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[Tasks](#) explains actions you can perform with the Runtime Viewer.



[Menu Commands](#) provides a list of available menu commands.



## Runtime Viewer Menu Commands

[See Also](#)

The Runtime Viewer allows you to access many, but not all, of The ReportSmith menu commands. Each command appears in the following list. To see a description, double-click on a command.

### **File Menu**

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## Overview of the Runtime Viewer

[See Also](#)

ReportSmith provides a Runtime Viewer that lets an unlimited number of users execute, view and print reports without owning the full product. Users can execute, view, and print reports, but they cannot create or modify them.

The Runtime Viewer supports all functions that ReportSmith performs through Dynamic Data Exchange (DDE) and most ReportBasic commands.

The Runtime Viewer allows you to:

- Set up dialog boxes containing options that end users can fill in to customize their reports, such as sorting, selections, range of records, and pass this information to the Runtime.
- Set up multiple buttons in a front-end application, such as a Print Summary Report button or a Print Sales Report button to automatically print frequently used reports.
- Prompt for report variables, display user-defined dialog boxes, and respond to DDE messages.

The menus and toolbar contain commands which you can use to open, view, and print reports. In the Runtime Viewer, you can:

- Open multiple reports at one time.
- Scroll and page through a report.
- Use the Zoom buttons to view reports.
- Use the Save button to export data to different file formats such as Excel, Lotus and ASCII text.
- Set Options for the Runtime Viewer.

**See Also**

[Overview of Runtime Setup](#)

[Runtime Viewer Menu Commands](#)

## Overview of Runtime Setup

[See Also](#)

To set up the Runtime Viewer for end-users, follow these steps:

**Tip:** To make system administration easier and to ensure that Runtime operates smoothly for the end-user, set up the ReportSmith configuration files so that they are compatible with your reports.

1. Install Runtime.
2. Setup necessary drivers. For Runtime to operate, you need to set up the user's environment similar to the environment in which the reports were created, including data source names, named connections, Dynamic Data Access options and global macros.

**Note:** See *Getting Started* for how to set up data sources, and for a list of system requirements.

**See Also**

[Installing the Runtime Viewer](#)

## Installing the Runtime Viewer

[See Also](#)

To install Runtime:

1. Insert Disk 1 into the floppy drive and choose File | Run from the Windows Program Manager.
2. In the Run dialog box, type A:\INSTALL (or B:\INSTALL) and choose OK.
3. Follow the instructions in the dialog boxes as they appear. For questions, press the Help button.
4. When prompted, insert the specified disk into the floppy drive and press Enter. You will be prompted to choose the type of installation you want.
5. After installation, INSTALL prompts you to open the Release Notes, which contain important late-breaking information. To read them, choose View | Release Notes, or Exit to return to the Program Manager.

You are now ready to use the ReportSmith Runtime Viewer.



**See Also**

[Overview of Runtime Setup](#)

[Setting Up Runtime Configuration Files](#)

## Using the Runtime Viewer

To open the Runtime Viewer, double-click on the Runtime Viewer icon in the ReportSmith program group.

## **Exporting Data from the Runtime Viewer**

You can export data from the Runtime Viewer for use in other applications with File | Save As. However, you cannot save changes to the report format using the Runtime viewer. To modify a report, use the full ReportSmith product.

To export data, press the Save button, or choose File | Save As, and navigate to the location of your file. Choose a file type from the List Files of Type list, and press OK.

## Setting Runtime Options

[See Also](#)

You can set Dynamic Data Access (DDA) parameters in the Runtime Viewer.

To set Runtime Options, choose File | Options. Click options you want and press OK. Each option available in the Options dialog box is listed below:

Client memory

Client disk

On server

Automatic

Minimize report data memory usage

Limit report data memory usage to %

Limit report data memory usage to KB

Buffer

Connection file

Picture file search path

**See Also**

[Runtime Viewer Menu Commands](#)

## Setting Up Runtime Configuration Files

We suggest that you create standard files to make Runtime system administration easier. Set up the following files in the Windows directory for a standard end user environment. Each file is described below.

File Name	Contents
RS_SQLIF.INI	ODBC Options for local databases.
RPTSMITH.CON	Named connections
RS_RUN.INI	Dynamic Data Access Options (see next section)
RPTSMITH.GMC	Global macros that are used in the reports you are distributing, or that will be executed through It should be installed in the MACRO subdirectory of the directory in which youve installed Runtime, not the Windows directory

### RS\_SQLIF.INI

ReportSmith provides a default RS\_SQLIF.INI file. It contains setup parameters for the ODBC drivers provided with ReportSmith.

For detailed information regarding the parameters you can set, read the Technical Notes provided with ReportSmith in the RS\_SQLIF.TXT file.

### RPTSMITH.CON

ReportSmith sets up one default connection called video that is used by our sample reports. You can use named connections to setup connections in this file to reduce the amount of information the end user enters.

The format of this file is:

```
[ConnectNamesSection]
ConnectNames=video,oracle,sqlsrvr
    [video]
    Type=40
    DataFilePath=C:\RPTSMITH\video\
    Server=MYdBase
    [oracle]
    Type=7
    Server=x:orasrv7
    UserId=scott
    Password=
    [sqlsrvr]
    Type=6
    Server=sqlsrvr
    UserId=SA
    Password=
```

### RS\_RUN.INI

This file is similar to the RPTSMITH.INI file in the full ReportSmith product. There are certain parameters in this file that you may want to set for your users:

Option	Description
Units	Units of measure for report layout. Values: 0 = Inches (default) 1 = Centimeters
Granularity	Granularity. Enter a number (default: 300).
ConnectionFile	Path and filename for named connections. Enter the name of the connection file,for example, C:\WIN\RPTSMITH.CON.

Iconic            To set whether to show the RUNTIME icon or not. Values:  
0 = do not iconify ReportSmith  
1 = iconify ReportSmith (default)

ShowAboutBox   Show About Box. Values:  
0 = do not show about box  
1 = show about box (default)

### **RPTSMITH.GMC**

This file stores global macros. The location of this file is specified in the RS\_RUN.INI file. You can either distribute a copy that contains the global macros used in your reports, or you can have the RS\_RUN.INI file point to a common LAN location for this file.

## Sample Runtime DDE Code

The following code fragments show samples of how you can take full advantage of Runtime. The first example illustrates loading a report from a Visual Basic application; the second illustrates loading a report from a PowerBuilder application.

### Loading a report from Visual Basic:

```
Sub Command1_Click()
    q$=Chr$(34)
    Label.LinkTopic=RS_RUNTIME|Command
    Label1.LinkMode=2
    DDE Command$=LoadReport+q$+text1.Text+q$+,+q$+q$
    Second Command$=PrintReport0,0+q$+q$+,,+q$+q$
    ThirdCommand$=CloseReport(0)
    DDECommand$=DDECommand$+11+SecondCommand$+11+ThirdCommand$
    Label1.LinkExecuteDDECommand$
End Sub

Sub Command2_Click()
    Command2.Caption=Launching!Runtime
    x=Shell (C:\INDIGO\RS_RUN.EXE)
    Command2.Caption=Launch ReportSmith Runtime
End Sub
```

### Driving Runtime using a PowerBuilder application:

```
cb_dde button
    int handle,handle2,handle3
    string reportcommand,
    reportcommand1,reportcommand2,reportcommand3,reportcommand4
    handle=OpenChannel(RS_RUNTIME,Command)
    if handle<1 then run (c:\rptsmith\rptsmith.exe,Minimized!)
    CloseChannel(handle)
    reportcommand2=DIM NewData as DataSet
    reportcommand3=NewData.Connect
    6,+char(34)+sqlsrvr+Char(34)+,+Char(34)+sa+Char(34)+,+Char(34)+Char(34)+,
+Char(34)+Char(34)
    NewData.connect7,x:orasrv,scott,tiger,
    reportcommand1=LoadReport
    ?+Char(34)+C:\rptsmith\sample.rpt+Char(34)+,+Char(34)+Char(34)
    reportcommand=
    reportcommand2+||+reportcommand3+||+reportcommand1+||+
    reportcommand4
    handle2=OpenChannel(ReportSmith,Command)
    ExecRemote(reportcommand,handle2)
    CloseChannel(handle2)
```



## **Tasks**

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## **File | Open**

Choose File | Open to open a report. If necessary, navigate to the location of a report using the Drive and Directory list boxes.

## File | Connections

Choose File | Connections to create or edit a named connection for a database table. When you choose this command, the Connections dialog box appears.

The screenshot shows a dialog box titled "Connection". At the top, there are two input fields: "Name:" with the text "Gupta" and "Type:" with a dropdown menu showing "SQLBase". Below these are two more input fields: "Database:" with "DEMO" and "User id:" with "SYSADM". At the bottom left, there is a list box titled "Connections:" containing the following items: dBASEwin, DBIDAPI, Excel, Gupta (highlighted), Gupta2, PXIDAPI, and Sales. To the right of the list box are four buttons: "New", "Delete", "Save", and "Help". At the very bottom of the dialog are two buttons: "OK" and "Cancel".

**Note:** Click on the parts of the dialog box for further help.

### Using the Connection Box

Using the Connections dialog box does not allow you to connect to a database. Rather, it lets you conveniently choose a connection and password to your database. You can define your name and the server name once in the connection box and ReportSmith remembers it for you. ReportSmith will prompt you for your password the next time you access your server.

**Note:** For security purposes, ReportSmith does not store database passwords with user-defined connections.

## **Connection Name**

Enter the name of a connection. This name should be the name your system administrator set up for the connection.

**Data File Path**

Enter the data path for your connection if you are making a connection to a local data source. If your data source is on a server enter the connection name, user ID and password, if required.

## **Connection Type**

Select a connection type first, before entering information about the new connection. Click on the arrow to the right of the Type box to see the list of available types. You can scroll through the list, then click on the connection type you want.

## **Connections List**

Lists all established connections. When you create a new connection, its name appears in the Connections box the next time you choose File | Connections. Select a connection from the list to modify any of the required information about the connection, for instance, the server name, or user ID.

## **New**

Starts the set up for a new connection. Click on the New button before entering information about the new connection.



**Delete**

Cancels a connection highlighted in the Connections box.

**Save**

Saves the information for a new connection.

## File | Disconnect

[See Also](#)

Choose File | Disconnect to sever connections to database servers. When you use this command, the Disconnect dialog box appears.



**Note:** Click on the parts of the dialog box for further help.

To disconnect from a data source, select it from the Open Connections list and press the Disconnect button. Connections to data sources exist until you exit ReportSmith or until you sever connections via the Disconnect dialog box. Use the Disconnect command to free up connections to databases when you're done using them. You cannot disconnect from a data source if you have a report open which uses that connection.

**See Also**

[File | Connections](#)

## **Disconnect**

Connections to data sources exist until you select File | Exit or until you sever them using this button.

## **Open Connections**

This list shows all open connections. To disconnect from a data source, select it from the Open Connections list and press the Disconnect button.

## File | Close

### [See Also](#)

Choose this command to close an open report. If you have saved the report, ReportSmith closes it. If you haven't saved your report, ReportSmith displays a prompt asking you if you'd like to save it. Choose Yes to save your report.

You may also use the Close button on the Report Control menu.

**See Also**

[File | Save As](#)



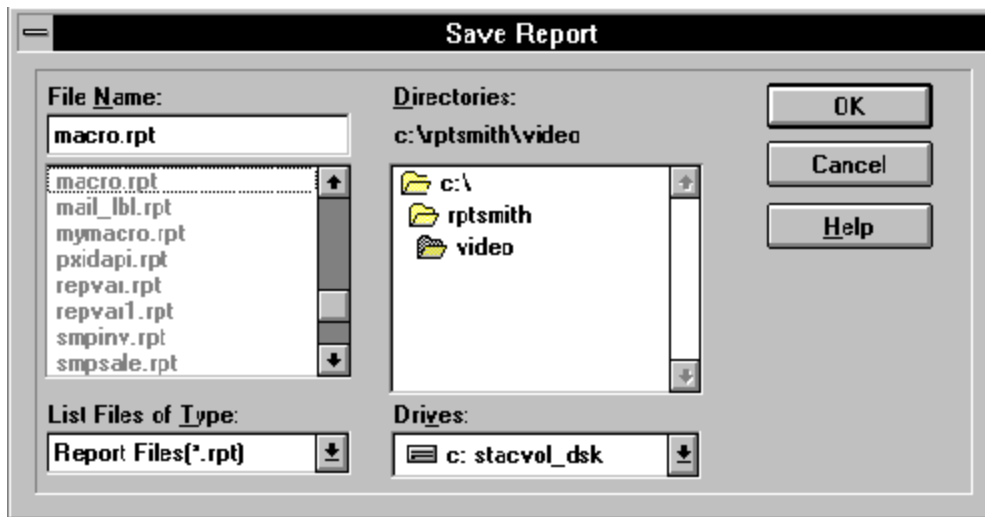
## **Close All**

Choose File | Close All to close all open reports.

**Tip:** Choose File | Save All to save all open reports before using the File | Close All.

## File | Save As

Choose File | Save As to save the active report under a different name or place it in a different directory. When you select this command, the Save Report dialog box appears.



**Note:** Click on the parts of the dialog box for further help.

**Tip:** If you use the file extension, .RPT, for all reports, you can view all reports in the current directory by typing an asterisk (\*), a period (.), and RPT (the three-character extension).

**File**

Displays the database filename of the open report. This report is also selected in the Files/Tables list. The current directory for the open report is listed in the Directories list.

## List Files of Type

Press the down arrow to display a list of file types, such as .RPT files or .BMP files that you want ReportSmith to display in the File Name list box. To display all types of files in a directory, select the display All Files option.

## **Directories**

Choose the directory path where you want to store your file in the Directories list box. For example, to store reports in the C:\RPTSMITH\VIDEO directory, double-click on RPTSMITH to display subdirectories, and select VIDEO.

## **Drives**

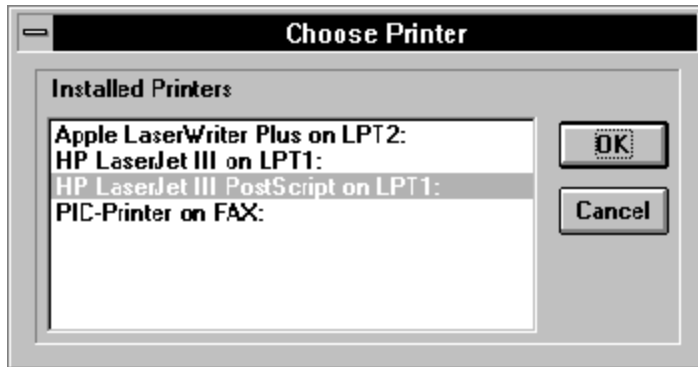
Choose the drive where you want to store your report. Press the down arrow to display a list of choices.

**File | Print**

Choose File | Print to print a range of pages, an entire report, or the current page.

## File | Print Setup

When you choose File | Print Setup ReportSmith displays the Choose Printer dialog box. This dialog box is also accessible from the Setup button in the Print dialog box.



**Note:** Click on the parts of the dialog box for further help.

Choose this command to establish and change the printer connection and printing options. The options that appear in this dialog box depend on the printers you've installed in Windows.

Once you've selected a printer and clicked on OK, another dialog box appears. Available options depend on the selected printer, but typically you set paper source and paper size in this dialog box. Click on the Help button if you need help setting up your printer.

The following options typically appear for most printers:

Option	Description
Paper Source	Has the following choices to tell the printer: Default Tray To use the default printer tray when printing the first page of the report. Upper Tray To use the upper tray when printing the first page of the report. Lower Tray To use the lower tray when printing the first page of the report. Manual Feed You want to manually feed each page when printing the report. Envelope Feed You will print an address on an envelope before printing the report.
Paper Size	Choose the paper size you want to use from the drop-down list.
Orientation	Click on the Portrait and Landscape option buttons in the Print Setup dialog box to print your report horizontally or vertically. This setting is the default for reports unless you use the Page Setup dialog box to change the orientation for a report. The page setup options override the print setup options for a report.
Copies	Choose or enter the number of copies you wish to print.



## **Installed Printers**

Select the printer you want to use from the list of installed printers. Refer to your Windows documentation and your printer documentation for specifics on installing printers.

## **File | Exit**

Choose this command to end your ReportSmith session and return to Windows. If you have already saved your active reports, ReportSmith closes them and ends the session. If you have not saved active reports, ReportSmith prompts you to save before exiting.

## Replace Connections dialog box

### [See Also](#)

The Replace Connections dialog box appears when you try to open a report with a missing ODBC connection or when you are sharing a report whose data is based on an existing link to an ODBC driver. In order to open such a report, you must first re-establish a connection.

The missing data source connection is listed in the Unable to Connect to Data Source box. Select a replacement connection in the Select Replacement box, then select a named connection if one exists, from the Named Connections list.

**See Also**

[File | Connections](#)

**OK**

Closes the dialog box and completes the command.

**Cancel**

Discards the options you've selected and closes the dialog box.

**Close**

Closes the dialog box without reversing any completed changes.

## **Done**

Press the Done button after you have made all your selections.



## **Help**

Use the Help button to access instructions related to this dialog box.

## **Window | New Window**

Opens a new report window with the same report as the active window. The new window then becomes the active window for you to work in. This command is useful for working simultaneously on different portions of a large report. You can open as many windows as can be listed on the Windows menu for the screen area. Changes made in a report in the active window occur in all the open windows.

## Window | Tile

Select Window | Tile to view more than one report at once. ReportSmith arranges open reports as non-overlapping tiles.

**Tip:** Use this command to visually link two reports so you can easily compare fields and determine the common fields.

## **Window | Cascade**

Use Window | Cascade to display title bars of open reports and to arrange a set of reports as cascading windows. You can then quickly display a report by clicking the mouse in its title bar.

## **Window | Arrange Icons**

Choose Window | Arrange Icons to arrange iconified reports and other icons at the bottom of your workplace.

## View | Toolbar

Choose View | Toolbar to display or hide the ReportSmith toolbar. A check mark next to this command indicates that the toolbar is active and visible.

The toolbar contains buttons for shortcuts to the most common ReportSmith Runtime commands: Open, Save, Print, and Zoom.

## View | Ruler

Choose View | Ruler to display or hide the ruler. A check mark beside this command indicates that it is active and visible.

The rulers are moveable. To move them closer to your report, press the mouse at their intersection and drag them into place, or grab just one ruler and drag it into place.

Dotted lines appear on the ruler to indicate the position of any selected report object. In addition, the ruler displays a line at the current mouse position.

**Tip:** Rulers are part of a report window. You can display them in some report windows and hide them in others.

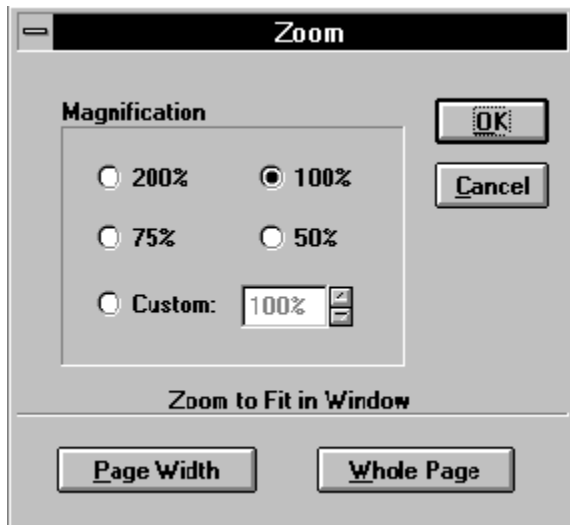
**See Also**

[Tools | Options](#)



## View | Zoom

Choose this command to scale the editing view of your report by setting the zoom percentage to a specific setting. Use this command to edit a magnified section or, by reducing the image, to see a whole page while you're formatting a report. When you use this command the Zoom dialog box appears:



**Note:** Click on the parts of the dialog box for further help.

For example, if you want to view your report at 175% you can use this command to set the zoom percentage to a specific setting or you can use one of the default settings.

## Magnification

Click to select a pre-set magnification, or use the arrow keys in the Custom spin box to select your own magnification, or select one of the zoom buttons from the toolbar:



Shows entire report page in page layout view.



Shows the report at 100% in normal view.



Shows the full width of the report page.

## **Zoom 200%**

Shows the report page at twice its actual size.

## **Zoom 100%**

Shows the report page at its actual size.

## **Zoom 75%**

Shows the report page at three-fourths its actual size.

## **Zoom 50%**

Shows the report page at one-half its actual size.

## **Custom**

Shows the report page at the percentage you enter. You must enter between the range of 25 and 200 percent. Click on the arrows to select the desired magnification.

## **Zoom To Fit in Window**

Select either the Page Width or Whole Page button to set how much of the report you want to view.



## **Page Width**

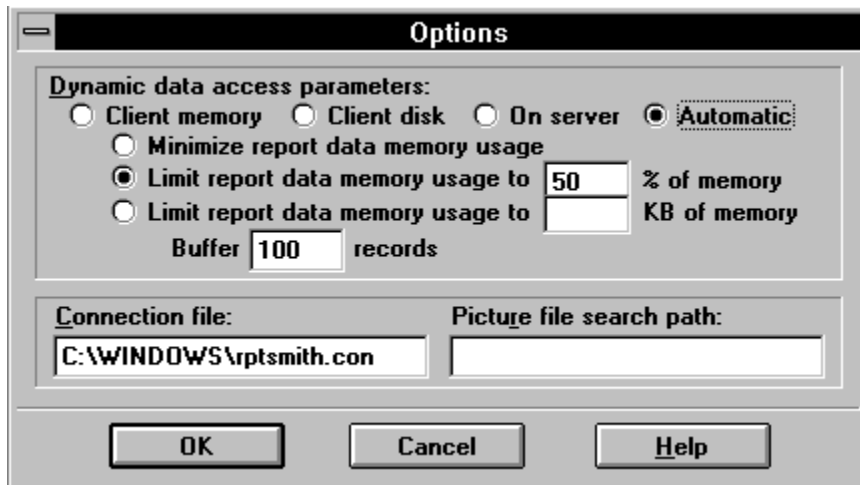
Displays only the section of the report page where you selected a column.

**Whole Page**

Displays the entire report page in the report window. Use this button to preview your report before printing.

## File | Options

Choose File | Options to display the Runtime Viewer Options dialog box.



The image shows a dialog box titled "Options" with a standard Windows-style title bar. The dialog is divided into several sections. The top section is titled "Dynamic data access parameters:" and contains four radio buttons: "Client memory", "Client disk", "On server", and "Automatic". The "Automatic" radio button is selected. Below these are three options: "Minimize report data memory usage" (unselected), "Limit report data memory usage to 50 % of memory" (selected), and "Limit report data memory usage to [ ] KB of memory" (unselected). The "50" is in a text box. Below these is a "Buffer 100 records" label, where "100" is in a text box. The middle section has two labels: "Connection file:" and "Picture file search path:". The "Connection file:" label is above a text box containing "C:\WINDOWS\rptsmith.con". The "Picture file search path:" label is above an empty text box. The bottom section contains three buttons: "OK", "Cancel", and "Help".

**Note:** Click on the parts of the dialog box for further help.

Click on an option and enter information into text boxes that corresponds to what you want to do: set Dynamic Data Access parameters, choose where to locate connection information, and point to graphics files in the Picture File Search Path.

## **Client Memory**

Loads the result of your query into the client memory.

## **Client Disk**

Loads the result of your query onto the client disk.

## **On Server**

The result of your query remains on the server.

## **Automatic**

Lets ReportSmith choose where to place the data according to the size of the result set generated by your query: client memory, client disk, or the server.

## **Minimize Report Data Memory Usage**

Minimizes memory on your PC used by ReportSmith.



## **Limit Report Data Memory Usage to%**

Limits usage of available memory to a user-defined percentage.

## **Limit Report Data Memory Usage to KB**

Limits usage of available memory to a specific amount of memory. You can choose just one of two options: limiting memory usage to either a percentage or kilobytes.

## **Client Disk**

Always loads the data set onto disk. Specify the data path for the disk in the RPTSMITH.INI file.

## **On Server**

All the records are left on the server except the number of records specified in the Buffer options.

## **Buffer**

Set the buffer for the maximum file load you want to deliver into a report.

## **Automatic**

Lets ReportSmith evaluate where to place the data set. Default: Automatic.

**Connection File**

The name of the file where user-defined connections are stored.

## **Picture File Search Path**

Enter one or more directory paths for ReportSmith to search for graphics files. To enter more than one directory, separate them with semicolons. This is the directory path that ReportSmith searches when you're using the Display as Picture command. ReportSmith will search these directories for a picture in the order you list them here. If you leave this box blank, by default ReportSmith searches the current directory.



## Connection File

A connection file stores the connections you set and name with the File | Connections. This option sets the location and name of each connection file.

The default Connection file name is RPTSMITH.CON, which ReportSmith stores in your Windows working directory. If your Windows working directory is on a local area network (LAN), give the Connection file for each workstation a unique file name, with a three-character .CON file extension. For this option, place the text cursor in the text box to enter the drive, directory, and file name for the Connection file.

## Program Startup

The options you select in the Program Startup control which dialog boxes or tools appear when you start the ReportSmith application. Click on one of the following:

Option	Description
Open Report	ReportSmith automatically displays the Open Report dialog box when the application opens.
New Report	ReportSmith automatically displays the Table Open dialog box for you to choose a table or file to create a new report.
None	ReportSmith opens to the report window, with no dialog boxes displayed. You then select the command you want.

## **Units**

Sets the default measurement system ReportSmith uses to inches or centimeters. For example, if you select inches, the rulers on the ReportSmith screen display inches as the measurement scale.

## **List Fields Alphabetically**

Turn on this option to alphabetically list field names in any table. This option is saved in the RPTSMITH.INI. The next time you start ReportSmith and place a table in your report the field names will be alphabetized. Columns may still be reordered manually by dragging and dropping them into place from within the Table Columns dialog box.

## **Index Command**

Choose Help | Index to display an index of online Help topics. Choose a topic and ReportSmith instantly displays relevant information on your screen.

Click on the Contents button to return to the main screen from anywhere in the Help system.

## About Command

Help | About displays program information, the ReportSmith version currently in use, and the copyright screen.

## **Edit | Copy**

Choose this command to copy selected text or graphics to the Clipboard. Note that when you copy selected text, the text on your report remains unaffected. It is temporarily stored on the Clipboard until you choose Cut or Copy again.

