

The program and file reports can be customized by choosing Custom Options... from the report pop-up menu. This shows the Report Options dialog box. There are three panels of settings, selectable the Panel menu. Changes made in the dialog box will have an instant effect on the report being displayed.

#### Individual Items

If Show Itemised Individual Items is off, individual files will not be analysed, and only summary information will be presented in the report.

The Verbose check box determines whether Status keywords are displayed in full, or in shortened form. The Category, Price (applications only), Practicality (documents only) and Problems (documents only) check boxes determine which types of keywords are displayed in the Status column.

The other check boxes in this panel control which columns are shown in the itemised report. See the Program Report or File Report topics for more information.

#### Sorting, Summaries

Select a field to sort the report by in the Sort By menu. This determines the order in which individual items appear in the report, and also affects the way groups may be chosen.

A global summary always appears at the very end of the report, however if Group and Summarise is on, the report will be split into groups, with a summary appearing at the end of each one.

The other check boxes control which information is shown in summaries. See the Summaries topic for more information.

#### File Filtering

If Apply Filtering to Files is on, items will filtered based to see if they should be included in the report. For an item to be included in the report, it must pass every filter. To add a new filter to the list, select the filter type from the menu, type the filter value into the field provided, and click Add. If the filter value was incorrectly specified, it will be corrected instead of being added. To remove a filter, select it from the list, then click Remove.

Most of the filter types are obvious. The Creator filters uses program names such as "SimpleText" whereas Creator Code uses a four-character code such as "ttxx". The same goes for Type and Type Code. For their filter value, the Modified and Created filters require a date expressed in standard system format (e.g. 5/6/97).

For the Status criteria in program reports, filter values of "Available", "Redundant", "Unavailable" and "Unknown" are allowed. For file reports, "Compatible", "DataViz", "Mac Standard", "Naming", "Proprietary", "Resources", "Standard" and "Unknown" can be used.