paste**.

The image is added to the template.

The screenshot shows a report template with a grid layout. At the top left is the 'WILEY' logo. To its right is a 'Current Date/Time' field. Below these are two main sections: 'Spectrum Pane' on the left and 'Database/Hit List Structure' on the right. The 'Spectrum Pane' contains a grid of 'REPEATED' text. The 'Database/Hit List Structure' also contains a grid of 'REPEATED' text. Below these sections is a 'Database/Hit List Table' section, which contains a grid of 'REPEATED' text. The entire content is set against a light gray background.

	Action	Result
4	Using the Text box tool  , draw a text box. Then type 'Operator.'	
5	Choose the Selection tool. Hold down the shift key and select both the Date/Time field and the text box.	
6	Choose Arrange > Group .	The two objects can now be moved, re-sized, etc., in the same way.
7	Double-click within the WYSIWYG Spectrum Page.	A spectrum toolbar opens. These tools can be used to adjust the spectral display in the template.
8	On the Transfer to bar, click Minelt Database and Save .	 A Save As dialog box opens.
9	Type in the new template's name (WILEY) and click Save .	The dialog box closes, revealing that the new template has been added to Minelt's Report Templates dialog box. 

10	Select the new template and click Set as Default . Click Close .	Because we have set the new template as the default template, it will be used automatically whenever information is transferred from Minelt to ReportIt . Setting a default template is useful when you want to use a single template most of the time. However, you can also choose not to have a default template and select from the list of available templates each time you transfer information to ReportIt.
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Use the new template in ReportIt

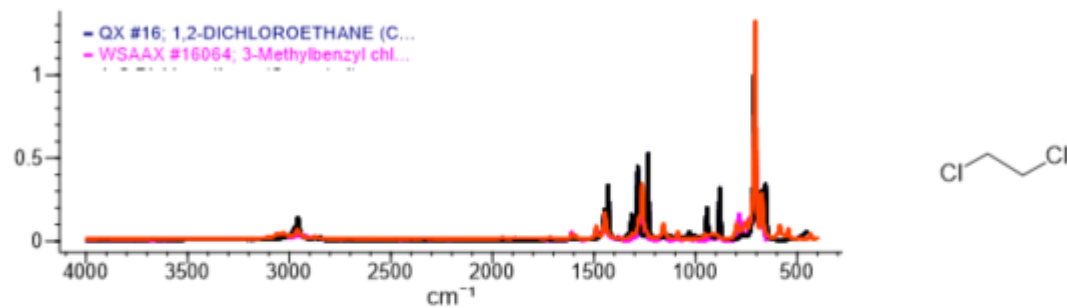
1	Go to the SearchIt application.	Set up search parameters: <ul style="list-style-type: none">• Spectrum query: \KnowItAll\Samples\IR\ 1,2-Dichloroethane• User-Select: add all IR databases for search• Set everything else as default Click Search .
2	In Minelt , select a few hits.	

<p>3 Click Transfer to: ReportIt.</p>  <p>The screenshot shows a horizontal menu bar with the text 'Transfer to:' on the left. To the right of the text are two options: 'ChemWindow' with a small icon of a window and 'ReportIt' with a small icon of a document.</p>	<p>You will see a three-page report if you selected three hits.</p>
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WILEY

Operator

7/8/2022 8:40 AM



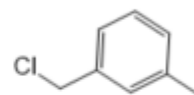
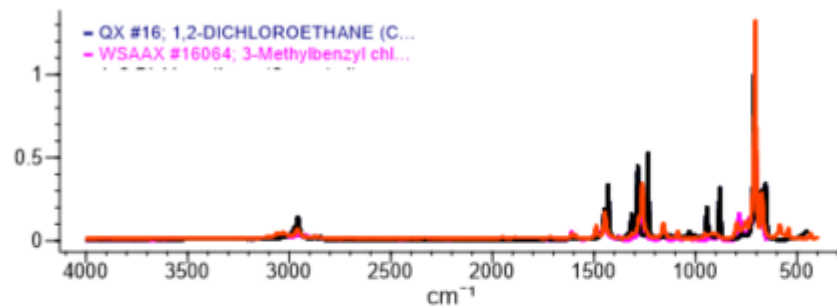
HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAAJ	16064	3-Methylbenzyl chloride	
60.02			WSAI1	156	Alpha, alpha'-Dichloro-m-xylene	

Page 2

WILEY

Operator

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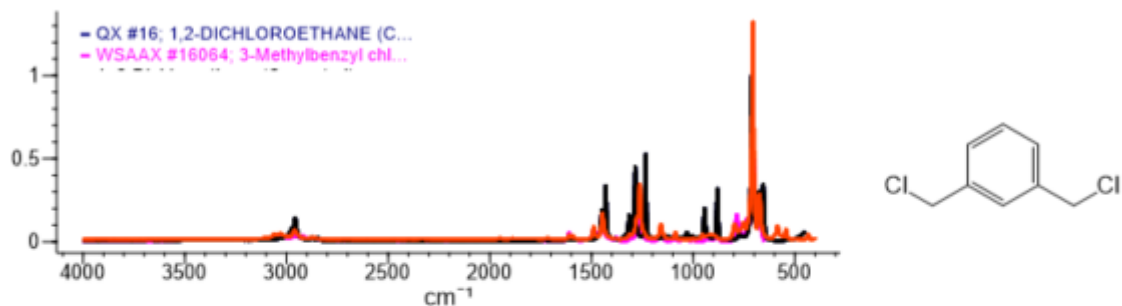
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WILEY

Operator

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