KnowItAll Software Training

Create Reports

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Create Reports

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.

Objectives

These exercises will teach you:

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

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

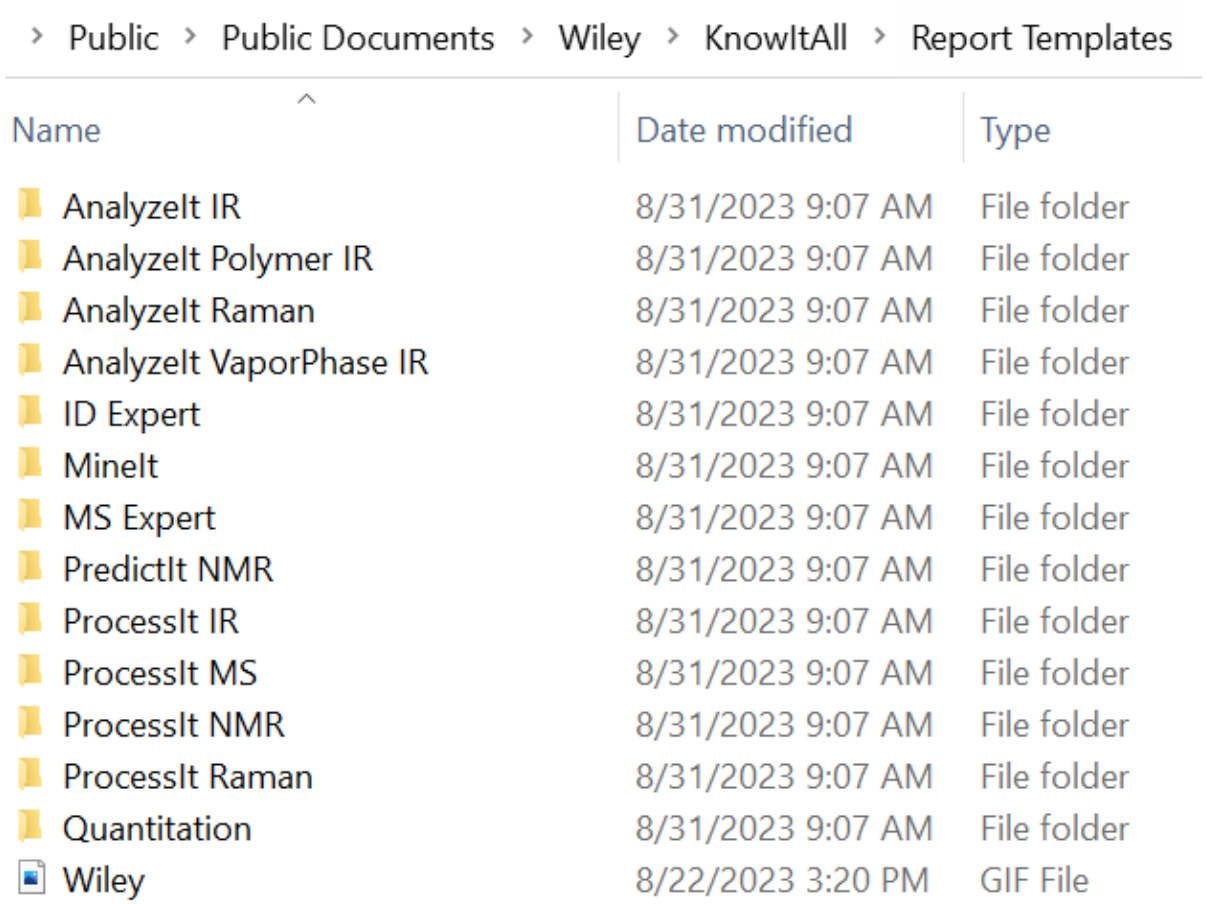
- Wiley.gif
- \MineIt\Landscape.rtt

KnowItAll Applications Used

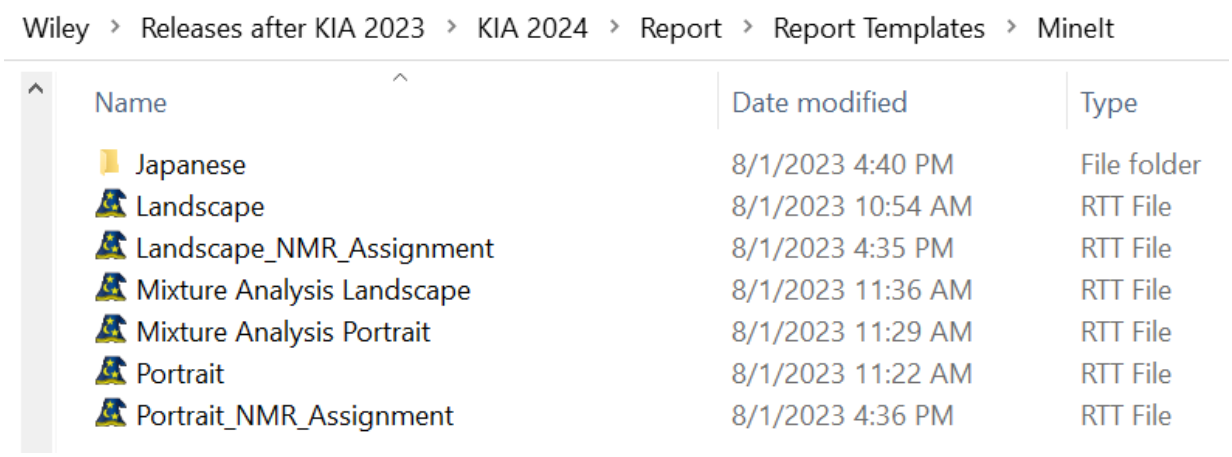
- ReportIt™
- MineIt™

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Examine predefined KnowItAll templates

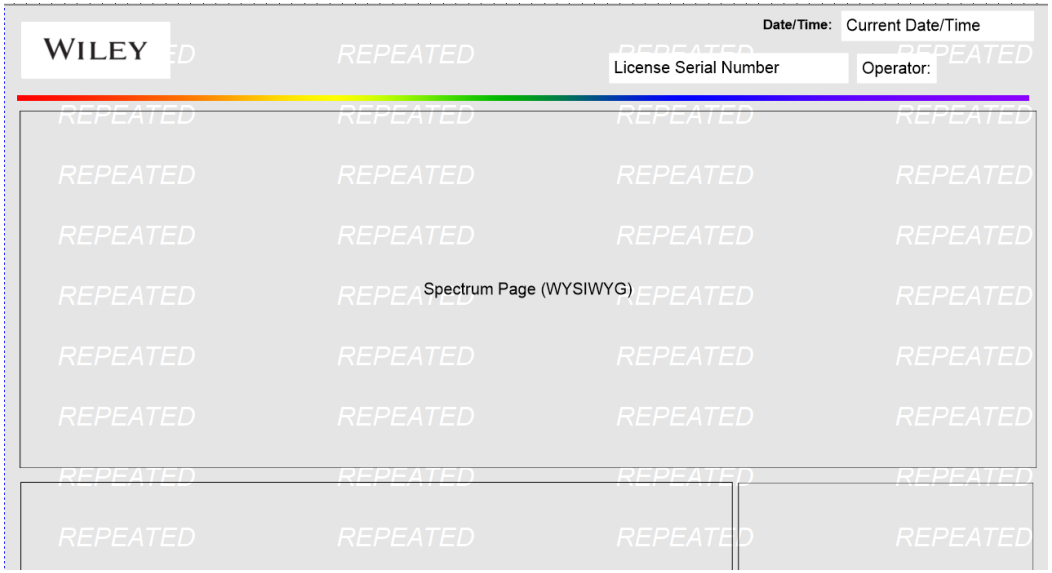
	Action	Result
1	Open Windows Explorer, then navigate to **Documents > Wiley > KnowItAll > Report Templates**. **Note**: If you cannot find it in your version of Windows, use Explorer search to locate it.	Most KnowItAll application has its own report templates folder. 

 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

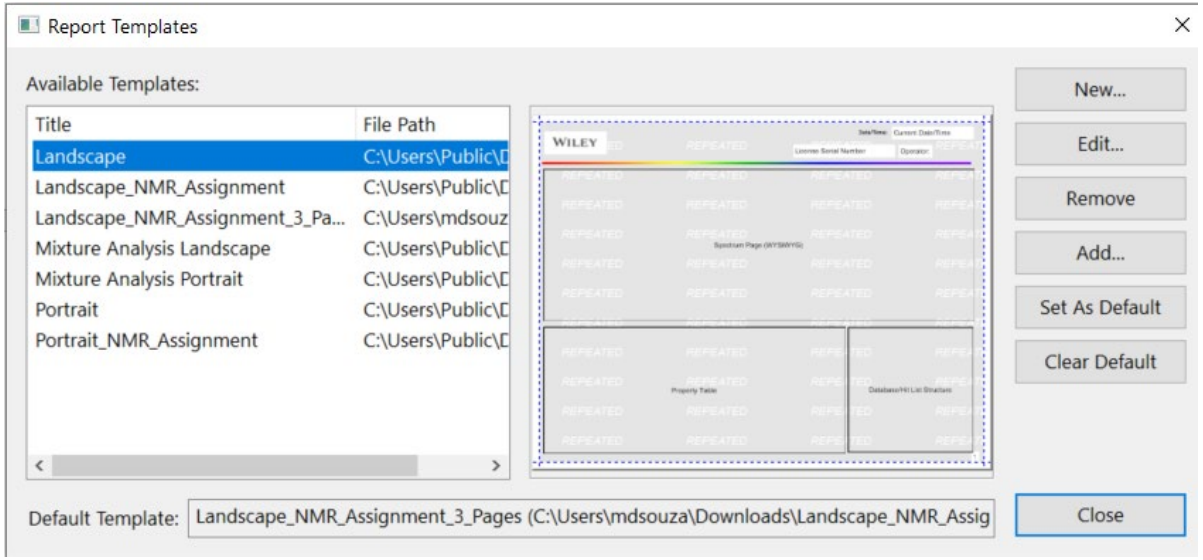
	Action	Result
2	Open the **MineIt** folder.	The **MineIt** report templates are displayed. 
3	Close Windows Explorer.	

 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

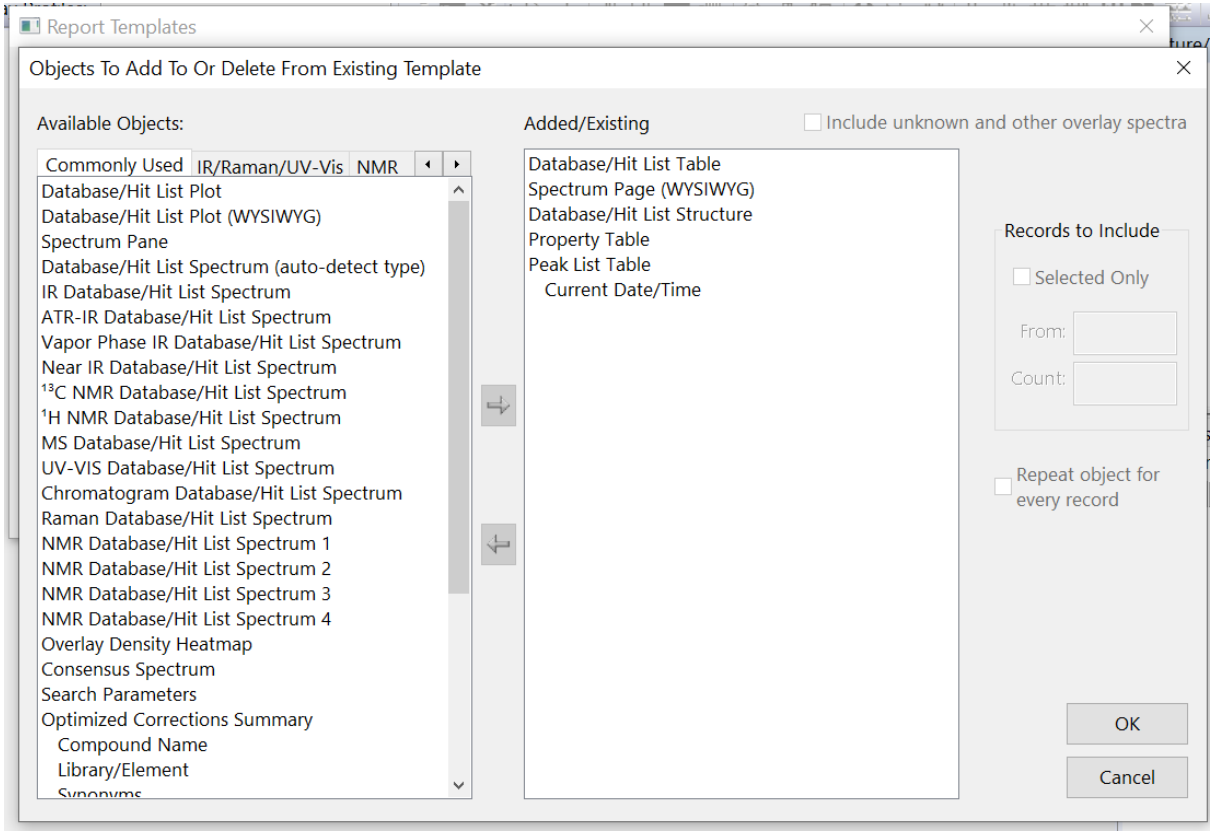
Open a predefined template in the ReportIt and MineIt applications

	Action	Result
1	Navigate to the **Basics** toolbox. Open the **ReportIt** application by clicking its icon. Then choose **File > Open**.	An **Open** dialog box appears.
2	Set the **Files of type** filter to ReportIt Template Document Files (*.rtt). Navigate to the **C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates\MineIt** folder. Open **Landscape.rtt**.	

 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

	Action	Result
3	Navigate to the **Data** toolbox. Open the **MineIt** application by clicking its icon. Choose **File > Edit Report Templates**. Select the **Landscape** template.	The **Report Templates** dialog box opens. 

 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

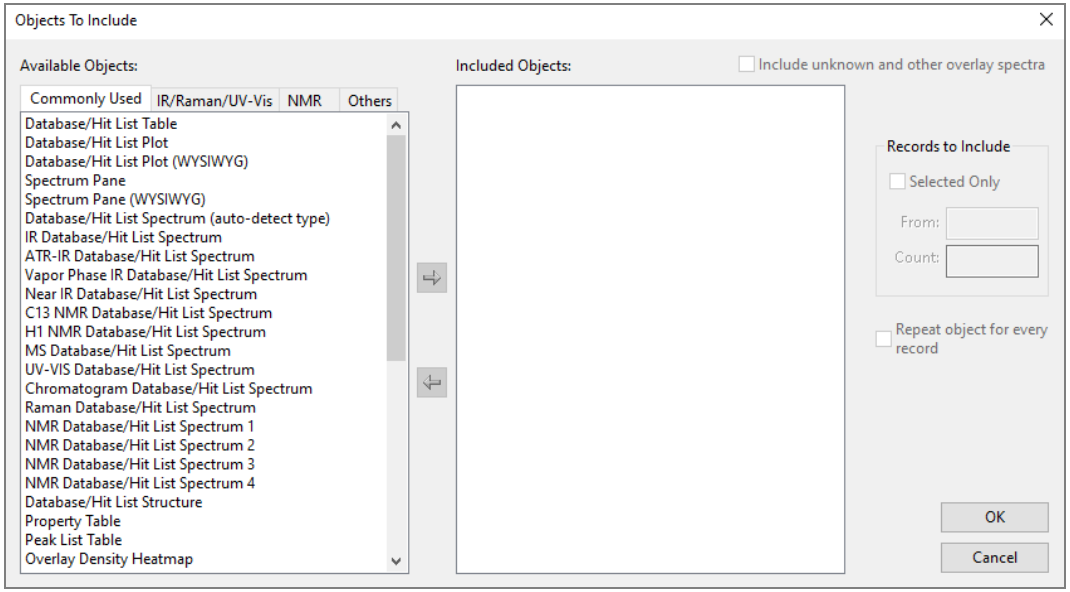
4	Click **Edit**.	The **Objects to Add to Or Delete from Existing Template** dialog box opens.  Use this dialog box to see which objects are included with the template. You can also use this dialog box to add or remove objects.

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

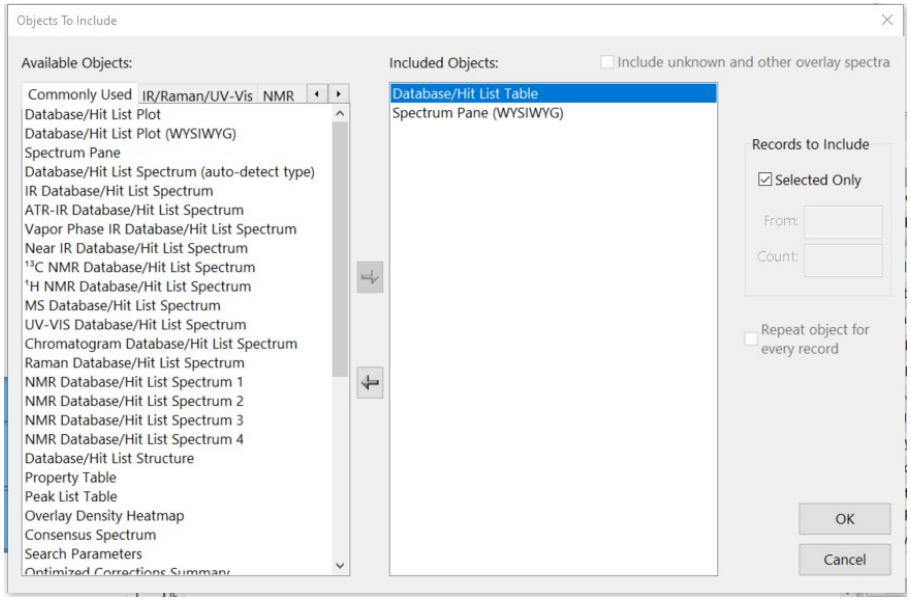
5	Click **Cancel.** Then click **Close** on the **Report Templates** dialog box. Note: if a template is used for the first time, user has to do the following before transfer data to ReportIt application: **File > Edit Report Templates** **Click Add button** **Navigate to the template file** **Open**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

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

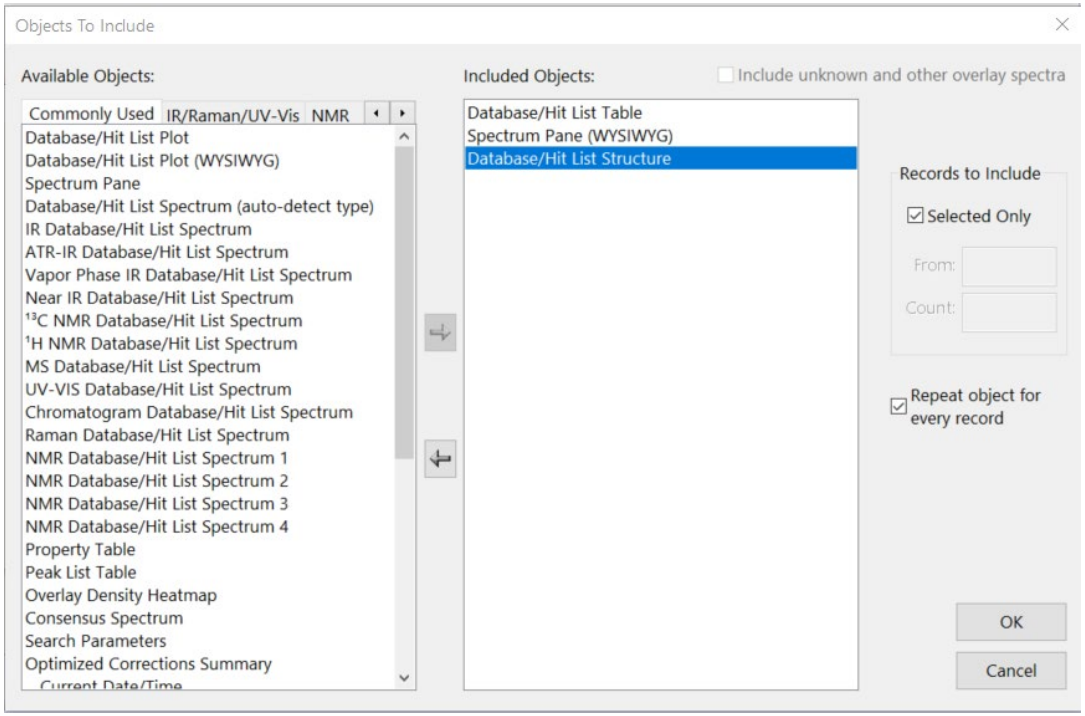
Create a new MineIt template

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

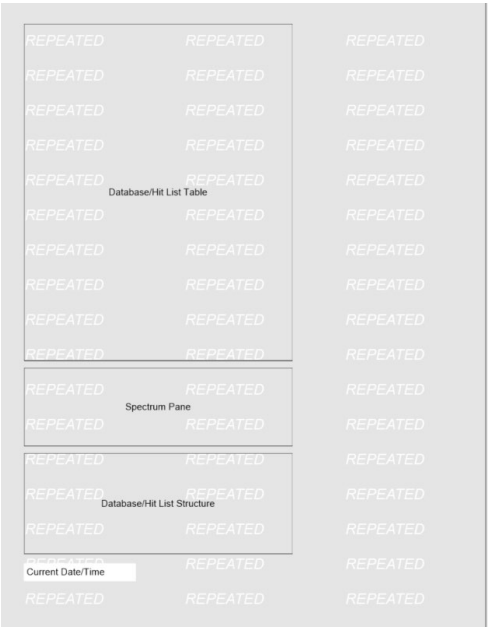
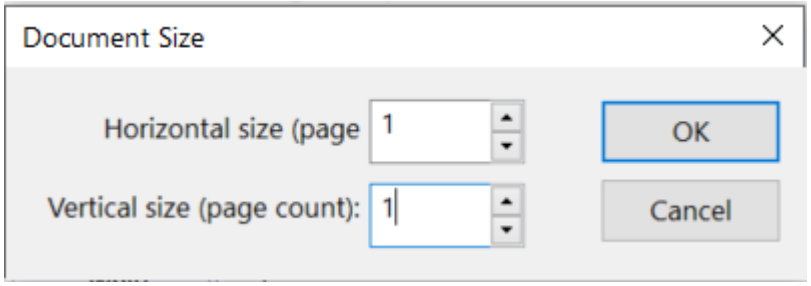
108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

4	With **Database/Hit List Table** selected in the list of **Included Objects**, check **Selected Only**.	The first ten hits will be included on the template. 

 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

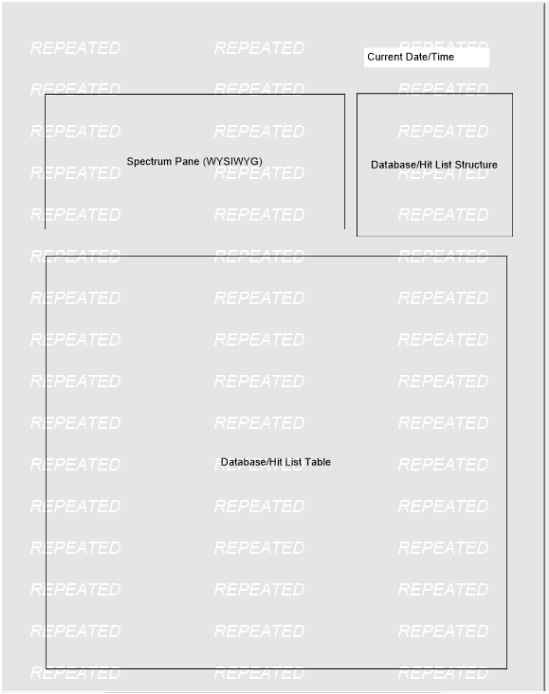
5	Move **Database/Hit List Structure** from the list of **Available Objects** to the list of **Included Objects.** Check **Repeat object for every record**. Check **Selected Only**.	
6	Move **Current Date/Time** from the list of **Available Objects** to the list of **Included Objects**.	A date/time field is added to the template.

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

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

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

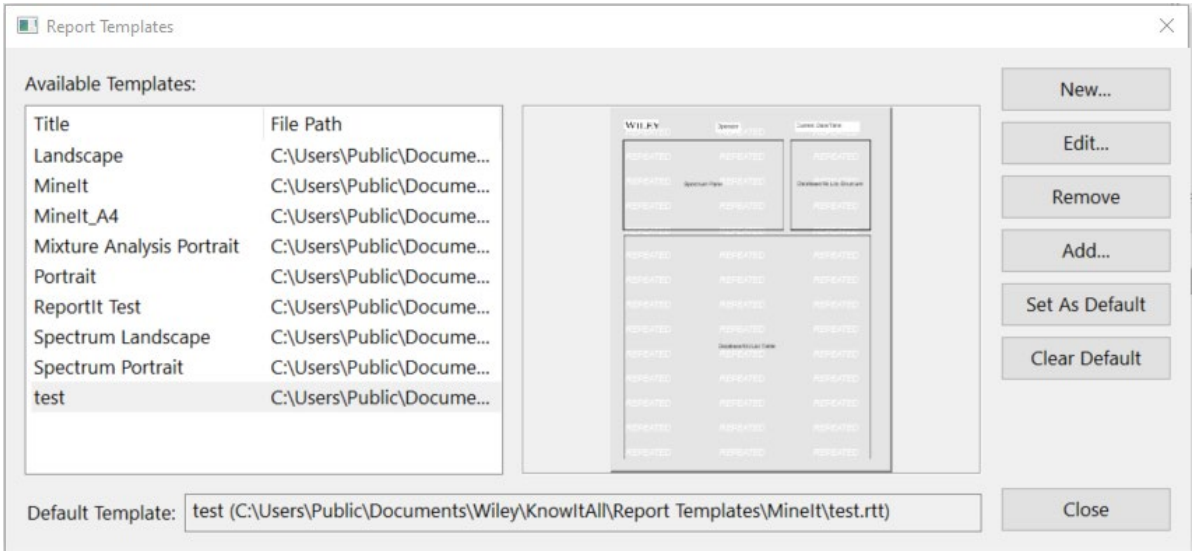
Edit the template in ReportIt

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

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

3	Return to the **ReportIt** application and choose **Edit > Paste**.	The image is added to the template.

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

	Action	Result
4	Using the **Text box** tool , draw a text box. Then type '**Operator**:'	
5	Choose the **Selection** tool. Hold down the shift key and select both the Date/Time field and the text box.	
6	Choose **Arrange > Group**.	The two objects can now be moved, re-sized, etc., in the same way.
7	Double-click within the **Spectrum Pane (WYSIWYG)**.	A spectrum toolbar opens. These tools can be used to adjust the spectral display in the template.
8	On the **Transfer to** bar, click **MineIt Database and Save**.	 A **Save As** dialog box opens.
9	Type in the new template's name (WILEY) and click **Save**.	The dialog box closes, revealing that the new template has been added to MineIt's **Report Templates** dialog box. 

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

10	Select the new template and click **Set as Default**. Click **Close**.	Because we have set the new template as the default template, it will be used automatically whenever information is transferred from **MineIt** to **ReportIt**. 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.

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Use the new template in ReportIt

1	Go to the **SearchIt** application.	Set up search parameters: • Spectrum query: **\KnowItAll\Samples\IR\ 1,2-Dichloroethane** • User-Select: add all IR databases for search • Set everything else as default Click **Search**.
2	In **MineIt**, select a few hits.	

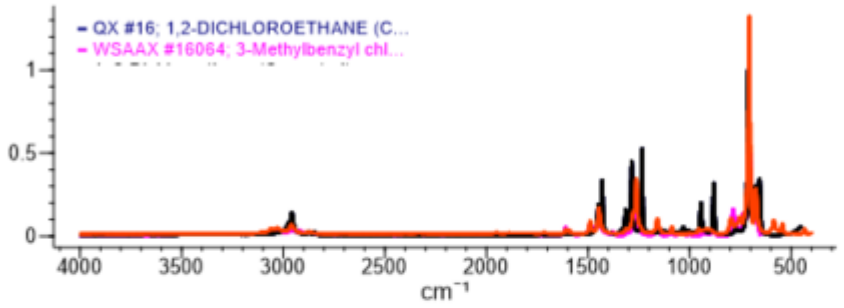
108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

3	Click **Transfer to**: **ReportIt**. 	You will see a three-page report if you selected three hits.

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Page 1

WILEY Operator 7/8/2022 8:40 AM

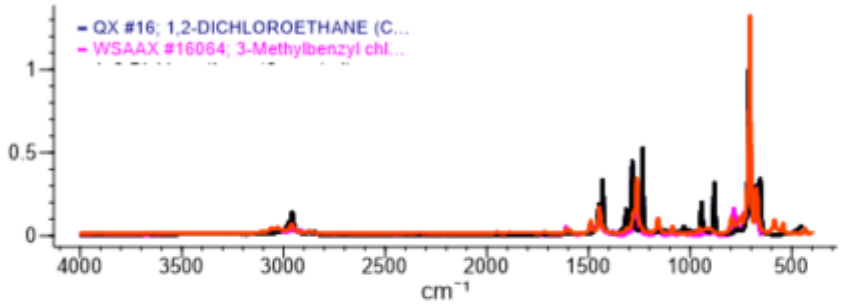


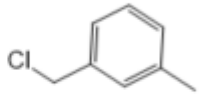
HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAAX	16064	3-Methylbenzyl chloride	
60.02			WSAI1X	156	Alpha,alpha'-Dichloro-m-xylene	

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Page 2

WILEY Operator 7/8/2022 8:40 AM



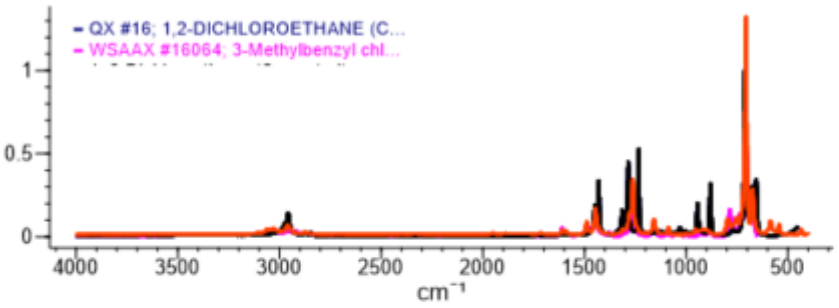


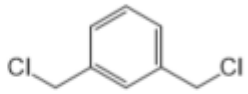
HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAAX	16064	3-Methylbenzyl chloride	
60.02			WSAI12	156	Alpha,alpha'-Dichloro-m-xylene	

108658- REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.

Page 3

WILEY Operator 7/8/2022 8:40 AM





HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAAX	16064	3-Methylbenzyl chloride	
60.02			WSAI1X	156	Alpha,alpha'-Dichloro-m-xylene	

108658-REV20230831 Copyright ©2024 by John Wiley & Sons, Inc. All rights reserved.