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**Cut**

Use this option to copy the current item or all the items in the current selection to the clipboard. The copied items are deleted from the form.

**Copy**

Use this option to copy the current item or all the items in the current selection to the clipboard.

**Paste**

Use this option to paste the items from the clipboard to the current form.

## **Snap to Grid**

This option allows you to turn on or off the invisible grid on the form. When the grid is turned on and an item is moved, it automatically aligns to the closest grid location. This option also allows you to set the grid width.

**Position Text**

Use this option to position the text within the item boundaries. The text can be justified on the left, right, top, or bottom edges, or it can be centered horizontally or vertically. This option is valid for the 'label' and 'field' type items only



## **Item Outlines**

Use this option to specify the item boundaries (left, right, top, bottom) to draw for one or more selected items. You can also specify the color and width of the boundary lines.

**Item Background**

Use this option to set the background color or pattern for one or more selected items.

## Centering

This option is used to center horizontally one or more selected itemsIDH\_SELECTION. When more than one item are selected, the form editor first centers the selection rectangle and then moves the selected items such that the position of the selected items relative to the selection rectangle does not change.

## **Expand Horizontally**

Use this option to create horizontal space by moving items horizontally. For example, consider three items, A, B, and C placed horizontally. If you need to insert a new item between the items A and B, you can use this function to create the desired space between these two items and place the new item in the newly created space. To move the items B and C toward right, create a selection rectangle after the item A and select this option. The width of the selection rectangle specifies the movement of the items B and C toward right (noted that the selection rectangle does not need to include all items to be moved). All items toward the right of the selection rectangle and with the vertical placement between the vertical space spanned by the selection rectangle are moved.

## **Expand Vertically**

Use this option to create additional vertical space by moving the items downward. For example, consider three items, A, B, and C placed vertically. If you need to insert a new item between items A and B, you can use this function to create the desired space between these two items and place the new item in the newly created space. To move items B and C downward, create a selection rectangle below the item A and select this option. The height of the selection rectangle specifies the downward movement of items B and C (noted that the selection rectangle does not need to include all items to be moved). All items below the selection rectangle are moved.

This option also expands (vertically) the current section by the height of the selection rectangle.

## **Compress Horizontally**

Use this option to delete extra horizontal space by moving items horizontally. For example, consider three items, A, B, and C placed horizontally. You can use this function to bring items B and C closer to the item A. To move items B and C toward left, create a selection rectangle after the item A and select this option. The width of the selection rectangle specifies the movement of items B and C toward left (noted that the selection rectangle does not need to include all items to be moved). All items toward the right of the selection rectangle and with the vertical placement between the vertical space spanned by the selection rectangle are moved.

## **Compress Vertically**

Use this option to delete vertical space by moving the items upward. For example, consider three items, A, B, and C placed vertically. You can use this function to bring items B and C closer to the item A. To move items B and C upward, create a selection rectangle below the item A and select this option. The height of the selection rectangle specifies the upward movement of items B and C (noted that the selection rectangle does not need to include all items to be moved). All items below the selection rectangle are moved.

This option also shrinks (vertically) the current section by the height of the selection rectangle.

**Delete an Object**

Use this option to delete one or more currently selected items.

If the current section is being deleted, the program asks for your confirmation before the deletion. All items within the section are also deleted.



## **Create a Line**

Use this option to draw a line. When you select this option, the form editor displays a positioning rectangle. Use the mouse to position the rectangle and click any mouse key. The line will be drawn within the position rectangle. The line size can be changed using the sizing tabs.

**Edit Current Line**

Use this option to edit the angle, color, and thickness of a 'line' type object.

## **Create a Label**

Use this option to create a new label. When you select this option, the form editor displays a positioning rectangle. Use the mouse to position the rectangle and click any mouse key. The 'label' object will be created within the positioning rectangle. By default, the form editor inserts the text 'label' in the label item. The label text can be edited in the editing window.

## **Edit Current Label**

A label text can be edited by simply selecting the desired label item and clicking on the edit window.

As you insert or delete the text, the length of the label text changes. Normally, the form editor will automatically adjust the item box boundaries to completely enclose the new text. However, this automatic size adjustment ceases if you manually resized the item boundary by pulling on the sizing tab. This feature can be used to enclose the text in an item box larger than the default size.

## **Picture From Clipboard**

Use this command to copy a picture bitmap from the clipboard.

When you select this option, the form editor creates a positioning rectangle equal to the dimensions of the picture. Use the mouse to position the picture rectangle and click any mouse key. The picture will be placed within the position rectangle. The picture size can be changed using the sizing tabs.

## **Picture From Disk File**

Use this command to read in a picture bitmap from a disk file.

When you select this option, the form editor creates a positioning rectangle equal to the dimensions of the picture. Use the mouse to position the picture rectangle and click any mouse key. The picture will be placed within the position rectangle. The picture size can be changed using the sizing tabs.

## **Change Fonts and Text Color**

Use this function to change the font and color for the text for one or more selected objects. This option is valid for the field and label type objects only.

When you select this option, the form editor shows the font and color selection dialog box. The current font and colors are preselected in the dialog box. Use this dialog box to specify your selections.

**Align at Horizontal Top Edge**

Use this option to horizontally align the top edge of the selected items to the top edge of the leftmost item in the selection.



**Align at Horizontal Bottom Edge**

Use this option to horizontally align the bottom edge of the selected items to the bottom edge of the leftmost item in the selection.

**Align at Horizontal Center Line**

Use this option to align the horizontal center line (imaginary) of the selected items to the center line of the leftmost item in the selection.

**Align at Vertical Left Edge**

Use this option to vertically align the left edge of the selected items to the left edge of the topmost item in the selection.

**Align at Vertical Right Edge**

Use this option to vertically align the right edge of the selected items to the right edge of the topmost item in the selection.

**Align at Vertical Center Line**

Use this option to align the vertical center line (imaginary) of the selected items to the center line of the topmost item in the selection.

## **Even Spacing Horizontally**

Use this option to place the selected items horizontally at an equal distance from each other. The inter-item distance is equal to the distance between the first two leftmost items.

## **Even Spacing Vertically**

Use this option to place the selected items vertically at an equal distance from each other. The inter-item distance is equal to the distance between the first two topmost items.

**Set Even Width**

Use this option to change the width of the selected items to the width of the topmost item.



**Set Even Height**

Use this option to change the height of the selected items to the width of the leftmost item.

## **Undo Previous Arrangement Command**

Use this function to undo the previous arrangement command.

**Save File**

Use this selection to save the current report template to the current file name. If a file is not yet specified, the form editor will prompt you for a file name. If you do not provide a file extension, the editor automatically appends a .FP extension to the report file. If a file with the same name already exists on the disk, the form editor will save the previous file with a backup extension (.RE).

**Save File As..**

This selection is similar to Save File. In addition, it allows you to save the report template to a new file name.

## **Report Parameters...**

This option allows you to set certain report parameters. Firstly, you can specify the name of the report. You can set the margin for the printed page. You can instruct the report executer to print trial records for adjusting forms such as labels and invoices. You can also specify the default date format for input. The date format that you specify here will be enforced for parameter input during the report execution session, and any date constant used in expressions.

**Report Filter...**

This option allows you to enter a filter criteria for the report. Each data record will be tested with the expression that you provide here. A record is selected only if this expression evaluates to a TRUE value. For example, if the expression was *sales->amount>100*, then only the records with the sales amount more than 100 will be selected.

**Exit**

Use this function to exit from the form editor session. If the current file is modified, you will have an option to save the modifications.

## **Printer Setup**

This option allows you to select a printer from a list of installed printers and invoke a printer specific dialog box for the selected printer. You select the parameters from a set of printer specific options. These options include page size, page orientation, resolution, etc.

The printer options that you select here determine the width and height of the report.



### **Insert Data Field...**

This option is used to paste a new data field to the report template. This option will display a list of data files and data fields to choose from. When you select a field, the form editor displays a positioning rectangle. Use the mouse to position the field rectangle and click any mouse button. The current field attributes can be changed using the [Edit Current Field Option](#).

### **Insert Calculation Field...**

This option is used to paste a calculation field to the report template. This option will prompt you for the name of the field, and the field expression. The field expression can contain any number of valid operators, functions, system fields, dialog fields, and data fields. The field type is determined by the result of the execution of the field.

After you enter the field expression, the form editor displays a positioning rectangle. Use the mouse to position the field rectangle and click any mouse button. The current field attributes can be changed using the [Edit Current Field Option](#).

### **Insert System Field...**

This option is used to paste a system field to the report template. This option will display a list of system fields (date, time, page, etc) to choose from. When you select a field, the form editor displays a positioning rectangle. Use the mouse to position the field rectangle and click any mouse button. The current field attributes can be changed using the [Edit Current Field Option](#).

### **Insert Dialog Field...**

This option is used to paste a dialog field to the report template. A dialog field must have been created using the Edit Dialog Field Table before using this option. The dialog fields are used to prompt the user for data during the report execution session.

The option will display a list of dialog fields to choose from. When you select a field, the form editor displays a positioning rectangle. Use the mouse to position the field rectangle and click any mouse button. The current field attributes can be changed using the Edit Current Field Option.

**Edit Current Field...**

This option is used to edit the field attributes for the current field. This option is available only when a 'field' type object is selected.

### **Edit Field Expression...**

This option is used to edit the field expression for the current calculation field. This option is available only when a 'calculation field' type object is selected (see [Insert Calculation Field](#)). The option shows the existing calculation expression and allows you to make any modifications.

### **Create a Dialog Field...**

This option is used to create a new dialog field. Once a dialog field is created, it can be inserted in the report by using the Insert Dialog Field selection.

A dialog field is used to prompt the user for data during report execution. For example, you may like your user to enter the begin and end dates for the report. A dialog field can be used in the field expressions and can be inserted in the report template for information purposes. You can use a dialog field in the report filter to reject records not meeting a specific user criteria.

**Modify a Dialog Field...**

This option is used to modify the user prompt, width and prompt order of a dialog field. The prompt order determines the order at which the dialog fields are presented to the user for data input.



**Delete a Dialog Field...**

This option is used to delete a dialog field from the dialog field table. You can not delete a dialog field which is being currently used in the report.

### **Create a New Section...**

This option is used to create a new section. A section is identified by the section banner and the separation line at the bottom of a section. There are three basic types of sections. A header section displays the data that remain constant or changes only when a sort field changes. The detail section displays the transaction record fields. A footer section is used to display totals and summary information. ReportEase allows up to 9 header and footer sections. A higher numbered header section is allowed only when all the lower numbered headers are already selected. Similarly, a footer section is allowed only when the corresponding header section is already selected.

**Edit Current Section...**

This option is used to modify the properties of the currently selected section IDH\_SELECTION. For the 'detail' section, you can specify the number of records to print across the page. This option can be used to print multiple address labels across the page.

**Sort Field**

This option is used to specify a sort field for a header section. A sort field is used to sort the data records.

**Break Field**

This option is used to specify a break field for a header section. The break field is used to determine a sort break. Typically, the break field would be the same as the sort field. However you can specify the break field differently from the sort field. You can also specify a calculation expression for a break field.

## **Section Filter**

This option is used to enter a filter criteria to print a section. Normally, every section included in the report template is printed in its appropriate sequence. However, if you wish to print a section depending upon a condition, you can enter this condition expression using this option. The expression must evaluate to a logical value (TRUE or FALSE). During the report execution, the section will be printed only if the expression evaluates to a TRUE value.

## **Item Selection**

Most form editor commands allow you to manipulate one or more selected items. To select a single item, simply click any mouse key on the desired item. The selected item is indicated by 'dashed' boundary lines.

Multiple items are selected by drawing a selection rectangle. To draw a selection rectangle, place the mouse cursor where you wish to begin the rectangle (mouse cursor must not be placed on an item) and click any mouse button. As the mouse button is depressed, move the cursor such that the rectangle includes the items that you wish to select, and release the mouse button. All items within the selection rectangle or 'touching' the selection rectangle are selected. To include or exclude additional items, hold the shift key and click on the desired item. The selected items are indicated by 'dashed' boundary lines. The selection rectangle is indicated by a red color boundary.

You can stretch or compress the selection rectangle by pulling the sizing tabs with the mouse cursor. Thus it is possible to scroll the screen horizontally or vertically and include more items in the selection rectangle.

