

WyldFyre7



Report Writer for MRMLS

3201 W. Temple Ave. Ste. 250

Pomona, CA 91768

800-925-1525 or

<http://www.imrmls.com/support>

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WELCOME TO WYLDIFYRE

Welcome to the **Report Writer** training class. We are pleased to have you join us today. We think you will find this module to be exciting and useful. Report Writer is a WyldFyre Listings software that allows you to design real estate reports, flyers, posters, CMA's, labels and books. You can modify any of the existing reports and formats. Report Writer is designed to be tightly integrated with your MLS data and photographs.

CLASS OBJECTIVES

This class covers how to create the following report styles:

- ❖ Normal
- ❖ Vertical
- ❖ CMA
- ❖ Vertical CMA
- ❖ Labels
- ❖ Books

In addition, you will learn how to insert, format and delete the following:

- ❖ Text fields
- ❖ Data fields
- ❖ Tag fields
- ❖ Date, Time & Page Numbers
- ❖ Headers/Footers & Status Headers/Status Footers
- ❖ Date Difference Fields
- ❖ Feature Blocks
- ❖ Lines
- ❖ Boxes
- ❖ Common phrases
- ❖ Merging Fields
- ❖ Bar Codes
- ❖ Record Index
- ❖ Calculated Fields
- ❖ Picture grids
- ❖ Images
- ❖ Agent Photo
- ❖ Broker Logo

CHAPTER 1 – GETTING STARTED

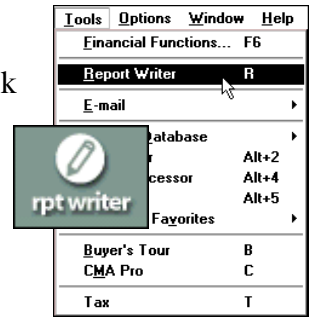
Report Writer is a program within Listings. You can open Report Writer through the Start Menu or open it after you have Listings open.

Opening Report Writer through the Start Menu

Click on **Start > Programs > WyldFyre > WyldFyre 6 > Report Writer**. The Report Writer program will open.

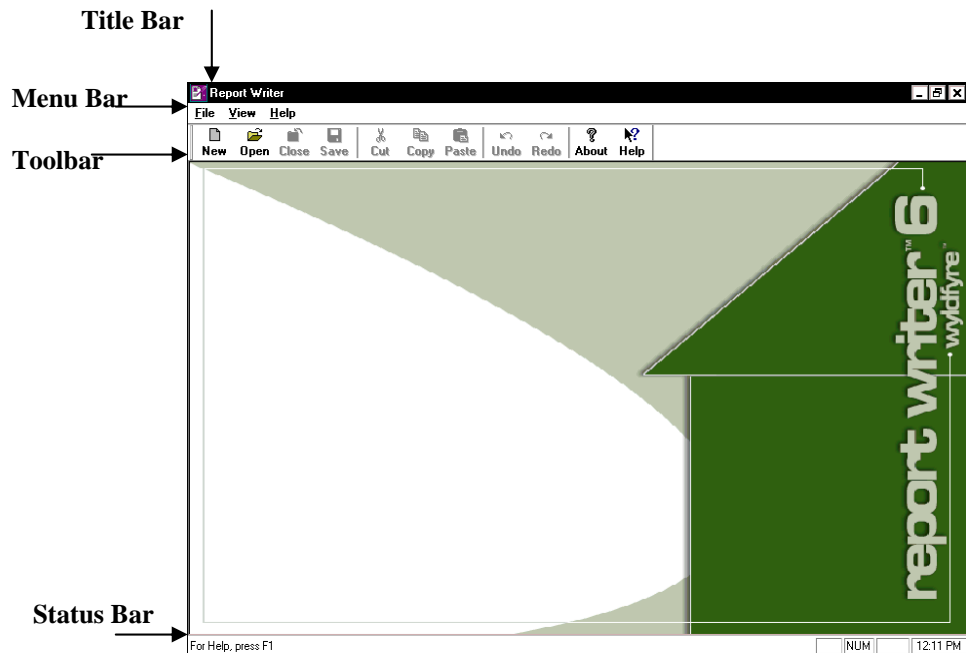
Opening Report Writer While in WyldFyre Listings

1. From WyldFyre Listings click **Tools > Report Writer** or click on the **rpt writer** icon on your Quick Access toolbar.
2. The Tip of the Day window will open. Click on the Close button to close the window.



Main Window

The Main window is your entrance into Report Writer and consists of a Title Bar, Menu Bar, Toolbar and Status Bar.



Toolbar

The Toolbar provides one-click buttons for the most commonly used features in Report Writer. You can change the appearance of the toolbar or add additional toolbars by clicking **View > Toolbars**.



Status Bar

The status bar displays the current state of the open Report Writer project. It has four sections; the first part of the status bar will tell you the Property Class of the report, the second part will display your Report Type, the third part will display the field selected and the fourth part will display the selected field justification.

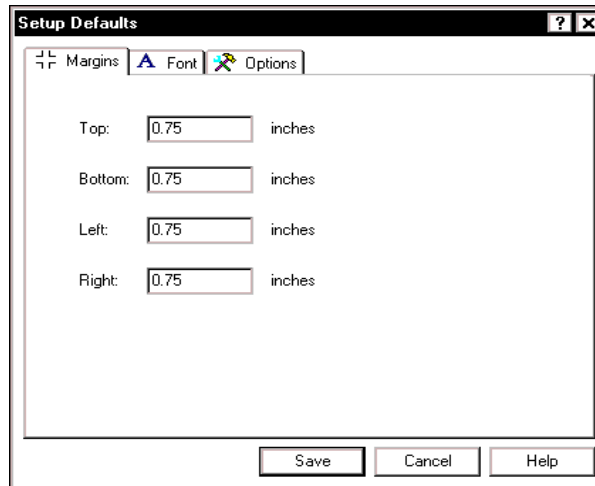
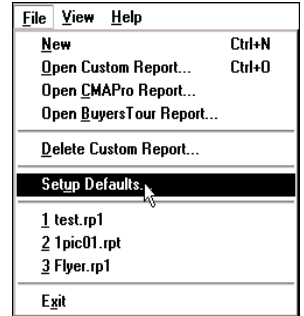


CHAPTER 2 – SETTING UP YOUR SOFTWARE

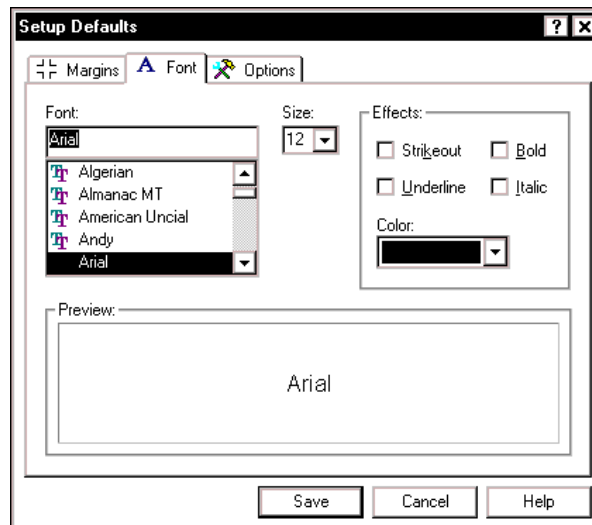
Setting up Default Information

You can change the following default settings for your reports.

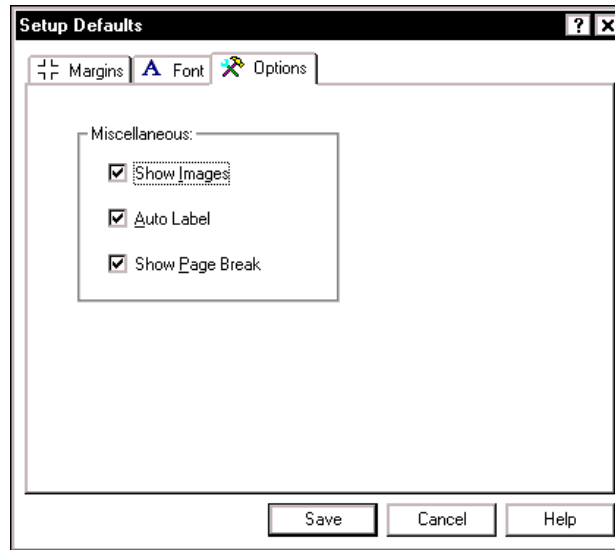
1. From the Main Window in Report Writer, click **File > Setup Defaults**. The Setup Defaults window opens with the Margins tab displayed.
2. While on the Margins tab, set the top, bottom, left and right margins.



3. Click on the Font tab to display the options for changing the Font, Size, Effects and Color. This becomes the setting for all of the fields in the report.



4. Click on the Options tab to display the miscellaneous options.



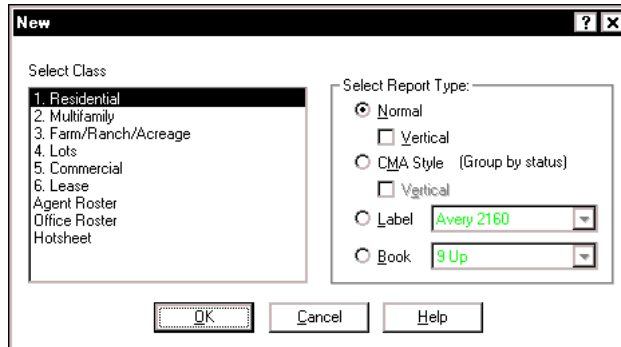
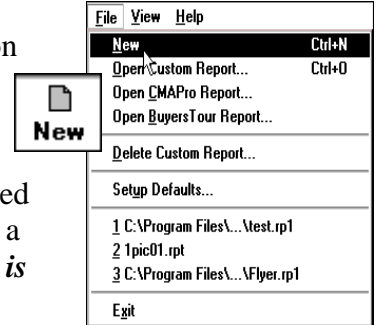
- ❖ **Show Images:** If you check this option, you will see the actual image in the creation of your report. If the option is unchecked, you will see the path and name of the image in your report and the image will only be seen when viewing your report (see Inserting an Image on page 25). If you don't turn this on as a default, you can do it for each report by clicking on **Page > Show Images** when designing the report.
 - ❖ **Auto Label:** If you check this option, then when placing a data field in your report, the tag (or text) label is automatically inserted before the data field. If the option were unchecked, then you would need to insert the tag (or text) label for each report (see Inserting and Formatting Text Fields on page 12 or Inserting and Formatting Tag Fields on page 16). If you don't turn this on as a default, you can do it for each report by clicking on **Page > Auto Label** when designing the report.
 - ❖ **Show Page Break:** If you check this option, then Report Writer can highlight the page in order to help you layout your report.
5. Click Save when finished.

CHAPTER 3 – DESIGNING A NORMAL STYLE REPORT

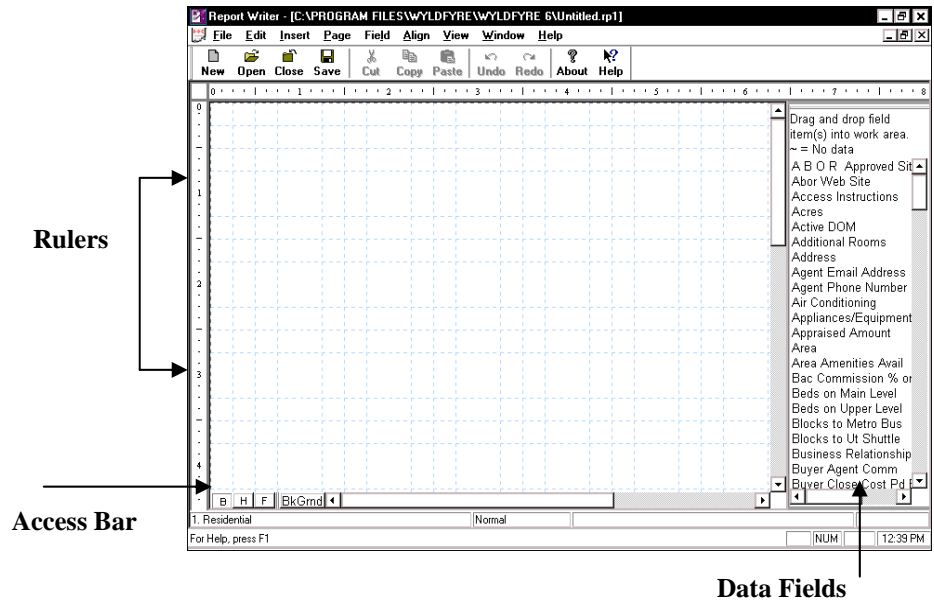
When designing a report, you are creating a template. All of the photo and data fields will remain blank. To view your report, you must go back into Listings and this is when the data from the Property Listing Table will populate the fields.

Opening a New Report

1. Click **File > New** or click on the **New** button on your toolbar.
2. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design a report. *Note: the number of classes available is dependent upon your MLS.*
3. Select the Report Type of **Normal**.

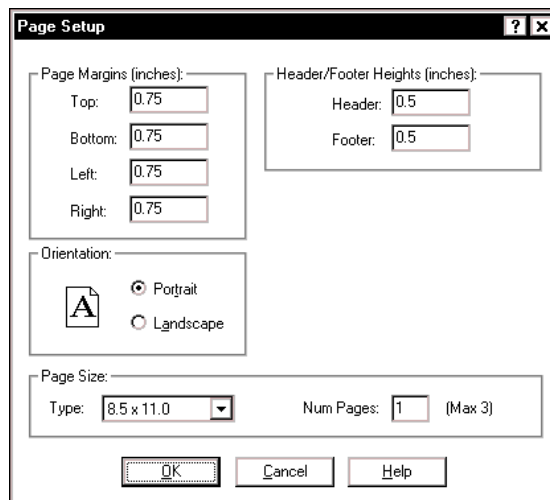
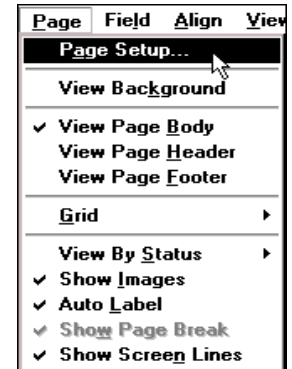


- Click OK to continue. A blank report will open for you to design your report as seen on the next page.



Setting up a New Page

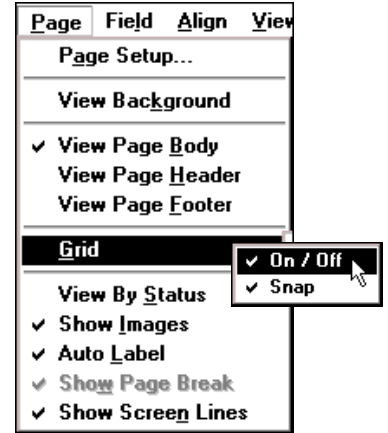
- Click **Page > Page Setup**. The Page Setup window opens.
- Adjust Margins, Orientation, Paper Size, Number of Pages, and Header/Footer Heights as desired.
- Click OK when finished.



Setting up the Grid

The grid is used as a visual aid for placing and aligning fields. Report Writer opens with a grid displayed in 1 square inch increments. You can control the grid display, and sizing and whether you would like objects to snap to the grid with the Grid toolbar. *The grid will not be shown or print on the reports when viewed in the Property Detail section.*

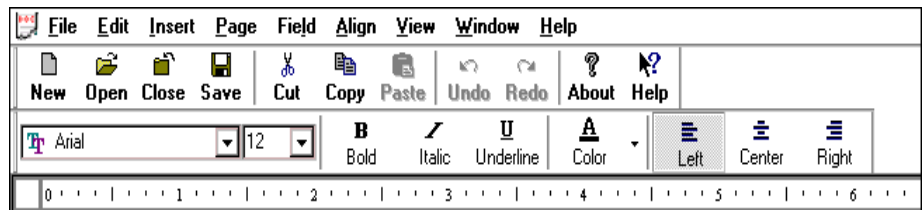
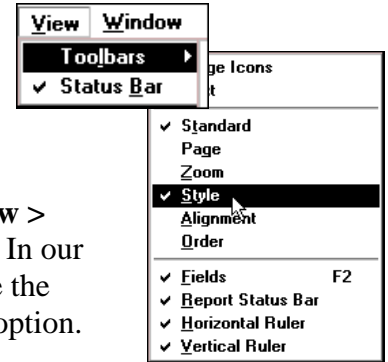
1. Click **Page > Grid > On/Off**. This will turn off the grid function and the check mark will disappear. Go back to **Page > Grid > On/Off** and the function will be turned back on and the check mark will appear again.
2. If Snap Grid is checked, you will have an easier time aligning fields when they are placed on the page. When you place or move an object, its upper left corner will automatically snap to the closest grid intersection point. To turn off the snap function, click **Page > Grid > Snap** and the check mark will disappear.



Setting up the Toolbars

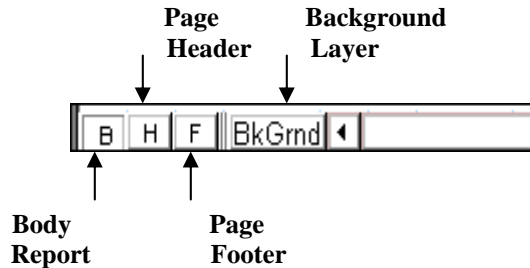
Once you are in the new report window, you have additional toolbars that can be added to your main toolbar for easy access to the most commonly-used commands.

You can add additional toolbars by clicking **View > Toolbars** and selecting the toolbar to be added. In our example, we added the Style toolbar. To remove the added toolbar, simply go back and uncheck the option.



Access Bar

The Access Bar at the bottom of the open report window allows quick and easy access to the Report Body, Page Headers and Footers and the Background Layer.



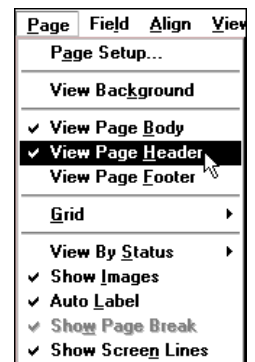
✓ *Tip: The Background Layer is designed for watermarks and other background images. If you have a large bitmap in the background that you use as a watermark, and multiple small fields in front of it, building a report can be cumbersome because every time you click on the small fields, you may accidentally click on the watermark. The Background Layer prevents this from happening.*

Formatting Page Headers

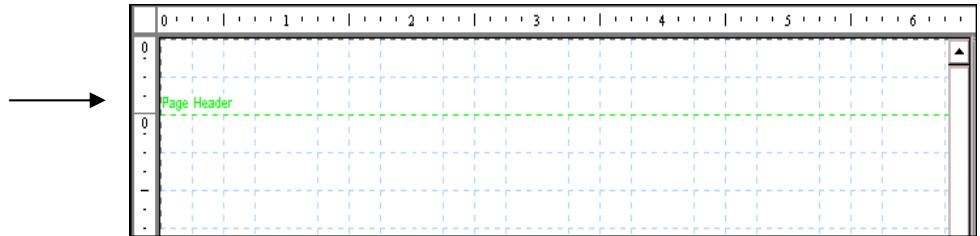
You may choose to divide your page into sections called headers and footers. The ability to define Page Headers and Footers has been provided as a way to include information in your report that is specific to a particular client or is useful in identifying the document to others. You can insert the date, time and page number by selecting the appropriate field from the Insert menu (see Inserting and Formatting Date and Time on page 44 and Inserting and Formatting Page Numbers on page 45).

Note: In the Property Detail Report, the headers and footers are not viewable. They will display only when you print your report.

- To access and view the page header, click **Page > View Page Header** or click the **H** on the Access Bar at the bottom of your screen.



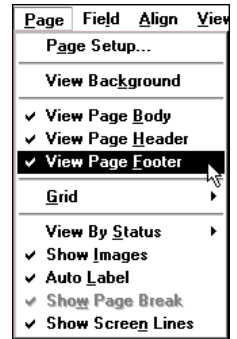
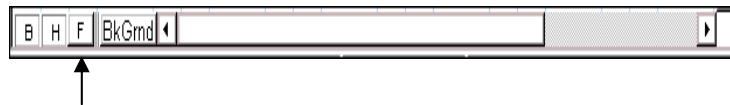
- The screen will split horizontally near the top and should look like the picture below.



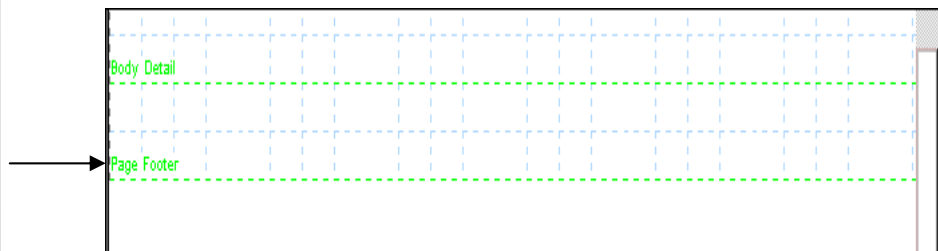
- ✓ *Tip: You can resize the Page Header by placing the cursor on the dotted line. It will turn into a resize cursor. Move it up or down to make the header smaller or larger. Or you can go to Page > Page Setup and change your Header settings there.*

Formatting Page Footers

- To access and view the page footer, click **Page > View Page Footer** or click the **F** on the Access Bar at the bottom of your screen.



- The screen will split horizontally near the bottom and should look like the picture below.

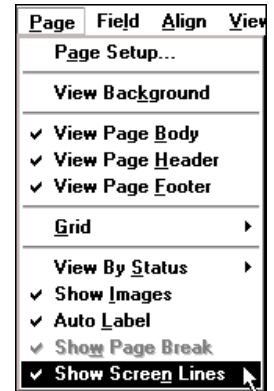


Note: If the BkGrnd button is selected, then you can't access the headers or footers.

Show Screen Lines/Page Breaks

In order to help you layout your report, Report Writer can highlight the screen borders and page breaks. You need to beware of those parameters in order to make your report look professional. You can turn these functions on/off for each report by clicking **Page > Show Screen Lines** or **Page > Show Page Breaks**.

Note: A check mark next to the function means it is turned on.



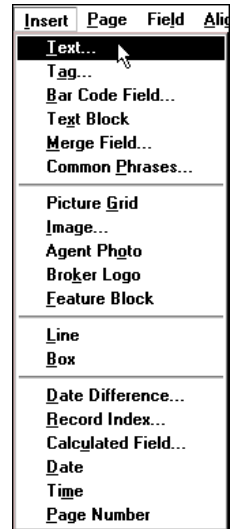
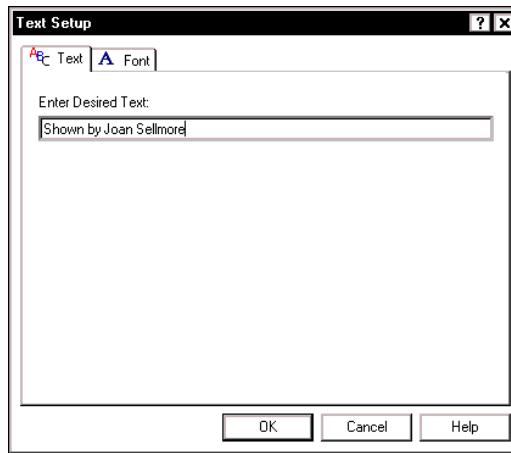
CHAPTER 4 – INSERTING & FORMATING TEXT, DATA AND TAG FIELDS

Inserting and Formatting Text Fields

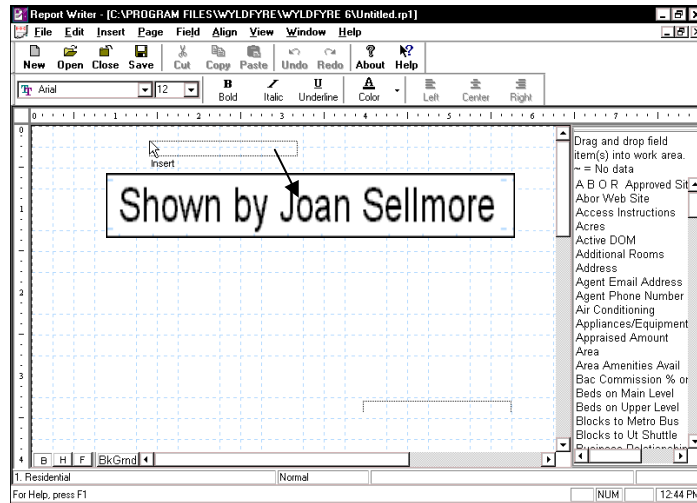
Text fields are key components of any report. You can place text fields on your report in the Header or Footer areas, as a way to describe data fields or to add your own comments.

To insert a text field follow these steps:

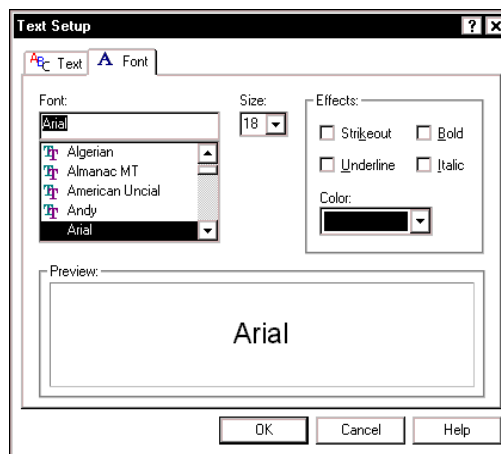
1. Click **Insert > Text**. The **Text Setup** window opens.
2. Type the text you desire in the Enter Desired Text field.



3. Click on the Font tab to select your Font, Font Style, Size and Color.
4. Click OK after making your selections.
5. The Text Setup window will close and take you back the Main window of Report Writer. Your cursor will change shapes from a Pointer to an Insert cursor. To drop the text on the page simply position it and click once.

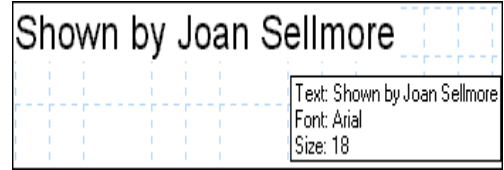


- To format a text field, double click on the field and the Text Setup window will open. Click on the Font tab to make your selections. Click OK when done.



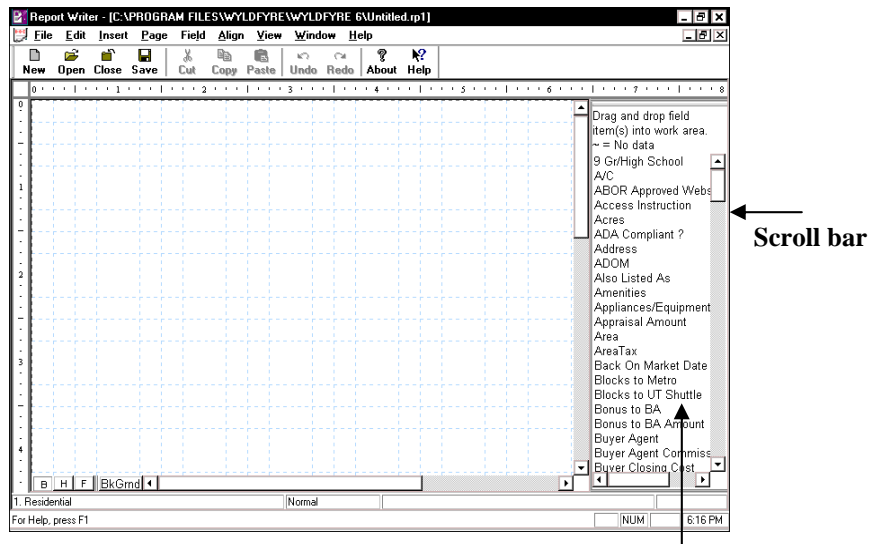
- To move your field, simply click and drag the field to the desired location.
 - To delete you text field, simply click on the field and click **Edit > Delete**.
- ✓ *Tip: You can center text fields on your page. Click **Align > Center on Page** to center the field if you are printing your report. Click **Align > Center on View** to center the field on the screen for viewing purposes only.*

- ✓ **Tip:** You can get a description of the characteristics of the text field, such as Font, Size, etc. by holding your mouse over the field for at least 1 second and the information pops up on your screen.



Inserting and Formatting Data Fields

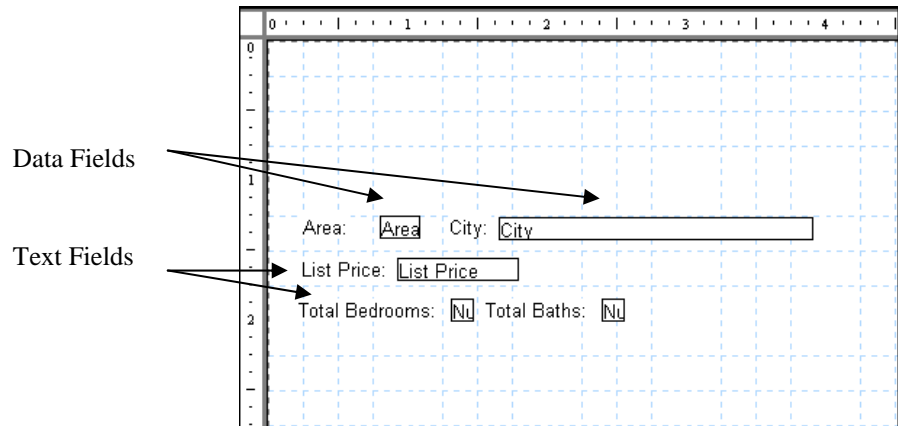
Data fields are the most important elements in the creation of a report. Data fields are directly linked to the information contained in your MLS and the Property Listing Table. When you insert a data field into your report, that field will be updated dynamically when you scroll through properties in the Property Listing Table.



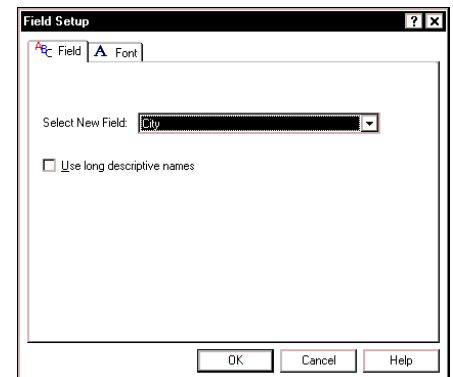
Data Field Selection box

1. Data fields are listed in the Data Field Selection box. This box automatically opens when you create a new page. If the box is not visible on your page, then click **View > Toolbars > Fields** or right click your mouse and click **Fields**.
2. Scroll down the list of data fields displayed in the Data Field Selection box and select a field by dragging and dropping it into the desired area in the report.

- Your cursor will automatically change shape from a Pointer to an Insert cursor. Move the cursor to the point where you want to place the data field and click once. **Note: If you have the Auto Label function turned on, then a text label will be placed in front of your data field (see Setting up Default Information on page 4). If it is turned off, then you need to insert your own text fields (see Inserting and Formatting Text Fields on page 12 or Inserting and Formatting Tag Fields on page 16).**



- Repeat the above steps until you have placed all of the desired data fields into your report. All of your *data fields will* have a box around the field where all of your *text fields will not* have a box around the field.
- To move your field, simply click and drag the field to the desired location.
- To format your field, double click on it and the Field Setup window will open.
- On the Field tab, check the box next to Use long descriptive names if you want Use long descriptive names if you want the data field to be spelled out versus abbreviated and/or change the font by clicking on the Font tab.
- Make your changes and click OK.



- Once you have placed all of the fields on the report, you can hide the Data Fields listbox by clicking **View > Toolbars > Fields** or right click your mouse and uncheck **Fields**.

✓ *Tip: You can get a description of the characteristics of a data field, such as Font, Size, etc. by holding your mouse over the field for at least 1 second and the information pops up on your screen.*

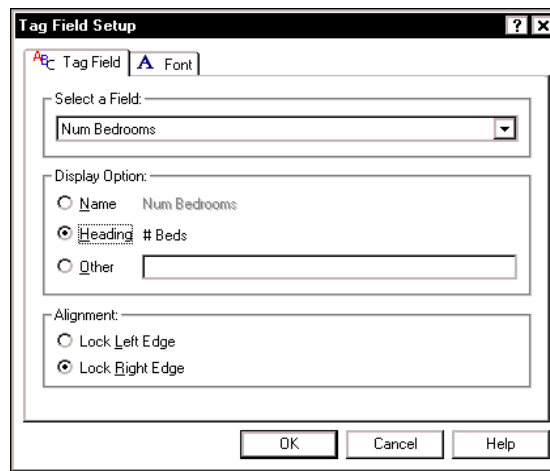
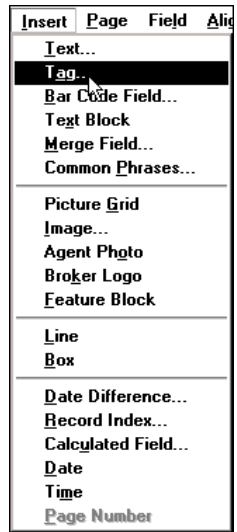


Inserting and Formatting Tag Fields

If you have the Auto Label function turned off when placing data fields in your report, then you can insert a tag field to label each data field.

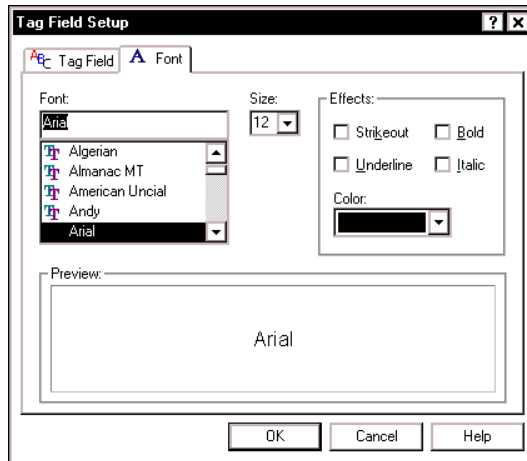
To insert a tag field follow these steps:

- Click **Insert > Tag**. The **Tag Field Setup** window opens.
- In the **Select a Field** section, click on the drop down arrow and select the field you need for your report.
- In the **Display Option** section, select how you would like the field to display in your report. If you select **Other**, then type the field name as you want it to appear in your report.



- Click on the **Font** tab to select your Font, Font Style, Size and Color.

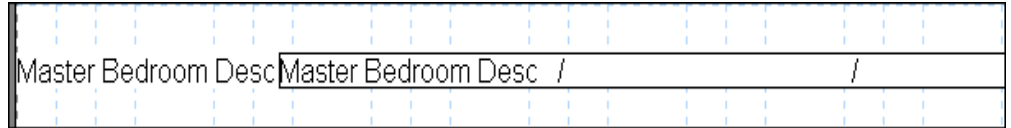
5. Click OK after making your selections.
6. The Tag Field Setup window will close and take you back the Main window of Report Writer. Your cursor will change shapes from a Pointer to an Insert cursor. To drop the text on the page simply position it and click once.
7. To format a text field, double click on the field and the Tag Field Setup window will open. Click on the Font tab to make your selections. Click OK when done.



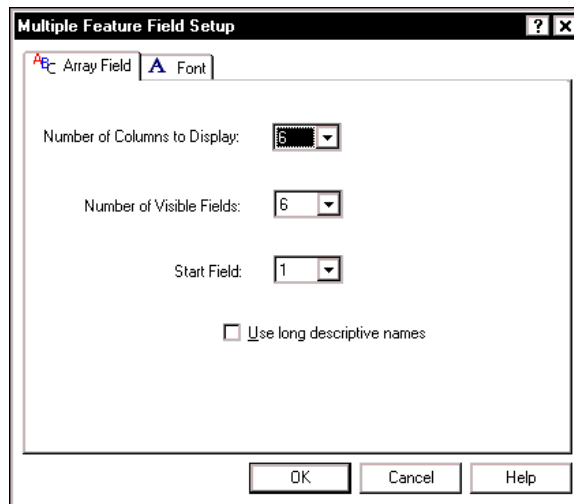
8. To move your field, simply click and drag the field to the desired location.
9. To delete you text field, simply click on the field and click **Edit > Delete**.

Inserting and Formatting Multiple Feature Data Fields

Some data fields contain multiple fields, which are called Array Fields. These are inserted in the same manner as any other data field by dragging and dropping it into the desired area in the report. The example below shows the field Master Bedroom Description.



To format a multiple feature data field, double click on it to open the Multiple Feature Field Setup window. Change the settings in the Array Field tab (see below) and/or make changes in the Font tab in the same manner as any other data field.

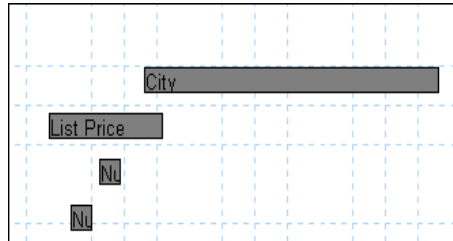


- ❖ **Number of Columns to Display:** Use this feature to set the number of columns to display in your report.
- ❖ **Number of Visible Fields:** If you choose a field that has many display fields, you can elect to show only some of the fields in order to save space.
- ❖ **Start Field:** This designates which field of the multiple feature fields will display first.
- ❖ **Use long descriptive names:** Select this option if you want to see the full name of a field versus an abbreviation.

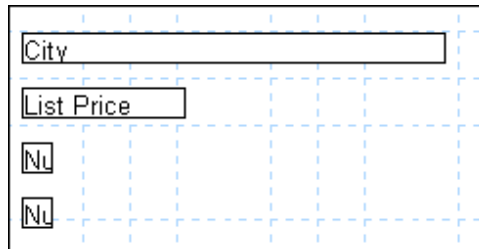
Aligning Text and Data Fields

You can select objects to align them on the page. You can select objects of the same type, or any combination of objects.

1. Highlight the fields to align. In the example below, we want to align the data fields City, List Price, Bedrooms and Bathrooms to the left.
2. To select multiple fields, press and hold the Ctrl key on your keyboard and then select the items or click **Edit > Select All**.



3. Click **Align > Left**. If you want the fields to be spaced evenly, then click **Align > Space Evenly > Down**. If your fields are going across the page, then use **Align > Space Evenly > Across**.



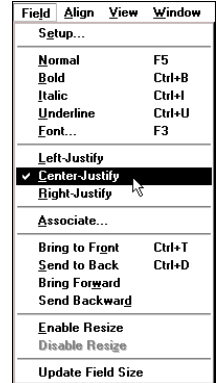
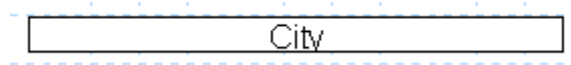
4. Continue with additional fields.
- ✓ *Tip: You can center data fields on your page. Click **Align > Center on Page** to center the field if you are printing your report. Click **Align > Center on View** to center the field on the screen for viewing purposes only.*

Justifying Data Fields

When you place a data field on your report it defaults to left justify. You have the option to change it to center or right justify.



1. Click on the data field to justify so that the field is highlighted.
2. Click **Field > Center Justify** to center the data within the box (see below) or **Field > Right Justify**. In our example, we selected Center Justify.

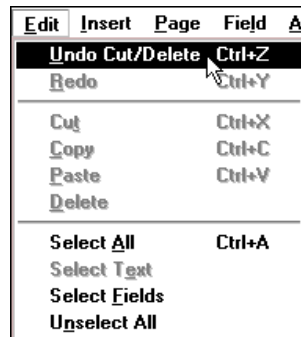
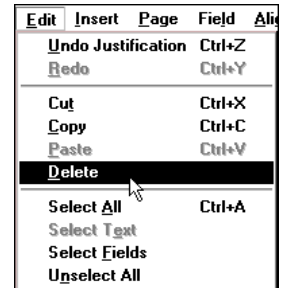


3. You can undo your justification by clicking on **Edit > Undo Justification**.

Deleting Items

You may need to delete text or data fields from your report. Basically anything that you inserted can be deleted the following way:

1. Highlight the item to delete.
2. Click **Edit > Delete** or press your Delete key on your keyboard.
3. You have one chance to bring back the deleted item by clicking **Edit > Undo Cut/Delete**.



Resizing Data Fields

In some cases you may need to resize your data fields to fit on the page. To re-size a field, click once on the field to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.

Moving Fields

To move items around your screen, click on the item so that it is highlighted. Once highlighted, then click in the middle of the item and drag the field to the appropriate place.

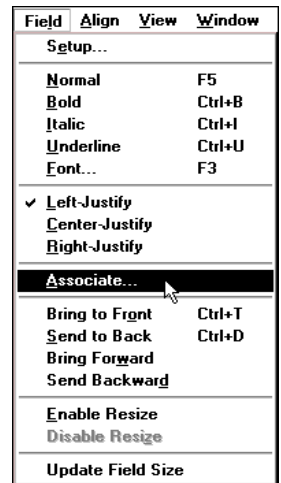
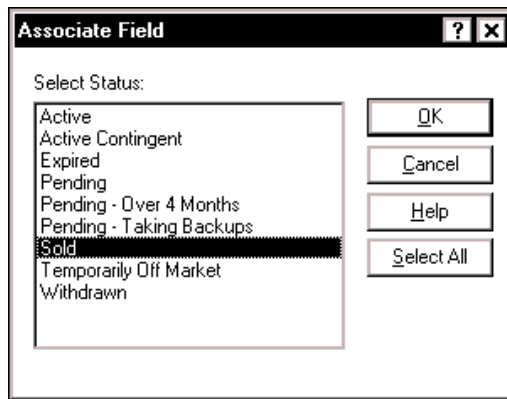
To select multiple fields, press and hold the Ctrl key on your keyboard and then select the items or click **Edit > Select All**.

Associating Field Objects with Property Status

Associating fields with certain statuses can be very beneficial. It ensures that only the fields that are relevant to that status will be viewable. For example, you may want to see the Sold Price Data field on your report, but only for the properties with a Sold status.

To associate a field with a status follow the steps below:

1. Click on the field to highlight it.
2. Click **Field > Associate**. The Associate Field window opens.
3. Click on the status that you want to associate.



4. To associate multiple statuses with a field, press and hold down your CTRL key on your keyboard and select multiple fields.

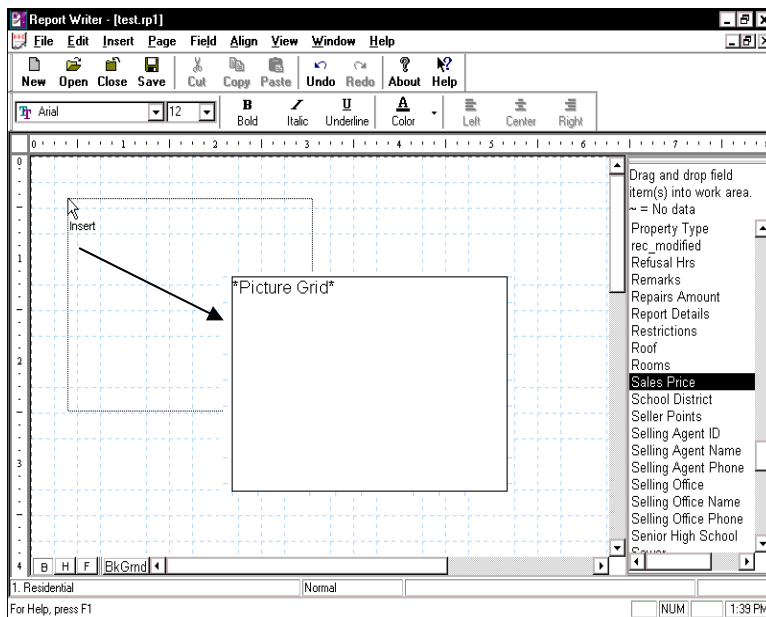
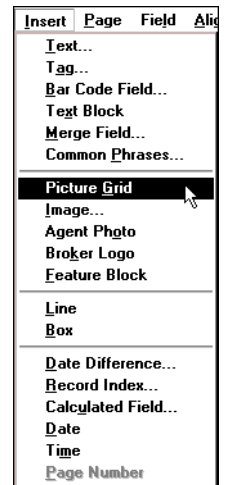
5. Click OK.
6. If you added a text field in front of your data field, then you need to associate the text field as well by following steps 1-5 above.

CHAPTER 5 – INSERTING IMAGES

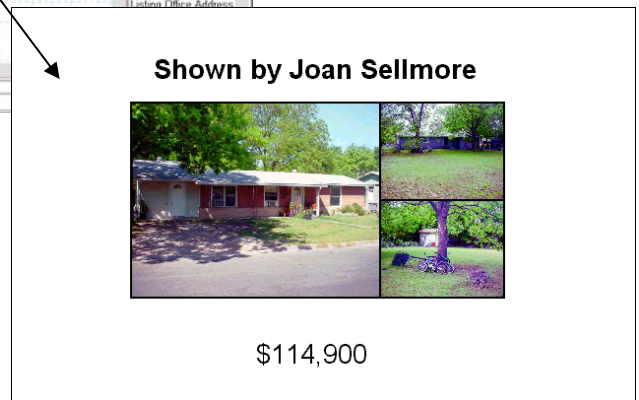
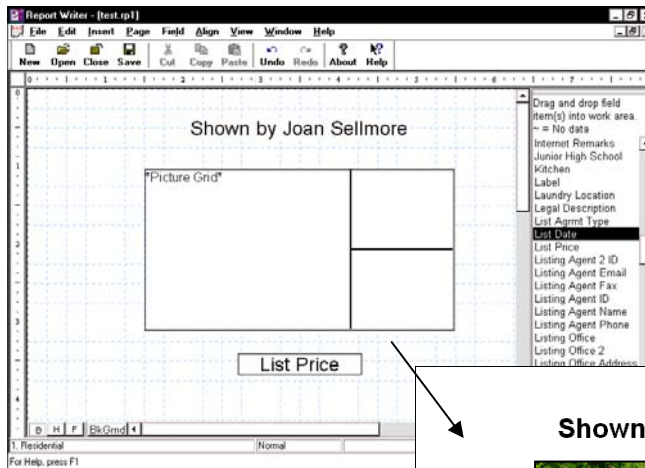
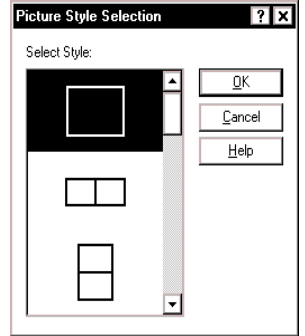
Inserting Picture Grids

One of the key features of Report Writer is the ability to display and print pictures of properties. The mechanism for displaying pictures is the picture grid. The Picture Grid has fourteen pre-formatted picture layouts available with choices ranging from one picture to nine pictures. Follow these steps to insert a picture grid:

1. Click **Insert > Picture Grid**.
2. Move the Insert Cursor to the desired location on the page and click once to drop it. The software will default to the one picture grid as shown below.



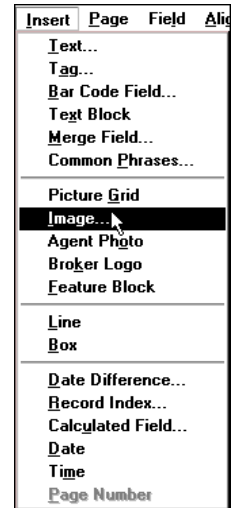
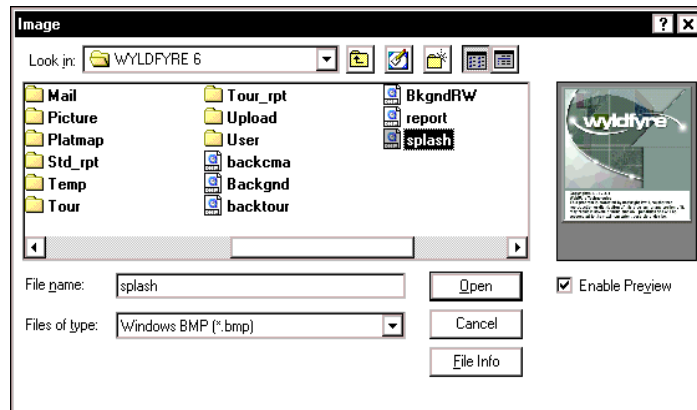
- To change the formatting of the picture grid, double click on the picture grid. The Picture Style Selection window opens.
- Select a specific picture format style between 1 and 9 photos. Select the Style from the list and click OK.
- The example below shows the 3-picture style.
- To re-size the picture grid, click once on the picture grid to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.



Inserting an Image

Images add pizzazz to any report or flyer. Report Writer supports the inclusion of many different types of images in your reports. Images may include your company logo, your own photograph, or real estate-related clip art. There are many sources of image files, including those that you scan into your system. Follow the steps below to add an image to your report:

1. Click **Insert > Image**. The Image dialog box will open as shown below.

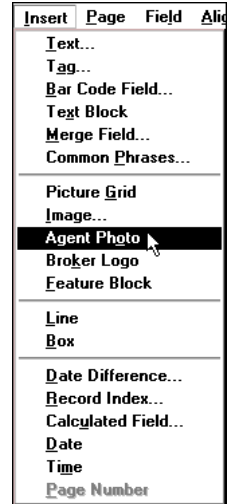


2. Locate your saved image and double click on the File Name or highlight your file and click the Open button.
3. Your cursor will change shapes from a pointer to an Insert Cursor. Move the Insert cursor to the point you wish to place it on the page. Click once to place it.
4. You will see either a gray image that states **Image** and displays the path and name of the image, or the actual image. Click **Page > Show Images** to see if the image is available.
5. To re-size the image, click once on the image to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.

Inserting an Agent Photo

You have the option to insert an Agent Photo into your report. For the photo to appear in your report, you must first add the information in Listings using **Options > Preferences**. Go to the Primary Agent tab, and in the **Agent Photo Location** box, click on the Browse button to find the location of your Agent Photo. Then follow the steps below to add your Agent Photo to your report:

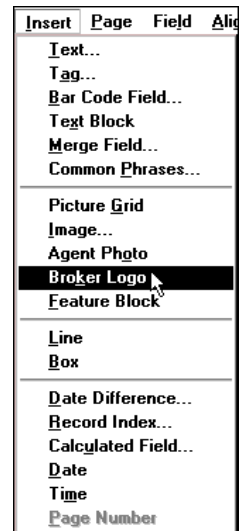
1. Click **Insert > Agent Photo**.
2. Your cursor will change shapes from a pointer to an Insert Cursor. Move the Insert cursor to the point you wish to place it on the page. Click once to place it.
3. To re-size the image, click once on the image to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.



Inserting a Broker Logo

You have the option to insert a Broker Logo into your report. For the photo to appear in your report, you must first add the information in Listings using **Options > Preferences**. Go to the Brokerage tab, and in the **Brokerage Logo Location** box, click on the Browse button to find the location of your Logo. Then follow the steps below to add the Broker Logo to your report:

1. Click **Insert > Broker Logo**.
2. Your cursor will change shapes from a pointer to an Insert Cursor. Move the Insert cursor to the point you wish to place it on the page. Click once to place it.
3. To re-size the image, click once on the image to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.

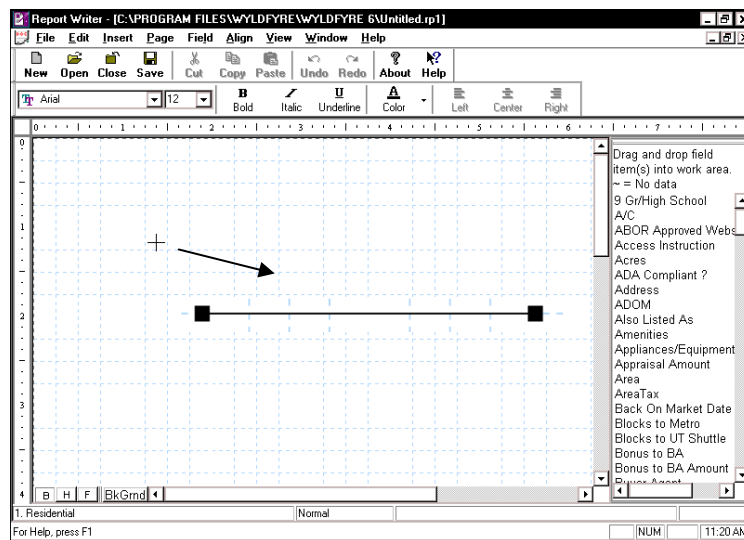
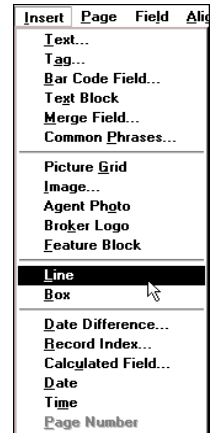


CHAPTER 6 – INSERTING ADDITIONAL FEATURES

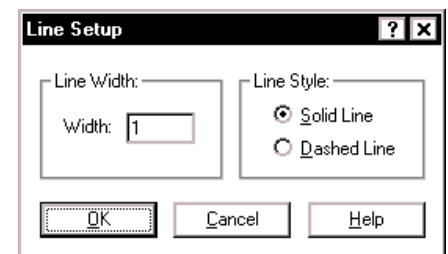
Inserting and Formatting Lines

You can insert horizontal or vertical lines in your report to highlight or underline objects. To insert a line follow these steps:

1. Click **Insert > Line**. Your cursor will change shapes from a Pointer to the Line Draw Cursor.
2. Move the Line Draw Cursor to the point where you wish to begin the line.
3. Click and drag the left mouse to anchor one end of the line; and drag the mouse in a straight vertical or horizontal direction to the point where you want the line to end.
4. To re-size the line, click once on the line to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.



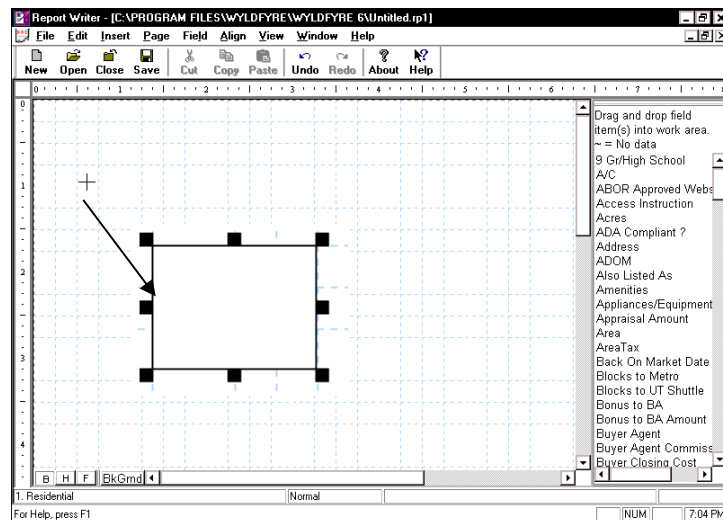
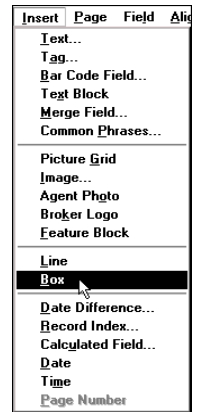
5. To format a line, double click on the line and the Line Setup window will open. You can change the line width. The style can also be changed from a solid to a dashed line if the width is set to 1. After settings have been changed click on OK to activate these changes.



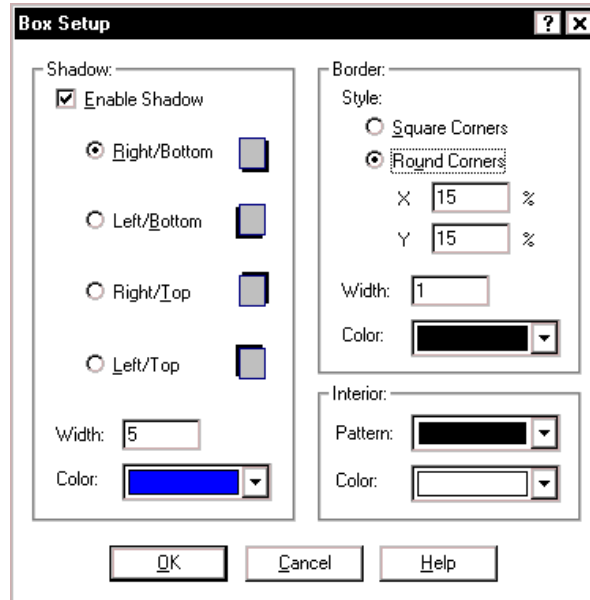
Inserting and Formatting Boxes

You can insert boxes in your report to highlight or outline objects. To insert a box follow these steps:

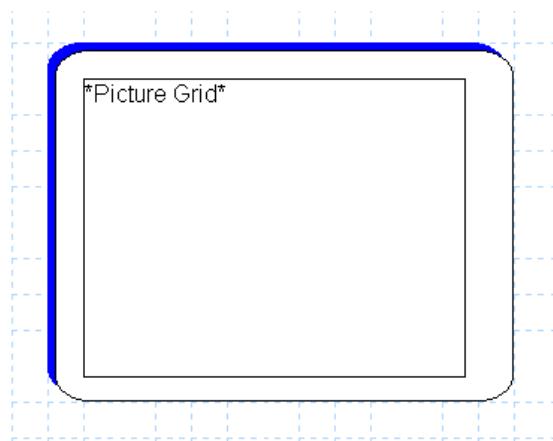
1. Click **Insert > Box**. Your cursor will change shapes from a Pointer to the Box Draw cursor.
2. Move the Box Draw Cursor to the point where you wish to begin the box.
3. Click and drag the left mouse to anchor one end of the box; and drag the mouse to the point where you want the box to end.
4. To re-size the box, click once on the box to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.



5. To format a box, double click on the box and the Box Setup window will open. Make your changes and click on OK.



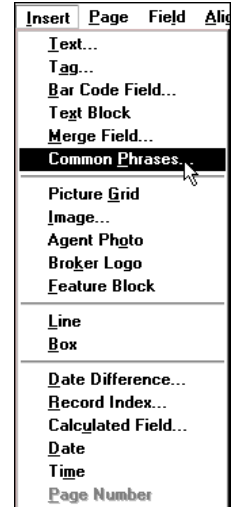
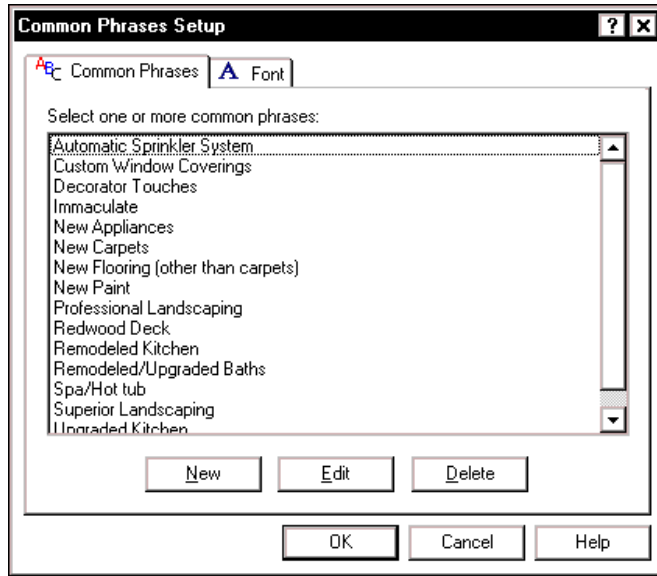
- ❖ **Shadow:** If you want a shadow around your box, then click the Enable Shadow box. You can also change the width and color of the shadow.
 - ❖ **Border:** You can change the shape of the box to Round Corners as well as the width and color of the border.
 - ❖ **Interior:** You can control the Pattern and Color of your box's interior.
6. When drawing a box around text or picture grids, etc., you will notice that the information disappears. To make the text or picture reappear, click **Field > Send to the Back**. This will send the box to the back and allow you to see both the text or picture grid and the box.



Inserting Common Phrases

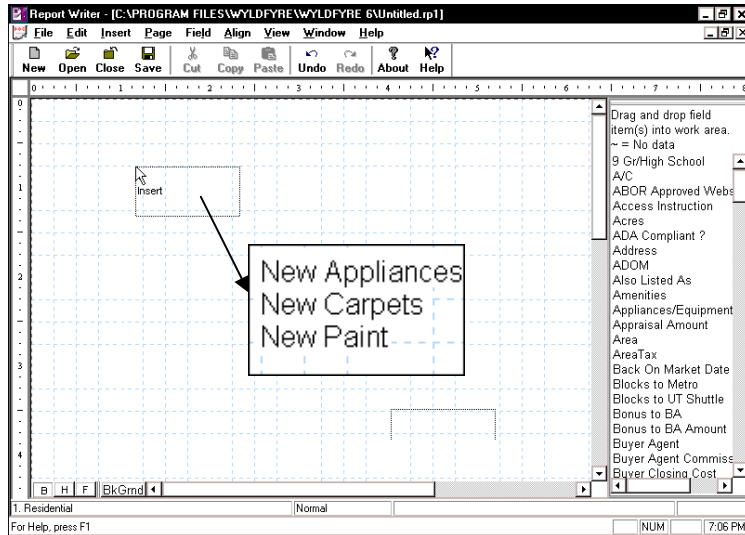
Report Writer is pre-programmed with common phrases describing real estate property. You can edit any of the phrases on the list or you can add your own phrases. To insert common phrases follow these steps:

1. Click **Insert > Common Phrases**. The Common Phrases Setup window will open.



2. Select a phrase by clicking on it with the mouse. To select more than one phrase, press and hold down the CTRL key on your keyboard and click on additional selections.
 - ❖ To add a new phrase, click on the **New** button and type the new phrase and click OK.
 - ❖ To edit a phrase, highlight the phrase and click on the **Edit** button. Make your changes and click OK.
 - ❖ To delete a phrase, highlight the phrase and click the **Delete** button. Click OK to get back to the Setup window.
3. Click on the Font tab to make any changes to the Font, Size and Effects.
4. After selecting all of the desired phrases, click OK.
5. Move the cursor to the desired position on the page and click once to place the phrases.

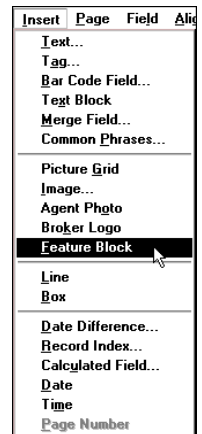
- While highlighted you can move the phrases as a group. Once phrases have been unhighlighted, you can select each of them individually and edit and format each one as a text field.

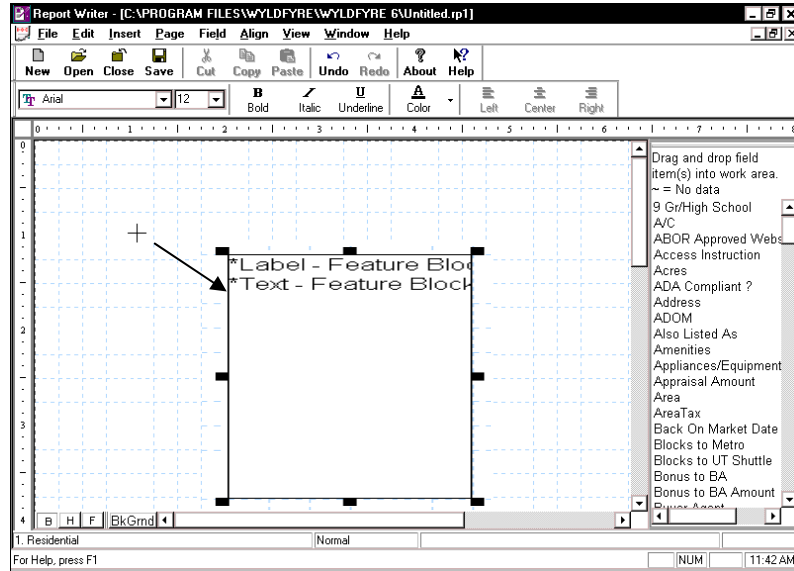


Inserting and Formatting a Feature Block

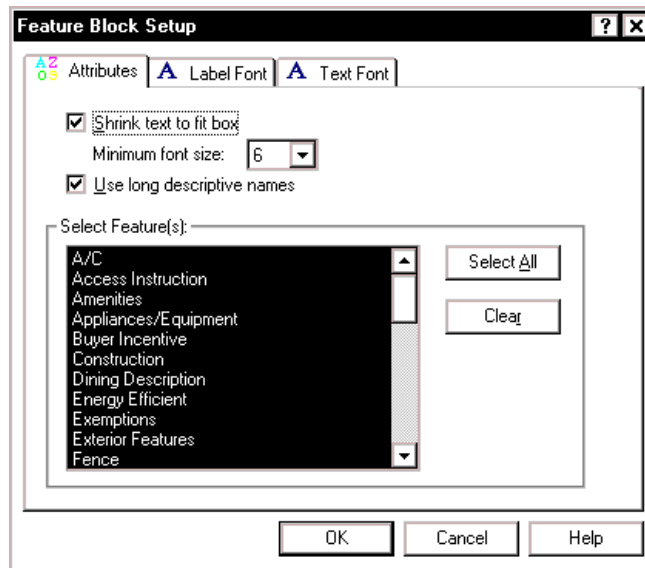
A Feature Block is a box containing all of the listings features. In order to fit all features in a feature block, you can resize the block, change the font attributes, and elect to abbreviate feature names or spell out the long, descriptive name.

- Click **Insert > Feature Block**. Your cursor will change shapes from a Pointer to the Box Draw Cursor.
- Move the Box Draw Cursor to the point where you wish to begin the box.
- Click and drag the left mouse to anchor one end of the box; and drag the mouse to the point where you want the box to end.
- To re-size the box, click once on the box to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.





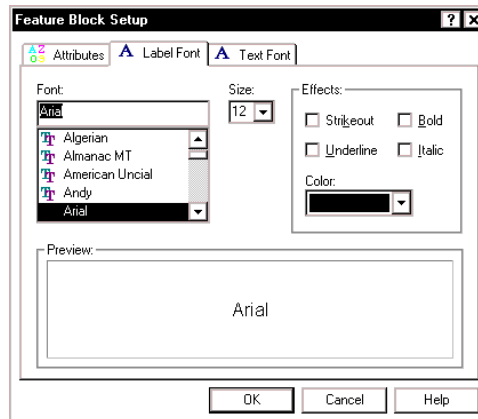
5. To form at a feature block object, double click on the object to open the Feature Block Setup Box at the Attributes tab.



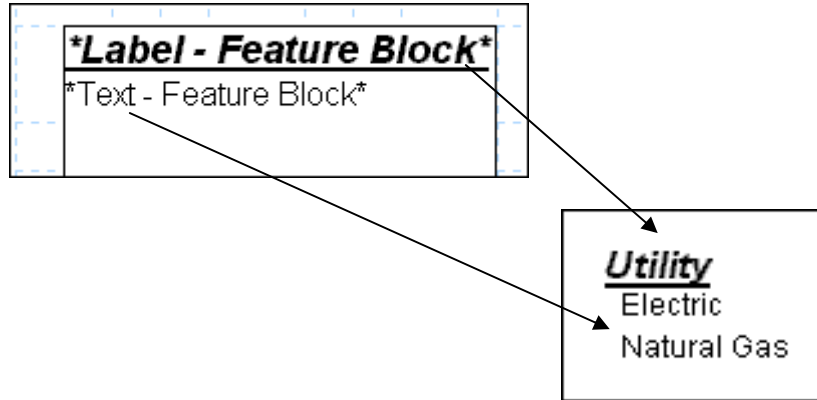
6. The Attributes tab includes the following formatting options:

- ❖ **Shrink text to fit box** - In order to fit all features in the block, this option will reduce the font size based on the "Enter Minimum Font Size" option.
- ❖ **Minimum font size:** This option will reduce the feature font size down to the size you enter. If the font size is reduced to the minimum and not all features will fit in the block, the word "More" will appear at the end of the block when you view the report.
- ❖ **Use long descriptive names** - Features are abbreviated, but you can spell them out by selecting this option.
- ❖ **Select Feature(s):** A list of all possible fields that can populate the feature block. All of them will be highlighted when you open the Feature Block Setup window. Deselect the features that you **do not** want to include in your report.

7. The Label Font and Text Font tabs include the following formatting options:



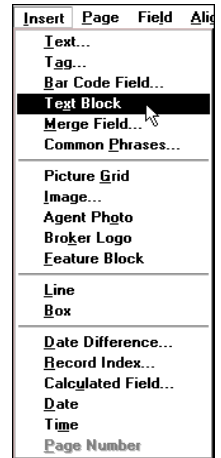
- ❖ **Label Font:** This is for formatting the label cell. Adjust the Font, Size, Effects and Color. An example of a label cell would be "Utility".
- ❖ **Text Font:** This is for adjusting the characteristics of the cell body. An example of a cell body would be "Electric" and "Natural Gas". See Example on the next page.

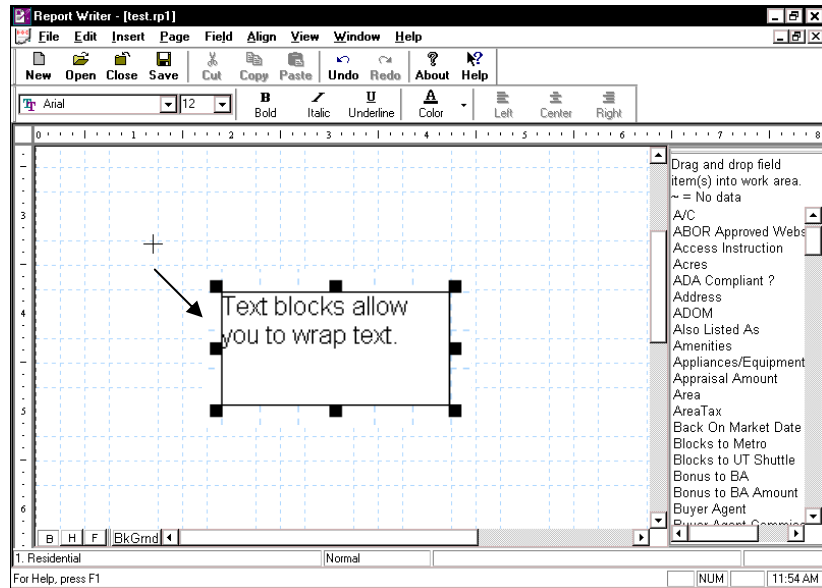


Inserting and Formatting Text Blocks

Text Blocks give you more flexibility when inserting text into your report. Basically the function will allow you to wrap your text.

1. Click **Insert > Text Block**. Your cursor will change shapes from a Pointer to the Box Draw Cursor.
1. Move the Box Draw Cursor to the point where you wish to begin the text box.
2. Click and drag the left mouse to anchor one end of the text box; and drag the mouse to the point where you want the text box to end.
3. To re-size the text box, click once on the box to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.
4. Type the desired text in the box. Format the text by highlighting the information and selecting options from the Field menu or the Style toolbar if added to your screen.



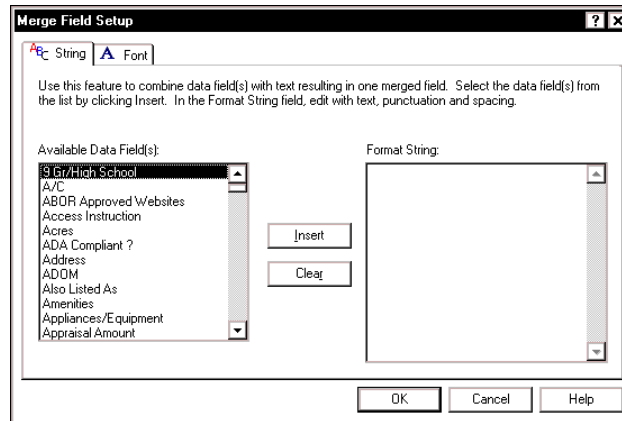
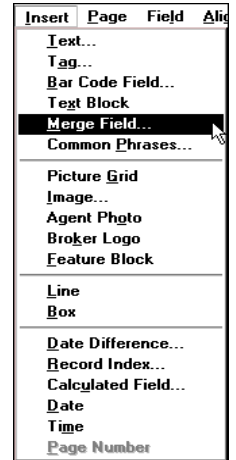


5. To delete the entire Text Block, select the Text Block with your mouse and then click **Edit > Delete**.
6. To delete the entire text from within a Text Block, highlight the text that you want to delete with your mouse. Press the **Delete** key on your keyboard.
7. If you want to delete individual characters, then place the cursor to the right of the character to delete in the text block and press the **Backspace** key on your keyboard.

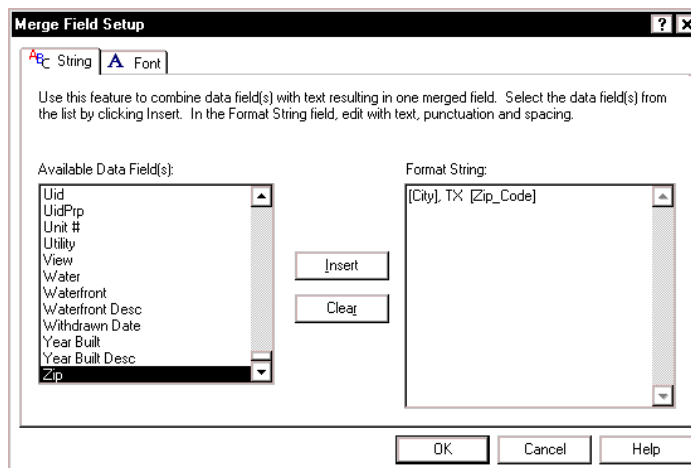
Inserting and Formatting Merging Fields

With this feature you can combine text and data fields or just data fields. A common example would be to merge the City, State and Zip Code fields together or Street Number and Street Name. If you don't merge the fields, then you will have a large gap between the two fields to account for the largest amount of characters.

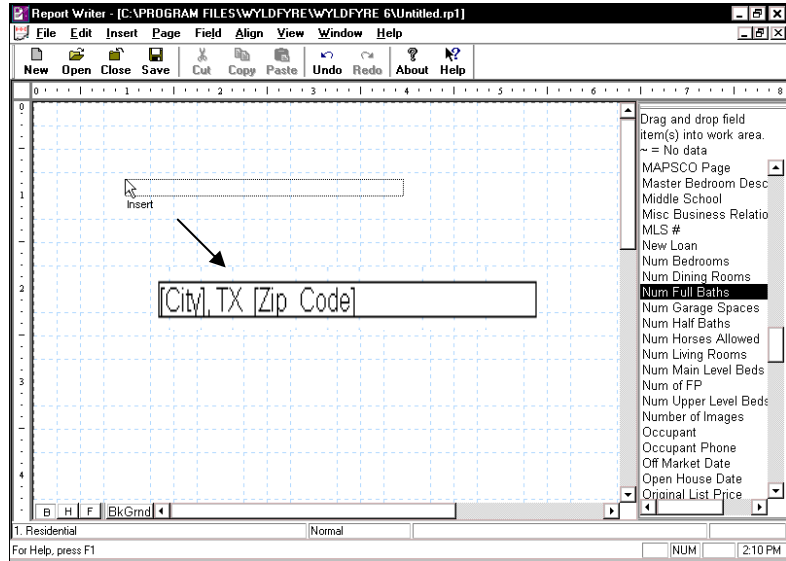
1. Click **Insert > Merge Field**. The Merge Field Setup window will open.



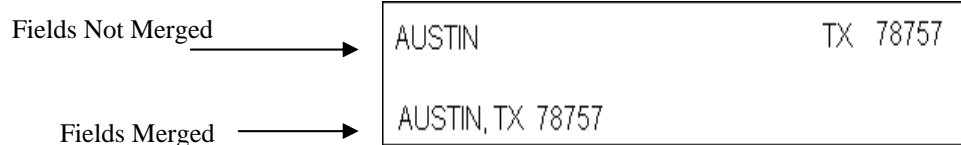
2. Click on the field in the Available Data Field(s) column.
3. Click **Insert** or double click on the field to move it over to the Format String list.
4. While in the Format String list, you can add spaces or any desired text or numbers.
5. In the example below, we inserted City, then typed a comma, added a space, typed TX, added 2 spaces and then inserted Zip Code.



6. Click on the Font tab to change the Font, Size, Effects and Color.
7. Click OK when finished and your cursor will change shapes from a Pointer to Insert Cursor.
8. Move the Insert Cursor to the point where you wish to place the field.



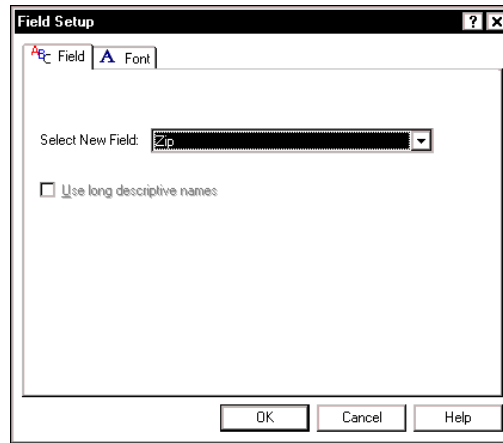
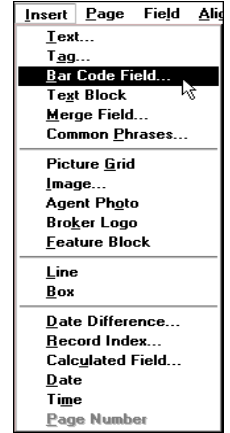
9. To re-size the box, click once on the box to select it. Place your cursor on one of the blocks; the cursor will change from a Pointer to a Resize cursor. Drag the mouse in the desired direction until it has reached the desired size.



Inserting and Formatting a Bar Code Field

You can insert a bar code field which will populate with information such as Zip Codes or information that has been scanned into your computer.

1. Click **Insert > Bar Code Field**. The Field Setup window opens.
2. From the Select New Field listbox, choose the field you want to insert in the bar code. Typically this will be the Zip Code field.



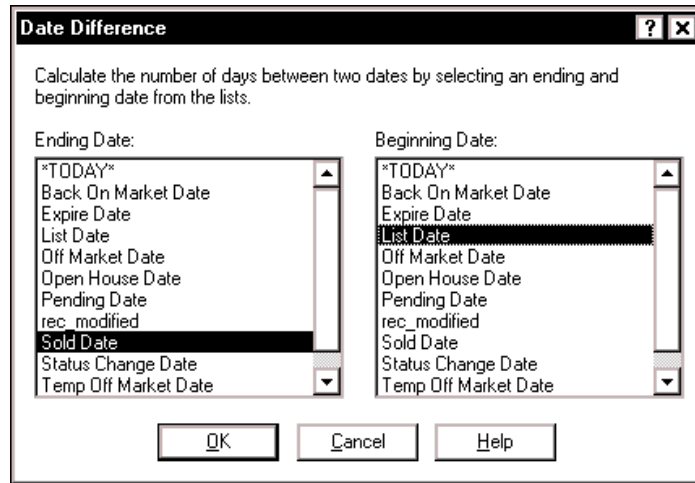
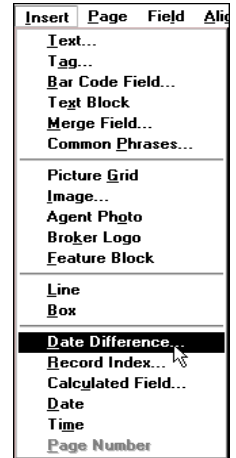
3. Click on the Font tab to format Font, Size, Effects and Color.
4. Click OK when finished and your cursor will change shapes from a Pointer to Insert Cursor.
5. Move the Insert Cursor to the point where you wish to place the field.

CHAPTER 7 - INSERTING CALCUALTED FIELDS

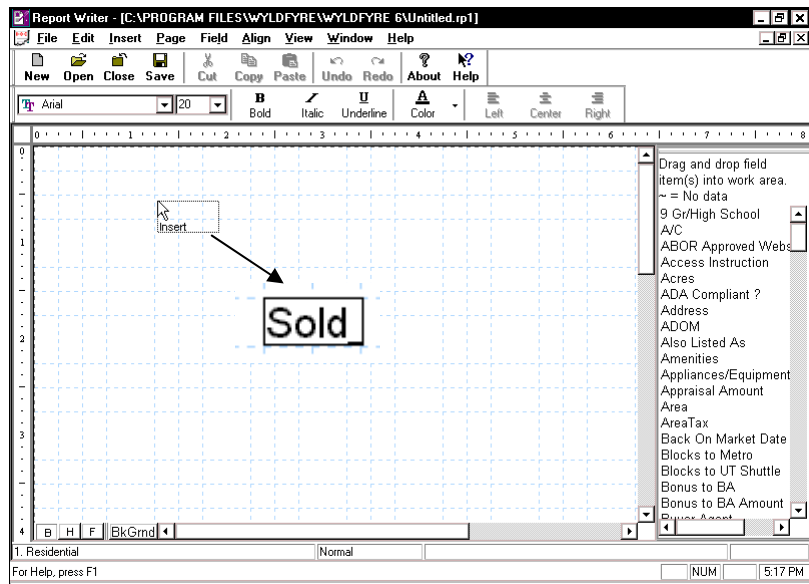
Inserting and Formatting Date Difference Fields

The program gives you the ability to show the difference (subtraction) between two date fields in the database.

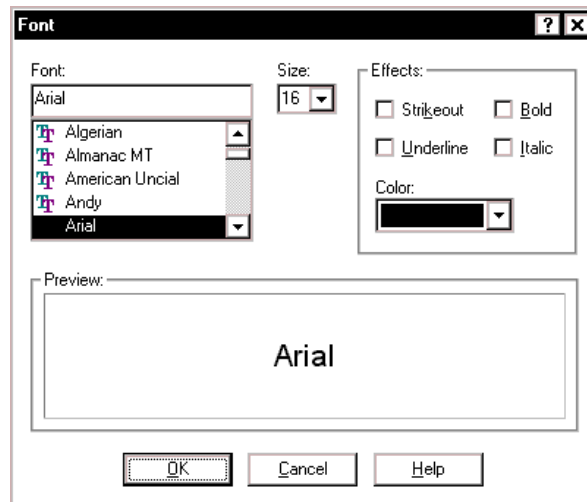
1. Click **Insert > Date Difference**. The Date Difference window will open.
2. There are two list boxes: Ending Date and Beginning Date. Each contains all of the fields in an MLS record which can be used in a mathematical subtraction.



3. To set up a difference field, highlight a field from the left list box and highlight the field in the right list box that will be subtracted from the Ending Date. Click on OK.
4. Your cursor will change shapes from a Pointer to an Insert cursor. Move the cursor to the point where you want to place the difference field and click once.



- Once the field has been placed, you can format it by double clicking on it to bring up the Field Setup window. Make your changes and click OK.



✓ *Tip: To see the formula you used, click on the field and check your status bar or hold your mouse over the field for at least 1 second and the information pops up.*



Associating Fields

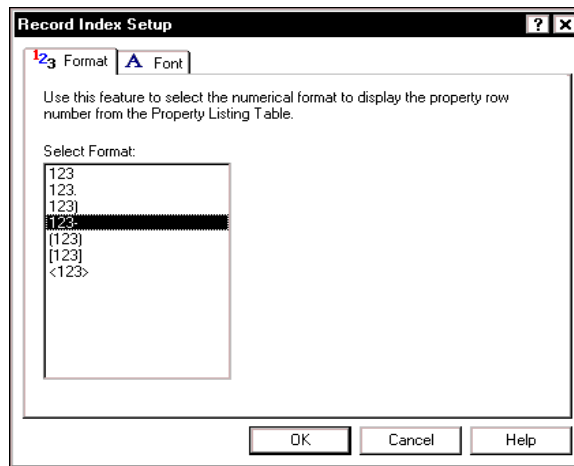
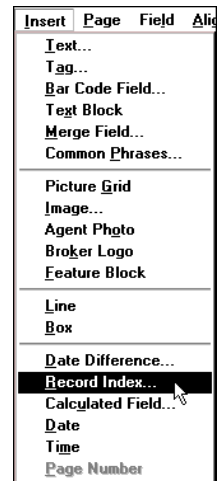
There may be fields you would like to associate with certain statuses. For example, if you include the date difference fields on your report, you will want to associate the various dates with specific statuses.

For example, when you place a date difference field of Sale Date to List Date, you may want to associate this field with pending and sold statuses only. When you place a difference field of List Date to Today you may want to associate this field with Active statuses only (see Associating Field Objects with Property Status on page 21).

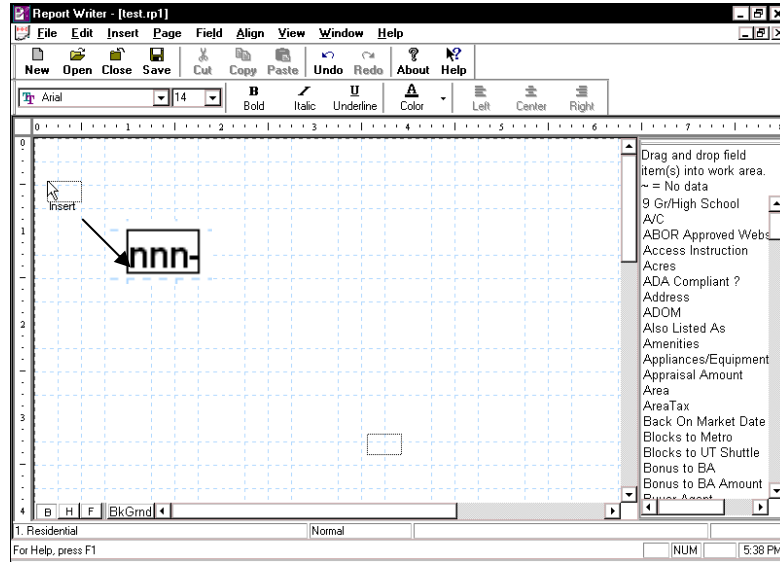
Inserting a Record Index

The Property Listings table contains a record number to keep track of each property. By inserting the record number in your report, it gives you an easier way to manage the property reports.

1. Click **Insert > Record Index**. The Record Index Setup window opens.
2. In the Select Format listbox, select a display format for the property row number.



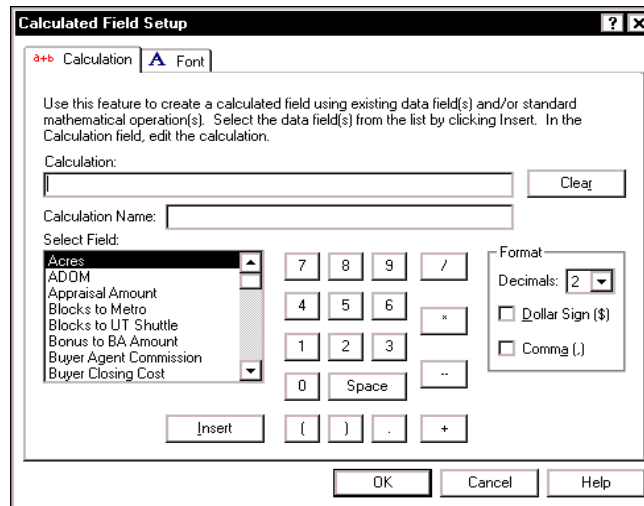
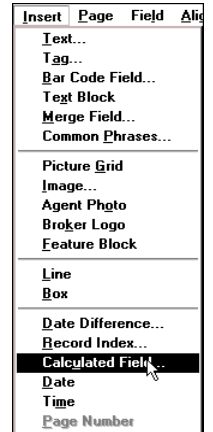
3. Click the Font tab to change the Font, Size and Effects.
4. Click OK when finished and your cursor will change shapes from a Pointer to Insert Cursor.
5. Move the Insert Cursor to the point where you wish to place the field.



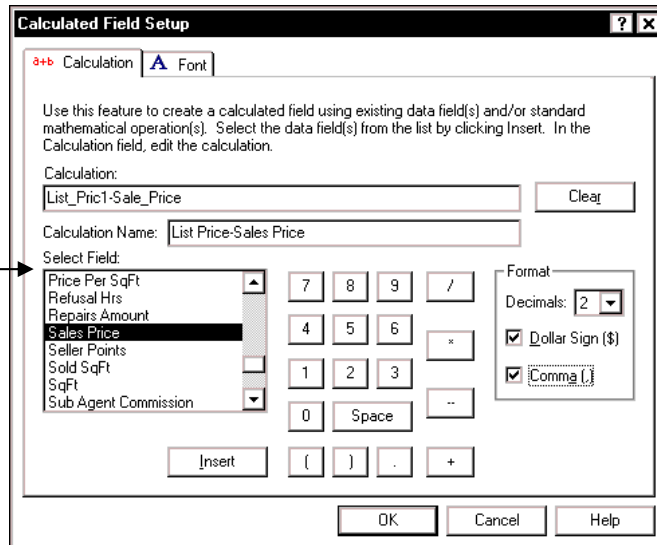
Inserting a Calculated Field

The Calculated Field allows you to include your own custom-made calculation formulas developed from the available data fields.

1. Click **Insert > Calculated Field**. The Calculated Filed Setup window opens.



2. Select a field in the **Select Field** listbox and click the **Insert** button or double-click on the field.
3. Add operators (addition, subtraction, etc.).
4. Continue in this manner until you have all desired fields and operators. In our example below, we selected Original List Price minus the Sales Price. We also added a dollar sign and comma.
5. Type in a name for your calculation in the Calculation Name field.
6. In the Format section, specify the number of characters after the decimal point that the calculation formula will calculate. If you want to include a Dollar Sign and/or commas, then check those boxes.

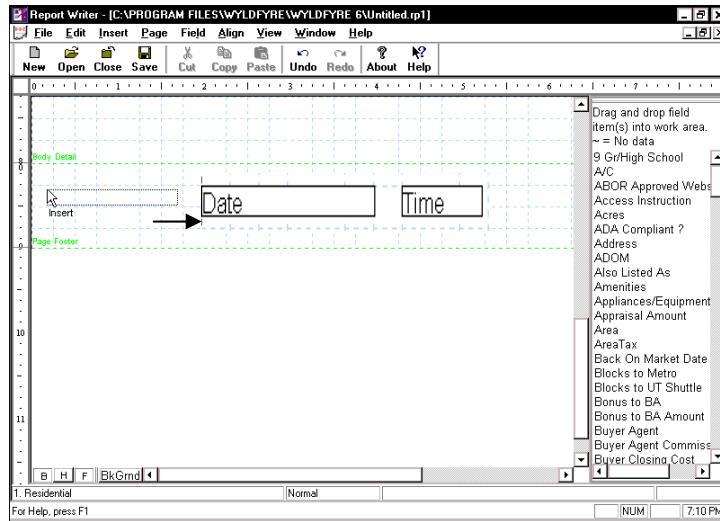
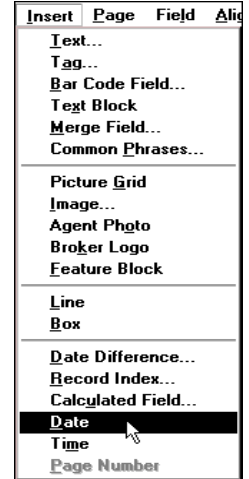


7. Click the **Font** tab to change the Font, Size, Effects and Color.
8. Click **OK** when finished and your cursor will change shapes from a **Pointer** to **Insert Cursor**.
9. Move the **Insert Cursor** to the point where you wish to place the field.

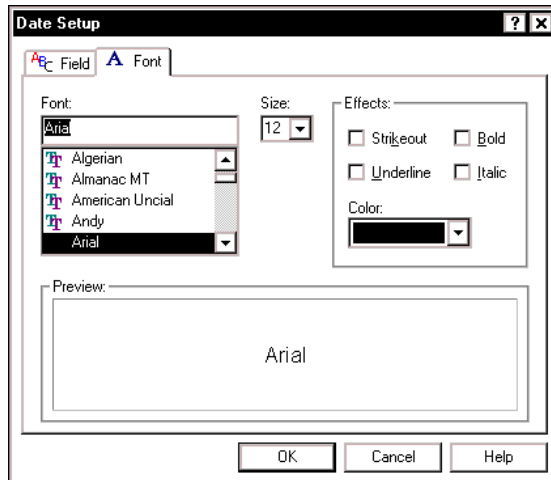
Inserting and Formatting Date and Time

You may want to include today's date or time on any of the reports that you create. Once placed, the software automatically prints the current date in the Date field and/or the Time in the Time Field.

1. To add the date and/or time, click **Insert > Date** or **Insert > Time**. Your cursor will change from a Pointer to an Insert cursor. Move the cursor to the point where you want to place the fields and click once. You can place these fields in the header or footer area as well. In our example, we placed the Date and Time field in the page footer.



2. Once the field has been placed, you can format it just like any other field by double clicking on it to bring up the Date or Time Setup window. Click on the Font tab to make your changes.

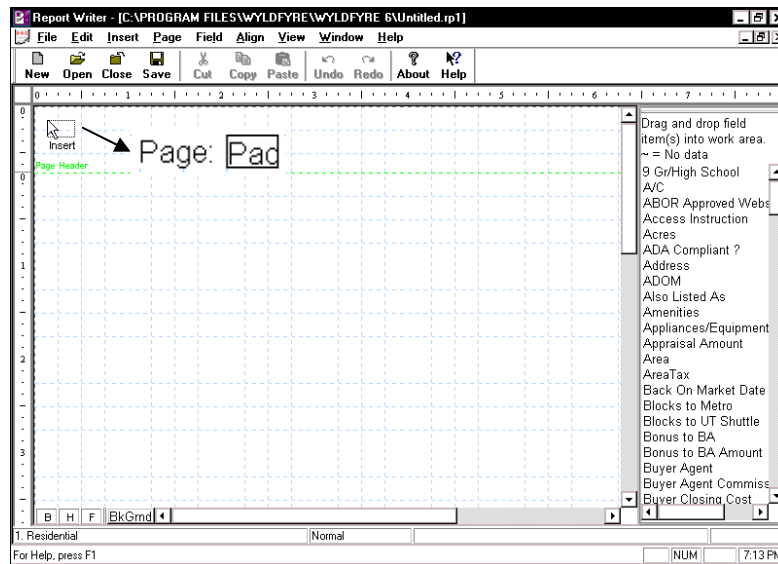
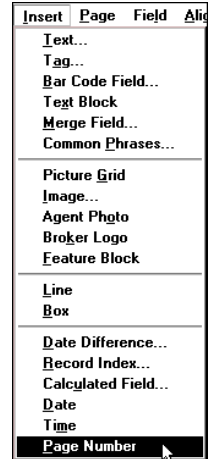


3. To move your field, simply click and drag the field to the desired location.
4. Make your changes and click OK.

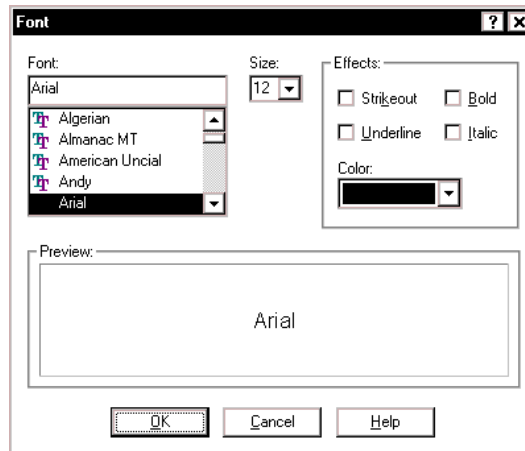
Inserting and Formatting Page Numbers

Page numbers can **only** be inserted in the header or footer section.

1. Click **Page > View Page Header** or **Page > View Page Footer** depending on where you want to place the page number. In our example, we placed the page number in the page header.
2. Click on **Insert > Page Number**.
3. Your cursor will change shapes from a Pointer to an Insert cursor. Move the cursor to the point where you want to place the page number and click once. Don't forget, you can add text in front of any data field, so that the field is labeled as "Page".



4. Once the field has been placed, you can format it by double clicking on it to bring up the Font window.

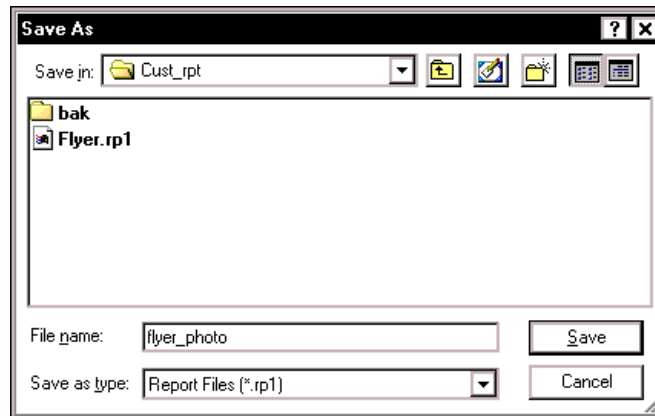
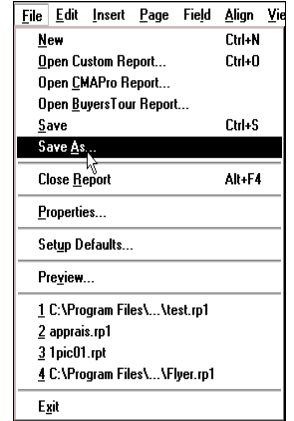


5. To move your field, simply click and drag the field to the desired location
6. Make your changes and click OK.

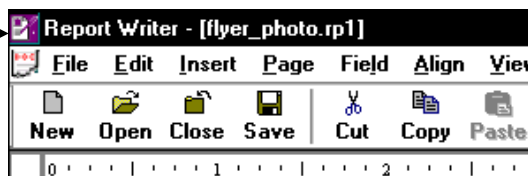
CHAPTER 8 – SAVING, VIEWING, OPENING, REVISING, PRINTING & DELETING REPORTS

Saving a Report

1. To save a report, click **File > Save As** or click the **Save** button on your toolbar. The Save As dialog box will open.
2. The program defaults to the **Cust_rpt** directory, which is where all of your custom reports are saved.
3. The Save as type field has a default name of ***.rp1** for class 1 reports, ***.rp2** for class 2 reports, etc. and should not be changed.



4. Type your report name in the File name field.
5. Click the Save button.
6. Your saved file name now appears in the Title Bar.

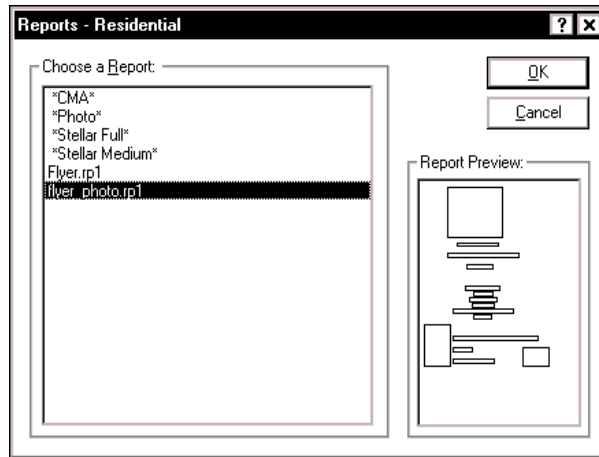


✓ *Tip: When you save the report after making some changes, click File > Save. This will automatically save your report under the same name.*

Viewing a Report

Once you save your report, you can view it from the Property Detail Reports in Listings. You must perform a search or open a saved search first before viewing the report.

1. Perform a search or open a saved search.
2. While at the Property Listing Table, click the **Other Reports** button on your tool bar or click **Reports > Other Reports**. The Reports - Residential window will open.
3. To view your report, double click on the file name assigned to that report or click on the report name and click OK.

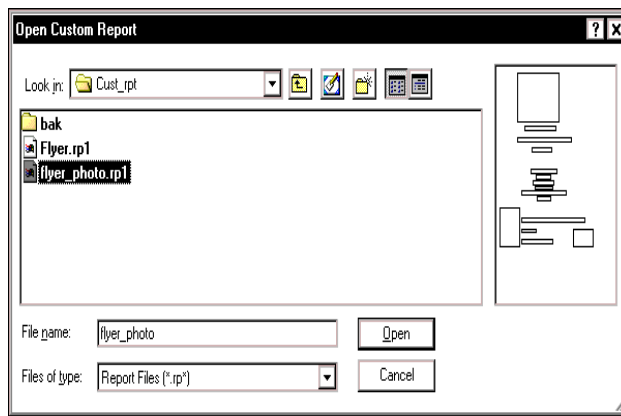
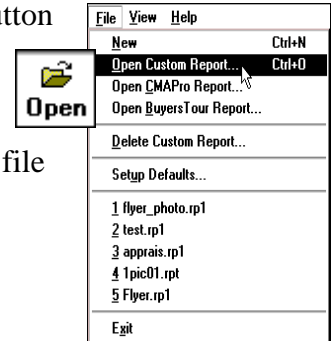


- ✓ *Tip: Reports with an asterisk are those standard reports that are included with the program. Note: The amount and types of reports is dependent upon your MLS.*
- ✓ *Custom reports are the ones you created. They are listed after the standard reports.*
- ✓ *The two custom reports shown above were created in Class 1 so they must be viewed in a Class 1 search. If you created a Class 2 report, then you would view that report in a Class 2 search.*

Opening and Revising a Report

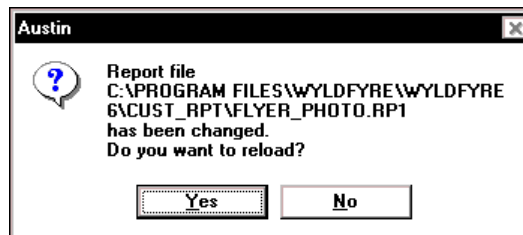
Revisions to reports must be made in Report Writer, **NOT** in Listings.

1. Open Report Writer.
2. Open your saved report by clicking the **Open** button on your toolbar or clicking **File > Open Custom Report**.
3. Double-click on the file to open or highlight the file and click **Open**.



4. After you make your changes, you must save the report again by clicking **File > Save**.

✓ **Tip:** *If you made changes to your report with Listings open, then when you go back into Listings to view your report, you will notice the message below pops up on your screen. Click Yes to reload the changes to your report.*



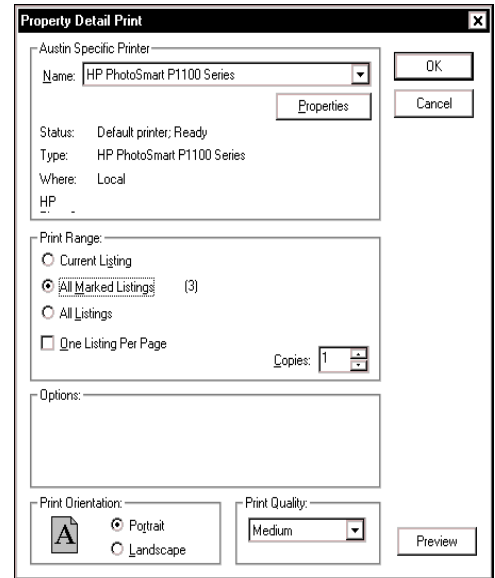
Printing a Report

There are three different ways to print the Reports:

- ❖ Click the **print** icon on your tool bar.
- ❖ Click on **File > Print Report**.
- ❖ Press the F5 key on your keyboard.



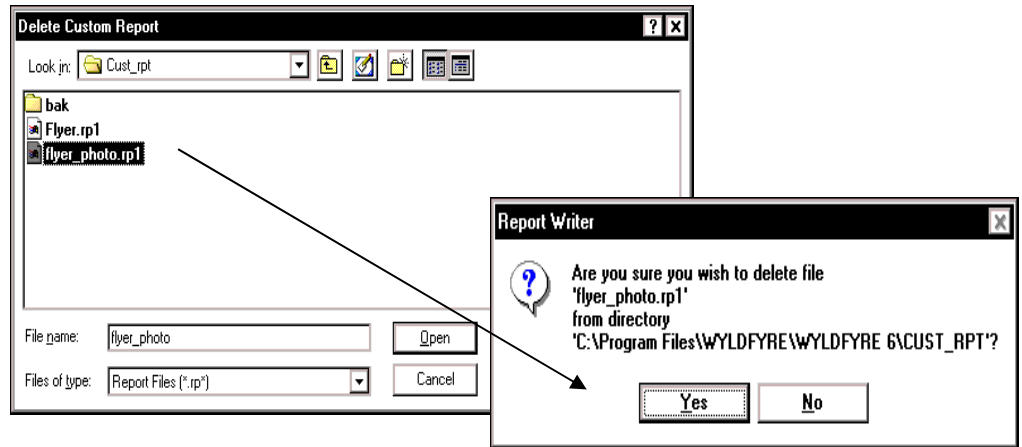
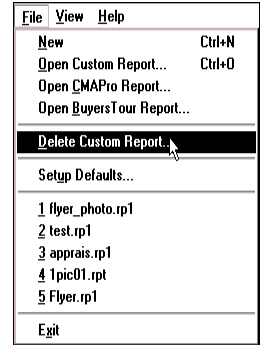
1. It displays the default printer. You can click on the pull down box to select other printers you have available.
2. To print the current listing (the one that is highlighted in the Property Listing Table, click the **Current Listing** option.
3. To print only the listings that you have previously marked, click the **All Marked Listings** option. There will be a number just next to that option showing the number of properties to be printed. In this example there are 3. You will multiple listings per page with this option.



4. To print all of the listings, click the **All Listings** option
5. To print one listing per page, click the **One Listing Per Page** option.
6. You can choose the number of copies to be printed.
7. The Print Orientation allows you to choose between Portrait or Landscape when printing a report.
8. To preview the reports, click on the Preview button.
9. Click on the OK button when you are ready to print your report.

Deleting a Report

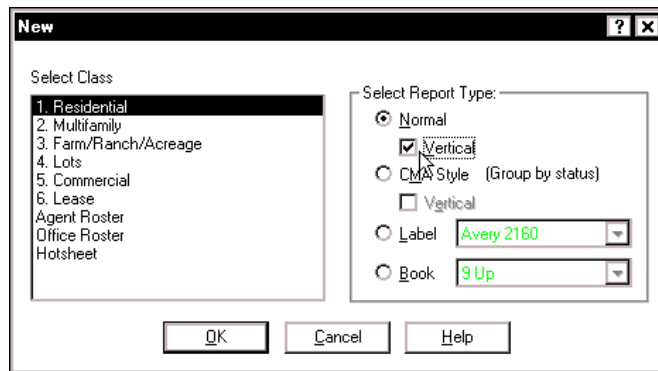
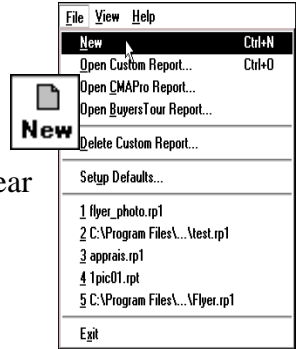
1. At the Main Window in Report Writer, click **File > Delete Custom Report**. The Delete Custom Report window opens.
2. Double-click on the file to delete or highlight the file and click Open.
3. You will be prompted to delete the file. Click Yes.



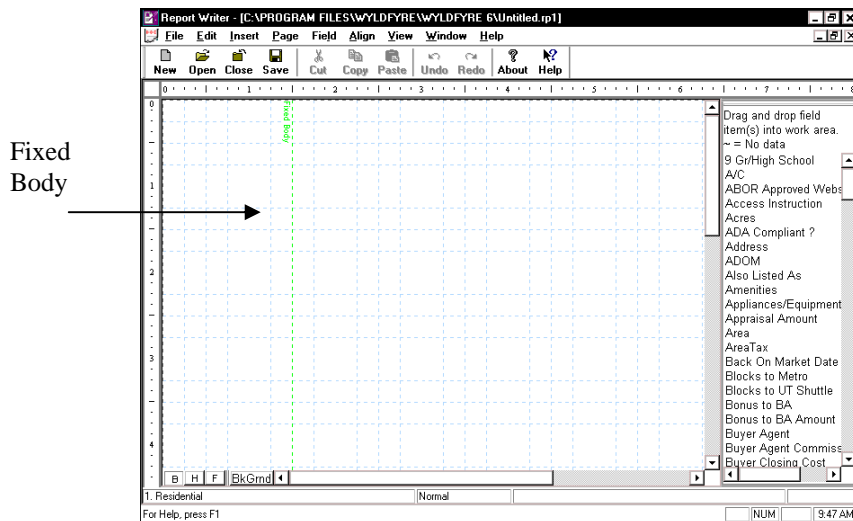
CHAPTER 9 - DESIGNING A VERTICAL STYLE REPORT

A Vertical report allows you to create an appraisal-style report with photos and custom headers and footers. You can even include a fixed-left side column for field labels. To create a vertical report, follow the steps below:

1. Open Report Writer.
2. Click **File > New** or click on the **New** button on your toolbar.
3. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design the Vertical Report.
4. Select the Report Type of **Normal and Vertical**.



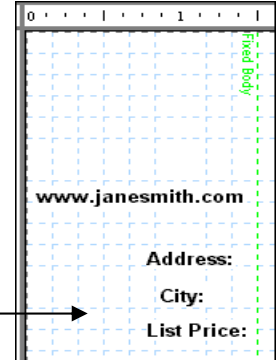
5. Click OK to continue. A blank report will open for you to create your vertical report.



Inserting Text Fields in the Fixed Body

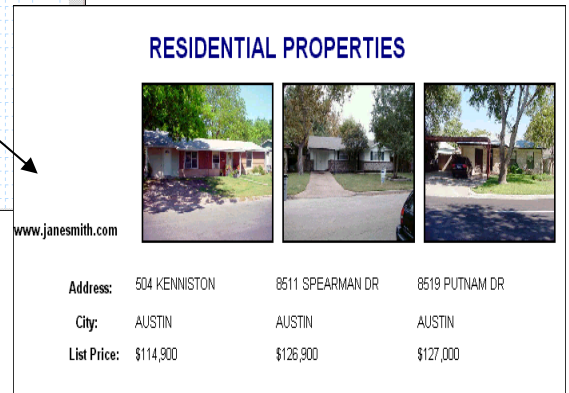
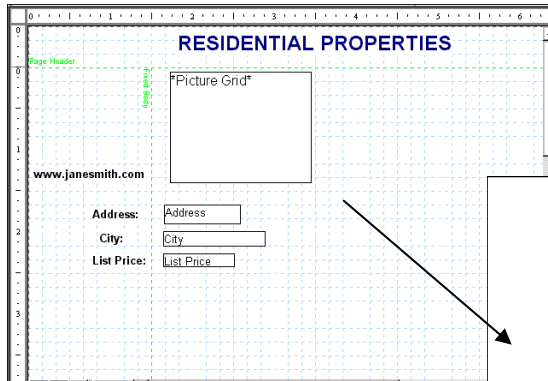
The Fixed Body area allows you to insert text fields (see Inserting and Formatting Text Fields on page 12). This becomes your fixed column for the field labels.

Text fields inserted into the fixed body area



Inserting Fields

Since the vertical report is an appraisal style, it allows you to print three properties across the page. You can include a photo (see Inserting Picture Grids on page 23), but you need to be sure the size of the picture grid is small enough so that three can fit across the page when your print. You can then add your Data Fields down the page (see Inserting and Formatting Data Fields on page 14) and you can include headers and footers.



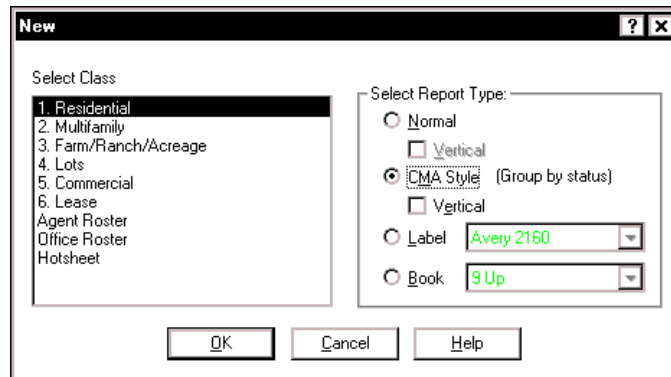
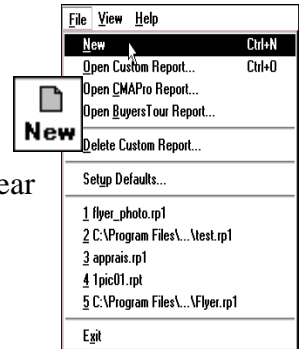
Saving, Viewing, Opening, Revising, Printing and Deleting a Vertical Style Report

To save, view, open, revise, print and delete a Vertical Style Report, you would follow the same steps you would take in a normal report (see Chapter 8 – Saving, Viewing, Opening, Revising, Printing and Deleting Reports on page 47).

CHAPTER 10 – DESIGNING A CMA AND VERTICAL CMA STYLE REPORT

A CMA style report allows you to group your data and create summary fields for each status. To create a CMA Style report, follow the steps below:

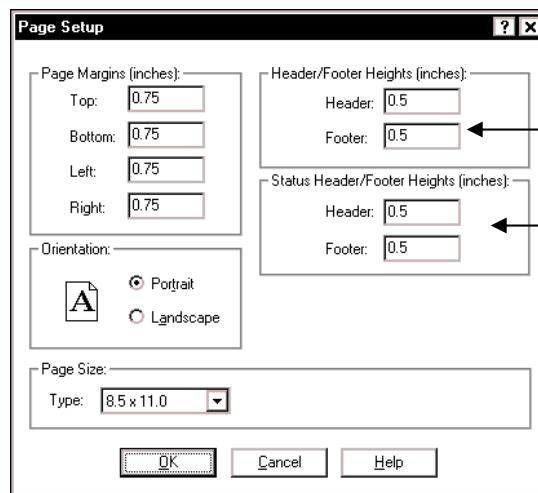
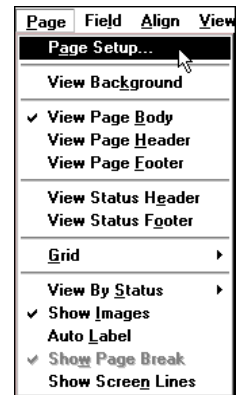
1. Open Report Writer.
2. Click **File > New** or click on the **New** button on your toolbar.
3. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design the CMA Report.
4. Select the Report Type of **CMA Style**.



5. Click OK to continue. A blank report will open for you to create your CMA.

Setting up a New Page

1. Click **Page > Page Setup**. The Page Setup window opens.
2. Adjust Margins, Orientation, Header/Footer Heights and Status Header/Footer Heights as desired. What's different about the CMA style vs. the Normal style is that you now have Status Headers.
3. Click OK when finished.



✓ **Tip:** Page Headers/Footers are the same as in a normal report (see *Formatting Page Headers on page 9 and Formatting Page Footers on page 10*). Status Headers corresponds to the status of a property and Status Footers is the Summary of each status. Report Writer groups the properties together by status.

Status Headers	ACTIVE			
	Address	Beds	Baths	List Price
Body	3925 HUMBOLDT ST	2	1	\$115,000
Status Footer	Average Price: \$120,742			

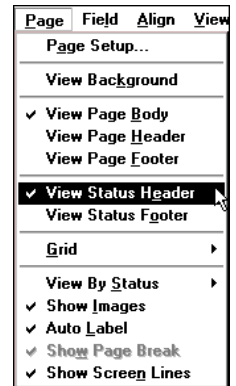
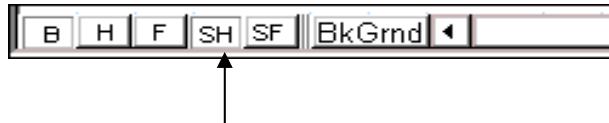
- ✓ **Tip:** When viewing the type of report on the previous page, you see only one property listed. However, when you print the report, you will have multiple properties listed based upon your selection criteria when printing as seen below.

ACTIVE			
Address	Beds	Baths	List Price
3925 HUMBOLDT ST	2	1	\$115,000
3021 WILLIAMS ST	1	1	\$119,000
3576 OLIVE ST	2	1	\$119,900
1560 SYRACUSE ST	1	1	\$122,000
3648 N WILLIAMS ST	2	1	\$124,900
Average Price:			\$120,160

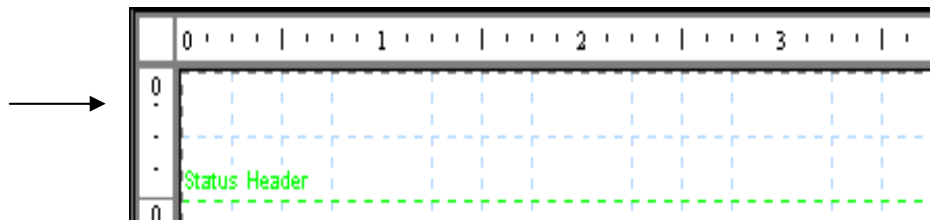
Viewing Status Headers

The status header is for displaying the property status at the beginning of each section of your CMA style report.

1. To access and view Status Headers, click **Page > View Status Headers** or click on the **SH** on the Access Bar at the bottom of your screen.



2. The screen will split horizontally near the top and should look like the picture below.

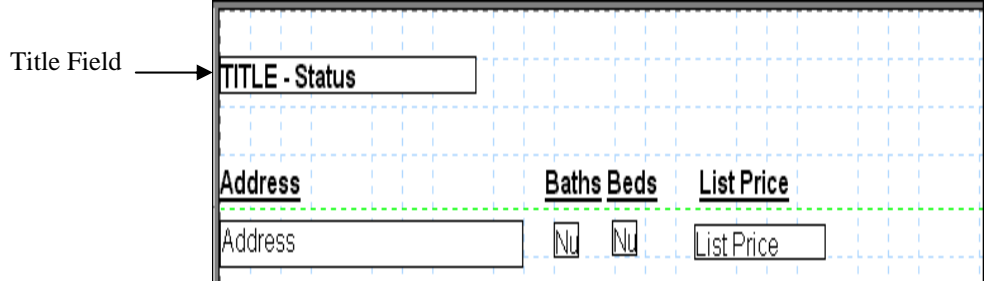
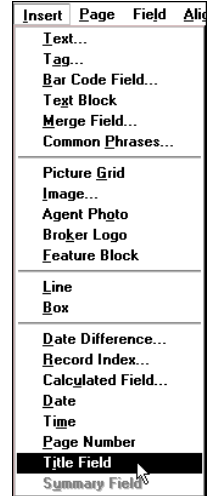


- ✓ **Tip:** You can resize the Status Header by placing the cursor on the dotted borderline. It will turn into a resize cursor. Move it up or down to make the header smaller or larger. Or you can go to Page > Page Setup and change your settings there.

Inserting and Formatting Title Fields into Status Headers

The Title Field displays the current status for each section of the CMA report.

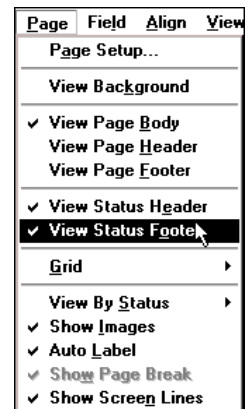
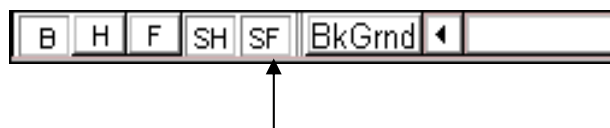
1. Click **Insert > Title Field** (you must have the View Status Headers section turned on to insert the Title Field).
2. Drag and drop the cursor to the desired location. You must drop this field somewhere in the Status Header area.
3. Double click on the Title Field to format the Font, Size Effects and Color.
4. If you plan to use column headings, such as Address, Beds, etc., then insert the headings in the Status Header area as text fields and format them (see Inserting and Formatting Text Fields on page 12 or Inserting and Formatting Tag Fields on page 16).
5. Then add the Data Fields in the Body Area (see Inserting and Formatting Data Fields on page 14).



Viewing Status Footers

Status Footers define the text that is normally found at the end of each section of a CMA report.

1. To access and view the Status Footer, click **Page > View Page Footer** or click on the **SF** on the Access Bar at the bottom of your screen.



- The screen will split horizontally near the bottom and should look like the picture below.
- You can insert Page Numbers, Time, Date, Lines, Boxes, etc.

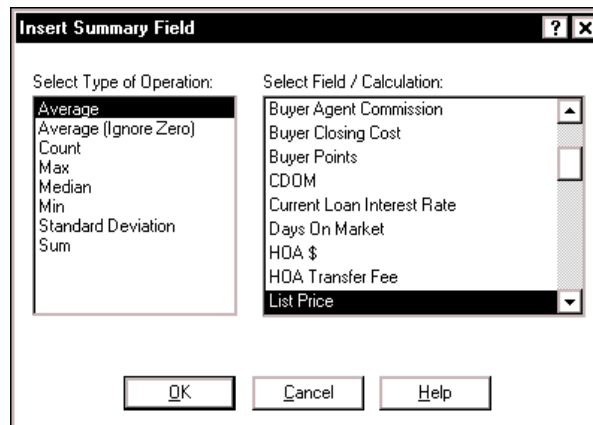
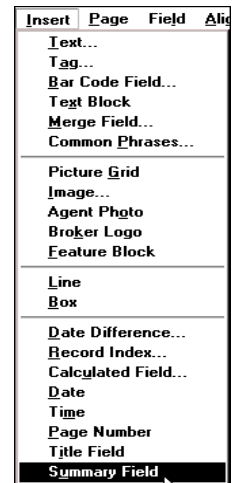


✓ *Tip: if the BkGrnd button is selected, then you can't access the headers or footers.*

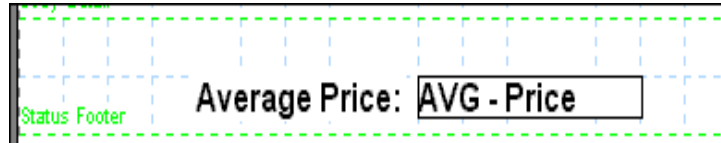
Inserting and Formatting Summary Fields

Following each section you can insert Summary Fields such as Total Number of Listings, Minimum or Maximum Price or Average Price to summarize information. The Summary Field must be in the Status Footer area.

- Click **Insert > Summary Field**. Release the mouse and the Insert Summary Field window opens.
- Select a field from the Select Type of Operation listbox.
- Select a field from the Select Field/Calculation listbox.



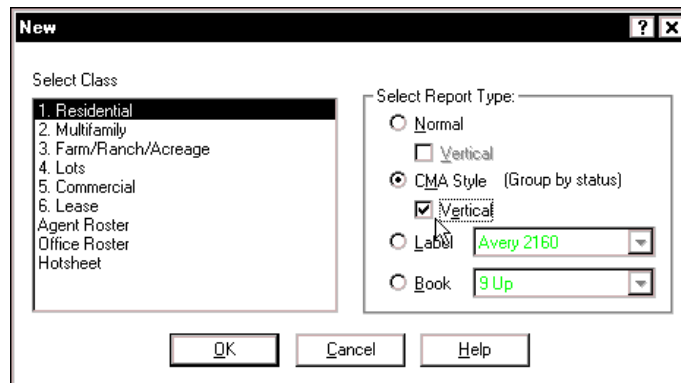
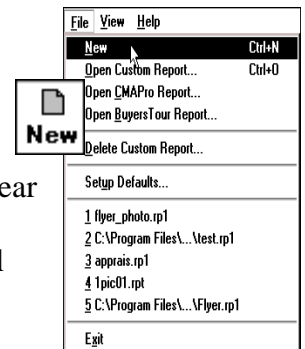
4. Move the Insertion cursor to the Status Footer section and place the field.
5. Double-click on the Summary Field to format Font, Size, Effects and Color.
6. If you want to label the Summary Field, then insert the text field and place in front of the Summary Field.



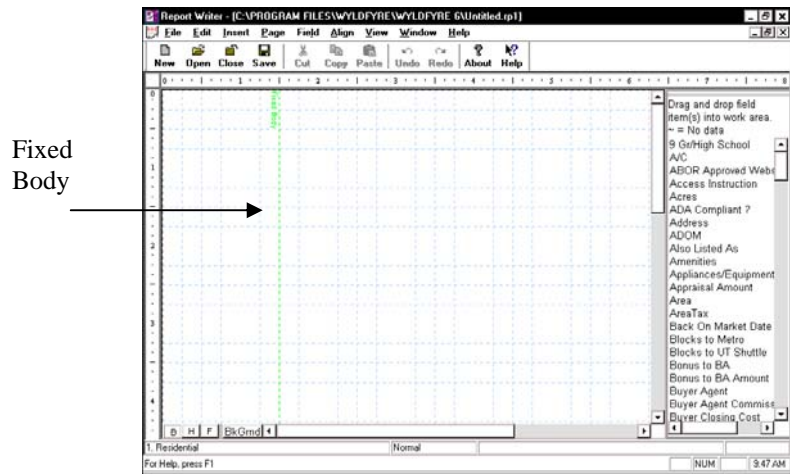
Vertical CMA Style Report

A Vertical CMA report is just like the Vertical report as seen on page 52, except that it allows you to group your properties by status. To create a Vertical CMA report, follow the steps below:

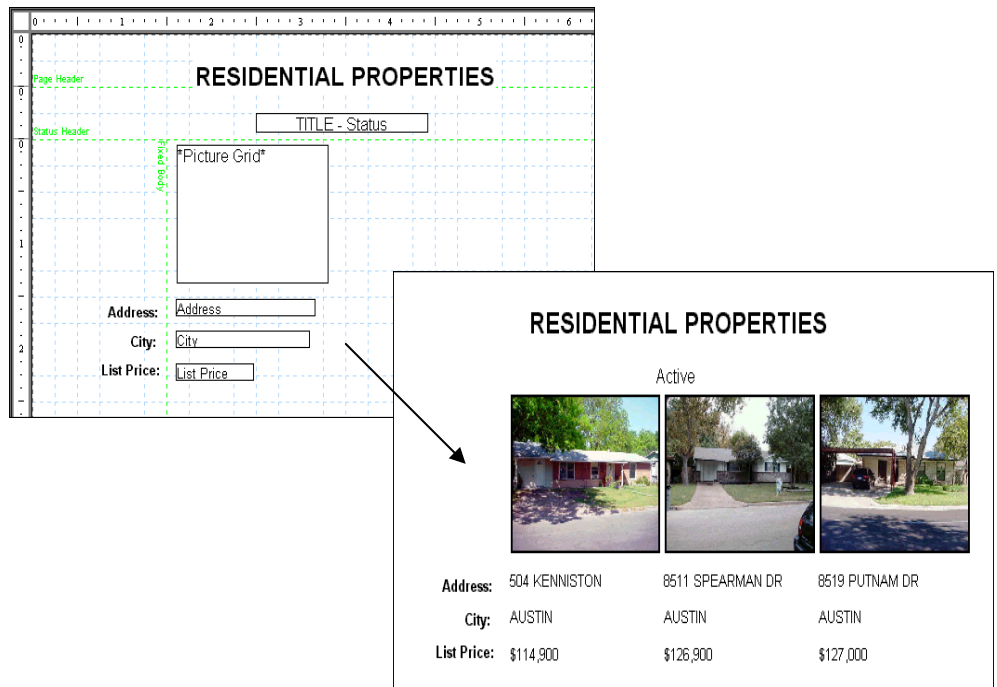
1. Open Report Writer.
2. Click **File > New** or click on the **New** button on your toolbar.
3. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design the Vertical CMA Report.
4. Select the Report Type of **CMA Style and Vertical**.



- Click OK to continue. A blank report will open for you to create your Vertical CMA report.



- Insert text fields, data fields, and picture grids by following the example in Chapter 9 – Designing a Vertical Report on page 52 and 53.
- In addition, since this is a CMA style report, you can group your properties by status by using the Status Headers (see Inserting and Formatting Title Fields into Status Headers on page 57).



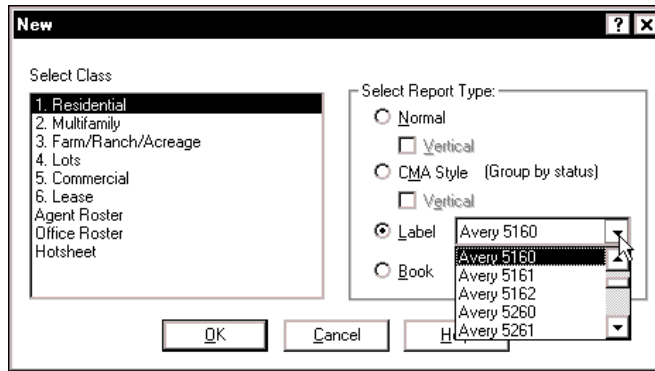
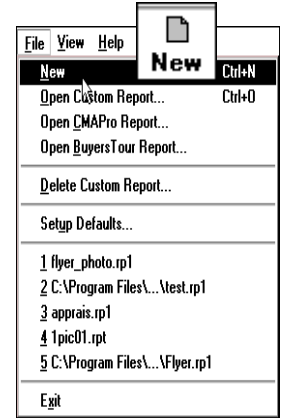
Saving, Viewing, Opening, Revising, Printing and Deleting a CMA or Vertical CMA Style Report

To save, view, open, revise, print and delete a CMA or Vertical CMA Style Report, you would follow the same steps you would take in a normal report (see Chapter 8 – Saving, Viewing, Opening, Revising, Printing and Deleting Reports on page 47).

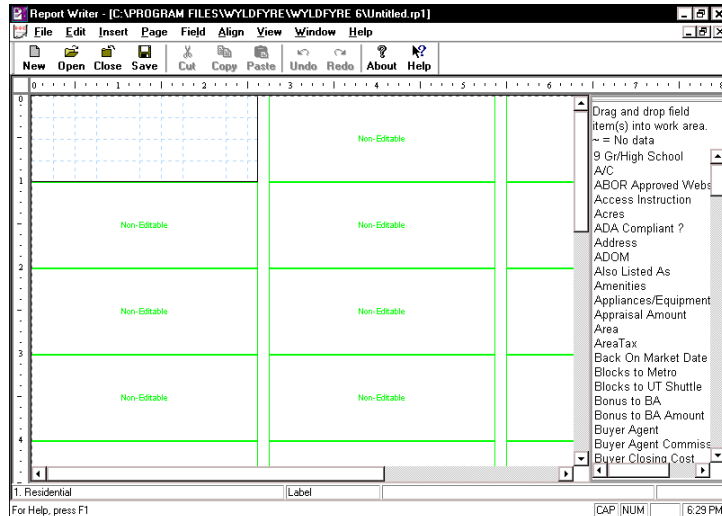
CHAPTER 11 – DESIGNING LABELS

Designing labels with Report Writer is quick and easy. You can create a generic label template that can import specific information from a group of listings.

1. Open Report Writer.
2. Click **File > New** or click on the **New** button on your toolbar.
3. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design the labels.
4. Select the Report Type of **Label**.



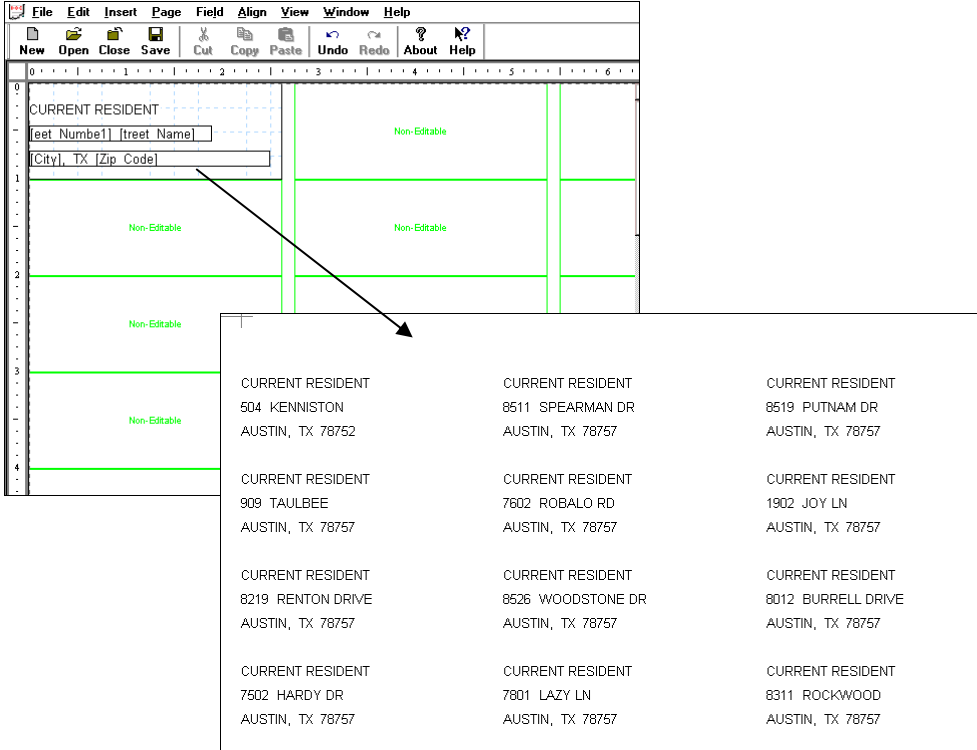
5. From the Label Type listbox, click on the drop down arrow and select the type of label sheets you will be printing on.
6. Click OK to continue. A blank report will open for you to create your labels.



Inserting Fields

Drag and drop the desired data fields onto the working area of the label and/or insert text fields.

In the example below, we inserted CURRENT RESIDENT as a text field (see Inserting and Formatting Text Fields on page 12), merged the Street Number and Street Name fields and merged the City, State and Zip code fields (see Inserting and Formatting Merging Fields on page 36).



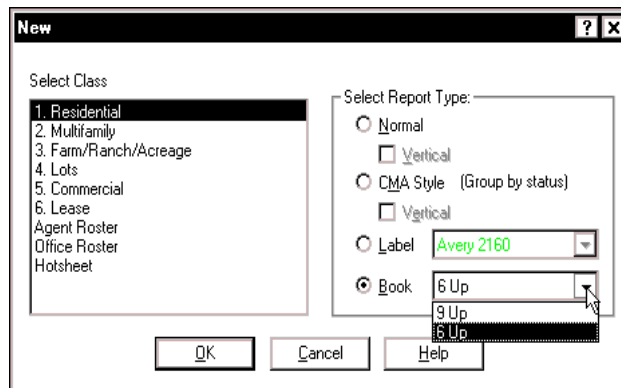
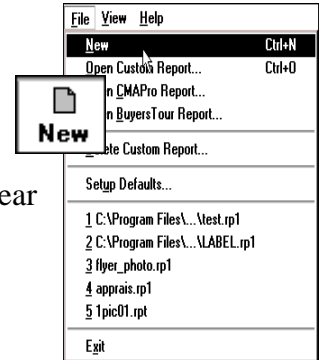
Saving, Viewing, Opening, Revising, Printing and Deleting a Label Style Report

To save, view, open, revise, print and delete a Label Style Report, you would follow the same steps you would take in a normal report (see Chapter 8 – Saving, Viewing, Opening, Revising, Printing and Deleting Reports on page 47).

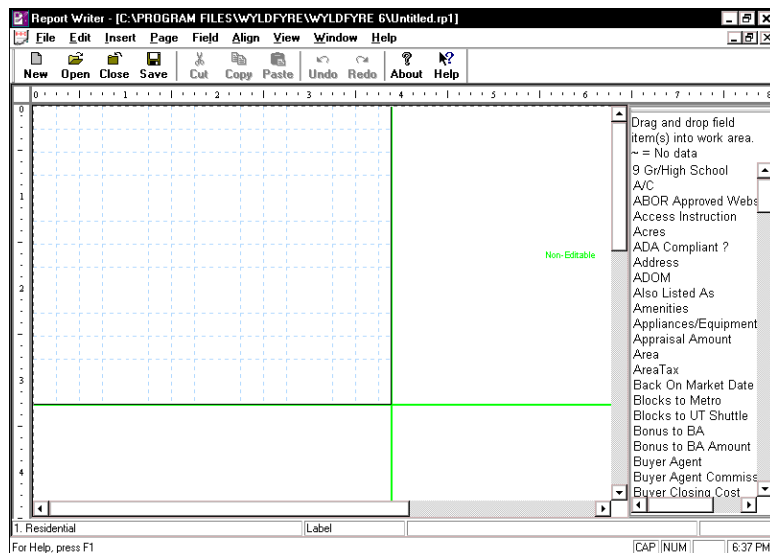
CHAPTER 12 – DESIGNING A BOOK STYLE REPORT

A Book Style Report enables you to print a series of mini-reports horizontally and vertically on a page.

1. Open Report Writer.
2. Click **File > New** or click on the **New** button on your toolbar.
3. A list of all the property classes available will appear in the Select Class box. Click the desired class of property for which you wish to design the book report.
4. Select the Report Type of **Book**. From the Book Type listbox, select the desired number of reports to fit on the page.



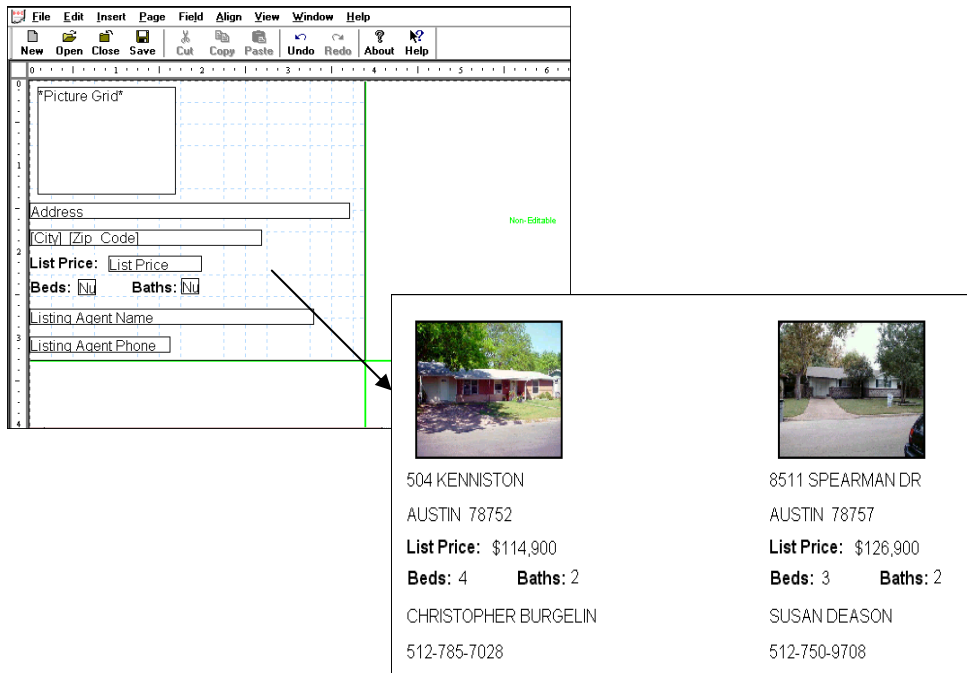
5. Click OK to continue. A blank report will open for you to create your book report.



Inserting Fields

Drag and drop the desired data fields onto the working area of the book report and/or insert text fields.

In the example below, we inserted the Picture Grid (see Inserting Picture Grids on page 23), inserted Data Fields (see Inserting and Formatting Data Fields on page 14), inserted text fields (see Inserting and Formatting Text Fields on page 12) and merged the City and Zip code fields (see Inserting and Formatting Merging Fields on page 36).



Saving, Viewing, Opening, Revising, Printing and Deleting a Book Style Report

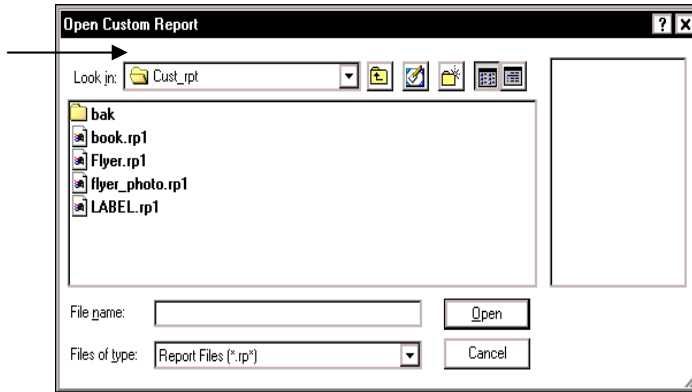
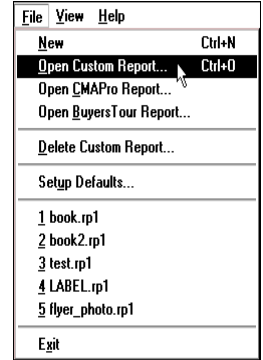
To save, view, open, revise, print and delete a Book Style Report, you would follow the same steps you would take in a normal report (see Chapter 8 – Saving, Viewing, Opening, Revising, Printing and Deleting Reports on page 47).

CHAPTER 13 - REVISING STANDARD REPORTS

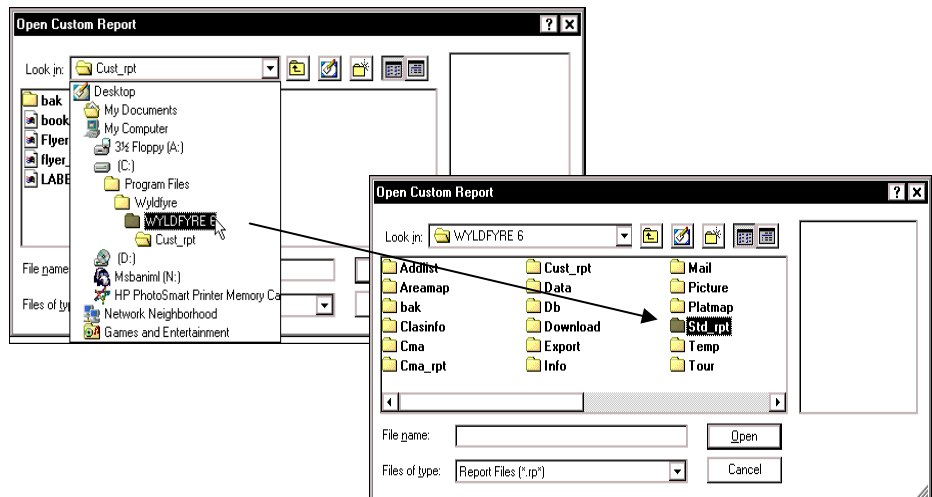
Revising Standard Reports

In addition to creating and revising your own custom reports you may revise and save any of the standard report designs. All revisions must be made from within Report Writer. To revise a standard report, follow these steps:

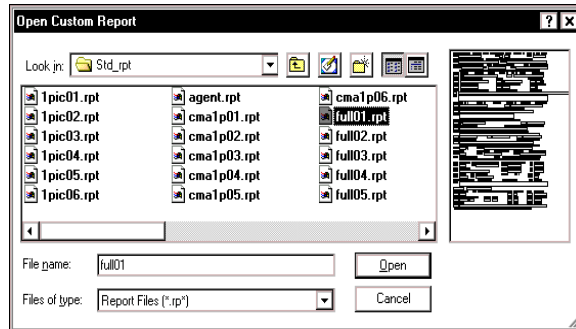
1. While in Report Writer, click on **File > Open Custom Report**.
2. The Open Custom Report dialog box automatically opens at the Cust_rpt directory. You need to find the std_rpt directory.



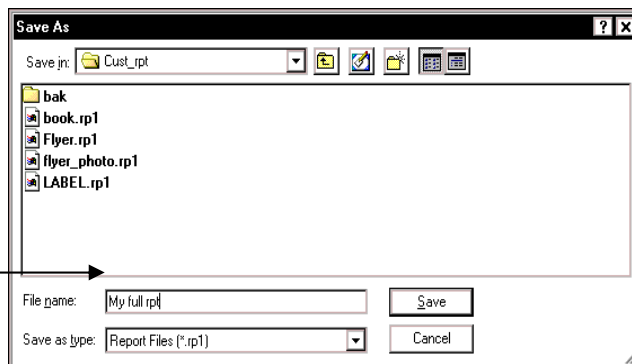
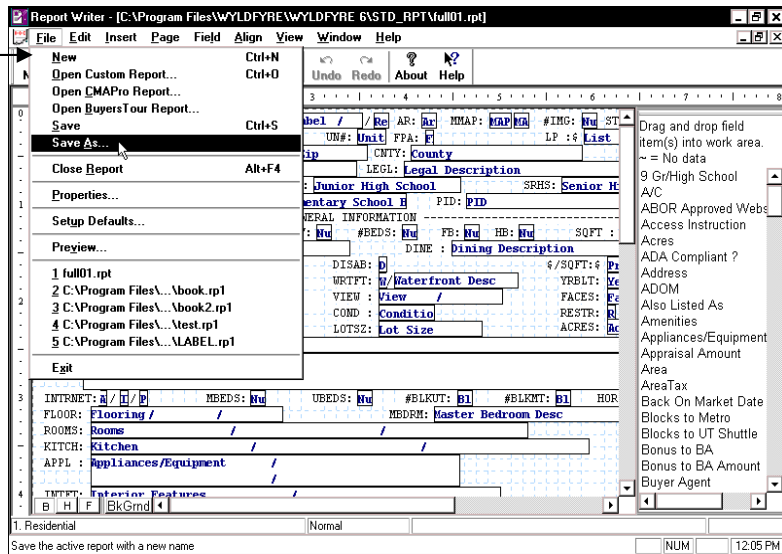
3. Click on the drop down arrow in the Look in box and click on WyldFyre 6 folder, then double click on the std_rpt directory to view the file names which identify the various standard formats. The numbers following the file names refer to the class of property the report was created in.



- Double click on the file name or highlight the file name and click the Open button to view the report design in Report Writer. In our example, we are opening the ful01.rpt report.



- Before you edit your report, you **MUST** save your "new" design by clicking **File > Save As**. We saved our report as "My full rpt".



- You may now edit the original design as you would a new report.

7. Be sure to save your changes again by clicking on **File > Save**.
8. The revised report is now accessible through Listings as a custom report saved in the cust_rpt directory.

