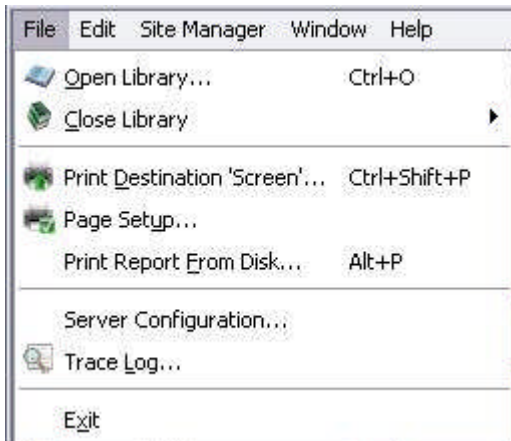


## Section 4

### 4.0 Menu Bar

File Edit Site Manager Window Help

#### 4.1 File Menu



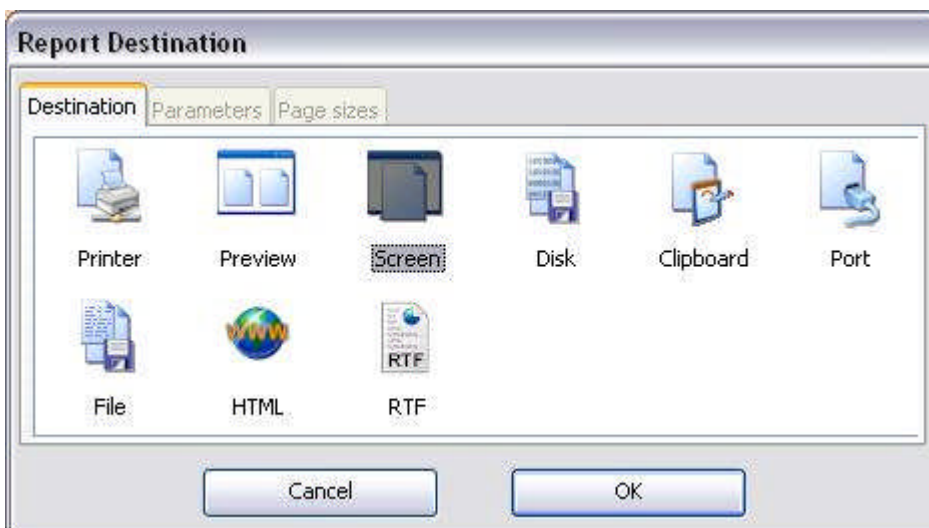
##### 4.1.1 Open Library

The library is the program that carries out the function “Kontrol Pro”. Although most users set their system to open from the desktop, you can save time by not having to reload the Omnis Studio Database program by switching from Library to Library through this method.

##### 4.1.2 Close Library

This function closes the library. The benefit that it offers the user at runtime level is that it may reduce the size of occupied memory.

##### 4.1.3 Print Destination ‘Screen’



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You select the output destination or device for your reports from the 'Print Destination Screen'. This screen may also contain any custom devices, such as the HTML device. To set the report destination - select the destination required and click "**OK**", or double-click on the destination.

The devices in the Print Destination Screen include:

### **Printer**

The Printer option sends the report to the current printer. Under Windows select the printer option, this opens a list of installed printers. Changing to a new printer does not affect the default printer setup as defined in the Windows Control Screen. **Note:** You can change the page setup with the "File - Page Setup" menu item.

### **Preview**

The Preview option displays a full page on the screen. Text is "Greeked" if the screen size is too small, dots representing the characters so that the whole page fits the available screen area.

### **Screen**

The Screen option is the default Report Destination at startup. It displays the report on the screen without the normal page margins. You can copy graphics in Windows metafile, bitmap or Macintosh PICT format from the screen and page preview report window by selecting an area with the mouse and using the 'Edit' – 'Copy' menu item. You can copy text in the same way and you can select and copy more of the report than is displayed on screen.

When you drag and select data in your report, the window will scroll. The Select All option in the edit menu selects the whole report. You can have more than one screen/page preview report open at a time. When you display reports on the screen, you can use the horizontal and vertical scroll bars to view the report, the Page Up, Page Down, and arrow keys as well.

Omnis displays a screen report window as soon as it has prepared the first page of data, that is, it does not wait for the report to finish. Therefore as you scroll a long report it may take a few seconds to print each page.

### **Disk**

The Disk file report device sends the report output to a file on disk in a cross-platform binary format. If you double-click on the Disk icon it prompts you for a disk file name.

You can print to the Disk device on one platform, reload the file in Omnis and print it on another platform. Alternatively, you can print the output from the Disk device using the 'File - Print Report From Disk' menu option, or using the *Print report from disk* command.

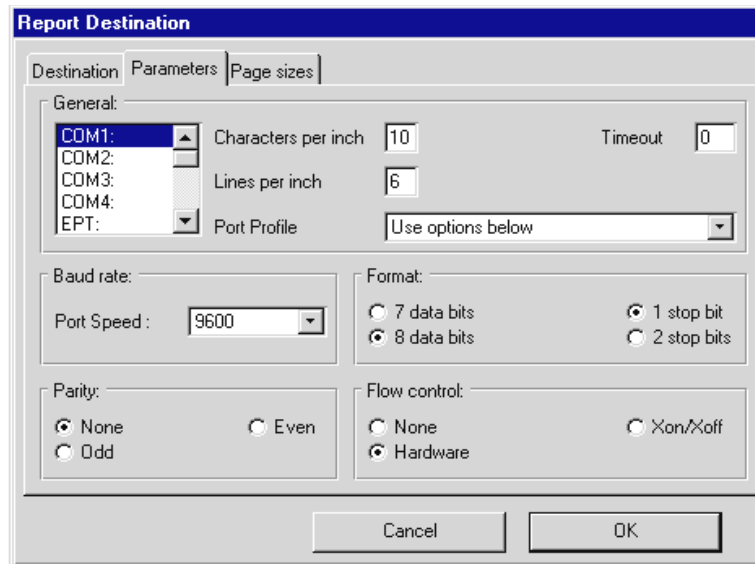
### **Clipboard**

The Clipboard option sends the current report to the clipboard as an unpagged, text-only report suitable for pasting as text into other applications.

### **Port**

The Port option sends the current report to a Windows serial or parallel port or a MacOS Modem or Printer port specified in the Parameters screen. This device also uses the settings in the Page sizes screen. (See the File device.)

Only one program can have a particular port open; if a port is open in Omnis and it is also, for example, the port used by the Spooler, then the Spooler will not be able to function.

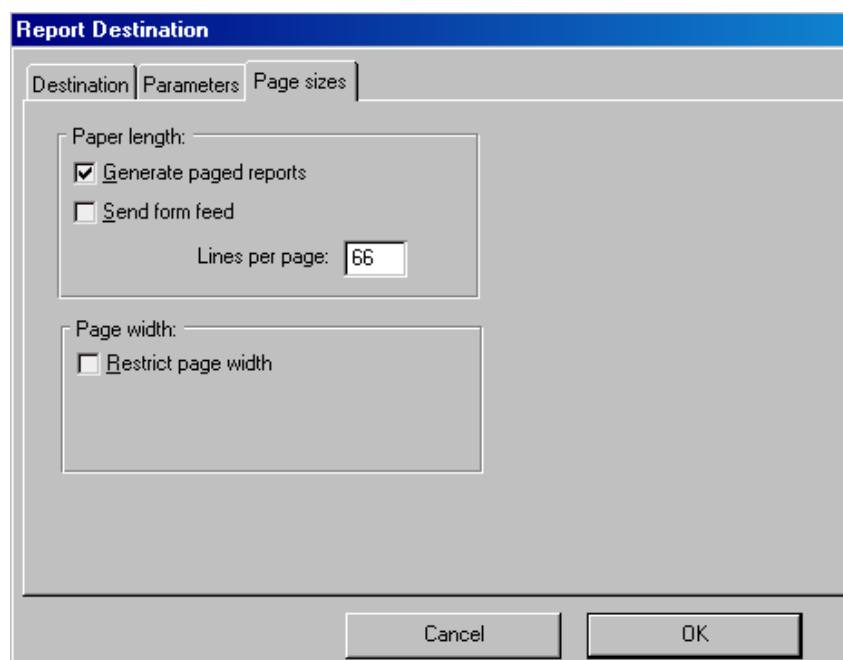


Under MacOS, there is an option on the Parameters screen to convert for ImageWriter. When selected, the characters beyond ASCII 127 convert to a combination of a character, backspace, and accent character so that the report can print accented characters and umlauts. You can save the settings for the Port device to a profile using the Port Profile Editor. (See later in this chapter for a description of the Port Profile Editor.)

## File

The File print destination sends the current report to a file. If you double-click on the File icon Omnis prompts you for a file name. Omnis does not close the file at the end of the report so you can append multiple reports into a single file. This option enables the 'Page sizes' screen in the 'Report Destination' screen.

In the 'Page sizes' screen, you can specify the number of lines per page to use in reports printed to a file or a port. Omnis stores the setting in the Omnis configuration file. If you check the 'Generate paged reports' check box, you can also check the Send form feed check box, which tells Omnis to terminate pages with a form feed, or fill in the Line per.





## HTML HTML

The HTML report device is a custom device that prints a report to an HTML file on disk. When installed and loaded it appears in the 'Print Destination Screen' and behaves like any other standard printing device. You can send any Omnis report to the HTML device and access and change the device using the notation. If you double-click on the HTML icon in the Print Destination Screen Omnis prompts you for a file name.

The HTML printing device uses HTML tables and standard HTML tags to position and structure the output of the Omnis report. The default background colour of the HTML file is white. The colour of the text in the original report class is retained in the HTML output file. Where possible, the device converts any image or picture data into JPEG images, which are written to disk and linked to the output HTML file.



## RTF RTF

The RTF print device sends the current report to an RTF file. If you double-click on the RTF icon in the Report Destination screen Omnis prompts you for a file name. You can also set the file name under the Parameters screen in the Report Destination screen, as well as control the how images are embedded or linked. The default behaviour is to embed images in the RTF file, but you can link the images in which case any images are stored as separate files and linked to the RTF file; you can also ignore the images altogether.

### Memory device

The Memory device lets you send a report to a binary variable or field, which you can hold in memory or save in a database. At a later date you can reload the contents of the binary variable or field and print the report to the printer or any other destination. You can access this device using the notation only (by default it is not shown in the Print Destination screen). You can print the output from the Memory device using the *Print report from memory* command.

### DDE/Publisher Device

The DDE/Publisher lets you send a report via DDE under Windows, or to an edition under MacOS. You can access this device using the notation only (by default it is not shown in the Print Destination screen).

### Report and Field Methods

You can create a report class, add fields and objects to the report from the Component Store, but to print sophisticated reports you will need to add some programming behind the fields and sections on your report.

To do this, you need to write code that uses the Omnis print commands or methods. You can add *class methods* to the report itself to control printing, and you can add *field methods* to each field or section marker on your report to control things like the interval breaks and subtotals.

You can add up to 501 methods to each field or section on your report, and a further 501 methods to your report class. You enter the methods for a report class and its fields using the method editor.

When you create a report from the Component Store it contains a `$construct()` and `$destruct()` method by default. You can add code to these methods to control the opening and closing of the report instance. For example, if your report uses a list you can build the list in the `$construct()` method in the report. You can use the `$open()` method or the *Prepare for print* command to open a report instance, you can finish a report using `$endprint()` or the *End print* command, and you can close a report instance using the `$close()` method.

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You can send a list of parameters to the `$construct()` method when you open the report instance using the `$open()` method. You can send data to a report instance record by record using the *Print record* command, or print an entire report using the *Print report* command.

Alternatively, you can send print messages to a report instance using the notation. For example, you can send a `$printrecord()` message to print a record to the report instance, or send an `$endprint()` message to finish the report; there is no equivalent method for the *Print report* command.

You can override the default handling for these messages by writing your own custom methods with the same name. You enter these custom methods in the class methods for the report class.

#### **To add a method to a report class**

- Open your report class
- Right-click on the report background to open the report context menu
- Select the Class Methods option
- Right-click in the method list in the method editor and add your method

#### **To add a method to a report field or section**

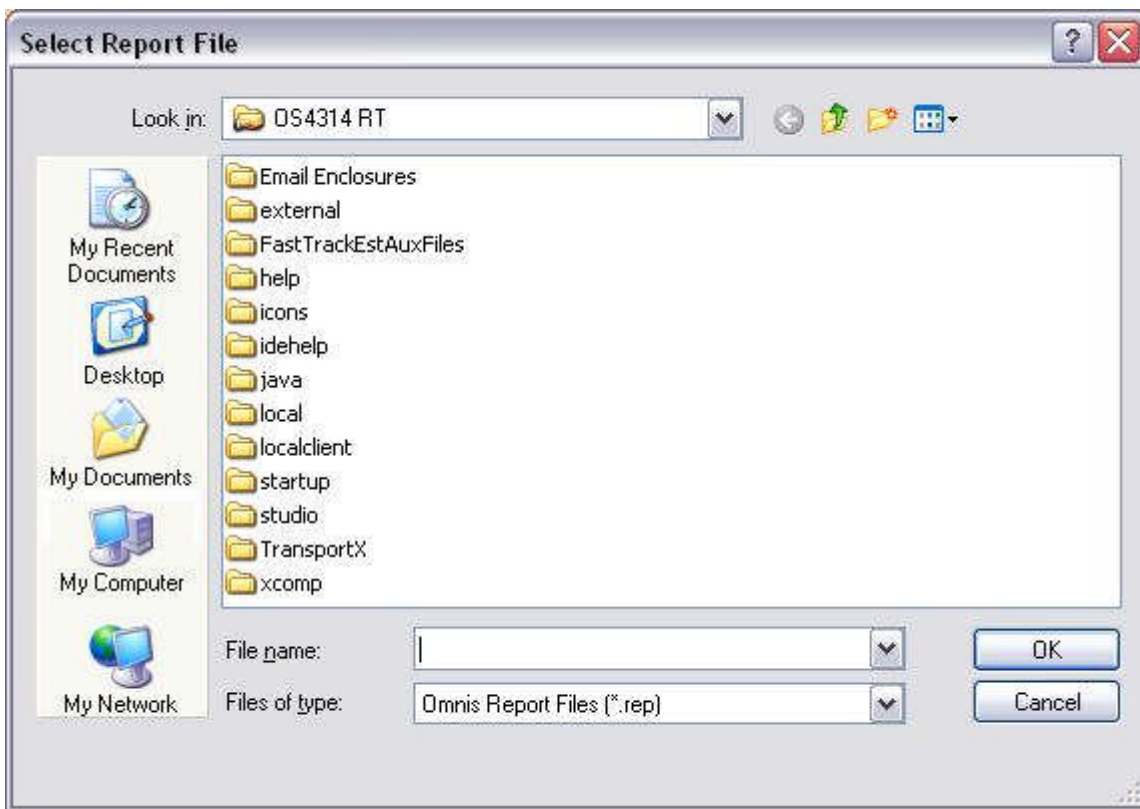
- Open your report class
- Right-click on the field or section to open its context menu
- Select the Field methods option
- Right-click in the method list in the method editor and add your method

The next section in this chapter describes the type of methods you can add to report classes and objects.

#### **4.1.4 Page Setup**

This is where the user can reset their computer defaults with regards to printers page set up, such as portrait, landscape and page size options. This is pretty standard format found in most window programs.

#### **4.1.5 Print Report from Disk**



## 4.2 Edit Menu

Edit	
U <u>ndo</u>	Ctrl+Z
C <u>ut</u>	Ctrl+X
C <u>opy</u>	Ctrl+C
P <u>aste</u>	Ctrl+V
C <u>lear</u>	Del
S <u>elect A</u> ll	Ctrl+A
Paste From <u>F</u> ile...	
Paste <u>L</u> ink	
R <u>e</u> move DDE Link	
L <u>inks</u> ...	
<u>O</u> bject	
I <u>n</u> sert Object...	

The “Edit Menu” shows the functions that can be performed in this menu. Some functions are grey, these functions are only available when they are black. Some of these functions are not available for use in this program.

There are also some keyboard functions available, this is where the user presses, in this situation, the “**Ctrl**” key and then a letter. For example, by pressing the “**Ctrl**” key and then “**C**” this will copy the contents of the open cell into the Clipboard.

### Undo – Ctrl+Z

This function helps you to return data to the field if mistakenly deleted or modified in the previous action.

### Cut – Ctrl+X

This function allows you to delete data information from fields. Information can then be pasted elsewhere into another area of the field or another field entirely.

**Copy – Ctrl+C**

Allows the user to copy the contents or portion of a cell into the **Clipboard**, this can be pasted into another field or portion of a field. Cuts down input time when you are repeating input of any similar type of information.

**Paste – Ctrl+V**

Allows you to paste previously copied data into a new location, to use you must use the copy function first.

**Clear - Del**

Clears the data in the field you are working in, and should you have made a mistake you can use the “Undo” function to return the data if available.

**Select All – Ctrl+A**

Used mainly in the list areas of this program when you are required to select all of the items in the list.

**Paste from File**

Allows the user to paste from a file as the name suggests. For example, if the user has a text file that needs to be transferred into a field you can use this program to open the file and copy the entire file into a field, providing the field is of sufficient size to accommodate all of the information.

**Paste Link**

This function is not used in this Library.

**Remove DDE Link**

This function is not used in this Library.

**Links**

This function is not used in this Library.

**Object**

This function is not used in this Library.

**Insert Object**

This function is not used in this Library

### 4.3 Site Manager Menu

**Navigation Window**

Moves to the Navigation Screen (refer to Category 5.4 in the “Getting Started” section of this manual).

**Change Password**

Moves to the Logon Screen (refer to Category 5.1 in the “Getting Started” section of this manual).

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**NOTES**