ME scope

Report (RTF) Window

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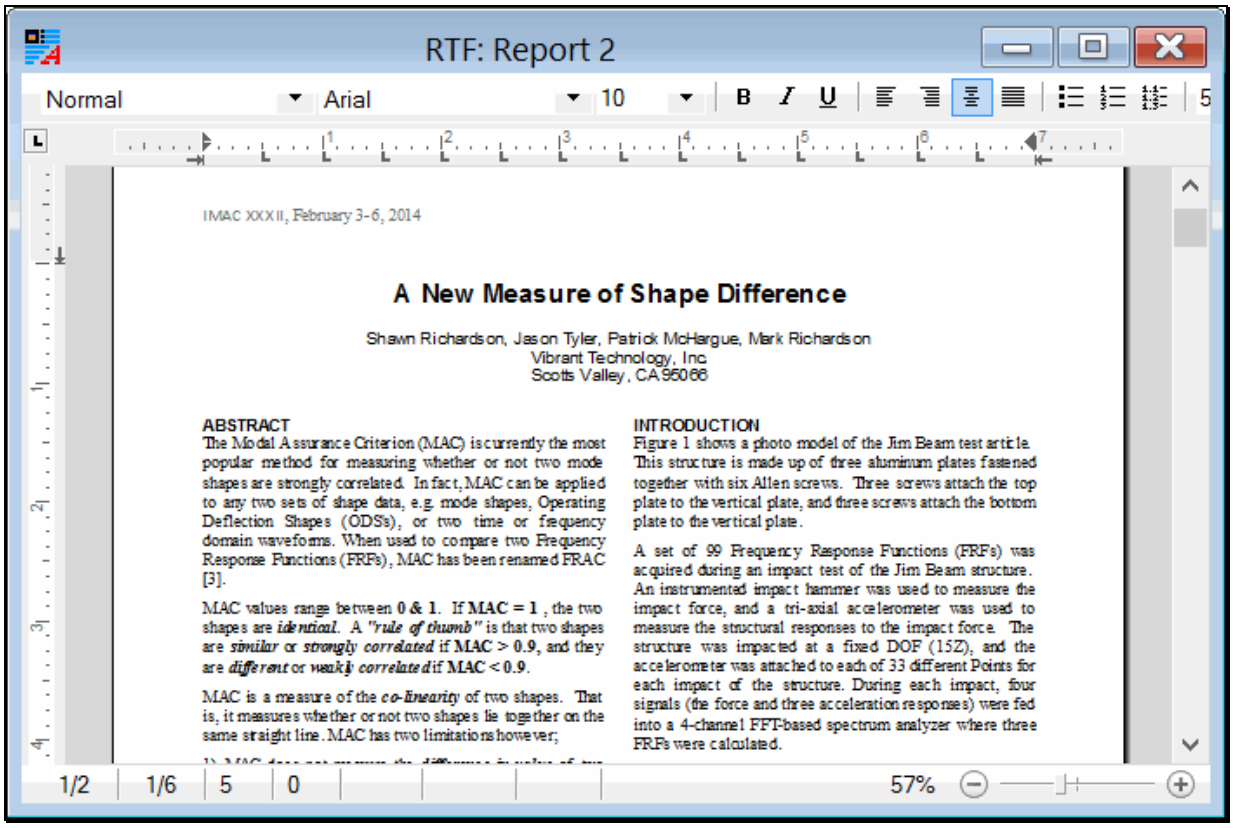
Report (RTF) Window



*Report (**RTF**) Window.*

This chapter contains descriptions of the commands in the Report (**RTF**) Window.

A Report (RTF) Window is a text and graphics processor that can be used to document a Project.

A Report (in RTF format) can be imported from and exported to MS Word for further enhancement.

Menu Commands

Menu command descriptions in this chapter are ordered by command menu ***(from left to right)***, and then by the commands in each menu ***(from top to bottom)***.

Each menu command is executed by choosing it from its command **menu**, or by ***clicking*** on its **Tool** if it is on a **Toolbar.**

File Menu

File | Save Report

Saves the Report file into the ***current*** **Project file** on disk.

File | Save Report As

Saves a **copy** of the Report file with a ***new name*** into the ***current*** **Project file** on disk.

File | Import Report

Imports a Report file from a disk file in an external file format.

Report files can be imported in **text (.TXT)** format or **rich text format (.RTF)**.

File | Export Report

Exports the Report file to a disk file in an external file format.

Report files can be exported in **text (.TXT)** format or **rich text format (.RTF)**.

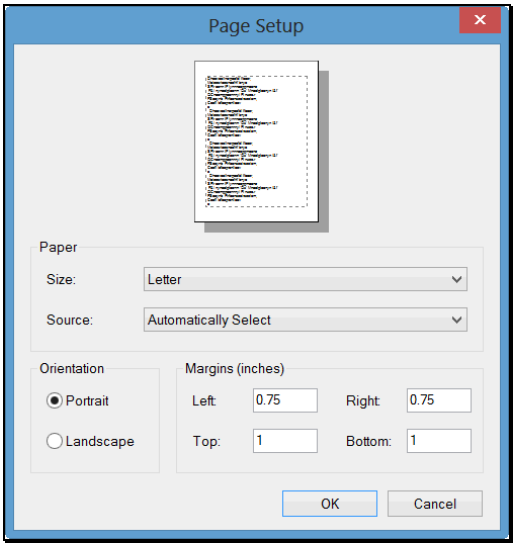
File | Print

Prints the current Report file on the Windows printer.

The installed Windows printer ***must be a graphics printer*** to use this command.

Page Setup

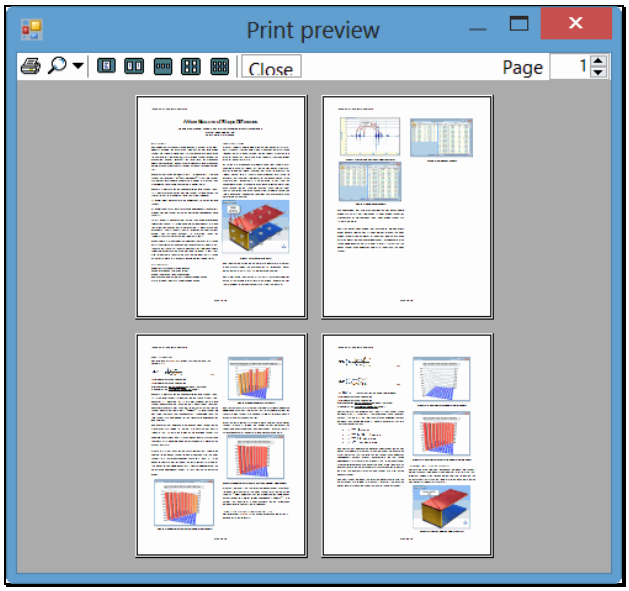
Opens the following dialog box for formatting pages in the Report document.



Report Page Setup Dialog.

Print Preview

Opens the following dialog box for previewing the Report document before printing it.



Report Print Preview Dialog.

File | Close Report

Closes the Report file window.

Any window can also be closed by ***clicking*** on the close button in the ***upper right corner*** of the window.

Opening a Window

To open a Report (**RTF**) Window in the Work Area,

- Double click on its name in either pane of the *Current Project Panel*.
- Or right click on its name in either pane of the *Current Project Panel* and execute Open from the menu.

Display Menu

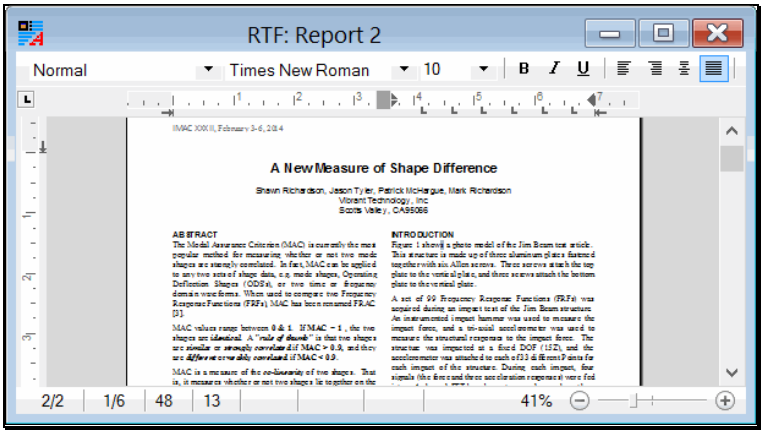
Display | Center Report (RTF) Window

Centers the Report (**RTF**) Window in the **Work Area** of the MEscope window.

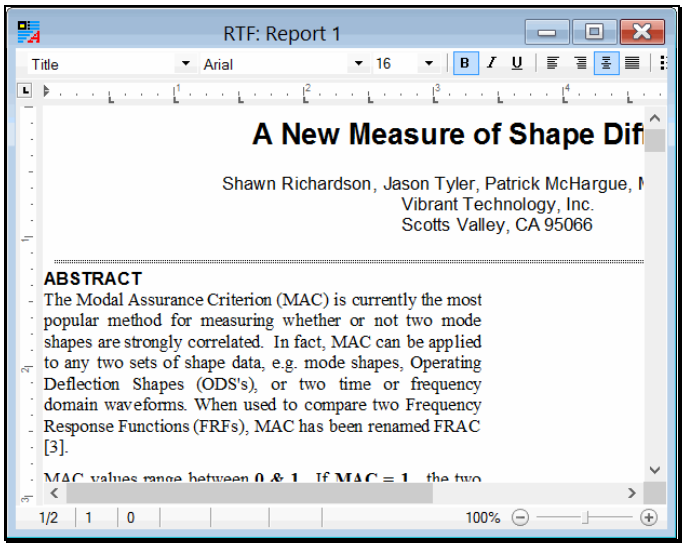
Repeated execution of this command alternately centers the window and returns it to its former position.

Display Page Layout and Normal

These two commands display the document either in **Page Layout** format or in **Normal** format. These two formats are shown below.



Page Layout Format.



Normal Format.

Edit Menu

Edit | Undo

Restores the window to the state it was in ***before*** the ***last*** operation.

This command can be used repeatedly to undo the last **N operations**, **N = Number of edits saved**

- The Number of edits saved is changed on the General tab in the Project | Options dialog box in the MEscope window
- ***Hold down* the Ctrl key** and ***press* the Z key** to also execute this command

Edit | Select All

Selects all the text & graphics in the Report document.

- ***Hold down* the Ctrl key** and ***press* the A key** to also execute this command

Edit | Select None

Un-selects all the text & graphics in the Report document.

Edit | Cut

Deletes the ***selected*** text & graphics from the Report document onto the Windows Clipboard.

- ***Hold down* the Ctrl key** and ***press* the X key** to also execute this command

Edit | Copy to Clipboard

Copies the ***selected*** text & graphics from the Report document onto the Windows Clipboard.

- ***Hold down* the Ctrl key** and ***press* the C key** to also execute this command

Edit | Paste

Pastes the text & graphics from the Windows Clipboard into the Report document at the cursor position.

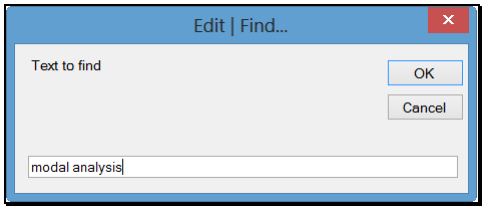
- ***Hold down* the Ctrl key** and ***press* the V key** to also execute this command

Edit | Delete

Deletes the ***selected*** text & graphics from the Report document.

Edit | Find Next

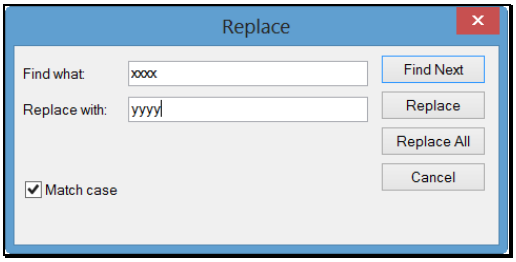
Opens the following dialog box for finding text in the Report document.



Find Next Dialog.

Edit | Replace

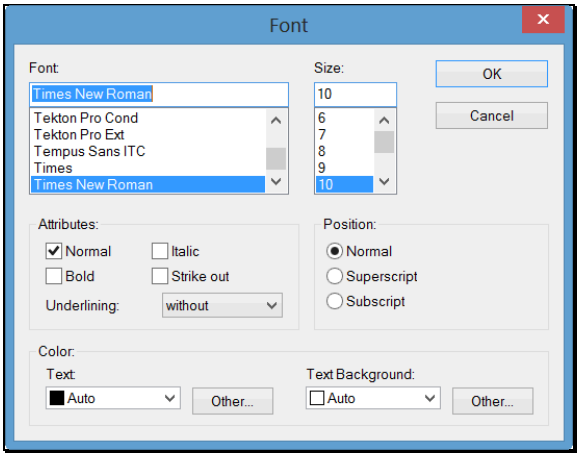
Opens the following dialog box for finding and replacing text in the Report document.



Format Menu

Format | Font

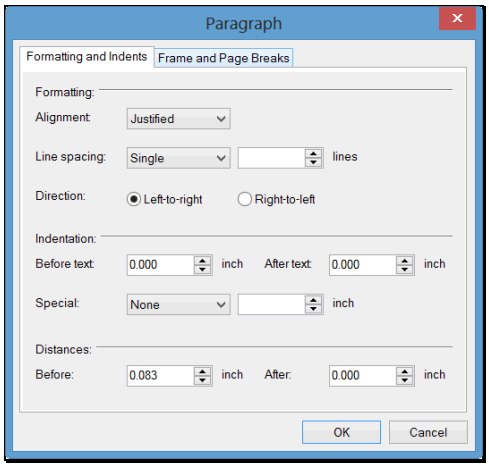
Opens the Font dialog box, which is used to change the font of ***selected*** text in the document.



Fonts Dialog Box.

Format | Paragraph

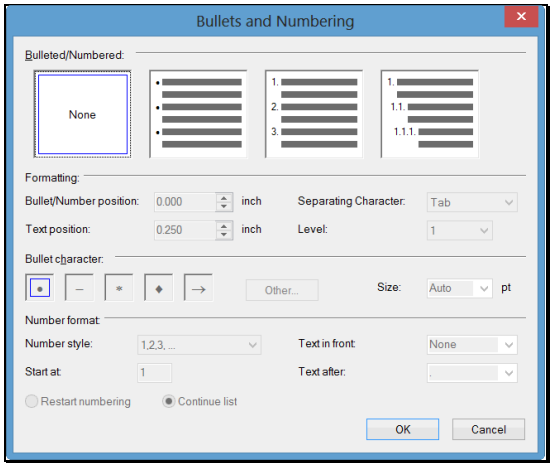
Opens the Paragraph dialog box, which is used to format paragraphs of ***selected*** text in the document.



Paragraph Dialog Box.

Format | Bullets and Numbering Properties

Opens the Bullets and Numbering dialog box, which is used for adding bullets or numbering to lines of text in the document.

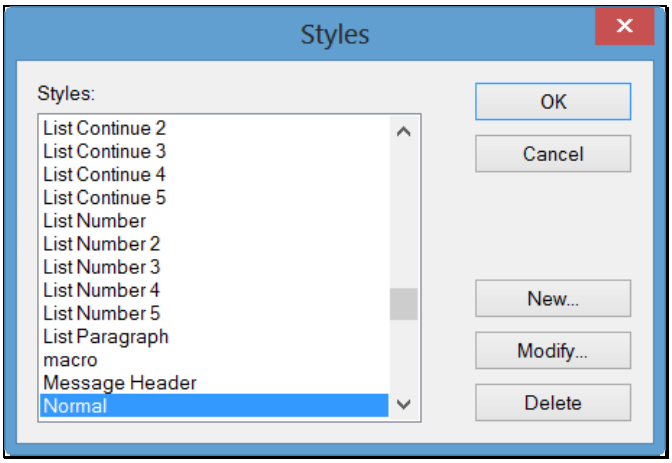


Bullets and Numbering Properties Dialog Box.

All the other commands in the **Bullets and Numbering menu** are used to edit the bullets and numbering on lines of text.

Format | Styles

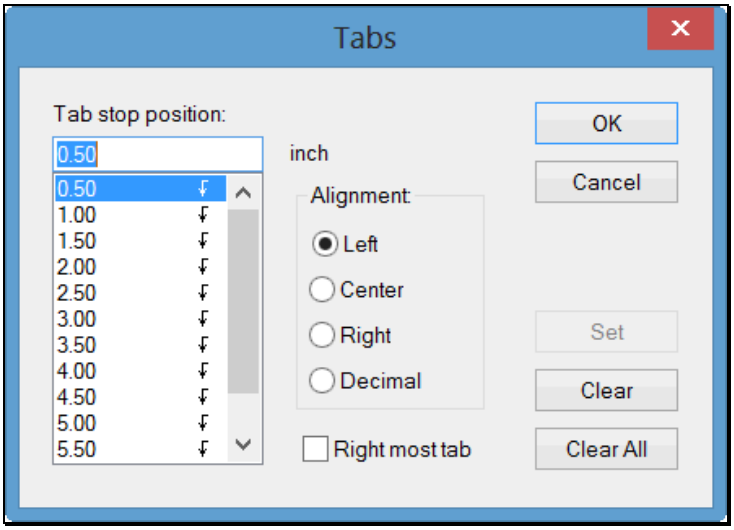
Opens the Styles dialog box, which is used to change the style of ***selected*** text in the document.



Styles Dialog Box.

Format | Tabs

Opens the Tabs dialog box, which is used to change the text tabbing of ***selected*** text in the document.



Tabs Dialog Box.

Format | Image

Opens the Image dialog box, which is used to change the format and text wrapping of a ***selected image*** in the document.

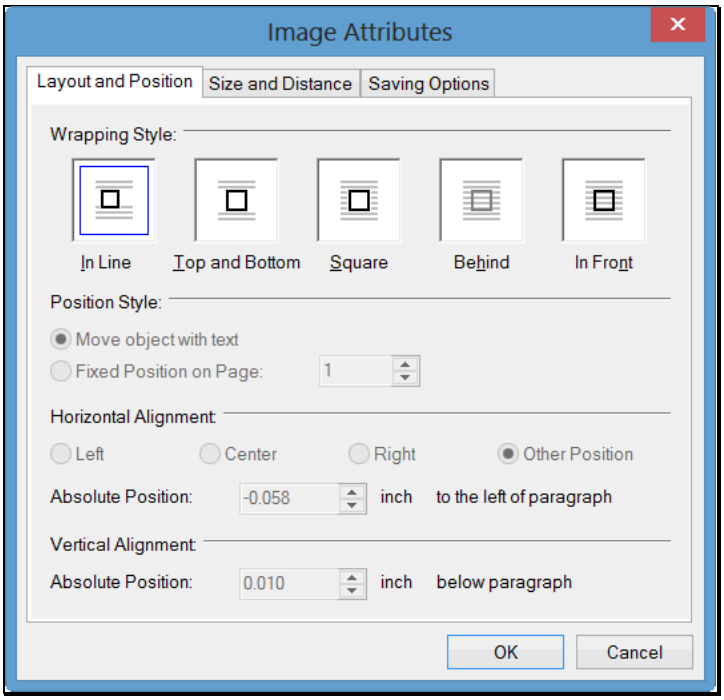
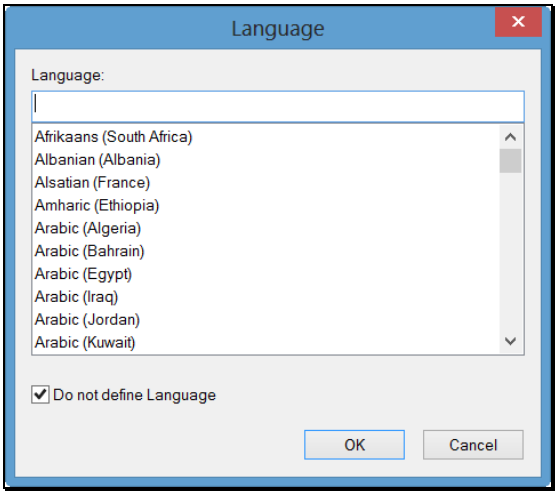


Image Dialog Box.

Format | Language

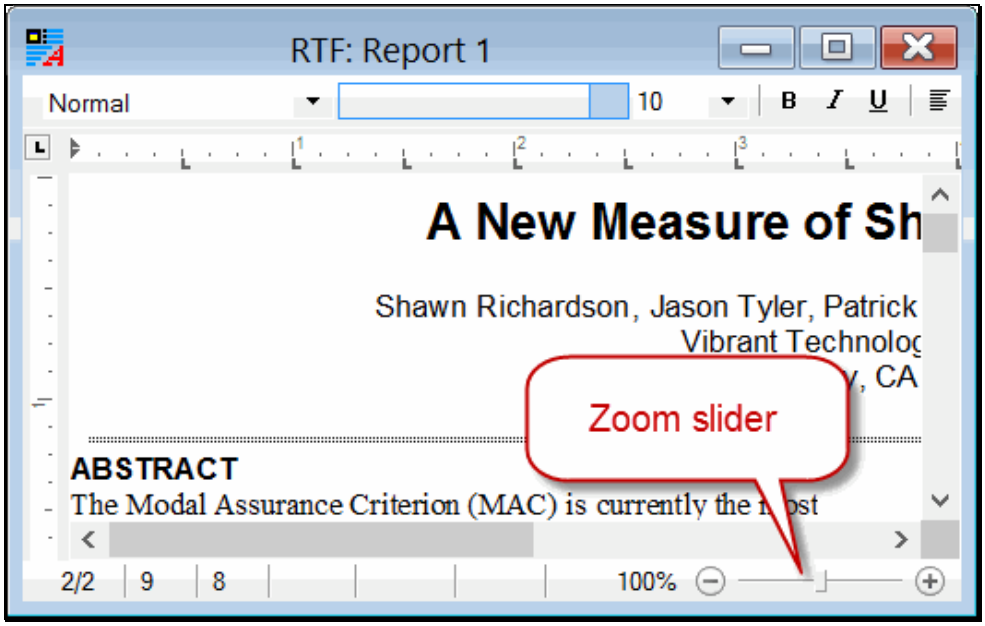
Opens the Language dialog box, which is used to change the language used in the document.



Language Dialog Box.

Zoom Menu

The commands in this menu zoom the Report display by percentages, from 25 to 300 percent. The Report display is also zoomed by using the Zoom slider ***in the lower right corner*** of the window.



Zoom Slider.

Insert Menu

Insert | Page Break

Inserts a Page Break following the current cursor position in the document.

Insert | File

Inserts text from a disk file into the document following the current cursor position.

Insert | Picture from File

Inserts a picture into the document following the current cursor position

Insert | Wrapping Page Break

If text is wrapped around a picture, this command will insert a page break following the wrapped text.

Table Menu

The commands in this menu are used for constructing a Table within the document.

Table | Insert Table

This command opens the following dialog box from which a new Table can be defined and inserted into the document at the current cursor position.

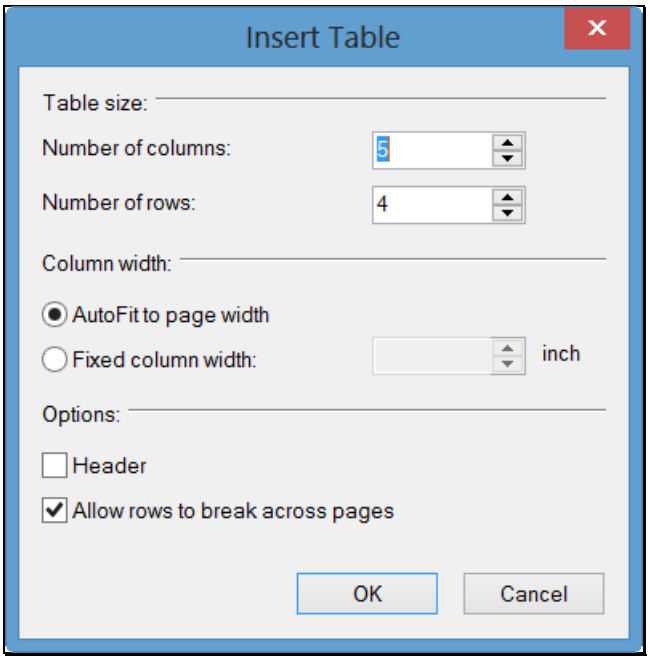


Table Dialog Box.

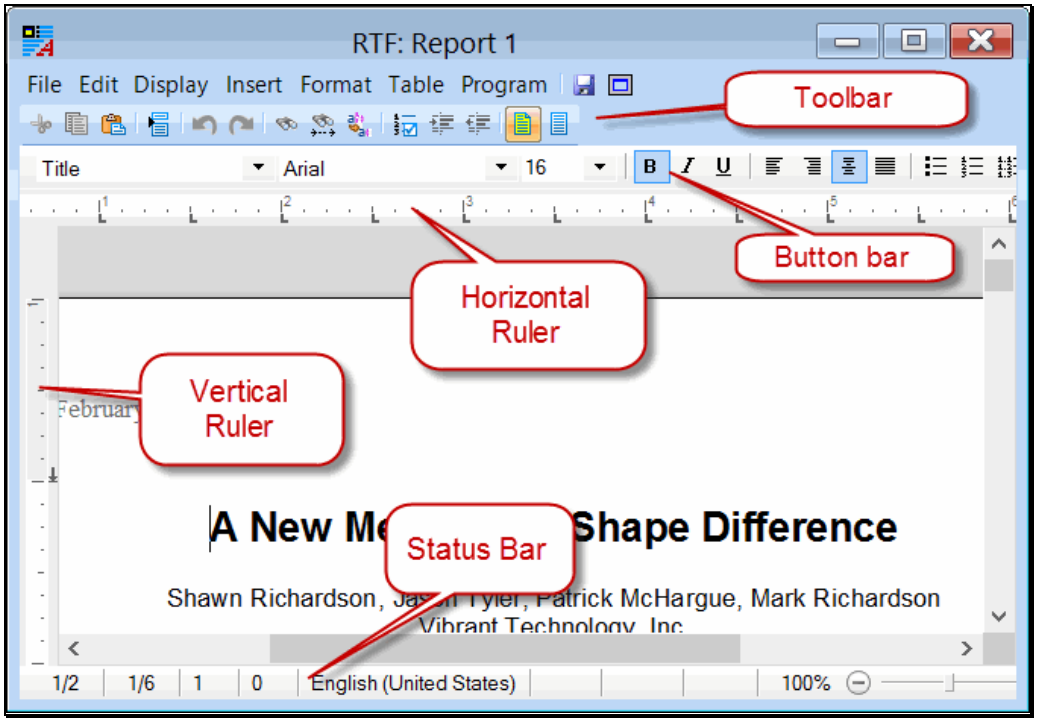
All the remaining commands in this menu are used for editing a Table after it has been inserted into the document.

Form Layout Menu

The commands in this menu ***justify*** all the Report text and graphics to the **Left** side or to the **Right** side.

Controls Menu

The commands in this menu show and hide Toolbars and Rulers in the Report (**RTF**) Window.



Report Controls.

Script Menu

Script | Add New Line

Adds a new line to a Report starting at the ***current line***.

Script | Add Text

Adds text to a Report starting at the ***current line***.

Parameter

- Text to Add

Script | GoTo Line

Displays a line of text in a Report.

Parameter

- Line number to display