

# **KnowItAll Software Training**

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## Create Reports

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## How to Create Customized Report Templates

### Purpose

KnowItAll users can use report templates to easily generate high-quality documents including structures, spectra, tables, clip art, and more. Reports can be exported using a variety of formats, making it easier to share results with others.

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### Objectives

These exercises will teach you:

- How to open and use predefined KnowItAll report templates
  - How to create and use customized report templates
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### Background

In addition to serving as the basis for reports, templates are used when objects and information are transferred to the ReportIt application from other KnowItAll applications. A template must be selected before any transfer can occur. A default template can be selected for each application, or a template can be chosen every time information is transferred to the ReportIt application.

#### ***Training Files Used in This Lesson***











































C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates






















- Wiley.gif
- \MineIt\Landscape.rtt

#### ***KnowItAll Applications Used***

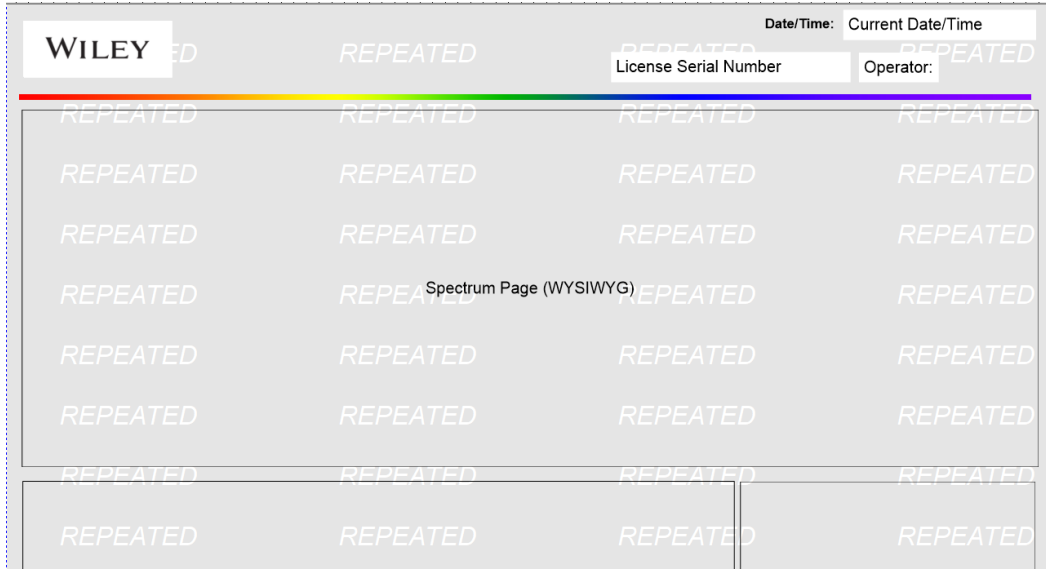
- ReportIt™
- MineIt™

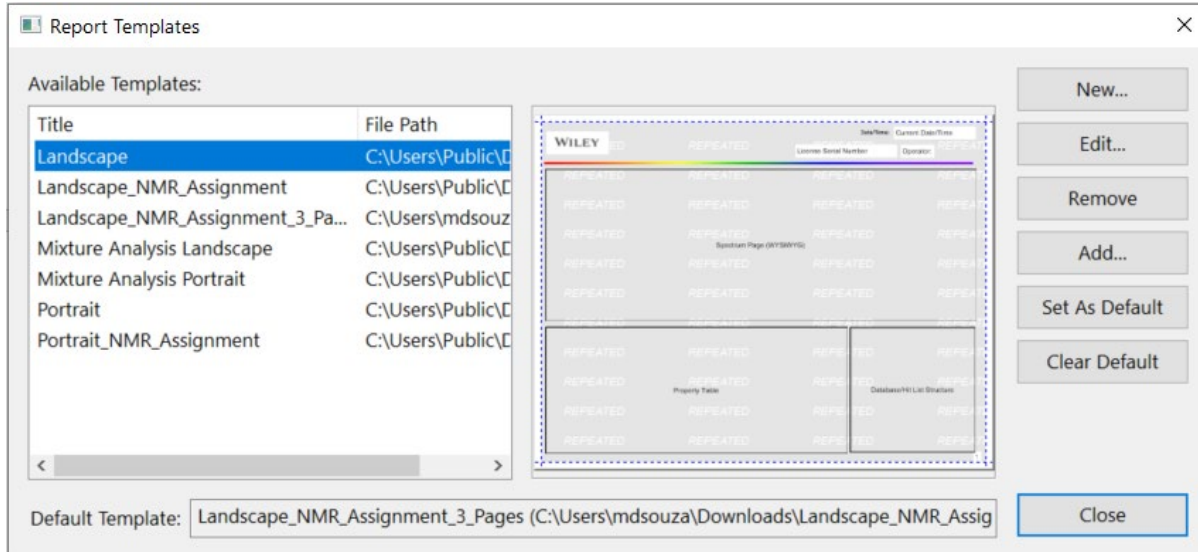
## Examine predefined KnowItAll templates

	Action	Result																																													
1	<p>Open Windows Explorer, then navigate to <b>Documents &gt; Wiley &gt; KnowItAll &gt; Report Templates</b>.</p> <p><b>Note:</b> If you cannot find it in your version of Windows, use Explorer search to locate it.</p>	<p>Most KnowItAll application has its own report templates folder.</p> <p>&gt; Public &gt; Public Documents &gt; Wiley &gt; KnowItAll &gt; Report Templates</p> <hr/> <table border="1"> <thead> <tr> <th data-bbox="695 505 1304 578">Name</th> <th data-bbox="1304 505 1650 578">Date modified</th> <th data-bbox="1650 505 1913 578">Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 578 1304 643">  Analyzelt IR         </td> <td data-bbox="1304 578 1650 643">8/31/2023 9:07 AM</td> <td data-bbox="1650 578 1913 643">File folder</td> </tr> <tr> <td data-bbox="695 643 1304 708">  Analyzelt Polymer IR         </td> <td data-bbox="1304 643 1650 708">8/31/2023 9:07 AM</td> <td data-bbox="1650 643 1913 708">File folder</td> </tr> <tr> <td data-bbox="695 708 1304 773">  Analyzelt Raman         </td> <td data-bbox="1304 708 1650 773">8/31/2023 9:07 AM</td> <td data-bbox="1650 708 1913 773">File folder</td> </tr> <tr> <td data-bbox="695 773 1304 837">  Analyzelt VaporPhase IR         </td> <td data-bbox="1304 773 1650 837">8/31/2023 9:07 AM</td> <td data-bbox="1650 773 1913 837">File folder</td> </tr> <tr> <td data-bbox="695 837 1304 902">  ID Expert         </td> <td data-bbox="1304 837 1650 902">8/31/2023 9:07 AM</td> <td data-bbox="1650 837 1913 902">File folder</td> </tr> <tr> <td data-bbox="695 902 1304 967">  Minelt         </td> <td data-bbox="1304 902 1650 967">8/31/2023 9:07 AM</td> <td data-bbox="1650 902 1913 967">File folder</td> </tr> <tr> <td data-bbox="695 967 1304 1032">  MS Expert         </td> <td data-bbox="1304 967 1650 1032">8/31/2023 9:07 AM</td> <td data-bbox="1650 967 1913 1032">File folder</td> </tr> <tr> <td data-bbox="695 1032 1304 1097">  PredictIt NMR         </td> <td data-bbox="1304 1032 1650 1097">8/31/2023 9:07 AM</td> <td data-bbox="1650 1032 1913 1097">File folder</td> </tr> <tr> <td data-bbox="695 1097 1304 1162">  ProcessIt IR         </td> <td data-bbox="1304 1097 1650 1162">8/31/2023 9:07 AM</td> <td data-bbox="1650 1097 1913 1162">File folder</td> </tr> <tr> <td data-bbox="695 1162 1304 1227">  ProcessIt MS         </td> <td data-bbox="1304 1162 1650 1227">8/31/2023 9:07 AM</td> <td data-bbox="1650 1162 1913 1227">File folder</td> </tr> <tr> <td data-bbox="695 1227 1304 1292">  ProcessIt NMR         </td> <td data-bbox="1304 1227 1650 1292">8/31/2023 9:07 AM</td> <td data-bbox="1650 1227 1913 1292">File folder</td> </tr> <tr> <td data-bbox="695 1292 1304 1357">  ProcessIt Raman         </td> <td data-bbox="1304 1292 1650 1357">8/31/2023 9:07 AM</td> <td data-bbox="1650 1292 1913 1357">File folder</td> </tr> <tr> <td data-bbox="695 1357 1304 1422">  Quantitation         </td> <td data-bbox="1304 1357 1650 1422">8/31/2023 9:07 AM</td> <td data-bbox="1650 1357 1913 1422">File folder</td> </tr> <tr> <td data-bbox="695 1422 1304 1485">  Wiley         </td> <td data-bbox="1304 1422 1650 1485">8/22/2023 3:20 PM</td> <td data-bbox="1650 1422 1913 1485">GIF File</td> </tr> </tbody> </table>	Name	Date modified	Type	 Analyzelt IR	8/31/2023 9:07 AM	File folder	 Analyzelt Polymer IR	8/31/2023 9:07 AM	File folder	 Analyzelt Raman	8/31/2023 9:07 AM	File folder	 Analyzelt VaporPhase IR	8/31/2023 9:07 AM	File folder	 ID Expert	8/31/2023 9:07 AM	File folder	 Minelt	8/31/2023 9:07 AM	File folder	 MS Expert	8/31/2023 9:07 AM	File folder	 PredictIt NMR	8/31/2023 9:07 AM	File folder	 ProcessIt IR	8/31/2023 9:07 AM	File folder	 ProcessIt MS	8/31/2023 9:07 AM	File folder	 ProcessIt NMR	8/31/2023 9:07 AM	File folder	 ProcessIt Raman	8/31/2023 9:07 AM	File folder	 Quantitation	8/31/2023 9:07 AM	File folder	 Wiley	8/22/2023 3:20 PM	GIF File
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2	Open the <b>Minelt</b> folder.	<p>The <b>Minelt</b> report templates are displayed.</p> <p>Wiley &gt; Releases after KIA 2023 &gt; KIA 2024 &gt; Report &gt; Report Templates &gt; Minelt</p> <table border="1"> <thead> <tr> <th data-bbox="709 472 1402 532">Name</th> <th data-bbox="1402 472 1749 532">Date modified</th> <th data-bbox="1749 472 1913 532">Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="709 532 1402 586">  Japanese                 </td> <td data-bbox="1402 532 1749 586">8/1/2023 4:40 PM</td> <td data-bbox="1749 532 1913 586">File folder</td> </tr> <tr> <td data-bbox="709 586 1402 630">  Landscape                 </td> <td data-bbox="1402 586 1749 630">8/1/2023 10:54 AM</td> <td data-bbox="1749 586 1913 630">RTT File</td> </tr> <tr> <td data-bbox="709 630 1402 673">  Landscape_NMR_Assignment                 </td> <td data-bbox="1402 630 1749 673">8/1/2023 4:35 PM</td> <td data-bbox="1749 630 1913 673">RTT File</td> </tr> <tr> <td data-bbox="709 673 1402 717">  Mixture Analysis Landscape                 </td> <td data-bbox="1402 673 1749 717">8/1/2023 11:36 AM</td> <td data-bbox="1749 673 1913 717">RTT File</td> </tr> <tr> <td data-bbox="709 717 1402 761">  Mixture Analysis Portrait                 </td> <td data-bbox="1402 717 1749 761">8/1/2023 11:29 AM</td> <td data-bbox="1749 717 1913 761">RTT File</td> </tr> <tr> <td data-bbox="709 761 1402 805">  Portrait                 </td> <td data-bbox="1402 761 1749 805">8/1/2023 11:22 AM</td> <td data-bbox="1749 761 1913 805">RTT File</td> </tr> <tr> <td data-bbox="709 805 1402 849">  Portrait_NMR_Assignment                 </td> <td data-bbox="1402 805 1749 849">8/1/2023 4:36 PM</td> <td data-bbox="1749 805 1913 849">RTT File</td> </tr> </tbody> </table>	Name	Date modified	Type	 Japanese	8/1/2023 4:40 PM	File folder	 Landscape	8/1/2023 10:54 AM	RTT File	 Landscape_NMR_Assignment	8/1/2023 4:35 PM	RTT File	 Mixture Analysis Landscape	8/1/2023 11:36 AM	RTT File	 Mixture Analysis Portrait	8/1/2023 11:29 AM	RTT File	 Portrait	8/1/2023 11:22 AM	RTT File	 Portrait_NMR_Assignment	8/1/2023 4:36 PM	RTT File
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3	Close Windows Explorer.																									

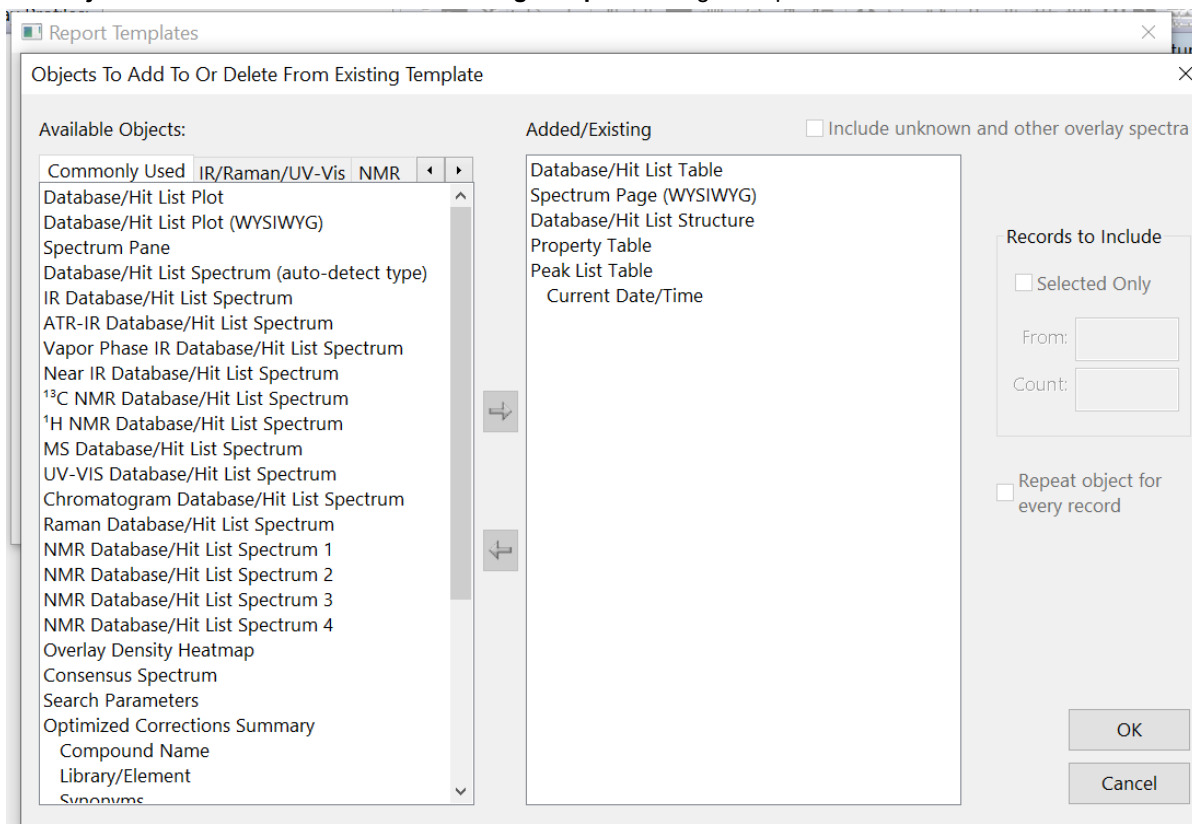
### Open a predefined template in the ReportIt and Minelt applications

	Action	Result
1	Navigate to the <b>Basics</b> toolbox. Open the <b>ReportIt</b> application by clicking its icon. Then choose <b>File &gt; Open</b> .	An <b>Open</b> dialog box appears.
2	Set the <b>Files of type</b> filter to ReportIt Template Document Files (*.rtt).  Navigate to the <b>C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates\Minelt</b> folder.  Open <b>Landscape.rtt</b> .	 <p>The screenshot shows an 'Open' dialog box with the following elements:</p> <ul style="list-style-type: none"> <li>WILEY logo in the top left corner.</li> <li>A search bar and a 'Date/Time: Current Date/Time' field in the top right.</li> <li>Fields for 'License Serial Number' and 'Operator:'.</li> <li>A file list containing 'Spectrum Page (WYSIWYG)' which is highlighted with a rainbow-colored bar.</li> <li>A 'Files of type' dropdown menu at the bottom.</li> </ul>

	Action	Result																
3	<p>Navigate to the <b>Data</b> toolbox.</p> <p>Open the <b>Minelt</b> application by clicking its icon.</p> <p>Choose <b>File &gt; Edit Report Templates</b>.</p> <p>Select the <b>Landscape</b> template.</p>	<p>The <b>Report Templates</b> dialog box opens.</p>  <p>The screenshot shows the 'Report Templates' dialog box. On the left, under 'Available Templates:', there is a table:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>File Path</th> </tr> </thead> <tbody> <tr> <td>Landscape</td> <td>C:\Users\Public\...</td> </tr> <tr> <td>Landscape_NMR_Assignment</td> <td>C:\Users\Public\...</td> </tr> <tr> <td>Landscape_NMR_Assignment_3_Pa...</td> <td>C:\Users\mdsouza\Downloads\Landscape_NMR_Assig...</td> </tr> <tr> <td>Mixture Analysis Landscape</td> <td>C:\Users\Public\...</td> </tr> <tr> <td>Mixture Analysis Portrait</td> <td>C:\Users\Public\...</td> </tr> <tr> <td>Portrait</td> <td>C:\Users\Public\...</td> </tr> <tr> <td>Portrait_NMR_Assignment</td> <td>C:\Users\Public\...</td> </tr> </tbody> </table> <p>The 'Landscape' template is selected. To the right is a preview of the template, showing a grid of 'REPEATED' text. Below the preview is a 'Default Template:' field with the text: 'Landscape_NMR_Assignment_3_Pages (C:\Users\mdsouza\Downloads\Landscape_NMR_Assig'. On the far right are buttons: 'New...', 'Edit...', 'Remove', 'Add...', 'Set As Default', 'Clear Default', and 'Close'.</p>	Title	File Path	Landscape	C:\Users\Public\...	Landscape_NMR_Assignment	C:\Users\Public\...	Landscape_NMR_Assignment_3_Pa...	C:\Users\mdsouza\Downloads\Landscape_NMR_Assig...	Mixture Analysis Landscape	C:\Users\Public\...	Mixture Analysis Portrait	C:\Users\Public\...	Portrait	C:\Users\Public\...	Portrait_NMR_Assignment	C:\Users\Public\...
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Landscape_NMR_Assignment_3_Pa...	C:\Users\mdsouza\Downloads\Landscape_NMR_Assig...																	
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Portrait_NMR_Assignment	C:\Users\Public\...																	

4 Click **Edit**.

The **Objects to Add to Or Delete from Existing Template** dialog box opens.

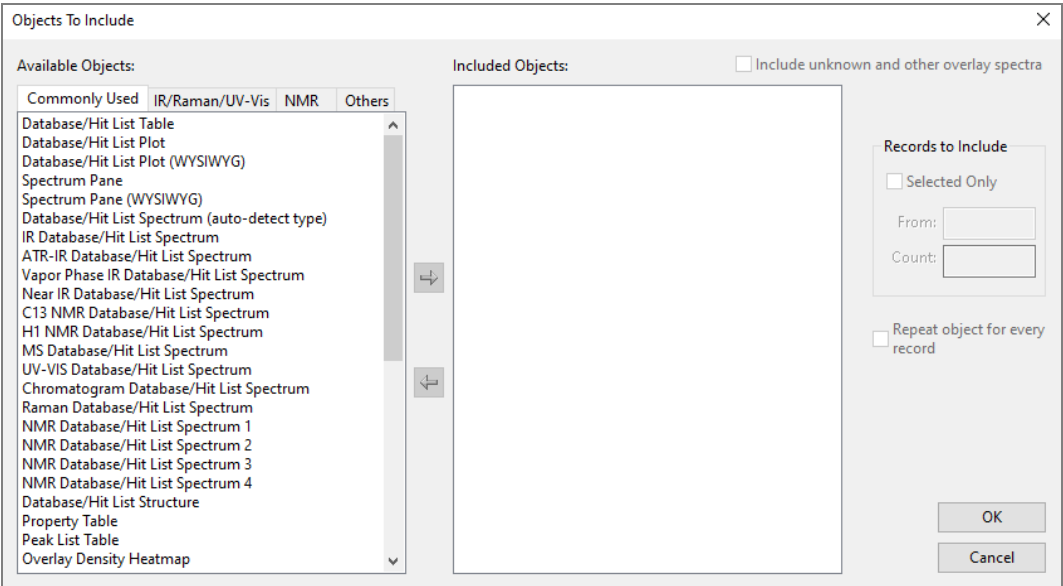


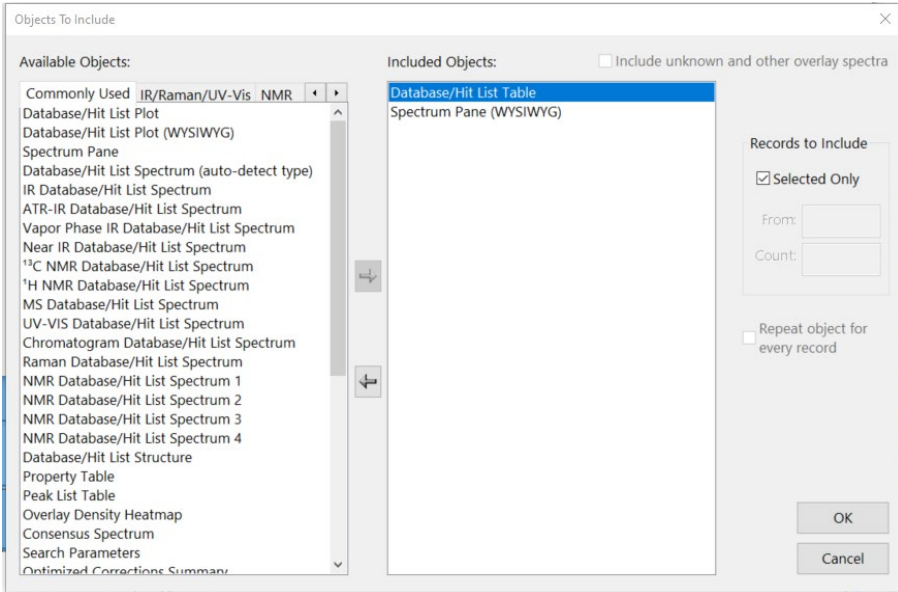
Use this dialog box to see which objects are included with the template. You can also use this dialog box to add or remove objects.

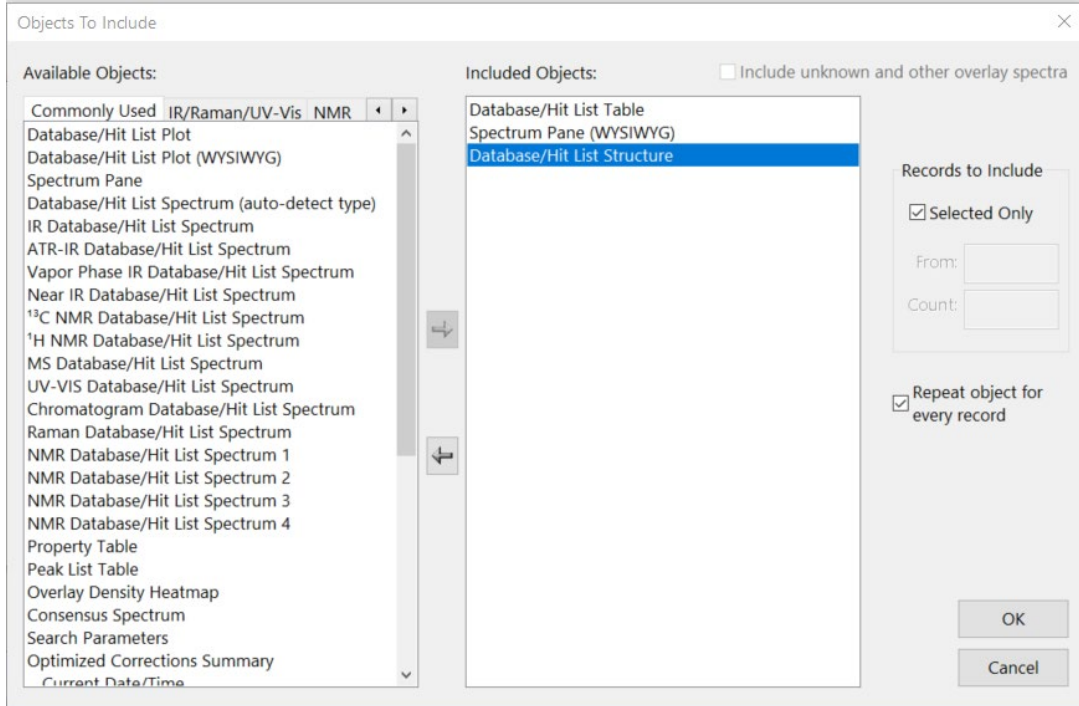
5	<p>Click <b>Cancel</b>. Then click <b>Close</b> on the <b>Report Templates</b> dialog box.</p> <p>Note: if a template is used for the first time, user has to do the following before transfer data to ReportIt application:</p> <p><b>File &gt; Edit Report Templates</b> <b>Click Add button</b> <b>Navigate to the template file</b> <b>Open</b></p>	No changes were made to the template.
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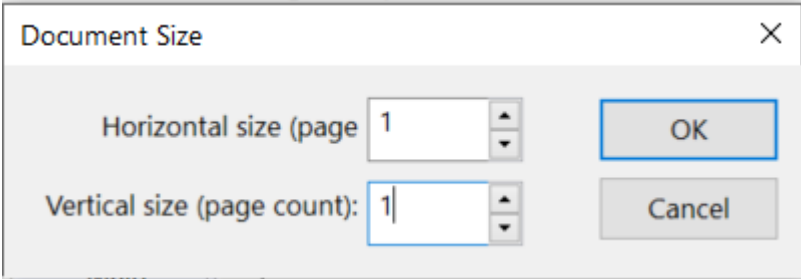


## Create a new Minelt template

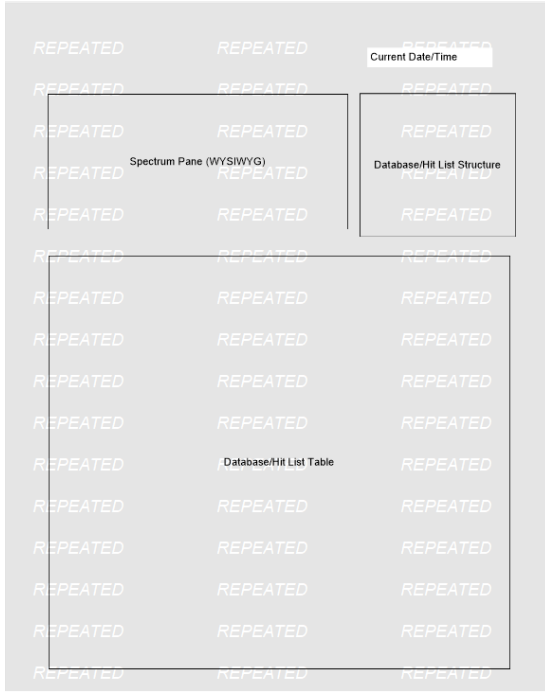
	Action	Result
1	<p>With the <b>Minelt</b> application open, choose <b>File &gt; Edit Report Templates</b>. Then click <b>New</b> on the <b>Report Templates</b> dialog box.</p>	<p>The <b>Objects To Include</b> dialog box opens.</p> 
2	<p>Move <b>Spectrum Pane (WYSIWYG)</b> from the list of <b>Available Objects</b> to the list of <b>Included Objects</b> by selecting it in the list on the left and clicking the right arrow available between the two lists.</p>	
3	<p>Move <b>Database/Hit List Table</b> from the list of <b>Available Objects</b> to the list of <b>Included Objects</b>.</p>	


<p>4</p>	<p>With <b>Database/Hit List Table</b> selected in the list of <b>Included Objects</b>, check <b>Selected Only</b>.</p>	<p>The first ten hits will be included on the template.</p> 
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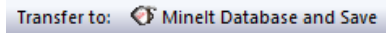
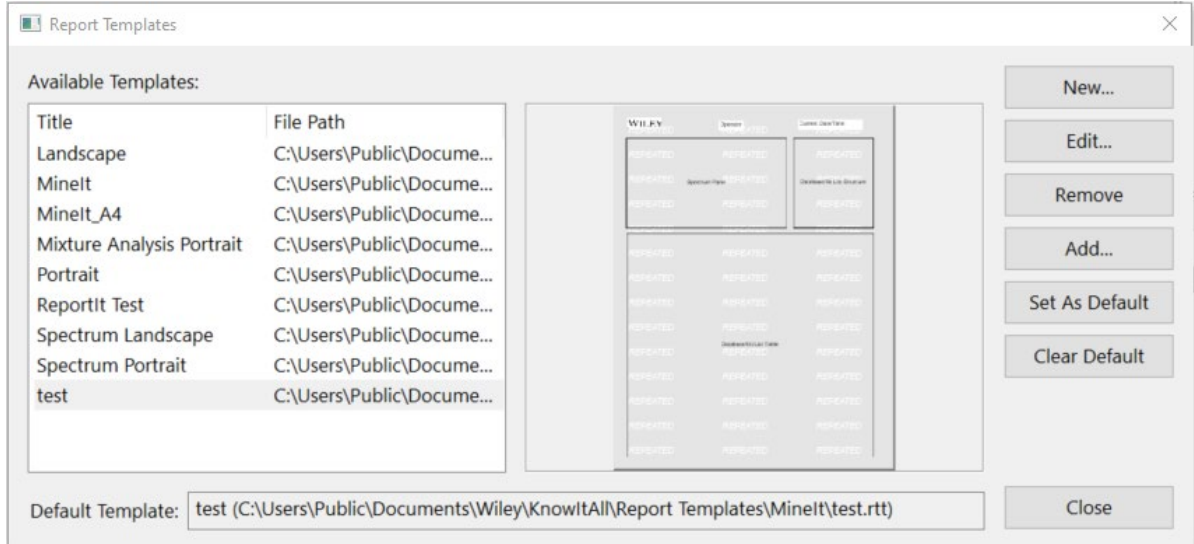
<p>5</p>	<p>Move <b>Database/Hit List Structure</b> from the list of <b>Available Objects</b> to the list of <b>Included Objects</b>.</p> <p>Check <b>Repeat object for every record</b>.</p> <p>Check <b>Selected Only</b>.</p>	
<p>6</p>	<p>Move <b>Current Date/Time</b> from the list of <b>Available Objects</b> to the list of <b>Included Objects</b>.</p>	<p>A date/time field is added to the template.</p>

<p>7</p>	<p>Click <b>OK</b>.</p> <p>One may need to move all objects onto the first page page to see this:</p>	<p>The new template opens in the <b>ReportIt</b> application.</p> 
<p>8</p>	<p><b>File &gt; Document Size</b></p> <p>In the box, enter horizontally and vertically 1 page.</p>	

### Edit the template in ReportIt

<p>1</p>	<p>Move the database structure and property table to the second page and re-size them as desired.</p>	
<p>2</p>	<p>Navigate to <b>C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates</b> folder.</p> <p>Open <b>Wiley.gif</b> using any image editor (for example, MS Paint).</p> <p>Select and copy the image.</p>	

<p>3 Return to the <b>ReportIt</b> application and choose <b>Edit &gt; Paste</b>.</p>	<p>The image is added to the template.</p>  <p>The screenshot shows a report template layout with a light gray background. At the top left is the 'WILEY' logo. Below it is a 'Spectrum Pane' containing a grid of 'REPEATED' text. To the right is a 'Current Date/Time' field. Below the spectrum pane is a 'Database/Hit List Table' containing another grid of 'REPEATED' text. To the right of the table is a 'Database/Hit List Structure' containing a third grid of 'REPEATED' text.</p>
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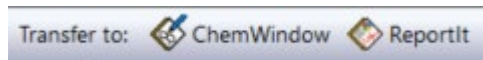
	Action	Result
4	Using the <b>Text box</b> tool  , draw a text box. Then type 'Operator.'	
5	Choose the <b>Selection</b> tool. Hold down the shift key and select both the Date/Time field and the text box.	
6	Choose <b>Arrange &gt; Group</b> .	The two objects can now be moved, re-sized, etc., in the same way.
7	Double-click within the <b>Spectrum Pane (WYSIWYG)</b> .	A spectrum toolbar opens. These tools can be used to adjust the spectral display in the template.
8	On the <b>Transfer to</b> bar, click <b>Minelt Database and Save</b> .	 A <b>Save As</b> dialog box opens.
9	Type in the new template's name (WILEY) and click <b>Save</b> .	The dialog box closes, revealing that the new template has been added to Minelt's <b>Report Templates</b> dialog box. 

10	Select the new template and click <b>Set as Default</b> . Click <b>Close</b> .	Because we have set the new template as the default template, it will be used automatically whenever information is transferred from <b>Minelt</b> to <b>ReportIt</b> . Setting a default template is useful when you want to use a single template most of the time. However, you can also choose not to have a default template and select from the list of available templates each time you transfer information to ReportIt.
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## Use the new template in ReportIt

1	Go to the <b>SearchIt</b> application.	Set up search parameters: <ul style="list-style-type: none"><li>• Spectrum query: <b>\\KnowItAll\Samples\IR\ 1,2-Dichloroethane</b></li><li>• User-Select: add all IR databases for search</li><li>• Set everything else as default</li></ul> Click <b>Search</b> .
2	In <b>Minelt</b> , select a few hits.	

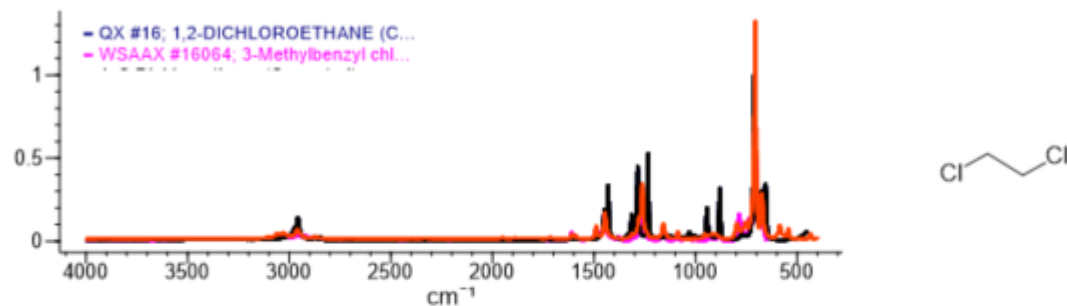
<p>3 Click <b>Transfer to: ReportIt</b>.</p>  <p>The screenshot shows a horizontal menu bar with a light blue gradient. On the left, it says 'Transfer to:'. To the right of this text are two icons: a blue and white icon for 'ChemWindow' and a red and white icon for 'ReportIt'.</p>	<p>You will see a three-page report if you selected three hits.</p>
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Page 1

WILEY

Operator

7/8/2022 8:40 AM

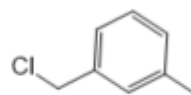
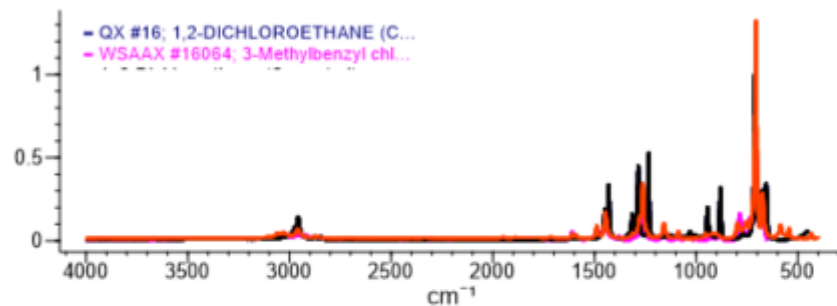


HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAA	16064	3-Methylbenzyl chloride	
60.02			WSAI	156	Alpha, alpha'-Dichloro-m-xylene	

WILEY

Operator

7/8/2022 8:40 AM



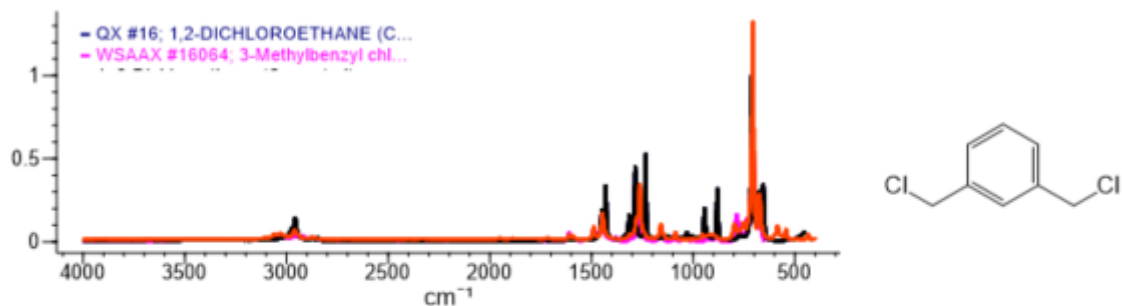
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Page 3

WILEY

Operator

7/8/2022 8:40 AM



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