



Help & Manual[®] 3.0

Standard print manual template

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Title page 1

Use this page to introduce the product

by <AUTHOR>

This is "Title Page 1" - you may use this page to introduce your product, show title, author, copyright, company logos, etc.

This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

Title of this help project

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Special thanks to:

All the people who contributed to this document, to mum and dad and grandpa, to my sisters and brothers and mothers in law, to our secretary Kathrin, to the graphic artist who created this great product logo on the cover page (sorry, don't remember your name at the moment but you did a great work), to the pizza service down the street (your daily Capricciosas saved our lives), to the copy shop where this document will be duplicated, and and and...

Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

Table of Contents

Foreword	1
Part I Introduction	3
1 Welcome topic	3
Part II The Main Screen	5
1 Overview	5
2 Selecting A New Report	6
3 Loading An Existing Report	6
4 Saving A Report	6
Part III Header Editing	8
1 Selecting An Element	8
2 Adding An Element	8
3 Editing An Element	8
4 Deleting An Element	8
Part IV Options	10
1 Overview	10
2 Selecting a database	11
3 Define The Report Query	11
4 Page Setup	11
Part V Preview Report	13
1 Previewing The Report	13
2 Print Report	13
Index	0

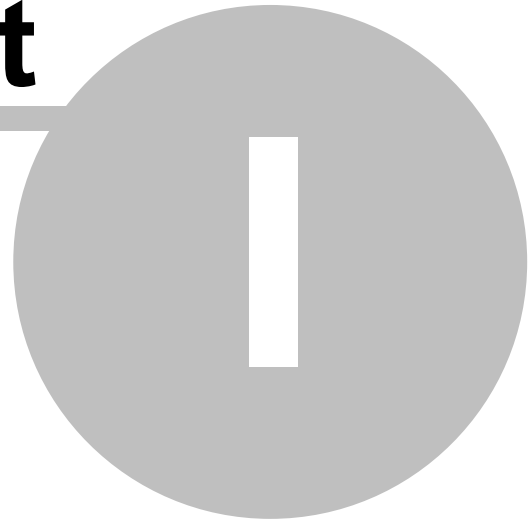
Foreword

This is just another title page
placed between table of contents
and topics

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



1 Introduction

1.1 Welcome topic

Almost all reports have the following standard elements:

A Report header. Typically, this is the establishment name, business address etc. The report header is printed only on the first page of the report.

The page header. This generally consists of the report title, e.g. "Payroll Summary" and a date. This page header is printed on every page of the report.

The Data Section. The page header is followed by one or more tabular data sections. For instance, a payroll summary may include employee names and their salaries grouped by their department. There may be several sections, one for each department. Each group may be followed by a summary section, summarizing the data for that group.

PageFooter. The data section is followed by a page footer. This page footer generally consists of a page number. The page footer is generally printed on every page.

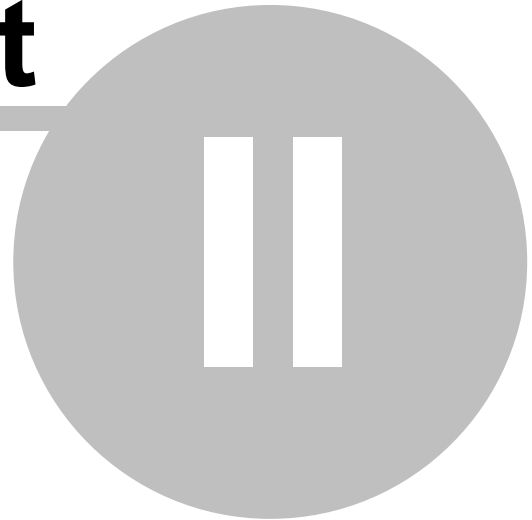
Report Footer. The page footer is optionally followed by the Report footer. This report footer is printed only on the last page.

The data report designer is a simple data report creation application. This initial release allows a user to design simple single query reports based on an SQLite database. It allows the user to create a report header and a detail section. The page header, page footer and report footer sections are under development.

Top Level Intro

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top-level chapter starts

Part



2 The Main Screen

2.1 Overview

After starting the application the main report screen is displayed as shown in figure 1.

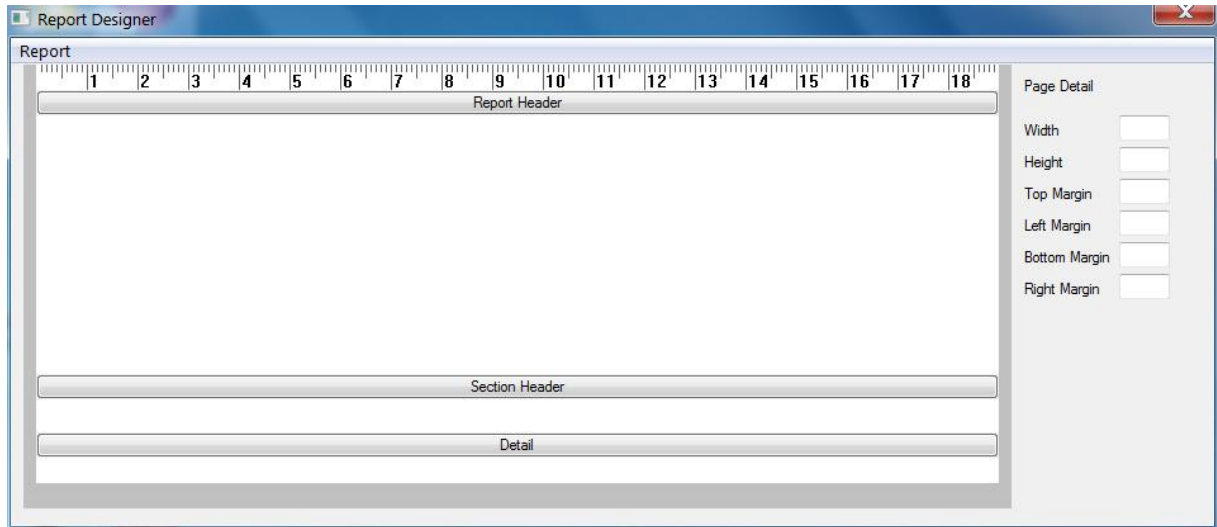


Figure 1 The report creator main startup screen.

This is shown with no report loaded and as well as the menu system shows the report design surface, which is split into three main parts. The report header, section header and the detail section.

The report header section is where the main title or header of the report is designed. You can add images and lines of text to the header. Which can be individually positioned and edited. The section header and detail portions are where the selected report fields and their titles are displayed. These are defined in the report options along with page size, database and query selection.

Using the menu system an existing report can be loaded. Figure 2 shows the main screen after a typical report has been loaded.

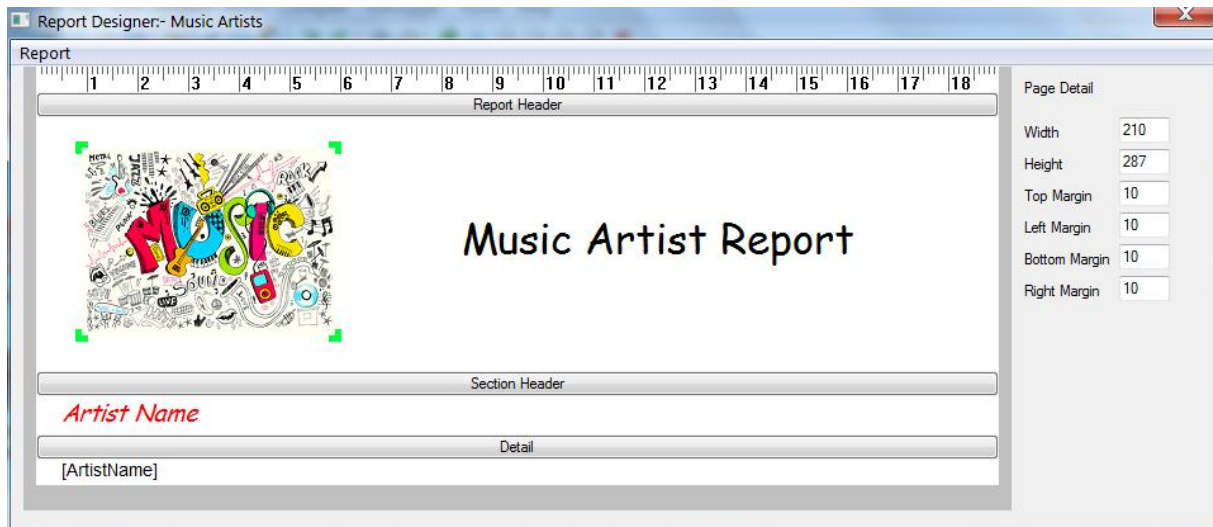


Figure 2. Main screen with report loaded for editing.

Once loaded the report elements can be edited and the whole report can be previewed and printed from the application.

2.2 Selecting A New Report

When selecting the menu option New any currently loaded report is discarded and all report options are reset to their defaults.

2.3 Loading An Existing Report

The menu option Load allows the user to select an existing report definition file for further editing, display or printing.

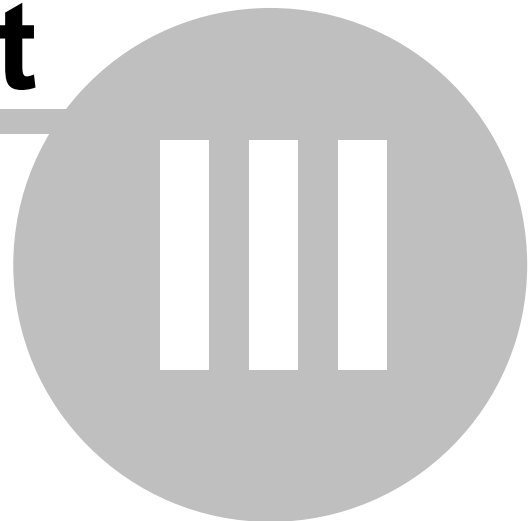
2.4 Saving A Report

The save menu option allows the user to save the currently loaded report as a report definition. If the user selects an existing file then the user is prompted before overwriting the existing file.

Top Level Intro

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top-level chapter starts

Part



3 Header Editing

3.1 Selecting An Element

To select an element in the header area simply click the element with the mouse left button. This will display four green boxes around the element selected.

3.2 Adding An Element

Add header element description here

3.3 Editing An Element

Clicking on a header element with the right mouse button selects that element for editing and displays the option form for the type of element selected. This can be either the image or text configuration forms.

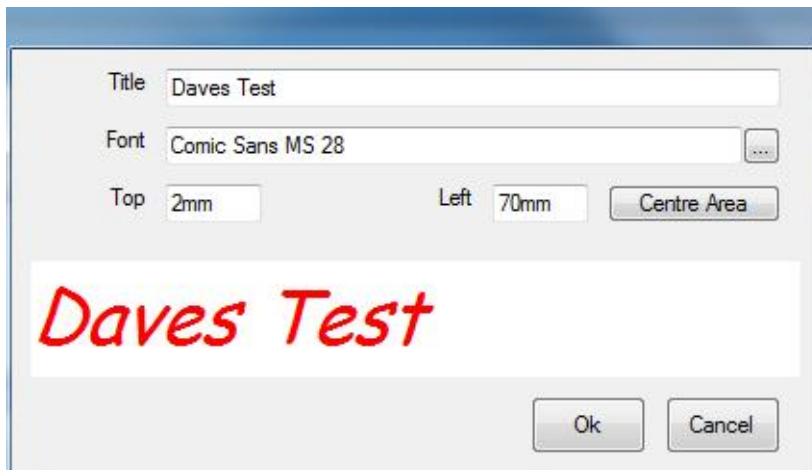
A dialog box for configuring header text. It has a title field with 'Daves Test', a font field with 'Comic Sans MS 28', a top margin field with '2mm', a left margin field with '70mm', and a 'Centre Area' button. Below these fields is a preview area showing the text 'Daves Test' in a red, italicized font. At the bottom are 'Ok' and 'Cancel' buttons.

Figure 1. Header Text configuration

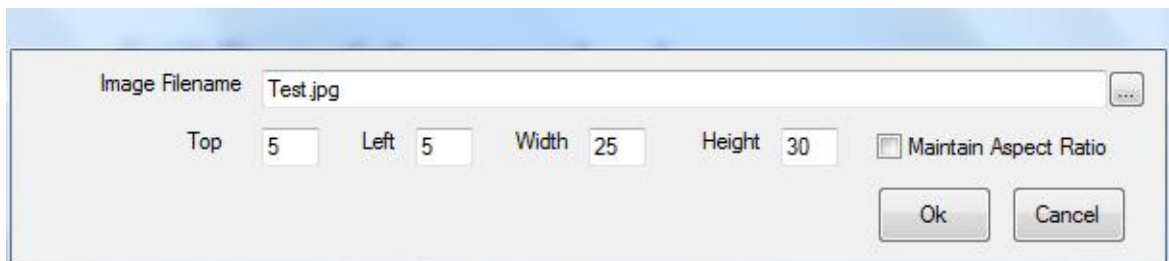
A dialog box for configuring header images. It has an 'Image Filename' field with 'Test.jpg'. Below it are fields for 'Top' (5), 'Left' (5), 'Width' (25), and 'Height' (30). There is a checkbox for 'Maintain Aspect Ratio' which is currently unchecked. At the bottom are 'Ok' and 'Cancel' buttons.

Figure 2 Header image configuration

3.4 Deleting An Element

Deleting a header element description. Either menu or delete button.

Top Level Intro

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top-level chapter starts

Part



IV

4 Options

4.1 Overview

The options form is selected from the main menu and displays the current report options such as target page size, database and query. Each option is selected and defined by clicking the buttons to the right of the option. The options form has two displays the first is as shown in figure 1. below.

The 'Report Options' dialog box contains the following fields and controls:

- Title:** Text box containing 'Music Artists'.
- Database:** Text box containing 'C:\PB Projects\Report Designer\MyMusic.db' with a browse button (...).
- Query:** Text box containing 'SELECT ArtistID, ArtistName FROM MusicArtists WHERE ArtistID < 100;' with a browse button (...).
- Page:** Sub-section containing:
 - Width:** Text box with '210'.
 - Height:** Text box with '287'.
 - Orientation:** Text box with a dropdown arrow (...).
- Margins:** Sub-section containing four text boxes:
 - Top:** '10'
 - Left:** '10'
 - Bottom:** '10'
 - Right:** '10'
- Buttons:** '< Back', 'Next >', 'Ok', and 'Cancel' at the bottom.

Figure 1. Report Options main display

Once the report options are selected the application retrieves the field information from the selected query and prepares the second display which allows the user to set the data section options on the selected fields from the query as shown below.

The 'Report Options' dialog box displays a table of fields from the query:

	Field		Title	Start	Width
1	ArtistID	<input type="checkbox"/>	Include	0 mm	0 mm
2	ArtistName	<input checked="" type="checkbox"/>	Include	5 mm	60 mm

Buttons at the bottom: '< Back', 'Next >', 'Ok', and 'Cancel'.

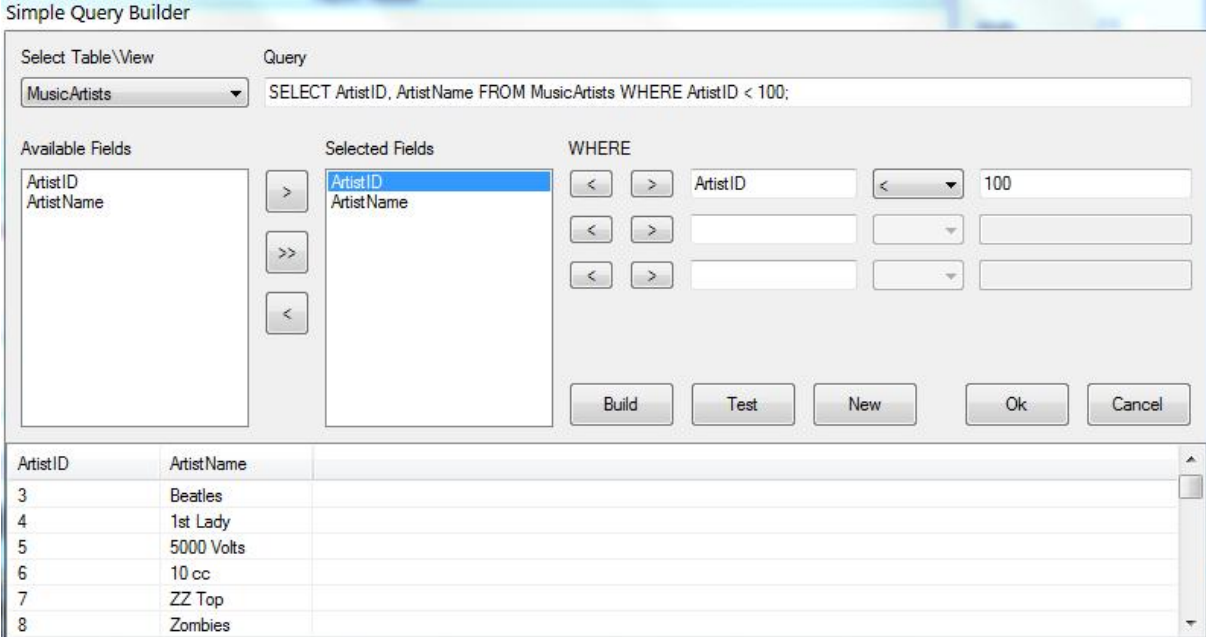
Figure 2 Report Options data section display.

The first column shows the name of a field selected from the database by the query. The second allows the user to choose whether a particular field will be displayed on the report. Clicking the check box will include that field in the report. The title column is used to enter a title for the section header for the included field. The start column allows the field to be positioned at any point in the reports usable width (page width minus the left and right margins). The width column defines how much room is to be left for the field display.

4.2 Selecting a database

Enter topic text here.

4.3 Define The Report Query



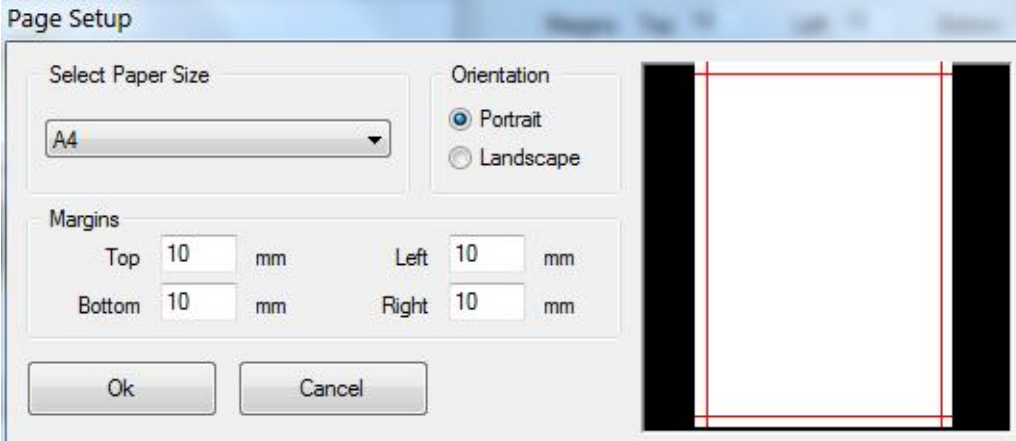
The Simple Query Builder dialog box is used to define a report query. It includes a 'Select Table/View' dropdown set to 'MusicArtists', a 'Query' text box containing 'SELECT ArtistID, ArtistName FROM MusicArtists WHERE ArtistID < 100;', and sections for 'Available Fields', 'Selected Fields', and 'WHERE' clauses. A table at the bottom displays the query results.

ArtistID	ArtistName
3	Beatles
4	1st Lady
5	5000 Volts
6	10 cc
7	ZZ Top
8	Zombies

Figure 1. Report query definition

4.4 Page Setup

Enter topic text here.



The Page Setup dialog box is used to configure page settings. It includes a 'Select Paper Size' dropdown set to 'A4', 'Orientation' radio buttons for 'Portrait' (selected) and 'Landscape', and 'Margins' input fields for Top, Bottom, Left, and Right, all set to 10 mm. A preview of the page layout is shown on the right.

Figure 1. The Page Setup Form

Top Level Intro

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top-level chapter starts

Part

A large, light gray circle containing a white, bold, sans-serif capital letter 'V' in the center.

5 Preview Report

5.1 Previewing The Report

To see a preview of the report simply click the Preview menu item.



Figure1. The Report preview form.

5.2 Print Report

To print a report first preview the report and when happy with the preview click the Print button on the preview form.

Endnotes 2... (after index)

Back Cover