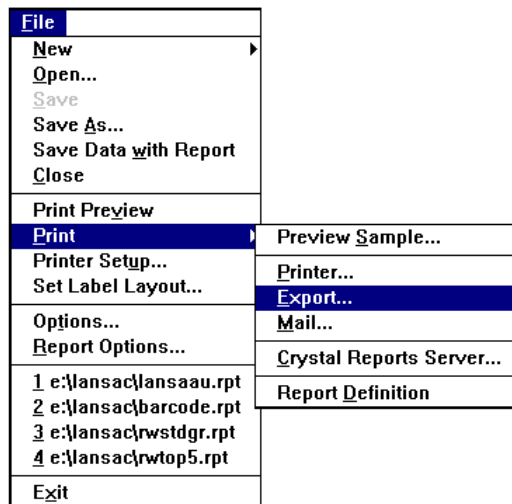


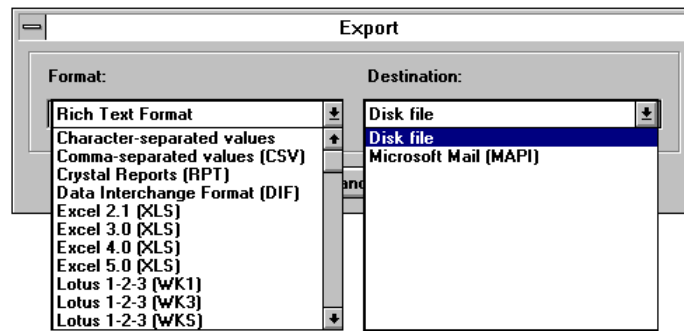
Crystal Reports for LANSAC/Client: Print and Export options



The File/Print menu in Crystal reports for LANSAC/Client contains much more functionality than 'just printing', for example:

- The **Preview Sample** option shows you a small part of your report on screen. This is handy if you're using large database files and want to see quickly how your report looks. You can select to create just the first pages of your report, without having to change the selection criteria. The Preview Sample command prompts you for the number of database records to read. To preview a complete report, choose the lightning bolt icon or click on the preview tab.
- The **Printer** option will direct your report to a Printer. In the Printer dialog box you can indicate whether to print all or part of the pages.
- The **Export and Mail** options allow you to export your report to a specific file format and attach it to a mail message. The Export and Mail options are covered on the next few pages of this document.
- The second last menu option points to Crystal Reports Server. This is a separate product, not included with Crystal Reports for LANSAC/Client
- The **Report Definition** option outputs your report definition to a printer. This option is useful when you want to examine the definitions in your report or when you want to fax the report definitions to LANSAC's Help Desk.

Crystal Reports for LANSA/Client: Print and Export options



The Export command in Crystal Reports for LANSA/Client enables you to print your report to an electronic file in a format that can be read by another software application. For example, you could export your report in Microsoft Excel format and then open it in Excel as a normal spreadsheet file. The Export facility supports several popular word processing, database, and spreadsheet formats and a number of standard data interchange formats as well. The export formats include the following:

Word processor specific formats

- Word for Windows
- Word for DOS (16 bit only)
- Word Perfect (16 bit only)

Spreadsheet specific formats

- Lotus 123 (WKS)
- Lotus 123 (WK1)
- Excel version 2.1, 3.0, 4.0, 5.0 (XLS)

Workgroup specific formats

- Lotus Notes (16 bit only)

Common data interchange formats

- Comma separated values (CSV)
- Tab separated values
- Character separated values (character of your choice)
- Text style (ASCII text format with all values separated by spaces)
- Tab separated text style (ASCII text format with all values separated by tabs)
- DIF style (data interchange format, e.g. for transfer of data between different spreadsheet programs)
- RTF (Rich Text Format, used in Electronic Publishing)
- Quatro Pro 5.0 (WB1)
- Record Style (Columns of Values)

If Crystal Reports for LANSA/Client does not export directly to your application's native format, it more than likely exports to a format your application can read. For example, many applications can read data saved in an ASCII or text format.

You can attach an exported report to a message sent via an electronic mail system (in its original report format, or in any of the above formats). The person who receives the message will see an icon displayed in the message, indicating that a file or document is attached. Double clicking on that icon will make the document appear on screen.

The Export command replaces and expands upon the Print to File command from earlier versions of Crystal Reports for LANSA/Client.

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To use the Export command:

1. With the report that you want to export in your current window, select the File/Export command. The Export dialog box , as shown on the previous page, appears.
2. The dialog box is broken into two sections, a Format section and a Destination section.
3. In the Format dropdown list box, select the format in which you would like to export the report. For example, if you would like to convert the report to Microsoft Excel 4.0's native format, choose Excel 4.0 (XLS) from the list.
4. In the Destination dropdown list box select a destination for your file.
 - If you would like to save the report to a disk file, select Disk file.
 - If you would like to attach the report to an electronic mail document, select the appropriate Mail application.
5. Click OK. The Number and Date Format Dialog box appears.
6. Select the appropriate checkbox if you want number or date fields to be exported in the same format as they appear in your report.
7. Click OK. Crystal Reports exports the report according to your specifications.

Exporting to a disk file

When you export a report to a disk file:

- a) The Choose Export File dialog box opens.
- b) Use the Drives, Directories, and File List and File text boxes to select a path and file name for your file.
- c) Click OK. The program exports the report to a disk file in the format you've selected.

Exporting to a mailbox

As the Email systems supported by the Export facility each operate a little differently, the following instructions are generic in nature.

- a) When you export to Email, the program asks you to log onto your system. Log on in the normal way.
- b) Select the individual(s) to whom you are sending the report.
- c) When the message screen appears, the system displays an icon indicating that a report is attached. The icon will vary, depending on the format you used to export the report.
- d) Type in the message that you want to include with the report.
- e) Send the message. A Record Counter appears so that you can monitor the progress of your export.
- f) When the export is finished, the message you sent will appear in the addressee's mailbox. The recipient opens the message in the normal way and DoubleClicks the icon to call up the report.

NOTE:

- You can set Email defaults with the Options command in the file menu.
- The Export command is also available as a button on the Button Bar.