



MADCAP ANALYZER 9

Reports

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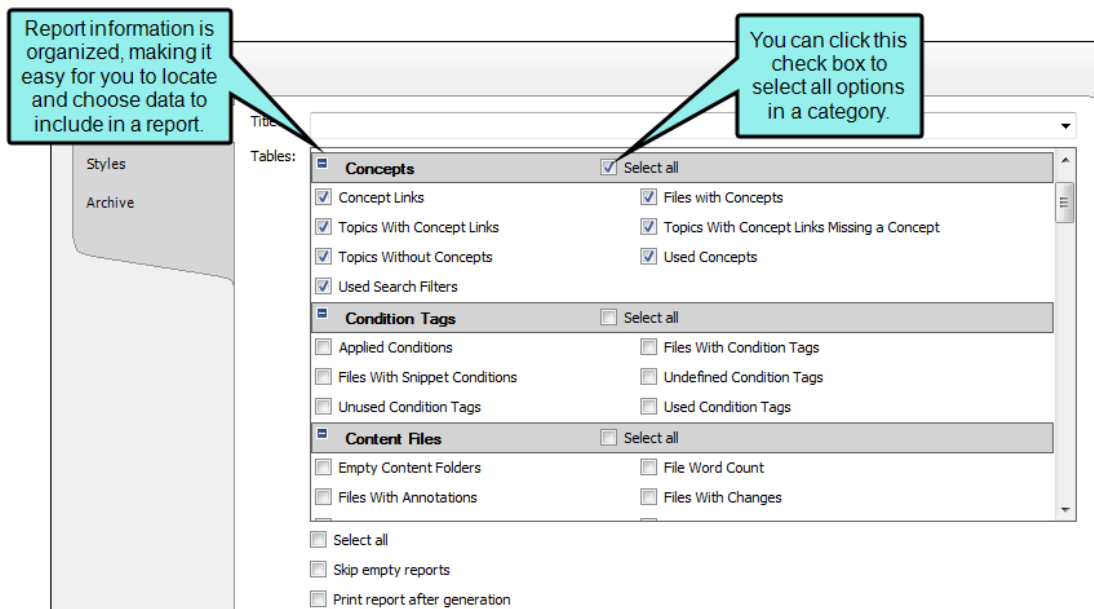
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Generating Reports

You can easily create a report based on the information captured in Analyzer. When doing this, you can provide a name for the report and select the types of information that you want to include in it. Another option is to immediately print the report after it is generated. You can also design the look and feel of the report, and then compile it so that it displays the selected data in the format you provide.

HOW TO GENERATE A REPORT

1. Open a project.
2. Select **View > Reports**. The Reports window pane opens.
3. In the local toolbar, click . The Add Report dialog opens.
4. In the **File Name** field, type a new name for the report file.
5. Click **Add**.
6. Click **OK**. The report file is added to the Project\Reports folder where the project is located. The Report Editor opens.
7. Select the **General** tab.
8. In the **Title** field, enter a title for the report you want to generate.
9. In the **Tables** section, click in the check boxes next to any information that you want to include in the report. Some items appear in multiple categories. Click the appropriate **Select All** check box to choose all items in a category.



10. (Optional) Select **Skip empty reports** if you want to see only reports that contain information.


☆ **EXAMPLE**

Let's say you are generating a report and have selected ten different types of information to include. Perhaps one of those types of information—"Unused Condition Tags"—will not return any results because all of your condition tags have been used somewhere. However, the other nine types of information do have data to report.

If you select the "skip" option, the generated report will include nine sections, one for each type of information containing data. You will not see a section in the generated report for "unused condition tags."

If you do not select the "skip" option, you will see ten sections in the generated result. Nine of those sections will show data, and the tenth (for "unused condition tags") will simply mention that no data exists.

11. (Optional) Select **Print report after generation** if you want to print a report immediately after you generate it. If this option is selected, the Print dialog opens as soon as a report is finished generating.
12. (Optional) If you want to modify the look of the report, use the following steps.
 - a. Select the **Styles** tab.
 - b. Select the style item that you want to modify (e.g., ReportEntry, ReportHeading, ReportText). You can select a basic style node, or you can expand the node and select an option under it.
 - **ReportEntry** This affects the individual lines of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
 - **ReportGroup** This affects the chunks or groups of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries.


- **ReportHeading** This affects the individual headings that display in the report, based on the types of information that you selected when generating the report. For example, if you select four different types of data for the report (e.g., Absolute Links, Broken Links, External Links, Snippet Suggestions), you will see a different heading for each of those. You can change the heading label, as well as font, border, padding, and margin settings.
 - **ReportPrefix** This affects the prefix text that is displayed before the individual lines of data in a report so that you know what you are looking at in an entry (e.g., File, Condition Tag, Link, Bookmark). You can change the font settings for those prefixes. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
 - **ReportSection** This affects the entire section where a type of information is displayed in a report. For example, if you selected to view absolute links and external links in a report, you can modify the section for each, to change the look of the area where the heading and individual entries are shown. You can add borders, padding, and margins to those sections. You can also specify that a page break should be inserted before or after the heading in a report.
 - **ReportText** This affects the text of the individual lines of data in a report. You can change the font settings for the text. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
- c. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
 - d. In the **Properties** section, set the values for the properties that you want modify.
13. Click  to save your work.
 14. Select the **General** tab.
 15. In the **Report** section, click the **Generate** button. The report is generated and displays below. If you change the options and click Generate again, the report will be replaced with a new one.

CHAPTER 2

Opening Reports

You can easily open a report file, which contains settings used for generating reports. Each report file can contain many generated reports in its archives. After generating a report, you can open it in a browser window. From the browser window, you can print the report.

HOW TO OPEN A REPORT FILE IN THE INTERFACE

1. Open a project.
2. Select the **View** ribbon. In the **Analysis** section select **Reports**. The Reports window pane opens.
3. Do one of the following:
 - Double-click the report file that you want to open.
 - Select the report file that you want to open. In the local toolbar, click .

The Report Editor opens, with the previous settings still in place. You can re-generate a report with those settings or use the Archive tab to open a report that you have saved previously.

HOW TO OPEN A GENERATED REPORT IN A BROWSER WINDOW

1. Generate a report. See "Generating Reports" on page 4.
2. In the Report Editor, do one of the following.
 - Select the **General** tab. Click the **Open in Browser** button.
 - If you have previously saved a generated report in the archive, select the **Archive** tab. Select the report and click the **Open in Browser** button.

After opening a report in a browser window, you can print it.

CHAPTER 3

Saving Reports

You can archive a generated report, which saves a copy of the report in the Project\Reports folder where your project is located. Each report file can contain many generated reports in its archives.

HOW TO SAVE A REPORT

1. Generate a report.
2. In the Report Editor, select the **General** tab.
3. Click the **Add to Archive** button. The Archive Report dialog opens. By default, the name of the report file is displayed, followed by the current date.
4. Leave the report name as it is, or enter a new name.
5. Click **OK**.

If you later want to open the saved report, use the Archive tab in the Report Editor.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

Concepts Guide

Condition Tags Guide

Context-sensitive Help Guide

File Tags Guide

Frequent Segments Guide

Getting Started Guide

Index Guide

Key Features Guide

Links Guide

Reports Guide

Shortcuts Guide

Snippets Guide

Statistics & Charts Guide

Styles Guide

Suggestions Guide

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Topics Guide

Touring the Workspace Guide

Track Changes Guide

Undefined Items Guide

Unused Items Guide

Variables Guide

What's New Guide