

# Text Reports

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## MTE User Manual - Report Fundamentals

3.18

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# Text Reports

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## Editing

All text reports have fundamental word-processing properties:

- Text is completely editable.
- Fonts and colours may be changed.
- Objects, such as images can be inserted.
- Text can be copied into other programs.

The font used in a report can be set via the **Report font** option in the **Format** page of the report's Advanced Profile options. MCRReport uses a non-proportional font (such as Courier) to construct columns in tables, so they will be unaffected by this option.

Font and colour can be changed locally in a report by selecting a block of text, right-clicking and selecting **Typeface** from the pop-up menu. This is useful for manually highlighting certain figures in a report.

The normal view of a report is a continuous stream of text. MCRReport automatically inserts hidden page break characters at appropriate places, such as the end of the Header Sheet. Manual page breaks may be inserted into a report at the cursor, by right-clicking and selecting **Page break** from the pop-up menu. Use the Print Preview to view how a report will be paginated when printed.



*Note: Remember that any manual editing of a report will be lost when a report is recalculated. A report is automatically recalculated when any changes are made to the report's Local Profile or tagged datasets.*

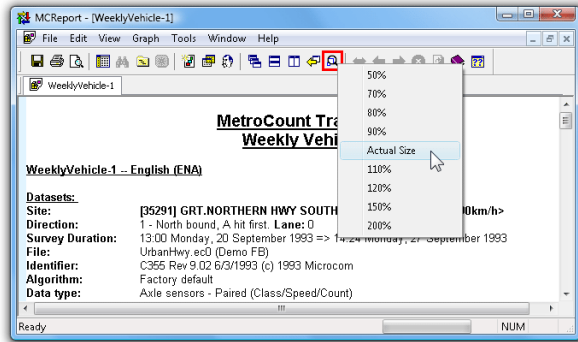
## Saving

Text reports can be saved by selecting **File » Save report as** from MCRReport's main menu. Reports can be saved in Rich Text Format (RTF), which includes all the font and formatting information, or plain text (TXT).

The **Save file** dialog always defaults to the **Folder for report output** option in MCRReport's Global Settings, accessible by selecting **Tools » Settings** from MCRReport's main menu.

# Zooming

Text reports can be zoomed on-screen, without affecting the actual font size or printed output. Simply click the **Zoom** button on MCRReport's main toolbar, and select the desired zoom level. Note that only a zoom level of **Actual Size** will display a page outline. For a true indication of printed output, use the Print Preview.



Zooming a text report

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