



INTERFACE ELEMENTS FOR INTEGRITI



**INNER RANGE recommends that all Inner Range systems
be installed & maintained by FACTORY CERTIFIED
TECHNICIANS.**

**For a list of Accredited Dealers in your area refer to the
Inner Range Website.**

<http://www.innerrange.com>

UPDATES AND ADDITIONAL INFORMATION:

Check the Website regularly for:

- Additional Applications and Tables not included in this manual.
- Updates and/or changes to existing documents.
- New documents to be added to this manual.

Advanced Tech Support:

- <http://www.onlinetraining.innerrange.com/>
(Restricted downloads)
- <http://www.onlinetraining.innerrange.com/login/signup.php>
(Restricted account creation)
- <http://www.innerrange.com.au/support.php>
(Support contacts)

Home Page:

- <http://www.innerrange.com>

Please send or fax any comments regarding this manual to:

- “Publications” at the Head Office address. (See front cover)
– Or –
- e-mail to: Publications@innerrange.com

Disclaimer:

1. The manufacturer and/or its agents take no responsibility for any damage, financial loss or injury caused to any equipment, property or persons resulting from the correct or incorrect use of the Inner Range system and its peripherals. The purchaser assumes all responsibility in the use of the Inner Range system and its peripherals.
2. Whilst every effort has been made to ensure the accuracy of this manual, Inner Range Pty Ltd assumes no responsibility or liability for any errors or omissions. Due to ongoing development the contents of this manual are subject to change without notice.

Interface elements for Integriti

Table of Contents

THE INTEGRITI MANAGEMENT SOFTWARE INTERFACE	8
EDITORS	9
WORKING WITH DROPDOWN EDITORS	9
<i>Open Editor's Dropdown</i>	9
<i>Close Editor's Dropdown</i>	9
EDITING VALUES, SELECTING TEXT AND USING THE CLIPBOARD	9
<i>Select and Deselect Editor's Contents</i>	9
<i>Clipboard Operations</i>	10
<i>Delete Selected Text</i>	10
<i>Undo</i>	10
<i>Change Date/Time Values</i>	11
<i>Change Numeric Values</i>	11
<i>Change Values of Editors That Display Items in the Dropdown</i>	11
<i>Edit Images</i>	12
EDITOR CONTEXT MENU	12
FILTER EDITOR	13
FILTER DATA VIA THE FILTER EDITOR	14
<i>Filter Editor</i>	14
<i>Add Conditions</i>	15
<i>Delete Conditions</i>	16
<i>Clipboard Operations</i>	16
<i>Change a Column in a Filter Condition</i>	16
<i>Change an Operator in a Filter Condition</i>	16
<i>Edit a Condition's Value</i>	17
<i>Navigation</i>	17
EXAMPLES OF USING THE FILTER EDITOR	17
<i>How to Construct a Simple Filter Condition</i>	17
<i>How to Construct Filter Criteria with Multiple Conditions Joined by One Logical Operator</i>	22
<i>How to Construct Filter Criteria Involving Different Logical Operators</i>	24
GRID	25
DATA PRESENTATION	25
<i>Sort Grid Rows</i>	25
<i>Group Grid Rows</i>	27
<i>Filter Grid Data</i>	30
LAYOUT CUSTOMIZATION	34
<i>Expand and Collapse Rows in Grids</i>	34
<i>Hide and Display Grid Columns</i>	36
<i>Rearrange Grid Columns</i>	38
<i>Resize Grid Columns</i>	39
SELECTION AND NAVIGATION	40
<i>Locate Grid Records</i>	40
<i>Navigate Through Grid Records</i>	40
<i>Select Grid Rows</i>	41
PRINT PREVIEW	43

FILE MANAGEMENT	43
<i>Save a Print Preview to a File.....</i>	43
<i>Load a Print Preview from a File.....</i>	44
PRINTING AND PAGE SETUP	44
<i>Print a Document via the Print Dialog.....</i>	44
<i>Print a Document Using Default Settings.....</i>	45
<i>Change Printing Settings via the Page Setup Dialog.....</i>	45
<i>Specify Page Margins in Print Preview.....</i>	47
HEADERS AND FOOTERS	48
<i>Insert Page Header and Page Footer into Printed Documents.....</i>	48
<i>Insert Page Numbers into Printed Documents.....</i>	48
<i>Insert Date and Time into Printed Documents.....</i>	49
<i>Insert the User Name into Printed Documents.....</i>	49
SCALING.....	50
<i>Scale Print Preview by Entering a Zoom Factor.....</i>	50
<i>Scale Print Preview by Specifying Width in Pages.....</i>	50
ZOOMING.....	51
<i>Zoom Print Preview In or Out.....</i>	51
<i>Zoom Print Preview by Entering a Zoom Factor.....</i>	51
<i>Zoom Print Preview to Show Whole Pages or Fit Content.....</i>	52
<i>Show Two or More Pages in Print Preview.....</i>	53
VIEWING AND NAVIGATING	54
<i>Navigate Between Pages in Print Preview.....</i>	54
<i>Use the Hand Tool in Print Preview.....</i>	54
<i>Search for a Specific Text in Print Preview.....</i>	55
WATERMARK AND BACKGROUND.....	55
<i>Change Watermark and Background Settings in Print Preview.....</i>	55
<i>Remove a Watermark in Print Preview.....</i>	58
EXPORTING.....	58
<i>Exporting from Print Preview.....</i>	58
<i>PDF-Specific Export Options.....</i>	61
<i>HTML-Specific Export Options.....</i>	63
<i>MHT-Specific Export Options.....</i>	64
<i>RTF-Specific Export Options.....</i>	65
<i>XLS-Specific Export Options.....</i>	66
<i>XLSX-Specific Export Options.....</i>	67
<i>CSV-Specific Export Options.....</i>	68
<i>TXT-Specific Export Options.....</i>	69
<i>Image-Specific Export Options.....</i>	70
MISCELLANEOUS.....	71
<i>Customize Printing Settings of Grids.....</i>	71
WARNINGS AND ERROR MESSAGES IN PRINT PREVIEW	72
<i>Warnings.....</i>	72
<i>Errors.....</i>	72
LAYOUT MANAGER	73
LAYOUT CUSTOMIZATION	73
<i>Previewing Layout Customization.....</i>	74
<i>Hide and Display Elements using a Layout Manager.....</i>	74
<i>Change Element Layout.....</i>	74
<i>Resize Interface Elements.....</i>	75
<i>Add Empty Regions, Separators, Splitters and Labels.....</i>	76
<i>Change Text Label Options.....</i>	77
<i>Work with Interface Element Groups.....</i>	78
<i>Create and Delete Tabbed Groups.....</i>	79

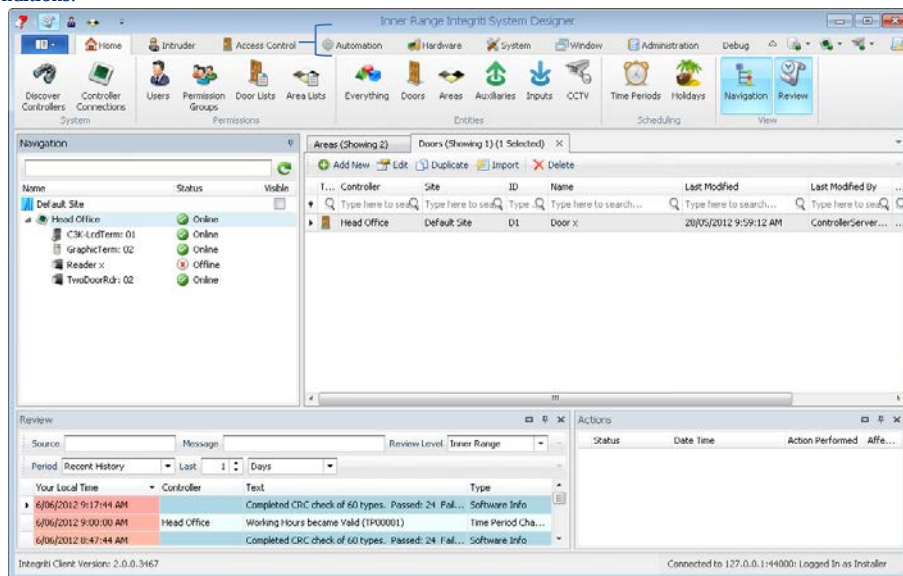
SAVE AND RESTORE INTERFACE LAYOUT	83
RIBBON	85
FREQUENTLY USED RIBBON COMMANDS.....	85
INVOKE RIBBON COMMANDS	86

The Integriti management software interface

The appearance and control of the Integriti management software is the same throughout. It has been designed for flexibility and ease of use. This document will explain the use of the various interface elements available.

Logical operator combining conditions

Click to change the current operator, and add/remove conditions and groups of conditions.



Editors

This section describes the capabilities provided by the editor controls.

Working with Dropdown Editors

Open Editor's Dropdown

Do one of the following:

- Focus the editor and press **ALT+DOWN ARROW** or **F4**.
- Click the editor's dropdown button:



Close Editor's Dropdown

For all editors providing a dropdown, you can close the dropdown by pressing **ALT+DOWN ARROW**, **ESC** or **F4**.

Dropdowns displaying lists of items can be closed by clicking an item with the mouse, or by selecting an item with the keyboard and pressing **ENTER**.

Editing Values, Selecting Text and Using the Clipboard

Select and Deselect Editor's Contents

To select all text within an editor, you can invoke the Editor Context Menu and choose **Select All**. To select a part of the edit value, click on a position where the selection should start, drag the pointer to the end position and then release the mouse button.

Additionally, the following keyboard shortcuts allow you to manage selections.

Shortcut	Description
CTRL+A or F2	Select all within an editor.
SHIFT+ARROW	Extends or shrinks the selection by one character.
CTRL+SHIFT+ARROW	Extends or shrinks the selection by one word.

Clipboard Operations

Clipboard operations are supported for editors that support caret moving.

To copy selected text into the clipboard, do one of the following.

- Press **CTRL+C** or **CTRL+INSERT**.
- Open the Editor Context Menu and select **Copy**.

To paste text from the clipboard, do one of the following.

- Press **CTRL+V** or **SHIFT+INSERT**.
- Open the Editor Context Menu and select **Paste**.

To cut some text from an editor into the clipboard, do one of the following.

- Press **CTRL+X** or **SHIFT+DELETE**.
- Open the Editor Context Menu and select **Cut**.

Delete Selected Text

To delete the selected text within an editor, do one of the following:

- Press **DELETE** or **BACKSPACE**.
- Open the Editor Context Menu and select **Delete**.

Undo

To undo the last text editing operation, do one of the following:

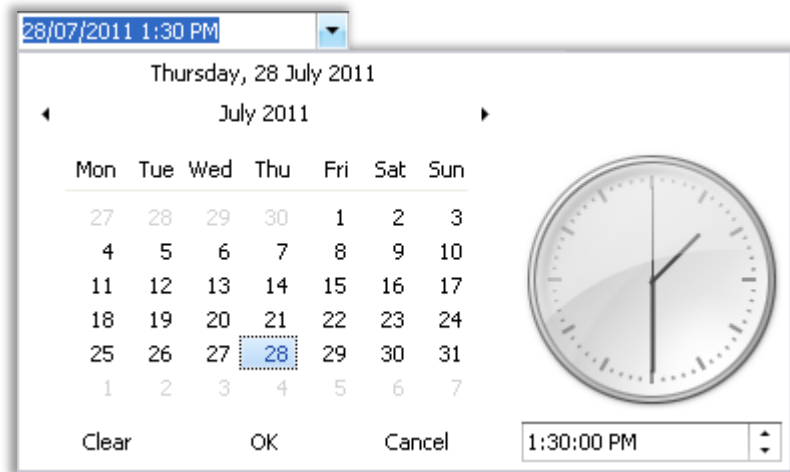
- Press **CTRL+Z**.
- Open the Editor Context Menu and select **Undo**.



After you've undone an operation, you can return to the previous edit value by executing the Undo command once again.

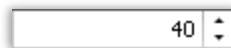
Change Date/Time Values

You can edit these values without opening the dropdown calendar. Position the caret at the portion of a date/time value that needs to be changed. To increment the value, press **UP ARROW**. To decrement the value, press **DOWN ARROW**. Or, use the mouse wheel.



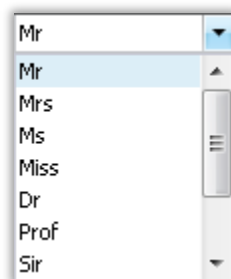
Change Numeric Values

To increment a value, press **UP ARROW**. To decrement the value, press **DOWN ARROW**. Or, use the mouse wheel.



Change Values of Editors That Display Items in the Dropdown

To select the previous value, press **UP ARROW**. To select the next value, press **DOWN ARROW**. Or use the mouse wheel.

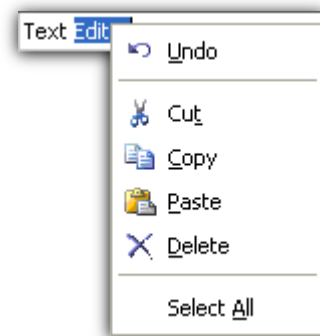


Edit Images

To copy, cut, paste, load and save images in image editors, right click the image and select the required command via the context menu.

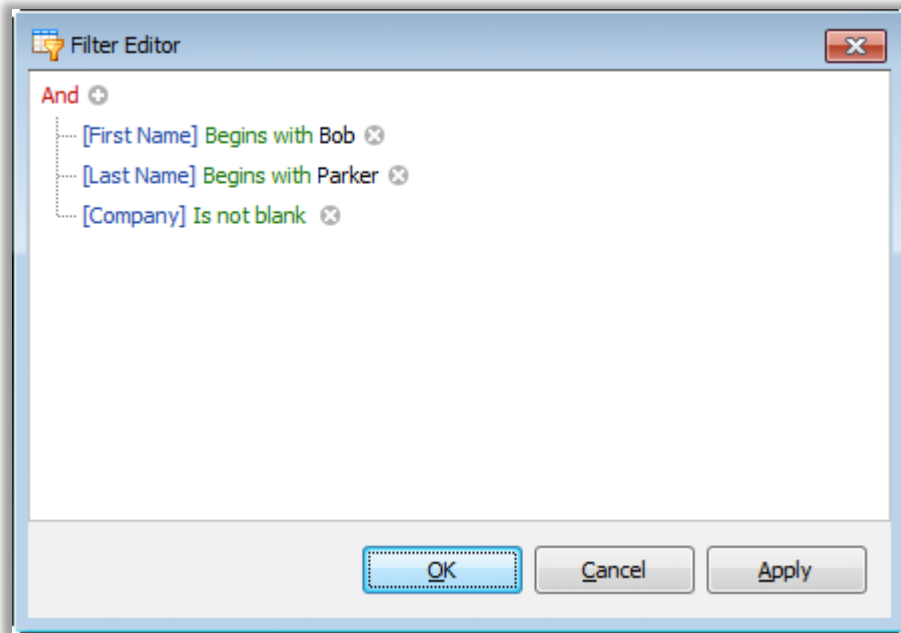
Editor Context Menu

Text editors support a context menu providing common commands. To open the menu, right-click an editor.



Filter Editor

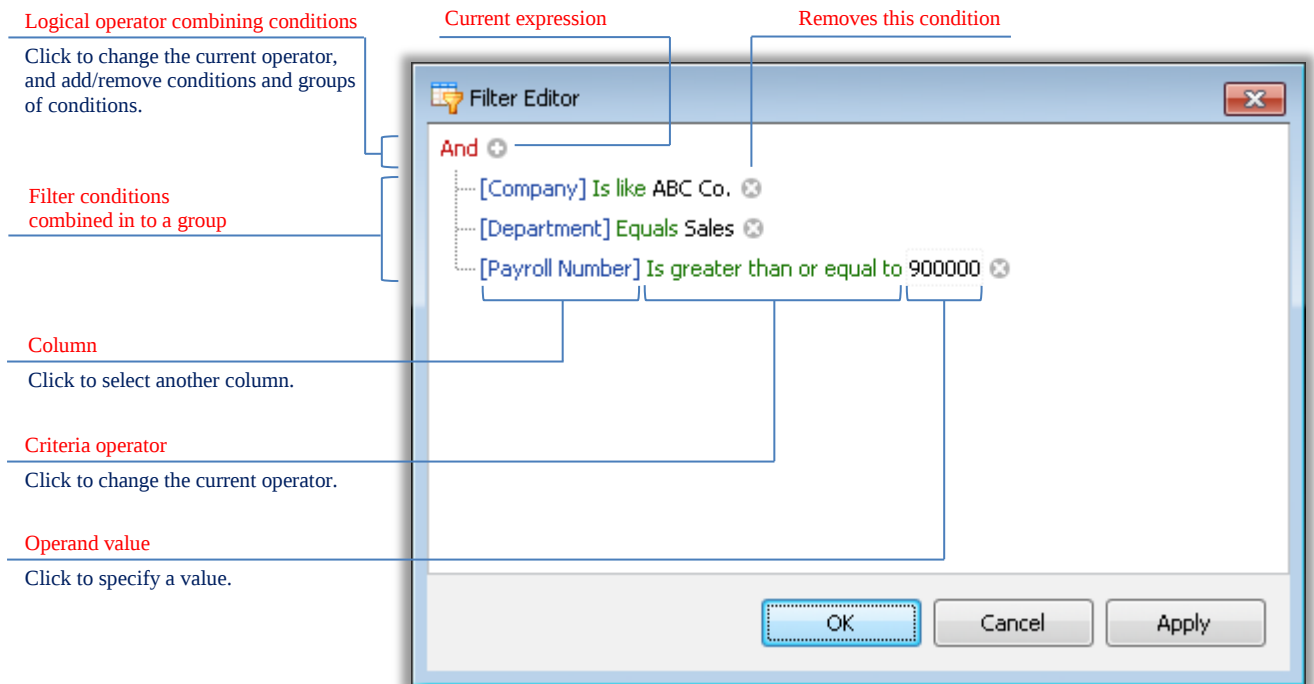
This section describes the capabilities provided by the Filter Editor, which allows users to visually build filters:



Filter Data via the Filter Editor

Filter Editor

The **Filter Editor** is used to edit filter criteria. To create and customize filter criteria, use the  and  buttons embedded into the control and context menus supported by the editor's elements:

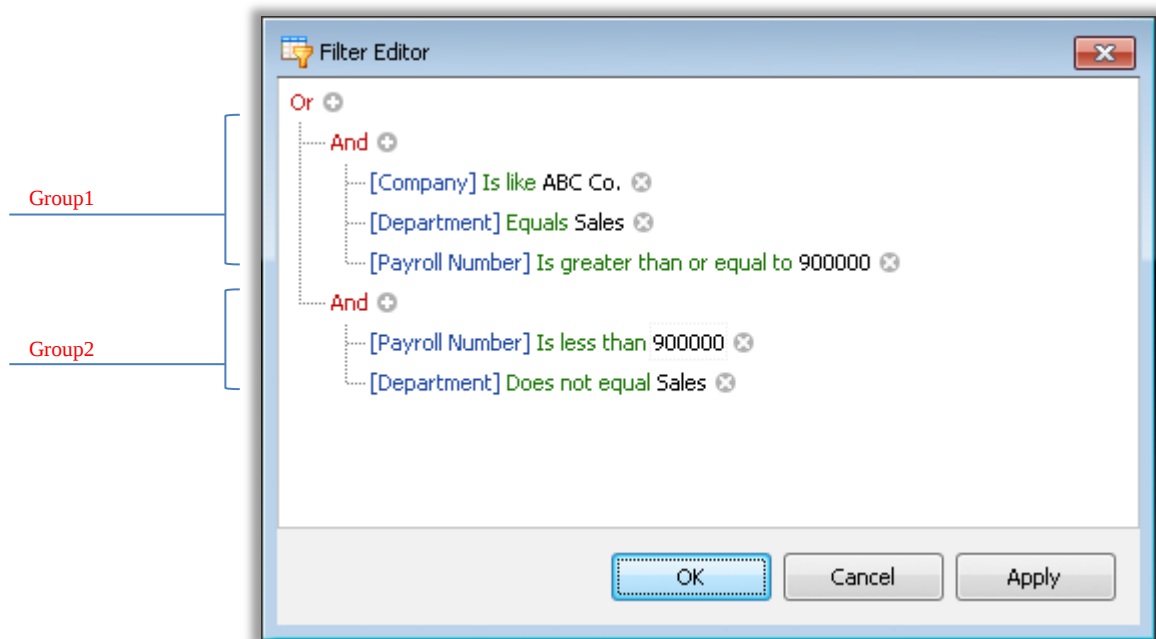


Remarks

A filter condition **group** is a set of conditions combined by the same logical operator. The following filter expression contains two groups combined by the logical OR operator:

```
([Product] = 'Chang' And [Quantity] > 20) Or ([Product] In ('Tofu', 'Konbu') And [Quantity] < 100)
```

In the Filter Editor it's represented as follows:



For step-by-step examples of creating filter criteria, see [Examples of Using the Filter Editor](#).

Add Conditions

To add a condition to a logical group, do one of the following:

- Focus any condition within the group or the group's logical operator and then press **INSERT** or **ADD** on the keyboard.
- Click the  button for the group.
- Click the group's logical operator and select **Add Condition**.

To add a condition or a group of conditions that have been copied to the clipboard, press **CTRL+V** or **SHIFT+INSERT**. The new condition will be added to the focused group.

Delete Conditions

To delete a condition, do one of the following:

- Focus the condition and press **DELETE** or **SUBTRACT**.
- Click the  button.

To delete a group of conditions, do one of the following:

- Focus the group's logical operator and press **DELETE** or **SUBTRACT**
- Click the group's logical operator and select **Remove Group**.

To delete all conditions, do one of the following:

- Focus the topmost logical operator and press **DELETE** or **SUBTRACT**.
- Click the topmost logical operator and select **Clear All**.

To cut a condition/group of conditions to the clipboard, focus this condition or the group's logical operator and press **CTRL+X** or **SHIFT+DELETE**.

Clipboard Operations

To copy a condition or a group of conditions to the clipboard, focus this condition or the group's logical operator and press **CTRL+C** or **CTRL+INSERT**.

To cut a condition or a group of conditions to the clipboard, focus this condition or the group's logical operator and press **CTRL+X** or **SHIFT+DELETE**.

To paste a condition or a group of conditions from the clipboard to the focused group, press **CTRL+V** or **SHIFT+INSERT**.

Change a Column in a Filter Condition

To change a condition's column, invoke the column list by doing one of the following:

- Click the current column.
- Focus the current column via the keyboard and press **SPACE** or **ALT+DOWN ARROW**.

Then, choose the required column from the list that will be invoked

Change an Operator in a Filter Condition

To change a condition's operator, invoke the operator list by doing one of the following:

- Click the condition's current operator.
- Focus the current operator via the keyboard and press **SPACE** or **ALT+DOWN ARROW**.

Then, choose the required operator from the list that will be invoked

Edit a Condition's Value

To edit a condition's value, click the operand value and type text.

To activate the operand value's edit box without changing the value, click the value or focus the operand value via the keyboard and press **F2**, **SPACE**, **ENTER** or **ALT+DOWN**

To close the active edit box, press **ENTER**.

To discard changes to the value and close the active edit box, press **ESC**.

Navigation

To focus a specific filter condition or a group's operator within the Filter Editor, do one of the following:

- Click the target element.
- Use arrow keys to move focus via the keyboard.

Examples of Using the Filter Editor

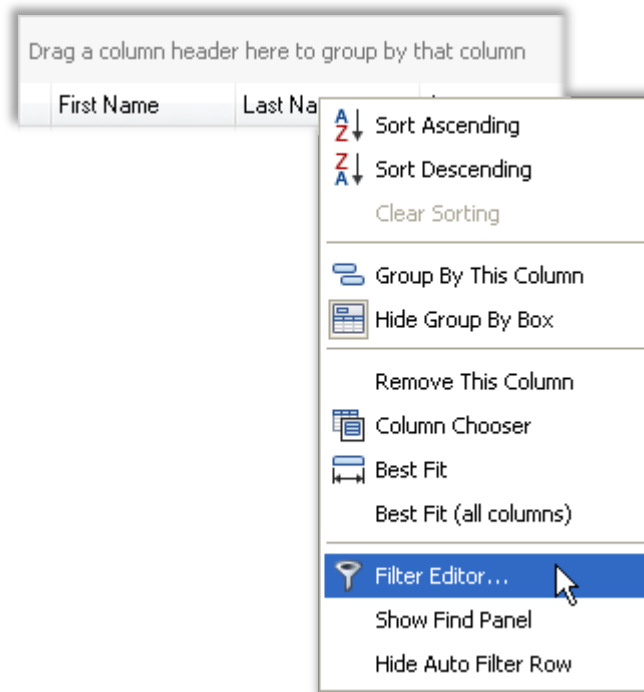
The Filter Editor allows you to filter data (display those records that meet specific requirements), by visually constructing filter criteria in a straightforward graphical form. The following sections demonstrate how to construct filter criteria using the Filter Editor.

How to Construct a Simple Filter Condition

Basically, filter conditions specify what data to select from a data source and display in a data-bound control. A typical simple filter condition consists of three parts: the column/field name, operator and a value(s). For instance, '[Discount] >= 0.05' is a simple filter condition, where '[Discount]' is a field name, '>=' is an operator and '0.05' is a value. This condition when applied to a data-aware control will display records that have values in the Discount column greater than or equal to 0.05. Here is how to create a condition via the Filter Editor (it's assumed that the underlying data source contains the 'Company' column, otherwise, this column will not be accessible in the Filter Editor's column list):

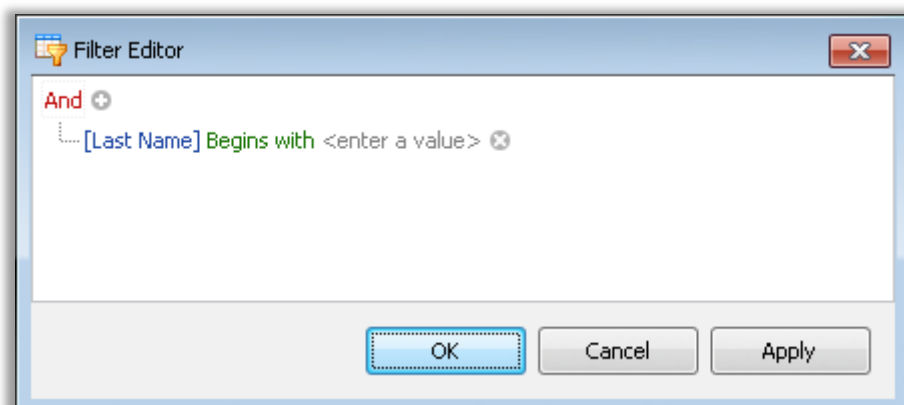
1. Invoke the Filter Editor.

To invoke the Filter Editor in a grid control, right-click any grid column's header and select the Filter Editor option.



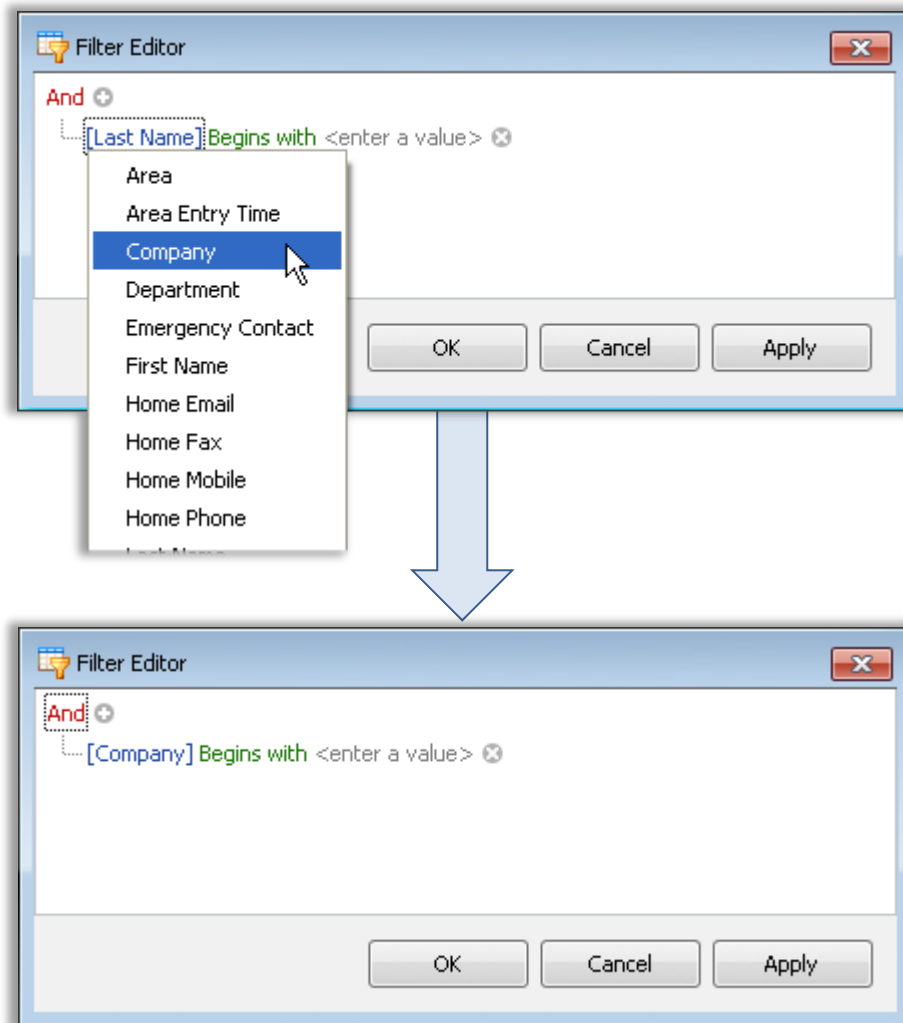
2. The Filter Editor will pop up.

When invoking the Filter Editor for a grid control, if no filtering has yet been applied, the Filter Editor will contain a new filter condition referring to the clicked column. If, for example, the Filter Editor has been opened by right-clicking a Product Name column, it will look like the image below:



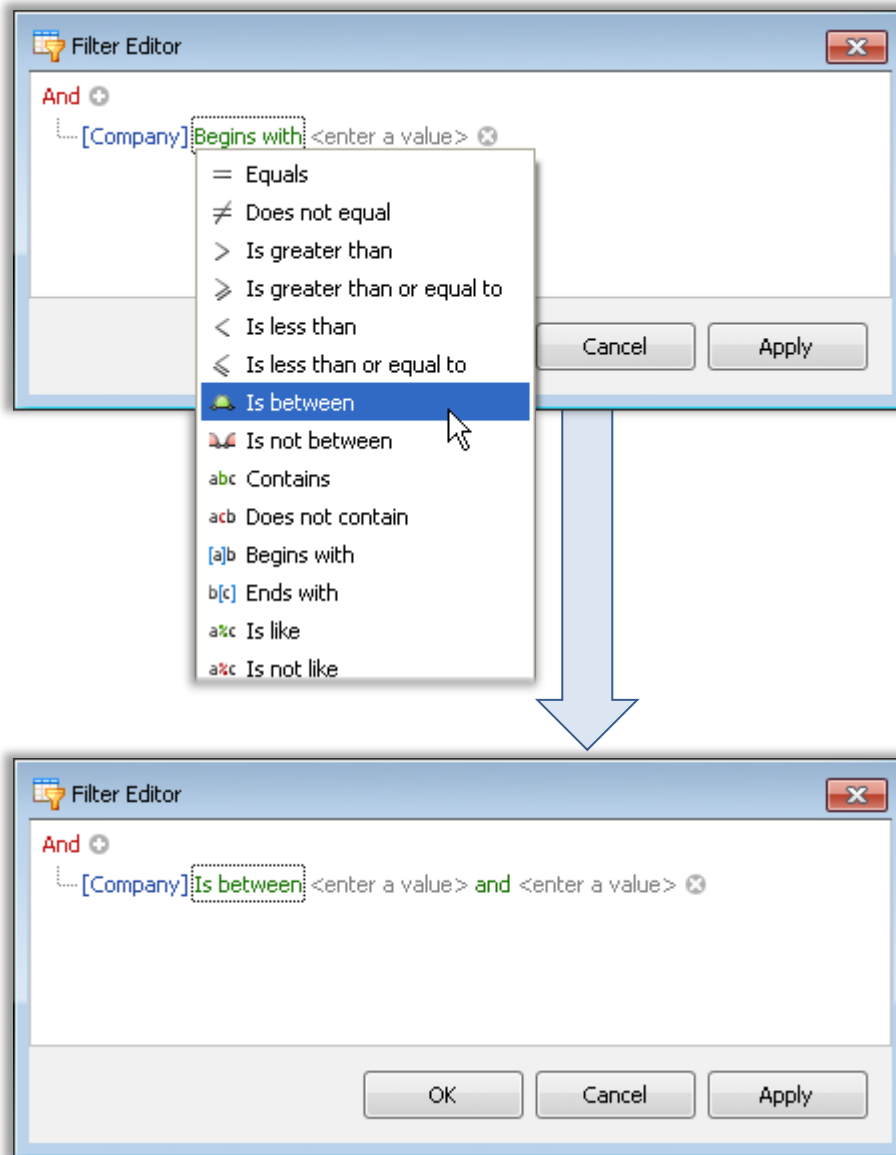
3. Select a column.

Now, to filter against the Discount column, click the condition's link displaying a column name ('Company'). This will display the list of available columns. Select the Discount column in this list:



4. Select a comparison operator.

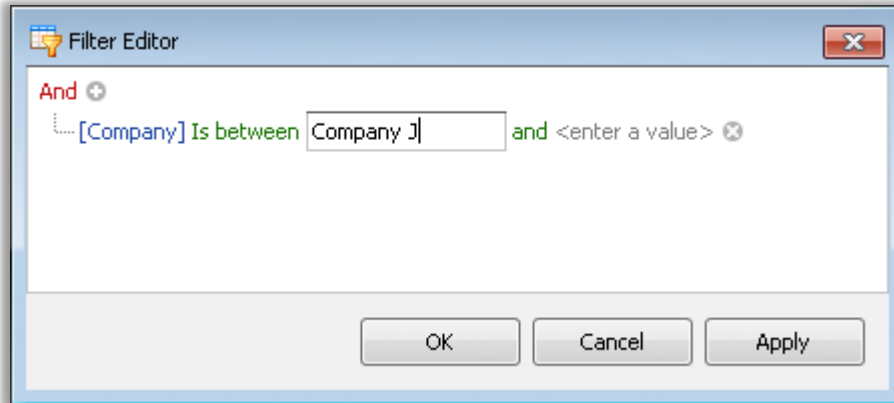
To select the 'Is between' comparison operator, click the condition's operator link ('Begins with') to display the list of supported comparison operators and select the required operator:



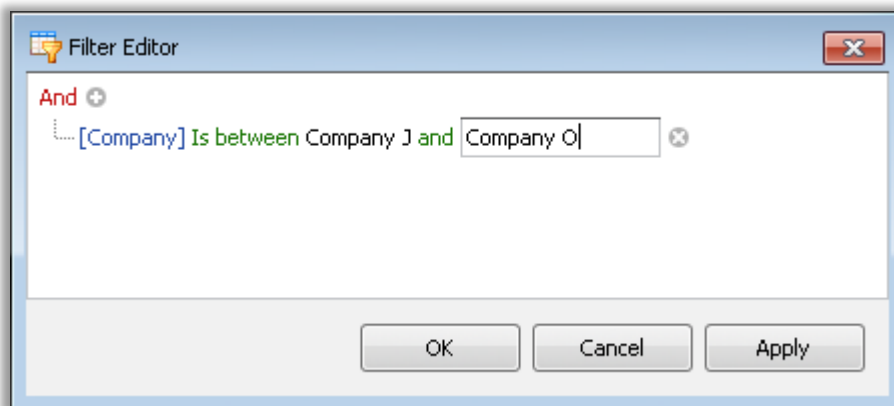
The comparison operator list displays only those operators that are supported by the current column's data type. For instance, if the selected column was of the numeric type, the operator list would not display the 'Begins with' operator and other operators that are related to strings.

5. Enter the required values.

Now, click the first value box and enter a comparison value ('Company J'):



Next, click the second value box and enter a comparison value ('Company O'):



6. Save changes.

Click OK or Apply, to filter data using the created filter condition. The grid will show the filter panel displaying the current filter criteria:

Drag a column header here to group by that column

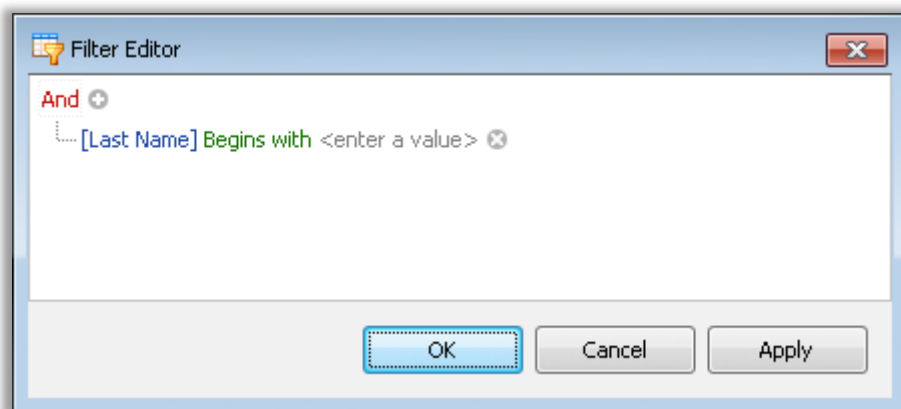
	First Name	Last Name	Company
▼			
▶	Cleora	Arterbury	Company M
	Gayle	Wheeler	Company O
	Latonia	Taber	Company L
	Lemuel	Gasparino	Company J

The filter panel will contain the 'Edit Filter' button, which also allows you to invoke the Filter Editor.

How to Construct Filter Criteria with Multiple Conditions Joined by One Logical Operator

Filter criteria typically consist of two or more simple filter conditions combined by logical operators (AND, OR, NOT AND, NOT OR). The following example shows how to construct filter criteria in the Filter Editor that consist of multiple conditions combined by one logical operator. The "[ProductName] = 'Tofu' AND [Discount] >= 0.1 AND [Quantity] > 99" filter expression contains three simple filter conditions combined by the AND operator. To construct it, do the following:

1. Invoke the Filter Editor. When the Filter Editor is invoked for a grid control, the Filter Editor may display an unfinished new filter condition:



2. Set the condition's operator to Equals and operand value to 'Tofu' (as described in the previous section):

3. To add one more condition, press the  button next to the group's AND operator:

This will create a new condition under the current one:

4. For the second condition, set the column to 'Discount', operator to '>=' and operand value to '0.1':
5. To add a third condition to the same group, click the  button again. Set the condition's column to 'Quantity', operator to '>' and operand value to '99'. Below is the result:
6. Click OK or Apply, to apply the created filter criteria.

How to Construct Filter Criteria Involving Different Logical Operators

Some filter criteria contain multiple logical (Boolean) operators combining simple filter conditions. For instance, you want to see items whose price is under 10, and at the same time, the available quantity is also less than 10. At the same time, you may also want to see those items whose price is over 10, while the available quantity is also greater than 10. The resulting condition will look like this:

`(Price is less than 10 AND Quantity is less than 10) OR (Price is greater than 10 AND Quantity is greater than 10)`

This is how you can do this:

Invoke the Filter Editor.

Clear existing filter conditions (if any) by clicking the  button:

Change the root logical operator to OR. To do this, click the current AND operator and select OR:

Add a new filter condition group by clicking the OR operator and selecting Add Group.

For the created condition, set the column to 'UnitPrice', operator to '<' and operand value to '10':

Click the  button to add a new condition to the current group:

For the new condition, set the column to 'Quantity', operator to '<' and operand value to '10':

Add a new filter condition group. To do this, click the root OR operator and select Add Group.

For the condition within the created group, set the column to 'UnitPrice', operator to '>' and operand value to '10':

Click the  button to add a new condition to the new group:

For the new condition, set the column to 'Quantity', operator to '>' and operand value to '10':

Click OK or Apply, to apply the created filter criteria.

Grid

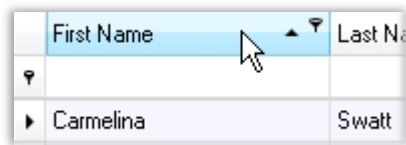
This section describes the capabilities provided by the Grid control, which represents data in a tabular form, supports data editing, sorting, grouping, filtering and many other features:

Data Presentation

Sort Grid Rows

Sort Data in Grid Views

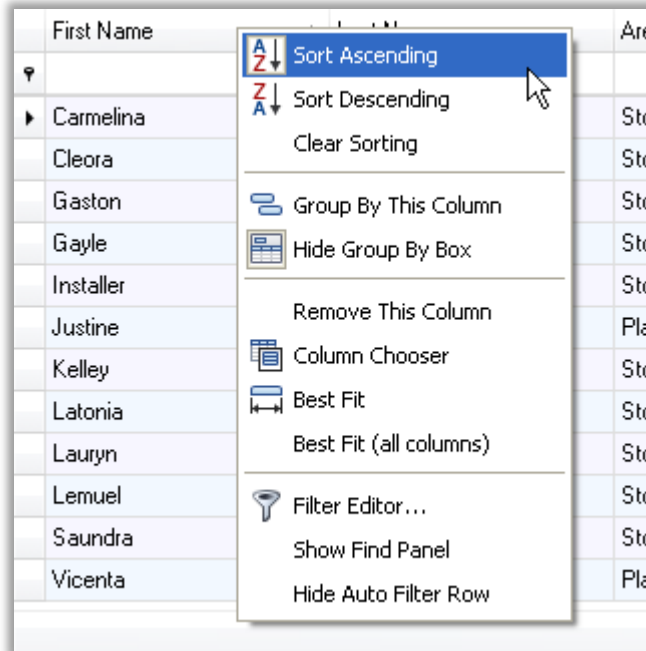
To sort records by a column's values and replace existing sort conditions that are applied to the current or other columns, click the target column's header, until an Up or Down Arrow icon is displayed within the header. The Up and Down Arrows indicate ascending and descending sort orders respectively.



First Name	Last Name
Carmelina	Swatt

To sort records by a column's values while preserving existing sort conditions, do one of the following:

- Click a column header while holding the **SHIFT** key down, until an Up or Down Arrow icon is displayed within the header.
- Right-click a column header and select **Sort Ascending** or **Sort Descending** from the context menu that appears:



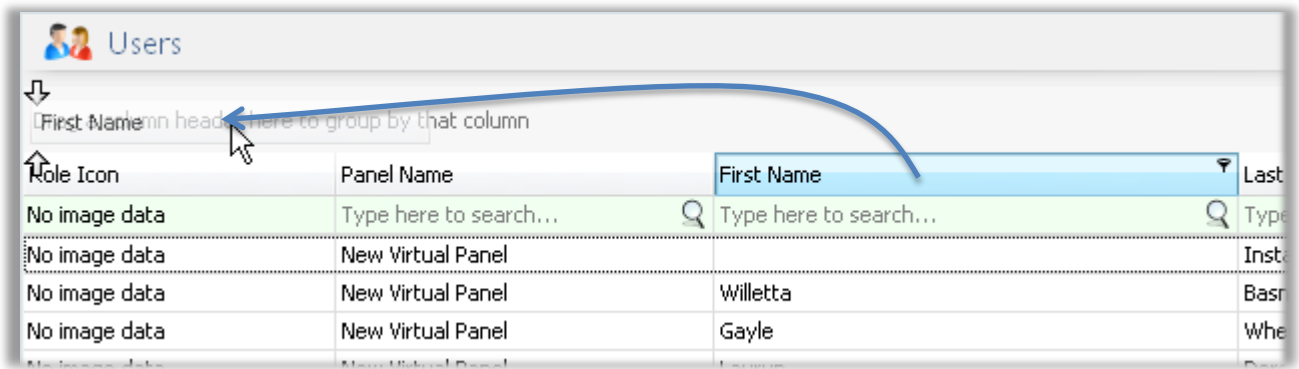
To remove sorting by a column, click a column header while holding the **CTRL** key down. You can also select Clear Sorting from the column header context menu.

Group Grid Rows

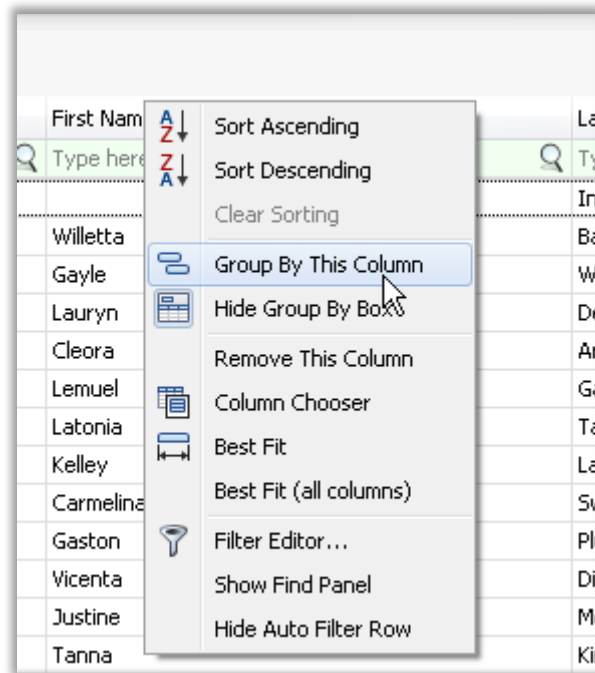
Group Data

To group by a specific column, do one of the following:

- Drag a column header from the column header panel to the group panel:



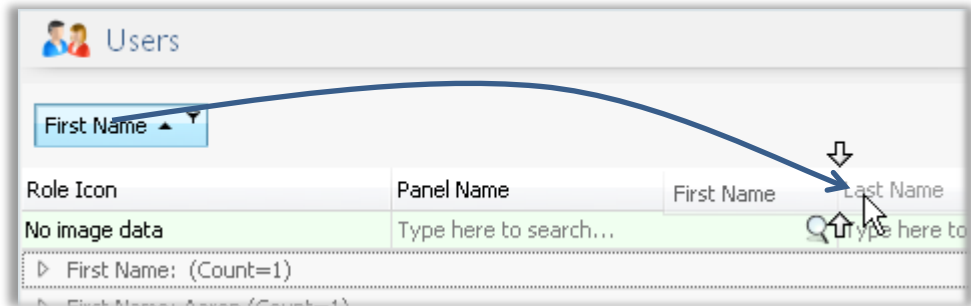
- Right-click a column header and select **Group By This Column** from the context menu:



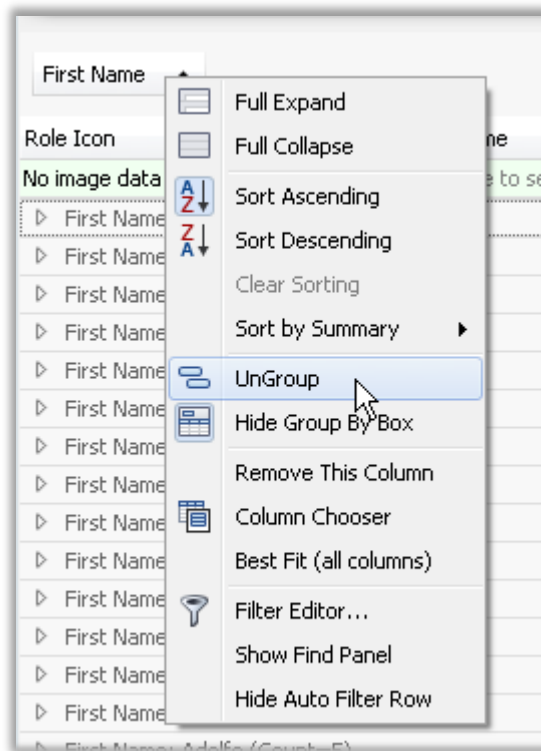
Ungroup Data

To ungroup data by a grouping column, do one of the following:

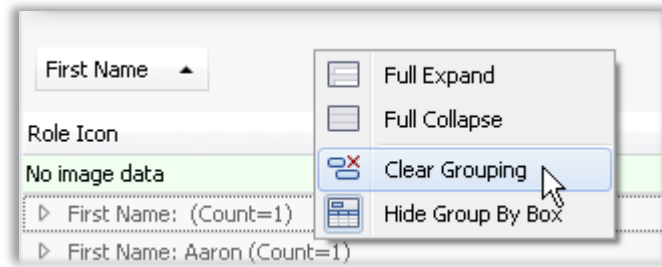
- Drag a column header from the group panel to the column header panel:



- Right-click a grouping column's header and select **UnGroup** from the context menu:

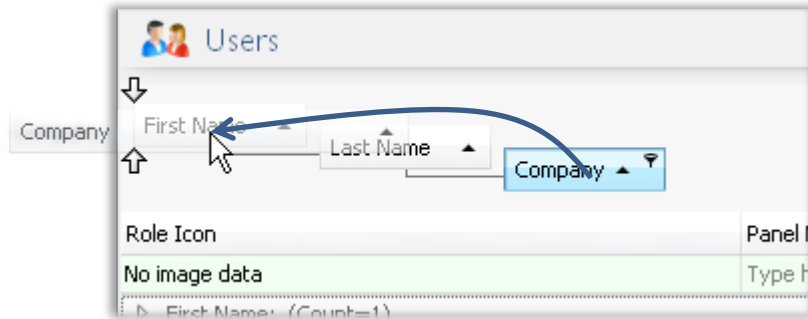


To remove grouping by all columns, right click the group panel and select **Clear Grouping** from the context menu:



Change Group Order

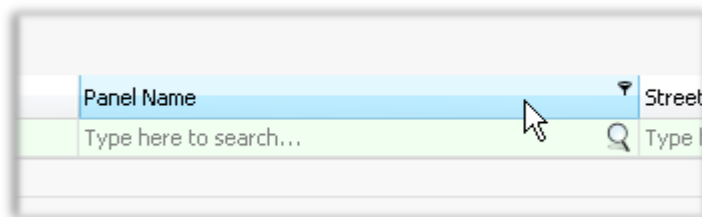
To change group order, move a grouping column header to another position within the group panel:



Filter Grid Data

Invoke the Filter Dropdown List

- In Grid Views, hover over the column header. Click the filter button (▼) within the column header that appears.

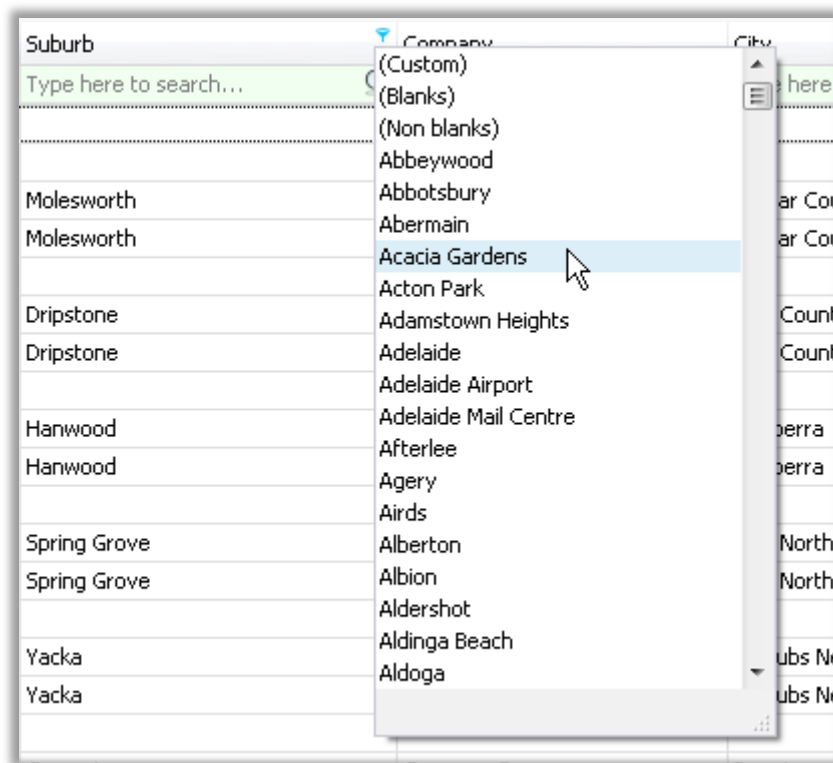


Create a Simple Filter Condition

To select records that contain a specific value in a specific column field, do the following:

1. Invoke the filter dropdown list containing available filter values.
2. By default, if filtering is applied, the filter dropdown will only display the values which match the current filter criteria. If the **SHIFT** key is pressed while opening the filter dropdown, all values will be listed (not only those that match the current filter criteria).

Select the required filter value in the filter dropdown list:



The filter dropdown list will be immediately closed, and the control will display the records which contain the specified value in the specified column.

If the filter dropdown list provides check boxes to the left of filter values, multiple values can be selected (checked) simultaneously.

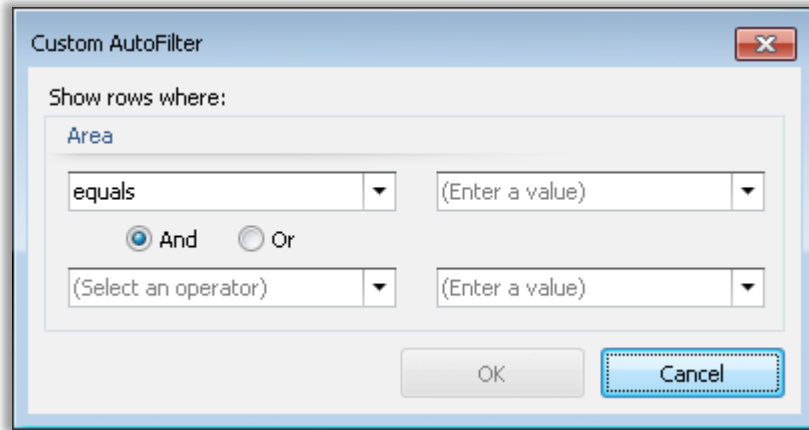
In this mode, click OK to close the filter dropdown list and apply the filter.

You can sequentially filter data against multiple columns using the method described above.

Use Microsoft Excel Style Custom Filter Dialog

To construct filter criteria involving up to two conditions, do the following:

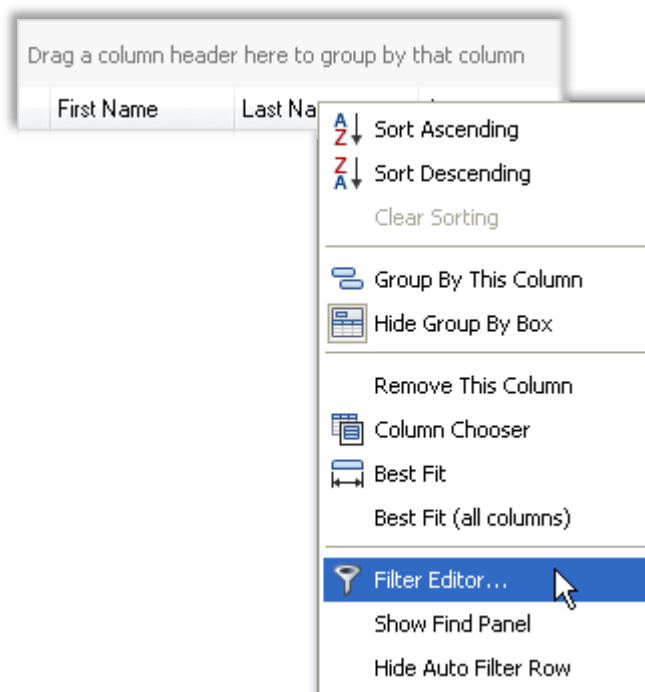
- Invoke the filter dropdown list (see above) and click **Custom**. This will invoke the Custom Filter Dialog, allowing you to compare a column with one or two values:



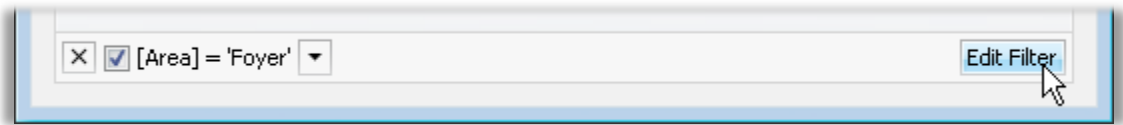
Use Advanced Filter Editor Dialog

To invoke an advanced Filter Editor dialog, do one of the following:

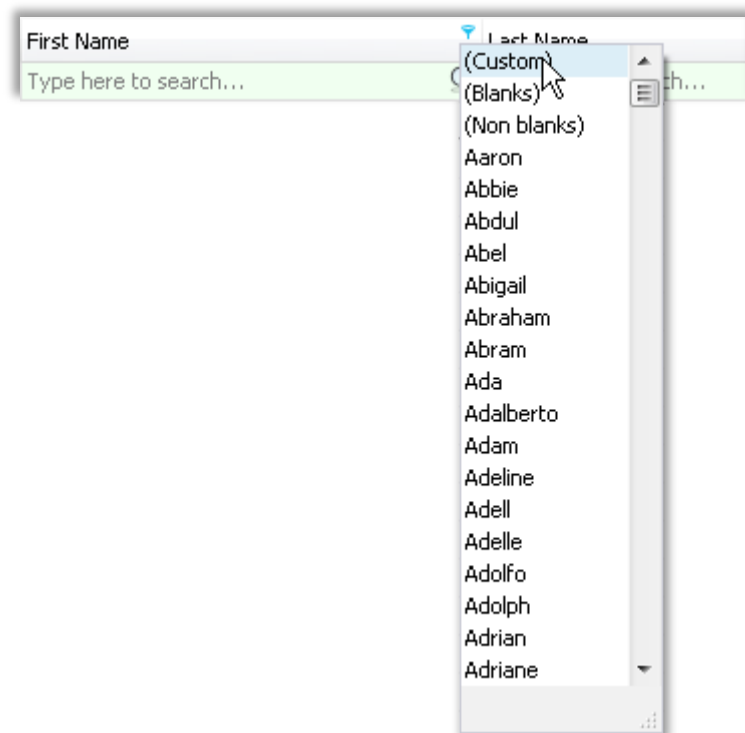
- Right-click any column's header and select **Filter Editor**:



- If the filter panel at the bottom of the grid control is visible, click the **Edit Filter** button:



The Filter Editor is also invoked when choosing the **(Custom)** item in a column's filter dropdown list, if the current filter criteria applied to the column consists of three or more simple filter conditions, or if the filter criteria contain advanced comparison operators such as "Is between" and "Is any of".



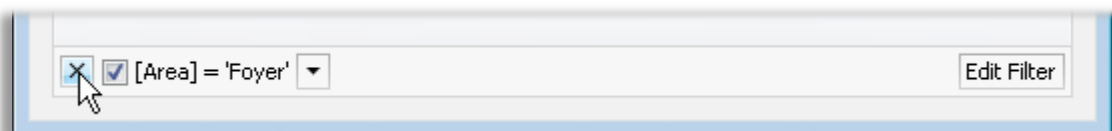
To learn how to work with the Filter Editor, refer to [Filter Data via the Filter Editor](#).

Clear the Filter

To clear the filter applied to a specific column, do one of the following:

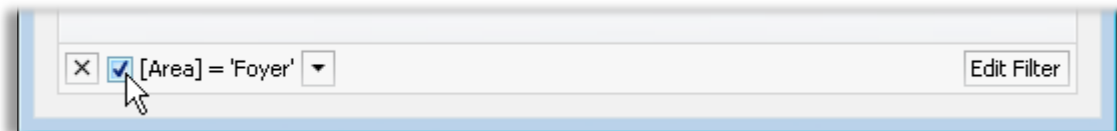
- Invoke the filter dropdown list (see below) and click (All).
- In Grid Views, right-click the column header and select Clear Filter:

To clear all filter criteria, click the Close Filter button within the Filter Panel:



Disable/Enable the Filter

Click the Enable Filter button within the Filter Panel:



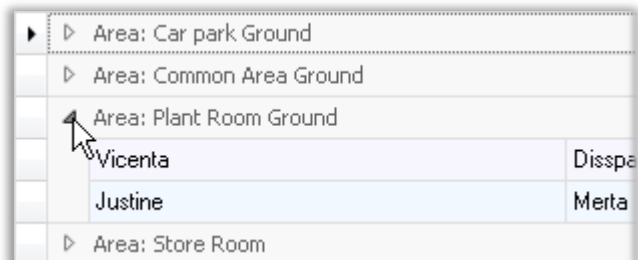
Layout Customization

Expand and Collapse Rows in Grids

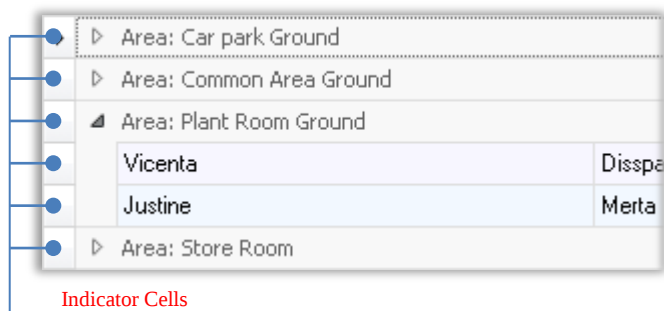
Expand/Collapse Group Rows in Grid Views

To expand/collapse a group row, do one of the following:

- Click the row's expand button:



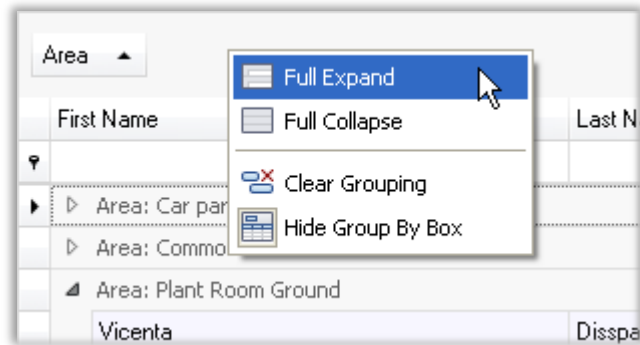
- Double-click the group row.
- Double-click the indicator cell corresponding to the group row:



- Focus the group row and press **PLUS** (to expand the row) or **MINUS** (to collapse the row).

- Focus the group row and press **RIGHT ARROW** (to expand the row) or **LEFT ARROW** (to collapse the row).

To expand or collapse all group rows, right-click the group panel at the top of the control. This opens the group panel context menu. Then select Full Expand or Full Collapse respectively:

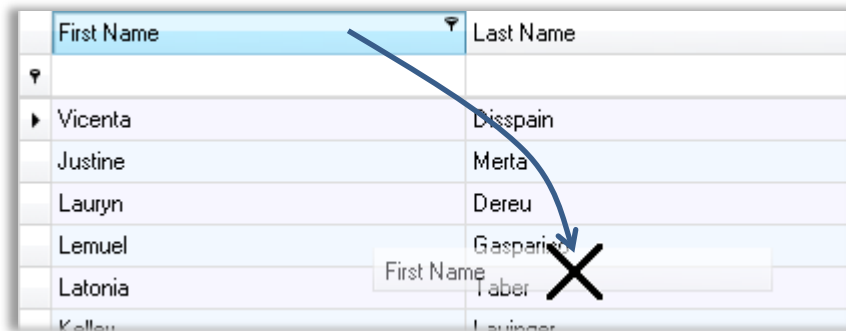


Hide and Display Grid Columns

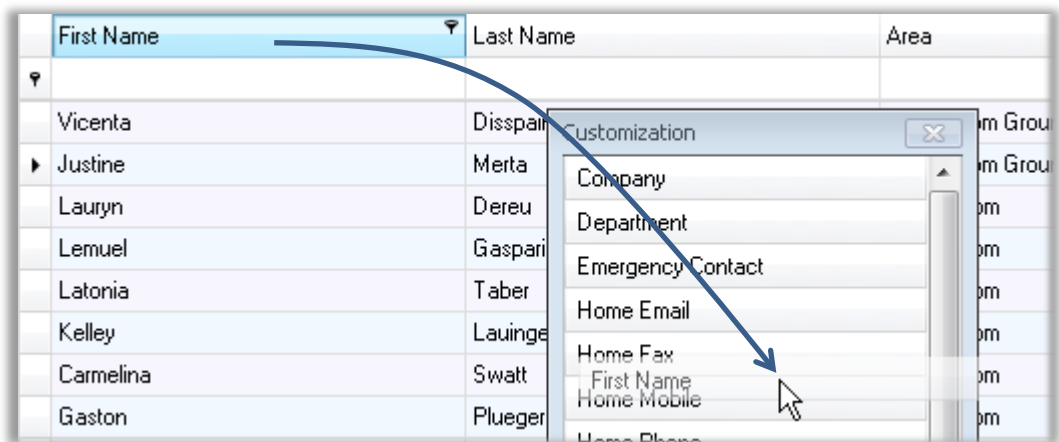
Hide Columns in Grid Views

Do one of the following:

- Click a column header/band header and drag it onto the grid control's cell area, until the cursor changes its image to a big 'X'. Then drop the header.

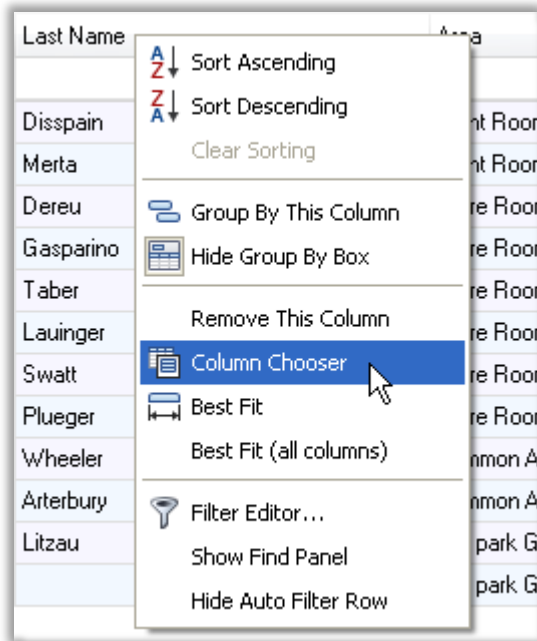


- Drag and drop a column/band header onto the Customization Form if it's open:

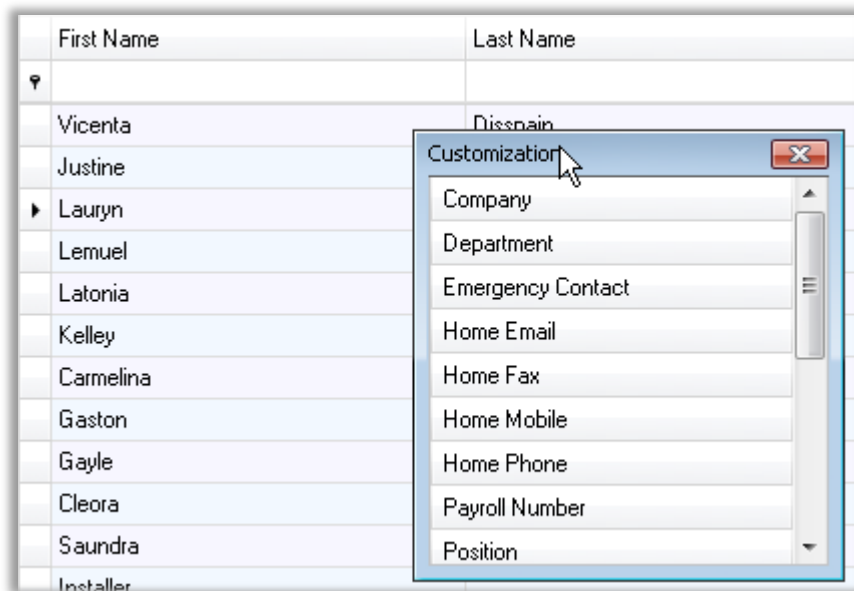


Display Hidden Columns in Grid Views

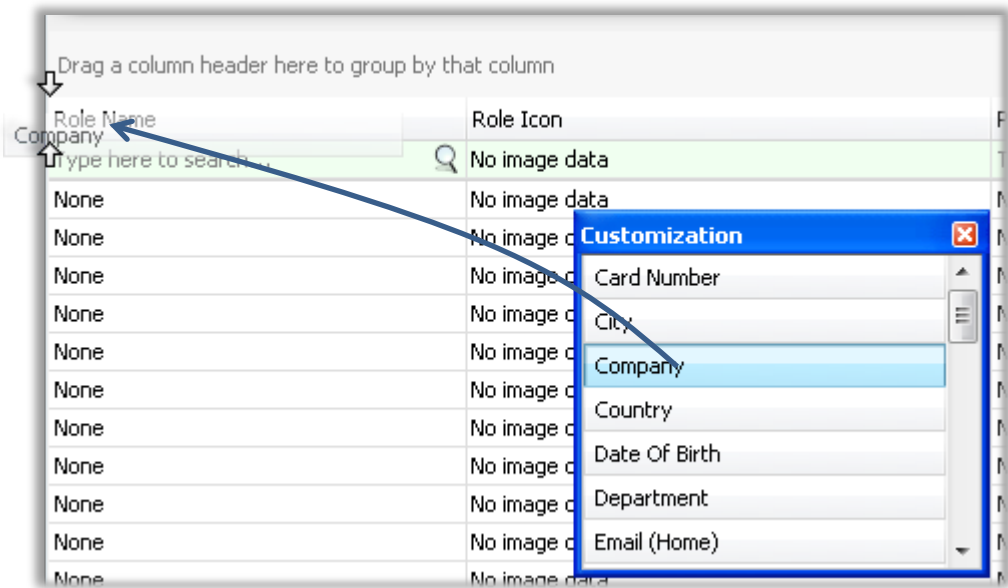
1. Open the Customization Form by right-clicking a column header and selecting Column Chooser:



The Customization Form will be displayed listing hidden columns and bands (if any):



2. Drag the required column/band from the Customization Form onto the column/band header panel and drop it at a specific position.

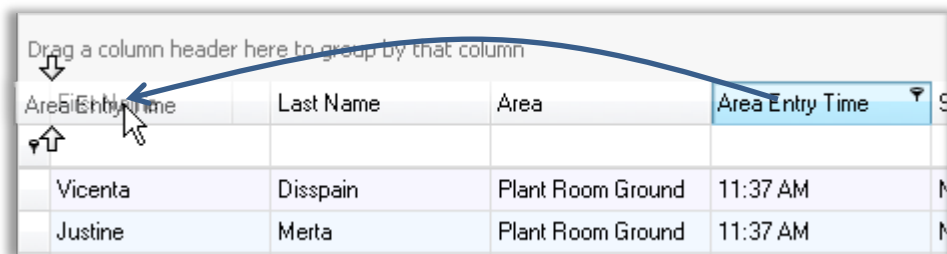


After you've undone an operation, you can return to the previous edit value by executing the Undo command once again.

Rearrange Grid Columns

Reorder Columns and Bands in Grid Views

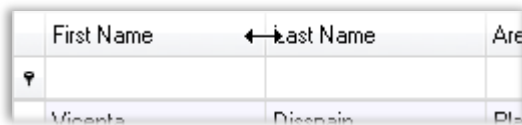
To reorder columns, drag and drop a column header to a new position:



Resize Grid Columns

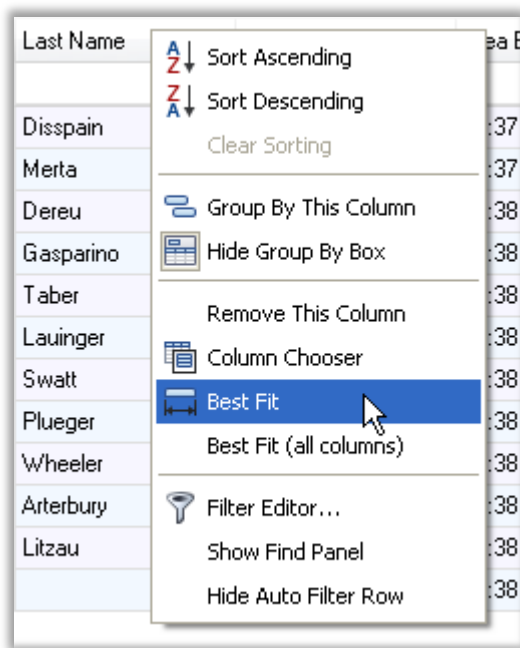
Resize Columns in Grid Views

To resize columns and bands, drag the right edge of the target column header:



To change a column's width so that it displays its contents compactly in their entirety, do one of the following:

- Double-click the right edge of the column header.
- Right-click the column's header and select **Best Fit**:



To change the widths of all columns so that they display their contents in the best possible way, right-click the header of any column and select **Best Fit (all columns)**.

Selection and Navigation

Locate Grid Records

In Grid Views, you can locate a data row by typing the initial characters of the values contained in this row.

To locate the nearest row that contains a specific value in a specific column, do the following:

- Focus any cell in the column, against which a search will be performed.
- Type the initial character(s) of the value to be located. The nearest row that contains the specified value in the clicked column will be located.
-

To proceed with the search in the forward direction, press **CTRL+DOWN ARROW**.

To proceed with the search in the backward direction, press **CTRL+UP ARROW**.

To erase the previously typed characters in the search string, press **BACKSPACE**.

Navigate Through Grid Records

Move Focus Between Rows

To move focus between cells and rows use the **ARROW**, **TAB**, **HOME**, **END**, **PAGE UP** and **PAGE DOWN** keys. Note that the **ARROW**, **HOME** and **END** keys are used for navigation between rows only when the focused cell is not being edited. Otherwise, these keys affect focus movement within the currently edited cell.

To focus the next cell, do one of the following:

- Press **TAB**.
- In Grid Views, press **RIGHT ARROW**. In Layout Views, press **DOWN ARROW**. If a cell editor is active, pressing **RIGHT ARROW** moves focus to the next cell if the caret is positioned at the end of the current cell's text, or if the cell's text is selected in its entirety.

To focus the previous cell, do one of the following:

- Press **SHIFT+TAB**.
- In Grid Views, press **LEFT ARROW**. In Layout Views, press **UP ARROW**. If a cell editor is active, pressing **LEFT ARROW** moves focus to the previous cell if the caret is positioned at the beginning of the current cell's text, or if the cell's text is selected in its entirety.

To focus the first cell within the current row in Grid Views, press **HOME**.

To focus the last cell within the current row in Grid Views, press **END**.

To focus the first row:

- press **CTRL+HOME** in Grid Views.
- press **HOME** or **CTRL+HOME** in Layout Views.

To focus the last row:

- press **CTRL+END** in Grid Views.
- press **END** or **CTRL+END** in Layout Views.

To move focus to the Auto Filter Row displayed at the top of a Grid View, do one of the following:

- Click this row.
- If a top data row is focused, press **CTRL+UP ARROW**.

Move Focus Away From the Grid Control

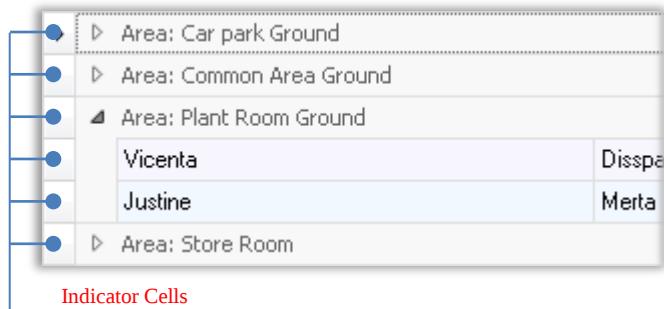
Press **CTRL+TAB** or **CTRL+SHIFT+TAB**.

Select Grid Rows

Select Individual Rows

To select a row and clear the existing selection, do one of the following:

- In Grid Views, click the row's indicator cell or any of its data cells:



- Select the row using the **ARROW** keys.

Select Multiple Rows

To select a row while preserving the current selection, do the following:

- In Grid Views, click the row's indicator cell or any of its data cells, while holding the **CTRL** key down.

To toggle the focused row's selected state, do one of the following:

- Press **CTRL+SPACE**.
- Click the row while holding the **CTRL** key down.

To move focus between rows while preserving the current selection, use **CTRL+ARROW** keyboard shortcut (supported by Grid Views).

Select a Range of Rows

To select all rows, press **CTRL+A** (supported by Grid and Layout Views). Before pressing this shortcut, ensure that the focused cell is not being edited

To select a continuous range of rows, you can do the following

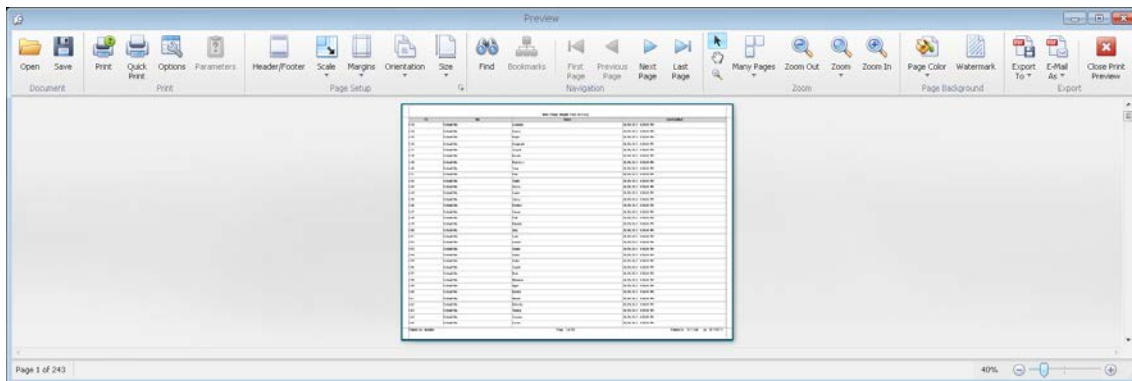
- Use **ARROW**, **PAGE UP**, **PAGE DOWN** keys while holding the **SHIFT** key down.
- To select all rows between the currently focused row and another one, click the target row while holding the **SHIFT** key down.

Copy Selected Records to the Clipboard

Press **CTRL+C** or **SHIFT+INS**.

Print Preview

This section describes the capabilities provided by the Print Preview form:



File Management

Save a Print Preview to a File

If you've modified your document, and there's a chance you'll need to print out this document version more than once, you can save the document to a file on disk. After that, you can simply load your document and print it out, without having to apply the same changes again.



To save a document to the file, click the Save button on the toolbar, or press **CTRL+S**.

On the invoked Save As dialog, locate a folder where you want to store your file, enter the document's name and click Save.

Your document will be saved with the **.prnx** file extension. Note that this extension will be added to the file name even if you enter another one.



*If you open a document which was previously saved to the hard drive, it is impossible to change its page settings (e.g. page size, orientation, margins, etc.). So, the **Page Setup** and the **Scale** buttons will be disabled.*

Load a Print Preview from a File



To open a previously saved document, click the **Open** button on the toolbar, or press **CTRL+O**.

On the invoked **Open** dialog, define the file and click **Open**.



*If you open a document previously saved to the hard drive, it is impossible to change its page settings (e.g. page size, orientation, margins, etc.). So, the **Page Setup** and **Scale** buttons will be disabled.*

Printing and Page Setup

Print a Document via the Print Dialog

To print a document, do one of the following.



- Click the **Print** button on the toolbar, or press **CTRL+P**.
- On the **File** menu, click **Print....**

The **Print** dialog will be invoked.

Specify the necessary settings and click **Print**.

To print a document without invoking the **Print** dialog, see the Print a Document Using Default Settings topic.



*If you try to print a document whose margins are outside of the printable area, you'll see a warning message. Click **Yes** to print the document anyway, if you are sure that your printer supports the specified page margins.*

Print a Document Using Default Settings

To send a document directly to the default printer without customizing print settings, do one of the following.



- Click the **Quick Print** button on the toolbar.
- On the **File** menu, click **Print**.

To learn how to select a printer, number of copies, and other printing options, refer to the [Print a Document via the Print Dialog](#) topic.

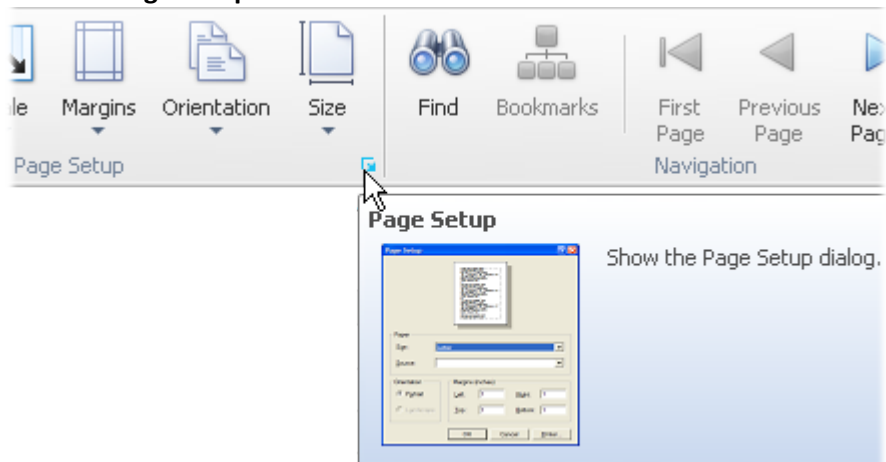


*If you try to print a document whose margins are outside of the printable area, you'll see a warning message. Click **Yes** to print the document anyway, if you're sure that your printer supports the specified page margins.*

Change Printing Settings via the Page Setup Dialog

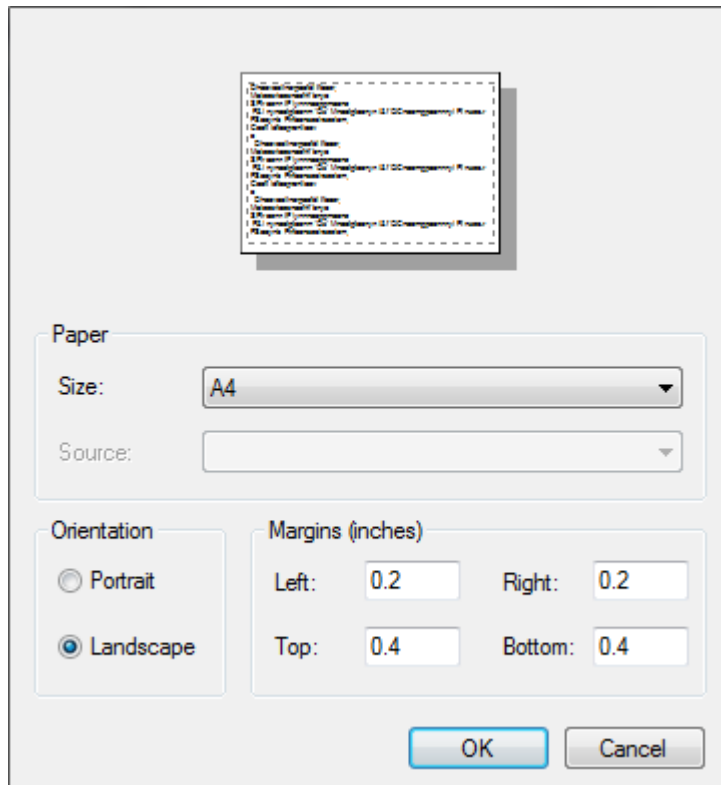
To start the page setup dialog box, do one of the following.

- Click the **Page Setup** button on the toolbar:



- On the **File** menu, click **Page Setup....**

The following dialog will be invoked.



This dialog allows you to do the following:

- Change page orientation (choose Portrait or Landscape).
- Select paper size.
- Choose paper source.
- Change page margins. (This can also be done in the Print Preview dialog)



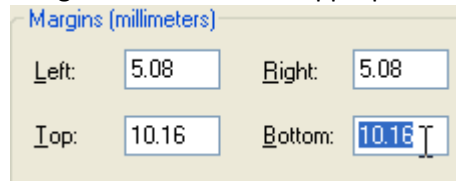
*If you're working with a document that was loaded from file, the **Page Setup** commands on the toolbar and main menu will be disabled.*

Specify Page Margins in Print Preview

To set document page margins, do one of the following.

- **Use the Page Setup dialog**

In the Page Setup dialog, enter the required top, left, bottom and right page margins' values into the appropriate editors.



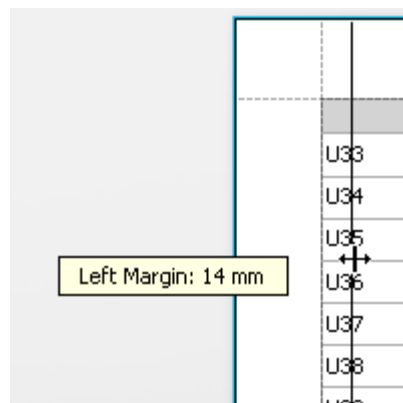
Margins (millimeters)

Left:	5.08	Right:	5.08
Top:	10.16	Bottom:	10.16

Then, click OK to save changes.

- **Use drag-and-drop in the Print Preview window**

To use this approach, point to the dotted line indicating the margin's border. When the pointer changes to , drag the pointer to move the margin.



If you're working with a document that was loaded from file, it is impossible to change its page settings (e.g. page size, orientation, margins, etc.).

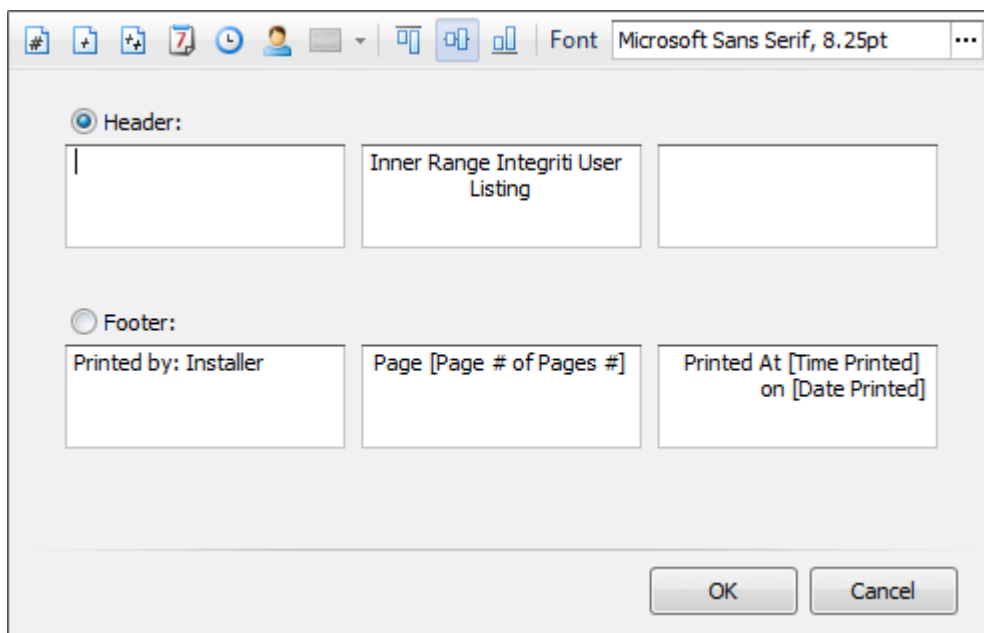
Headers and Footers

Insert Page Header and Page Footer into Printed Documents

To insert a page header and page footer into a document, click the **Header and Footer**



button on the toolbar. This will invoke the **Header and Footer** dialog.



Specify header and footer content using the appropriate text boxes, depending on the required alignment.

If needed, you can also adjust vertical alignment and font settings.

Click OK to save changes and close the dialog.

Insert Page Numbers into Printed Documents

To insert or remove page numbers from a document, first invoke the Header and Footer dialog.

Focus a text box, depending on the required alignment, and do one of the following:

- If you need to simply display the current page number, click the **Page Number** button.
- If you need to display the page number out of the total number of pages, click the **Page # of Pages #** button.

When you click one of these buttons, the dialog adds an alias within square brackets at the current cursor position. You can surround this alias with any text you like. If you no longer need page numbers in your document, delete this alias.

Click OK to save changes and close the dialog.

Insert Date and Time into Printed Documents

If you need to display the date and time when a document is printed, first invoke the Header and Footer dialog.

Then, click on the appropriate text box, depending on the required alignment, and do the following:

- To add a date stamp, click the **Date Printed**  button.
- To add a time stamp, click the **Time Printed**  button.

When you click one of these buttons, the dialog adds an alias within square brackets at the current cursor position. You can surround this alias with any text you like. If you no longer need to display date and time in your document, delete this alias.

Click OK to save changes and close the dialog.

Insert the User Name into Printed Documents

To insert user name into a document's header or footer, first invoke the Header and Footer dialog.

Then, focus an appropriate text box, depending on the required alignment, and click the  button.

When you click this button, the dialog adds an alias within square brackets at the current cursor position. You can surround this alias with any text you like. If you no longer need to display user name in your document, delete this alias.

Click OK to save changes and close the dialog.

Scaling

Scale Print Preview by Entering a Zoom Factor

To scale a document, click the **Scale**  button on the toolbar. The **Scaling** dialog will be invoked.

Set the required percentage value in the editor.

☐ Adjust to:  % normal size

Click OK to save changes and close the dialog.



If you're working with a document loaded from file, you cannot use scaling.

Scale Print Preview by Specifying Width in Pages

To scale a document to fit into X pages, click the **Scale** button on the toolbar. The **Scaling** dialog will be invoked.

Set the required number of pages in the editor.

☐ Fit to  pages wide

Click OK to save changes and close the dialog.



If you're working with a document loaded from file, you cannot use scaling.

Zooming

Zoom Print Preview In or Out

Zoom In and Out of a Document

- To zoom in a document, click the **Zoom In**  button on the toolbar, or press **CTRL+PLUS SIGN**.
- To zoom out of a document, click the **Zoom Out**  button on the toolbar, or press **CTRL+MINUS SIGN**.

To zoom in or out of a document, you can also hold down **CTRL** and rotate the mouse wheel.

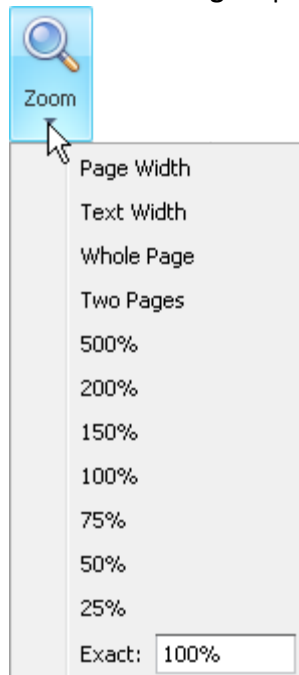
Use the Magnifier Tool

Use the **Magnifier Tool**  to switch between 100% and "fit whole page" views. Simply click anywhere in the document, to toggle views.

Zoom Print Preview by Entering a Zoom Factor

To zoom to a specific zoom factor, do one of the following.

- Click the **Zooming** dropdown list button. The following list will be invoked.



Choose one of the zoom factor presets.

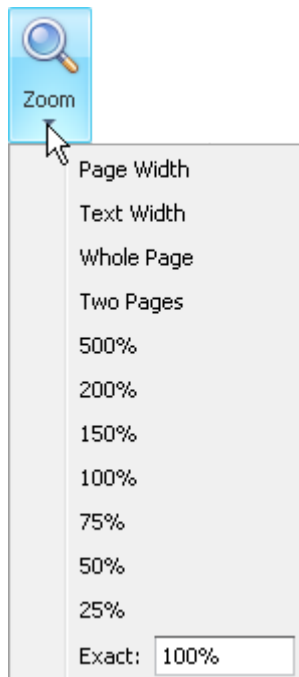
- You can manually enter any value into the **Zooming** box.

Exact:

Zoom Print Preview to Show Whole Pages or Fit Content

Zoom Documents to Fit Page Content

To zoom to the page or text width, click the **Zooming** box. The following list will be invoked.



- To zoom to the page width, click **Page Width**.
- To zoom to the text width, click **Text Width**.



If the preview window will be resized later, the current zoom factor will also be changed, to fit the current page or text width.

Zoom Documents to Display Whole Pages

First, invoke the zooming dropdown (see above).

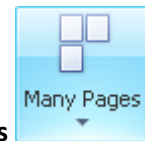
- To display one whole page at a time, click **Whole Page**.
- To fit two pages into the current view, click **Two Pages**.



If the preview window will be resized later, the current zoom factor will also be changed, to fit the current page or text width.

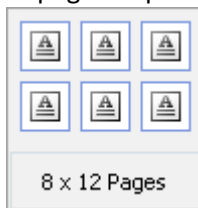
If you want to preview more pages simultaneously, refer to the Show Two or More Pages in Print Preview topic.

Show Two or More Pages in Print Preview



To preview two or more pages at one time, click the **Multiple Pages** button on the toolbar.

Then, in the invoked dialog, hover over the page icons, depending on the required number of pages to preview.



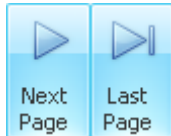
When the required number of pages has been selected, click the popup window to close it and apply changes to the document view.

Viewing and Navigating

Navigate Between Pages in Print Preview



To navigate between pages, use the scrollbars or navigation buttons



on the toolbar. These buttons allow you to switch to the first, previous, next, or last page of a document.

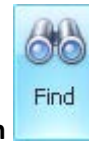
Use the Hand Tool in Print Preview

The **Hand Tool** enables you to scroll content by dragging the document instead of using scrollbars.

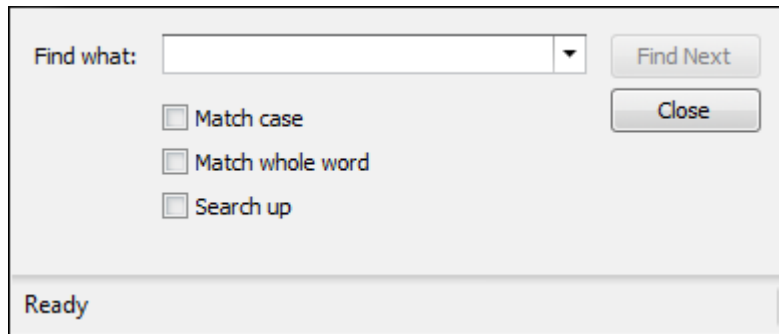
To activate the **Hand Tool**, click the **Hand Tool**  button on the toolbar.

Then, after you click a document's page, the mouse pointer is changed from  to . Drag the mouse pointer to scroll the document.

Search for a Specific Text in Print Preview



To search for a specific text within a document, click the **Search** button on the toolbar, or press **CTRL+F**. The **Find** dialog will be invoked.



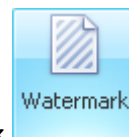
In this dialog, you can input the text to find, and specify whether to match case or the whole word during the search, or set the search direction.

To start searching, or search again, click **Find Next** or press **ENTER**.

Watermark and Background

Change Watermark and Background Settings in Print Preview

Invoke the Watermark Dialog



To add a watermark to a document, click the **Watermark** button on the toolbar, or click **Watermark...** on the **Background** menu. The **Watermark** dialog will be invoked.

Add a Text Watermark

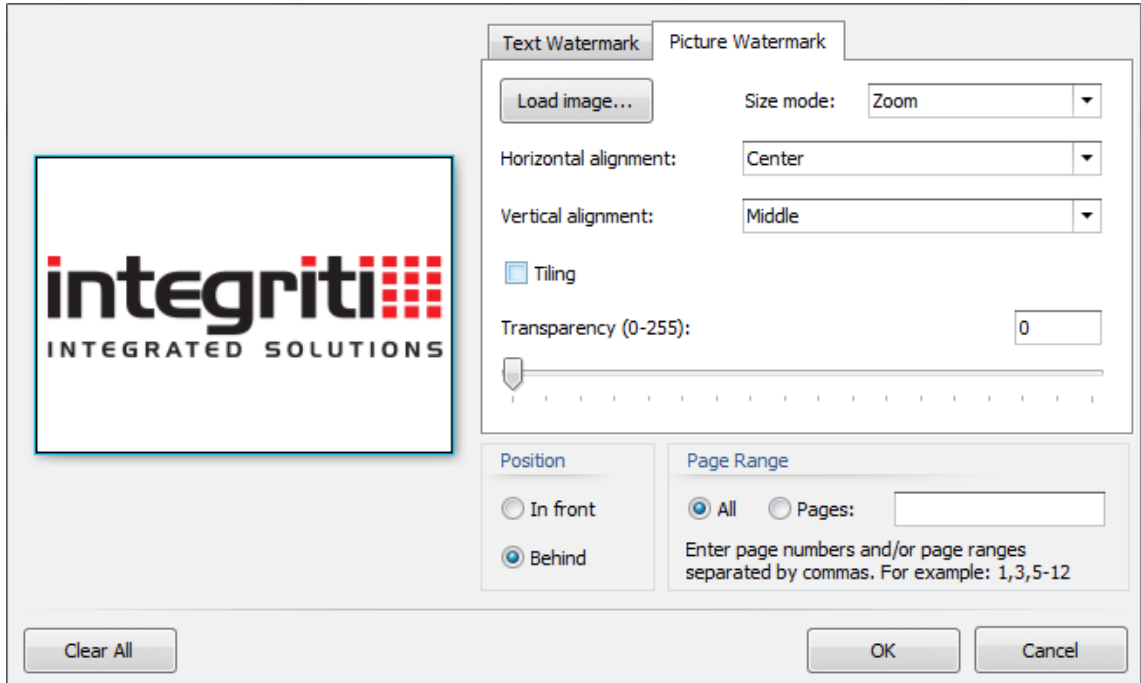
To add a text watermark, open the **Text Watermark** tab.

The screenshot shows the 'Text Watermark' dialog box. The 'Text Watermark' tab is active. The 'Text' field contains 'Some Watermark Text'. The 'Direction' is set to 'Forward Diagonal'. The 'Color' is set to red. The 'Font' is set to 'Verdana' and the 'Size' is set to 36. The 'Bold' and 'Italic' checkboxes are unchecked. The 'Transparency (0-255)' slider is set to 50. The 'Position' section has 'In front' and 'Behind' radio buttons, with 'Behind' selected. The 'Page Range' section has 'All' and 'Pages' radio buttons, with 'All' selected. A text box for page ranges is empty. A 'Clear All' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right. A preview window on the left shows the text 'Some Watermark Text' in red, rotated diagonally, on a white background.

Input the required text, or choose one from the provided options. If required, define other text properties, such as direction, color, font, size, transparency, etc.

Add an Image Watermark

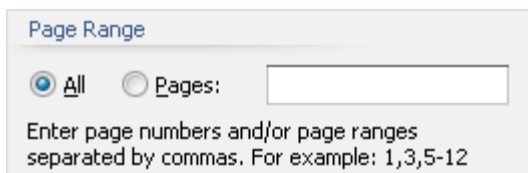
To add a picture watermark, open the **Picture Watermark** tab.



Load the image and customize its properties, such as size mode, horizontal and vertical alignment, tiling, transparency, etc.

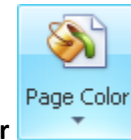
Specify the Pages Where you will Display Your Watermark

Specify the required pages to apply a watermark in the **Page Range** section of the dialog.

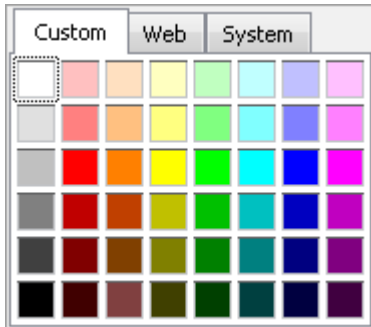


Separate page numbers with commas, or specify page ranges using a dash.

Add a Background Color to a Document



To add a background color to a document, click the **Background Color** button on the toolbar, or click **Color...** on the Background menu. The **Background Color** dialog will be invoked.



Then, choose a color from the **Custom**, **Web** or **System** palettes.

Remove a Watermark in Print Preview

To remove a watermark from a document, invoke the Watermark dialog. Click **Clear All**, then click OK to save changes and close the dialog.

Exporting

Exporting from Print Preview

There are two options available for a document being exported to.

- Export Document to a File on Disk
- Send Exported File via E-Mail

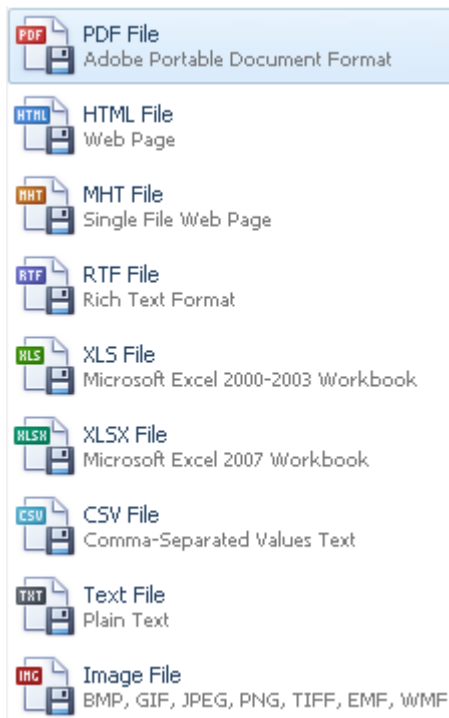
Export Document to a File on Disk

To export a document and save the resulting file on your hard drive, do one of the following.



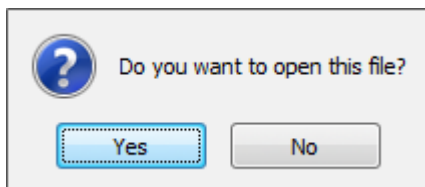
- On the toolbar, click the arrow near the **Export Document...** button
- On the **File** menu, choose the **Export Document...** item.

Choose the required format from the invoked list.



Then, you may be prompted to define format-specific options. See corresponding help topics in this documentation for details, e.g. PDF-Specific Export Options.

Once you've specified exporting options, the **Save As** dialog appears, allowing you to enter the file name. Then, the following message will be invoked.



Click **Yes**, if you want to preview the exported file.

Send Exported File via E-Mail

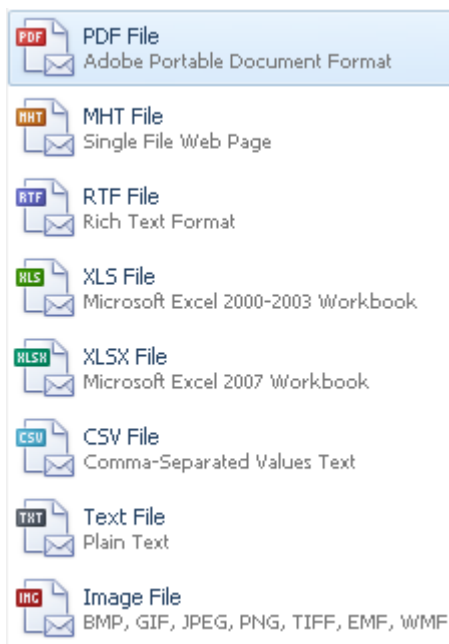
To send the resulting PDF file via e-mail, do one of the following.



On the toolbar, click the arrow near the **Send via E-Mail...** button

On the **File** menu, choose the **Send via E-Mail...** item.

Choose the required format in the invoked list.



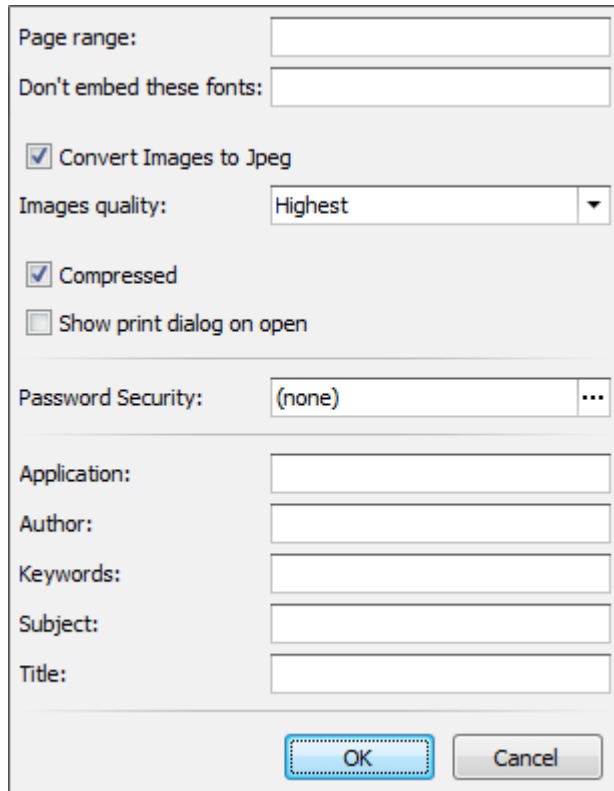
Then, you may be prompted to define format-specific options. See corresponding help topics in this documentation for details, e.g. PDF-Specific Export Options.

Once you've specified exporting options, the **Save As** dialog appears, allowing you to enter the file name.

Finally, the created document will be attached to a new empty message, created in your default mail program.

PDF-Specific Export Options

When exporting a document, you can define PDF-specific exporting options using the following dialog.



Page range:

Don't embed these fonts:

☒ Convert Images to Jpeg

Images quality:

☒ Compressed

☐ Show print dialog on open

Password Security: ...

Application:

Author:

Keywords:

Subject:

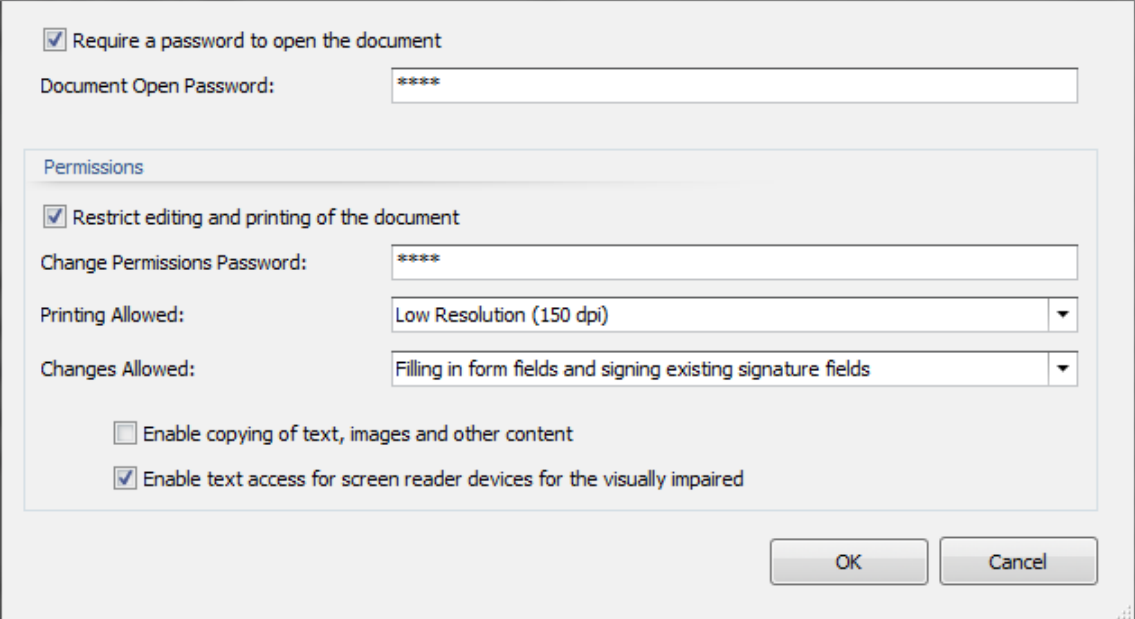
Title:

OK Cancel

General Options

- **Page range**
Define the pages which will be included in the complete file. Separate the pages with a comma, set a range of pages with a dash.
- **Don't embed these fonts**
Define the fonts that will not be embedded in the complete file, to reduce the file size. Separate the fonts with a semicolon.
- **Images quality**
Choose the required document's image quality level. The higher the quality, the bigger the file, and vice versa.
- **Compressed**
Check this to enable compression.
- **Show print dialog on open**
Check this, if desired.

Password Security Options



The screenshot shows a dialog box titled "Password Security Options". It contains the following elements:

- A checked checkbox labeled "Require a password to open the document".
- A text field labeled "Document Open Password:" containing four asterisks (****).
- A section titled "Permissions" containing:
 - A checked checkbox labeled "Restrict editing and printing of the document".
 - A text field labeled "Change Permissions Password:" containing four asterisks (****).
 - A dropdown menu labeled "Printing Allowed:" with the selected option "Low Resolution (150 dpi)".
 - A dropdown menu labeled "Changes Allowed:" with the selected option "Filling in form fields and signing existing signature fields".
 - Two unchecked checkboxes:
 - "Enable copying of text, images and other content"
 - "Enable text access for screen reader devices for the visually impaired"
- "OK" and "Cancel" buttons at the bottom right.

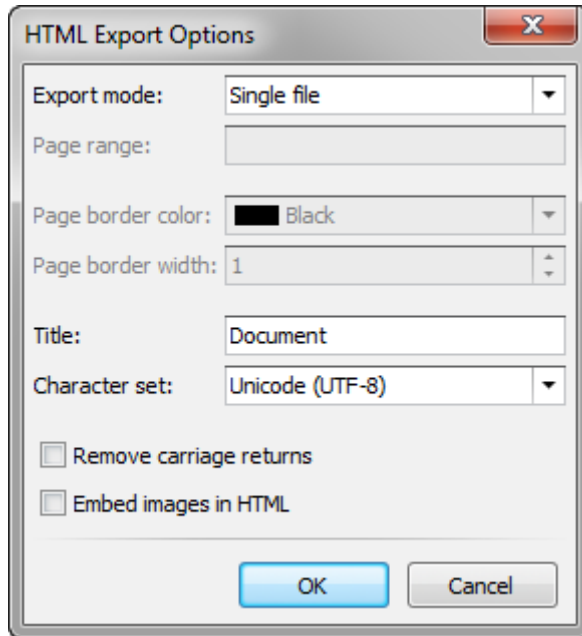
These options allow you to adjust the security options of the resulting PDF file (e.g. enable open document, editing, printing and copying protection, and specify which changes are allowed).

Additional Options

You can also fill the **Application**, **Author**, **Keywords**, **Subject**, and **Title** fields.

HTML-Specific Export Options

When exporting a document, you can define HTML-specific exporting options using the following dialog.



- **Export mode**

The following modes are available.

- The **Single file** mode allows export of a document to a single file, without preserving the page-by-page breakdown.
- The **Single file page-by-page** mode allows export of a document to a single file, while preserving page-by-page breakdown. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
- The **Different files** mode allows export of a document to multiple files, one for each document page. In this mode, the Page range, Page border color and Page border width options are available.

- **Page range**

Specify the pages which will be included in the resulting file. Separate page numbers with commas; set page ranges using hyphens.

- **Page border color**

Choose the color for the page border from the available palettes.

- **Page border width**

Define the page border width.

- **Title**

Enter the required document title.

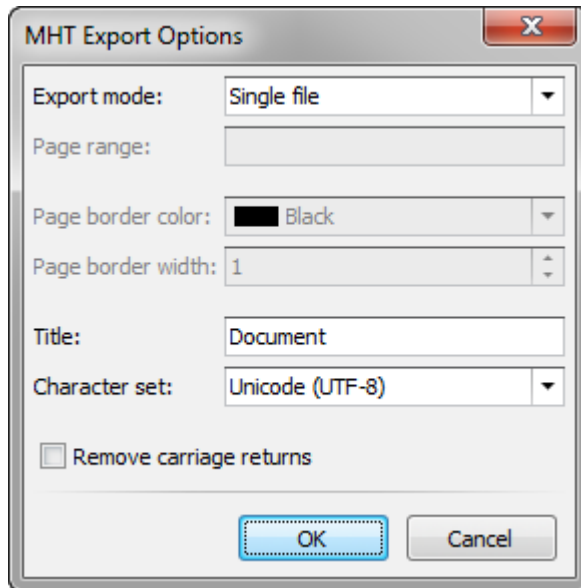
- **Character set**

Define the character set for your HTML document.

- Also, using the appropriate check box, you can choose whether to remove carriage returns.

MHT-Specific Export Options

When exporting a document, you can define MHT-specific exporting options using the following dialog.

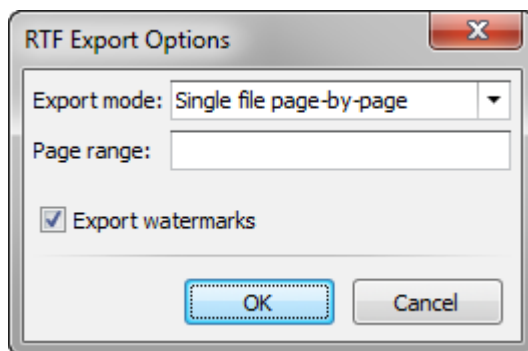


- **Export mode**
Choose one from the available modes to export a document.
 - The **Single file** mode allows export of a document to a single file, without dividing it into pages.
 - The **Single file page-by-page** mode allows export of a document to a single file, divided into pages. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
 - The **Different files** mode allows export of a document to multiple files, one for each document page. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
- **Page range**
Define the pages which will be included in the result. Separate page numbers with commas; set page ranges using hyphens.
- **Page border color**
Choose the color for the page borders from the available palettes.
- **Page border width**
Define the width of page borders.
- **Title**
Enter the required document title.

- **Character set**
Define the character set, which will be used in the exported document.
- Also, using the appropriate check box, you can choose whether to remove carriage returns.

RTF-Specific Export Options

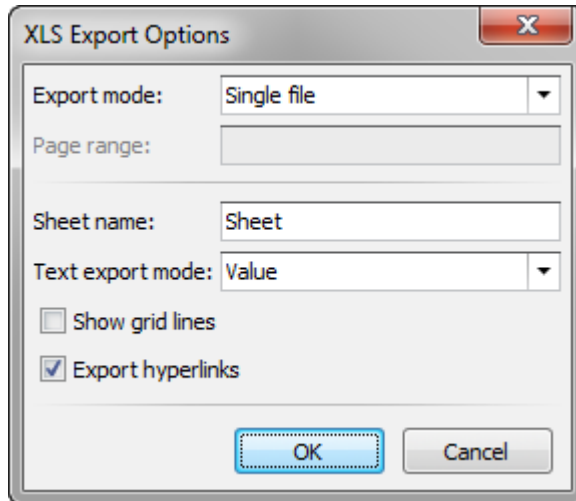
When exporting a document, you can define RTF-specific export options using the following dialog.



- **Export mode**
Choose one from the available modes to export a document.
 - The **Single file** mode allows export of a document to a single file, without dividing it into pages.
 - The **Single file page-by-page** mode allows export of a document to a single file, divided into pages. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
 - The **Different files** mode allows export of a document to multiple files, one for each document page. In this mode, the Page range, Page border color and Page border width options are available.
- **Page range**
Define the pages which will be included in the result. Separate page numbers with commas, set page ranges using hyphens.
- Also, using the appropriate check box, you can choose whether the exported document should include watermarks (if they exist).

XLS-Specific Export Options

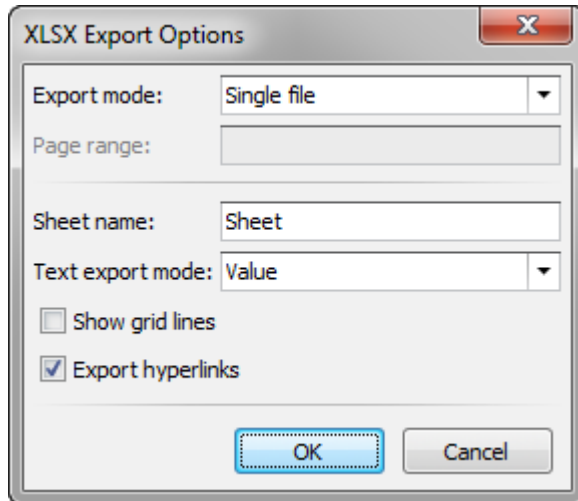
When exporting a document, you can define XLS-specific export options using the following dialog.



- **Export mode**
Choose one of the available modes to export a document.
 - o The **Single file** mode allows export of a document to a single file, without dividing it into pages.
 - o The **Different files** mode allows export of a document to multiple files, one for each document page.
- **Page range**
Define the pages which will be included in the result. Separate page numbers with commas; set page ranges using hyphens.
- **Sheet name**
Define the sheet name.
- **Text export mode**
Choose whether value formatting should be converted to the native XLS format string (if it is possible), or embedded into cell values as plain text.
- **Show grid lines**
Check if it's required to show grid lines in the resulting XLS file.
- **Export hyperlinks**
Check if it's required to export hyperlinks.

XLSX-Specific Export Options

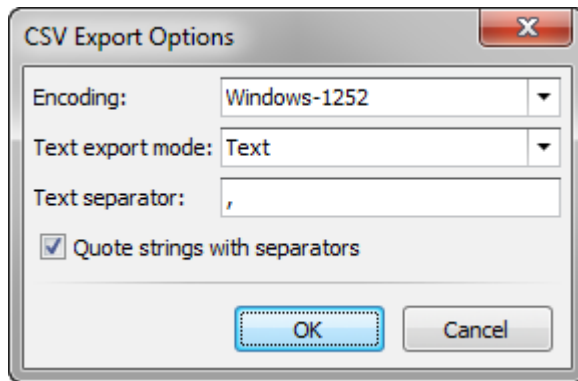
When exporting a document, you can define XLSX-specific export options using the following dialog.



- **Export mode**
Choose one of the available modes to export a document.
 - o The **Single file** mode allows export of a document to a single file, without dividing it into pages.
 - o The **Single file page-by-page** mode allows export of a document to a single file, with each shown in a separate sheet.
 - o The **Different files** mode allows export of a document to multiple files, one for each document page.
- **Page range**
Define the pages which will be included in the result. Separate page numbers with commas; set page ranges using hyphens.
- **Sheet name**
Define the sheet name.
- **Text export mode**
Choose whether value formatting should be converted to the native XLSX format string (if it is possible), or embedded into cell values as plain text.
- **Show grid lines**
Check if it's required to show grid lines in the resulting XLSX file.
- **Export hyperlinks**
Check if it's required to export hyperlinks.

CSV-Specific Export Options

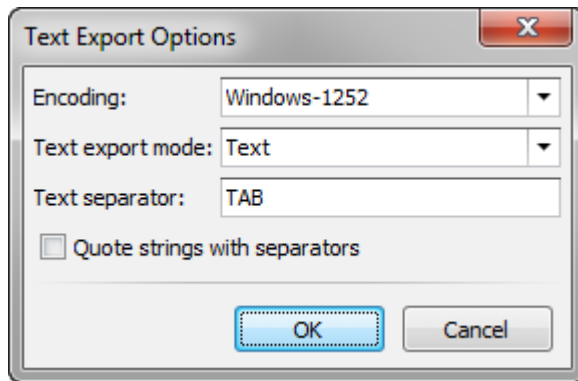
When exporting a document, you can define CSV-specific exporting options using the following dialog.



- **Encoding**
Define the encoding used in the exported document.
- **Text export mode**
Choose whether to use the formatting of the data fields in the bound dataset for the cells in the exported document. Note that if this property is set to Text, all data fields are exported to the CSV file as strings, with the corresponding formatting embedded into those strings.
- **Text separator**
Define a text separator (comma by default).
- You can also specify whether to quote strings with separators.

TXT-Specific Export Options

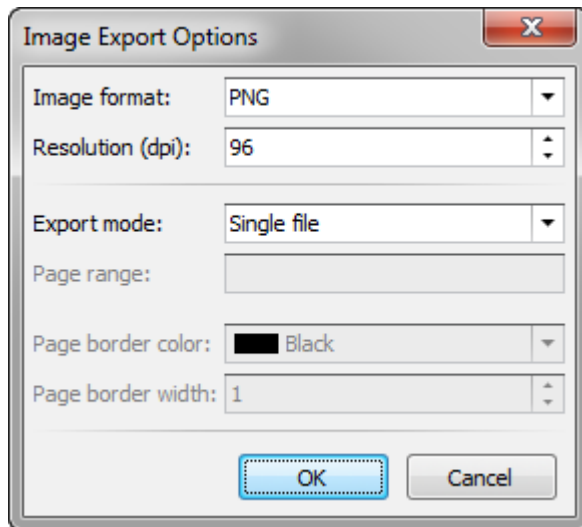
When exporting a document, you can define TXT-specific exporting options using the following dialog.



- **Encoding**
Define the encoding used in the exported document.
- **Text export mode**
Choose whether to use the formatting of the data fields in the bound dataset for the cells in the exported document. Note that if this property is set to Text, all data fields are exported to the Text file as strings, with the corresponding formatting embedded into those strings.
- **Text separator**
Define a text separator (TAB by default).
- You can also specify whether to quote strings with separators.

Image-Specific Export Options

When exporting a document, you can define image-specific exporting options using the following dialog.

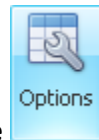


- **Image format**
Choose one from the available image formats to export a document: BMP, EMF, WMF, GIF, JPEG, PNG or TIFF.
- **Resolution (dpi)**
Define the required image resolution.
- **Export mode**
Choose one from the available modes to export a document.
 - The **Single file** mode allows export of a document to a single file, without dividing the output into pages.
 - The **Single file page-by-page** mode allows export of a document to a single file, divided into pages. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
 - The **Different files** mode allows export of a document to multiple files, one for each document page. In this mode, the **Page range**, **Page border color** and **Page border width** options are available.
- **Page range**
Defines the pages which will be included in the result. Separate page numbers with commas; set page ranges using hyphens.
- **Page border color**
Specifies page border color.
- **Page border width**
Sets page border width.

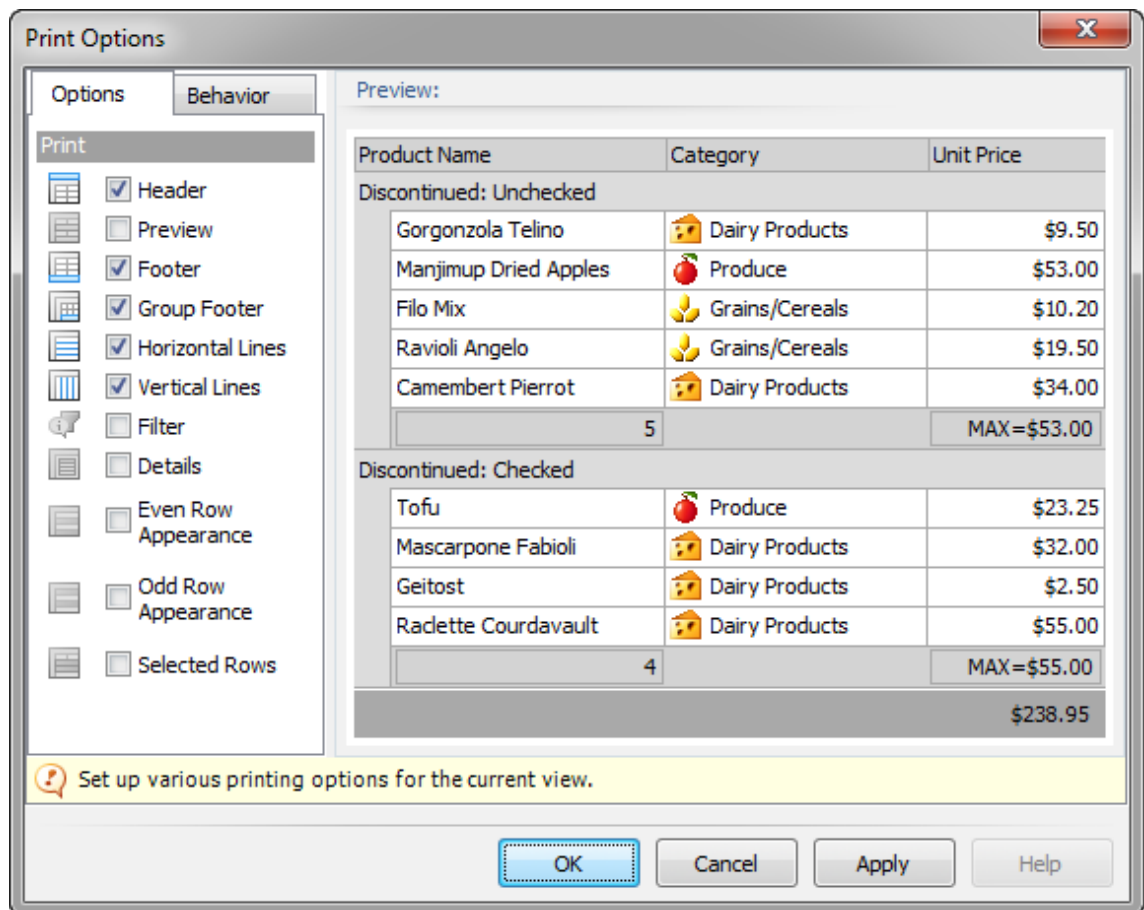
Miscellaneous

Customize Printing Settings of Grids

If allowed by your application vendor, you can customize additional print settings of a document. For example, if you are about to print out a grid, you may be able to customize grid printing options.



To do this, click the **Customize** button on the toolbar. The **Print Options** dialog will be invoked.



- **Options tab**
Allows you to uncheck elements that you don't want to print.
- **Behavior tab**
Allows you to pre-process a grid before printing it. For instance, you can enable automatic column width calculation, or automatic group row expansion.

Warnings and Error Messages in Print Preview

Warnings

- **The specified file doesn't have a PRNX extension.**

This message is invoked if you try to open a file with an extension different from PRNX.

Click **Yes** if you are sure that the file contains the compatible markup. Otherwise, click **No**.

- **One or more margins are set outside the printable area of the page.**

This message is invoked when you try to print a document, whose margins are outside of the printable area of the page.

Click **Yes** if you are sure that your printer supports the specified page margins. Otherwise, click **No**.

Errors

- **The specified file doesn't contain valid XML data in the PRNX format. Loading is stopped.**

This message is invoked if you try to open a file with an incompatible markup.

This file cannot be loaded in the Print Preview. Try to open a file with a compatible markup.

Layout Manager

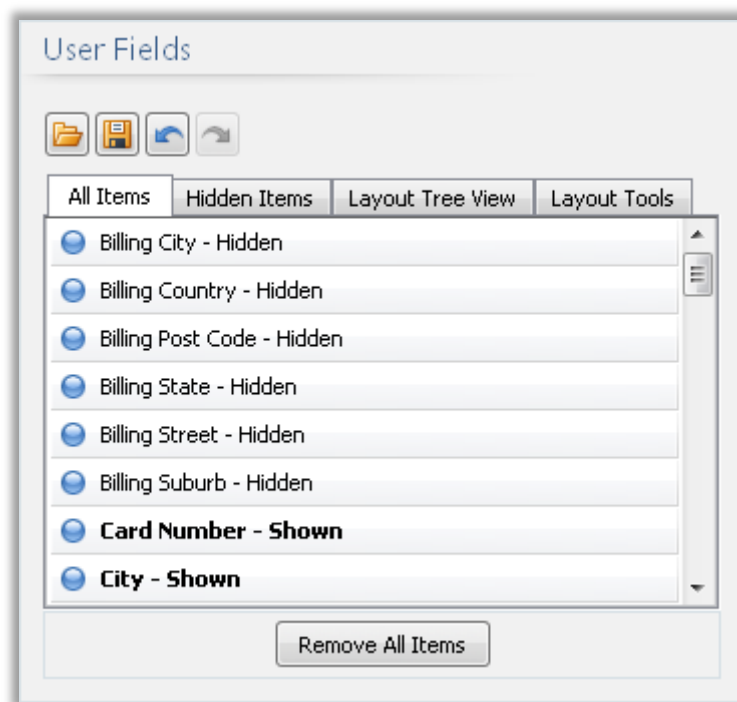
This section describes the capabilities provided by the Layout Manager. It maintains a consistent layout of controls within a form for you, so whenever you resize the form, the controls do not overlap. You can invoke customization mode to temporarily hide specific editors, and then show them again, resize the controls, save and then restore the layout, etc.

Layout Customization

The layout of controls can be modified in customization mode. Layout customization is performed under the designer tab:



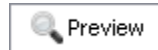
As a result, the Customization Form opens a list of service items and currently hidden elements:



Now, you can modify the current layout using drag-and-drop and resizing operations and commands provided by context menus. Context menus that can be invoked by right-clicking within the Layout Manager provide various customization commands. Different commands are available depending upon the type of a layout item which has been right-clicked (a regular control, a group or tabbed group).

Previewing Layout Customization

To preview your customized layout, select the preview tab:

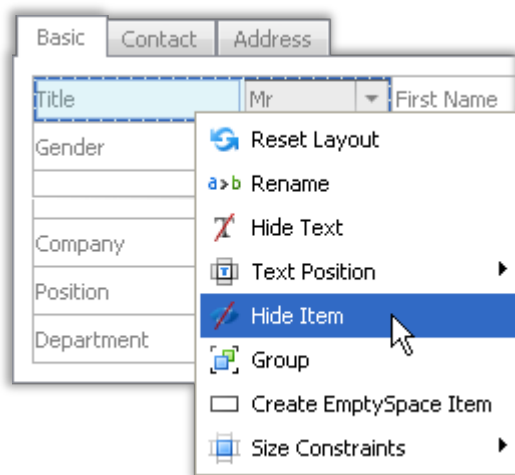


Hide and Display Elements using a Layout Manager

Hide an Element

Do one of the following:

Right-click on the layout item and select **Hide Item** from the context menu:



Drag the layout item onto the **Hidden Items** list of the Customization Form.

Display a Hidden Element

Drag the required item from the Customization form's Hidden Items list onto the main form.

Change Element Layout

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

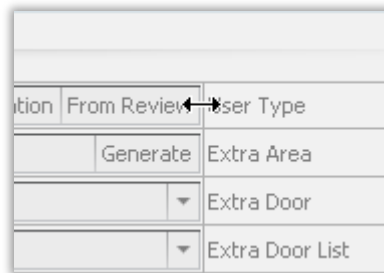
To rearrange items within the form, use drag-and-drop operations.

Resize Interface Elements

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

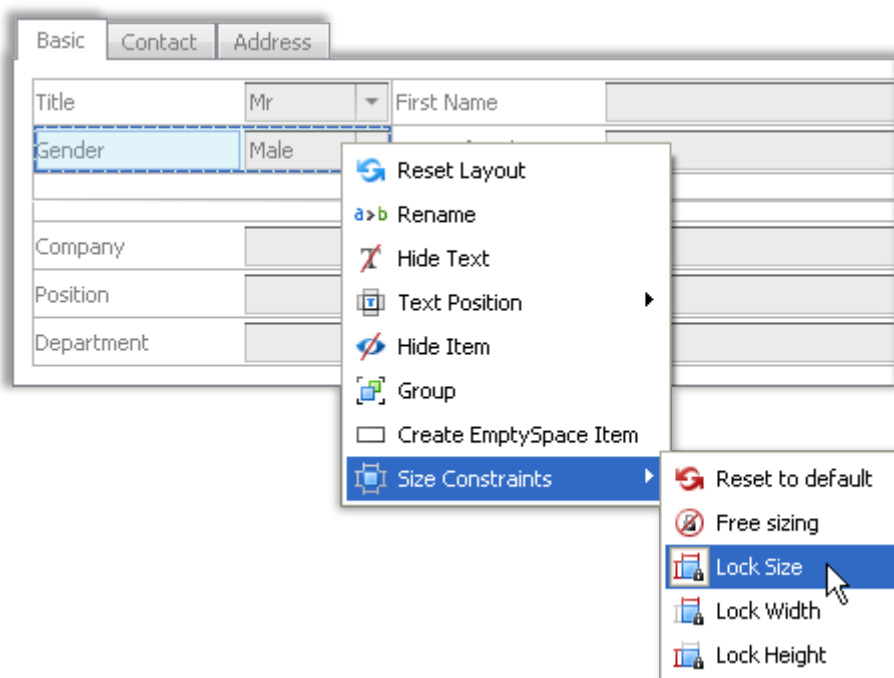
Resize Layout Items

To resize a layout item, drag the layout item's edge:



Lock Size

To lock a layout item's size, and prevent it from being resized (for instance, when the size of the container changes), right-click on a layout item and select the **Size Constraints | Lock Size** menu command:

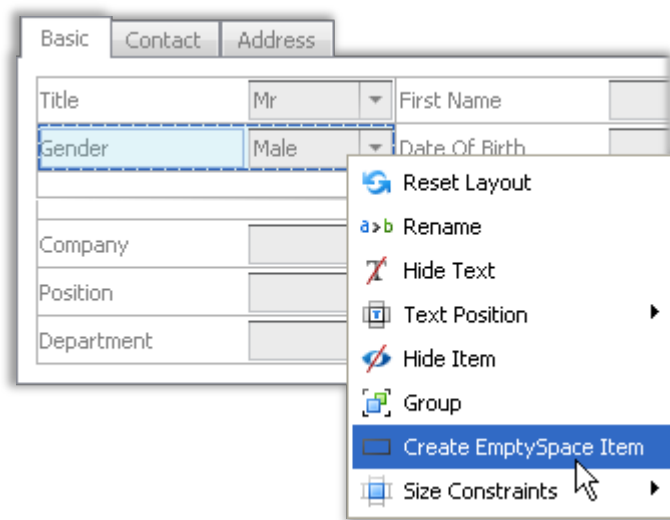


Add Empty Regions, Separators, Splitters and Labels

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

Empty regions enable greater control over element layout. They can be used, for example, if you want elements to be aligned to the right or bottom edge of a resizable container. To add an empty region, do one of the following:

- Drag the **Empty Space Item** from the Customization form and drop at the required position on the form.
- Right-click the Layout Control and select **Create EmptySpace Item** from the context menu:



A new empty region will be added at the bottom of the Layout Control. Then, drag this item to the required position.

Add Splitters

To allow controls to be resized even when no customization is being performed, you can add a splitter between these controls. To add a splitter, drag the **Splitter** item from the Customization form onto the main form.

Add Separators

A separator is just a line that allows you visually separate the Layout Control's areas. To add a separator, drag the **Separator** item from the Customization form onto the main form.

Add Labels

To add a static text label to the Layout Control, do the following:

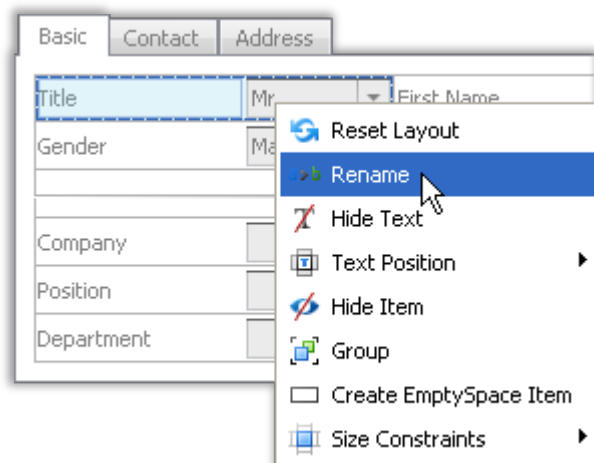
1. Drag the **Label** item from the Customization form onto the main form.
2. To rename the label, right-click the created label and select **Rename** from the context menu.

Change Text Label Options

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

Rename Labels

To rename a layout item's text label, right-click the item and select **Rename** from the context menu.



Change a Label's Visibility

To hide a layout item's text label or a group's caption, right-click the item/group and select **Hide Text** from the context menu.

To display a layout item's hidden text label or a group's hidden caption, right-click the item/group and select **Show Text**.

Change a Label's Position

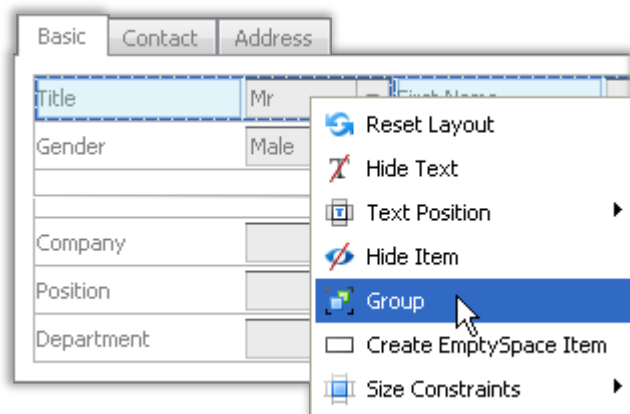
To change the position of an item's label or a group's caption, right-click the item/group to open the context menu. Then, select **Text Position** and the required command from this submenu.

Work with Interface Element Groups

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

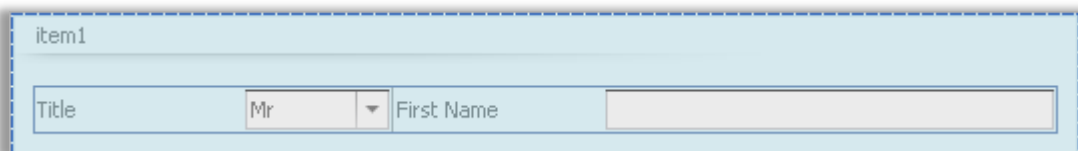
Combine Layout Items into Groups

1. Select a layout item that is to be added to a new group by clicking it. You can select multiple items simultaneously by clicking them while holding the **SHIFT** key down.
2. Right-click any of the selected layout items and select **Group** from the context menu:



*Note that only adjacent selected layout items can be combined into a group, and only if the region occupied by them forms a rectangle. Otherwise, the **Group** command is not available when right-clicking the selection.*

As a result, a new group is created:

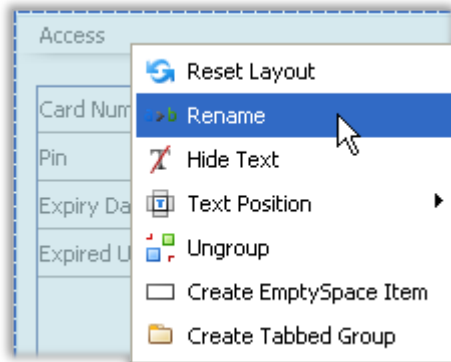


You can subsequently rename the group and customize its contents using drag-and-drop and context menus if required.

Rename Groups

Do the following:

1. Right-click the group's caption and select **Rename**:



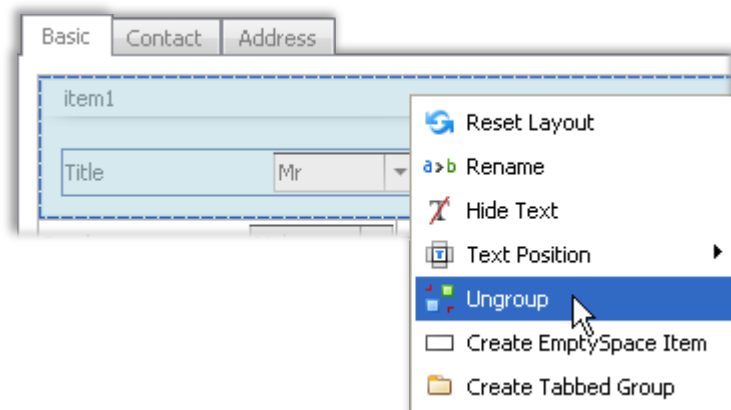
Type a new name and press **ENTER**.

Change Group Content

To customize the layout of controls within a group, use drag-and-drop.

Ungroup Elements

To ungroup elements, right-click the group's caption and select Ungroup:



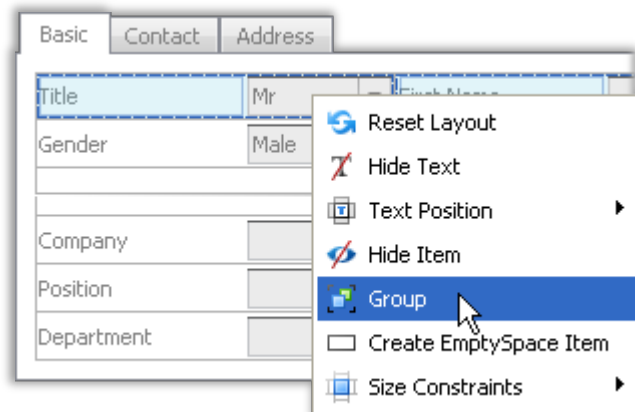
Create and Delete Tabbed Groups

To perform layout customization, first invoke Customization Mode. After customization has been completed, exit customization mode.

Combine Layout Items into a Tab Control

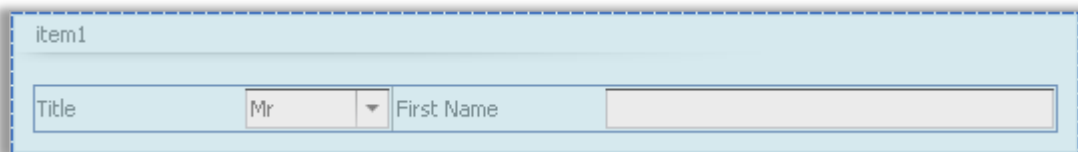
Select a layout item that is to be added to a tab control by clicking it. You can select multiple items simultaneously by clicking them while holding the **SHIFT** key down.

Right-click any of the selected layout items and select **Group** from the context menu:

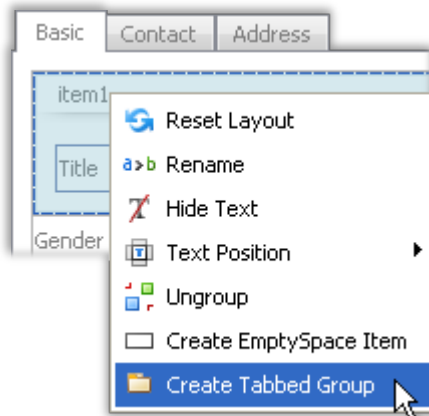


*Note that only adjacent selected layout items can be combined into a group, and only if the region occupied by them forms a rectangle. Otherwise, the **Group** command is not available when right-clicking the selection.*

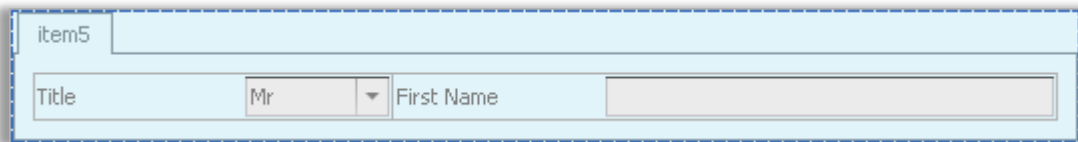
As a result, a new group is created:



Right-click the group's caption and select **Create Tabbed Group**.



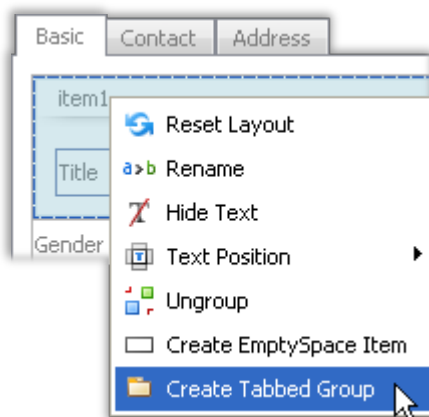
This creates a tab control with one tab displaying the contents of the original group.



You can subsequently rename the created tab and customize the contents of tab pages using drag-and-drop and context menus, if required.

Combine Groups into a Tab Control

To transform a group into a tab control, right-click the group's caption and select **Create Tabbed Group**.

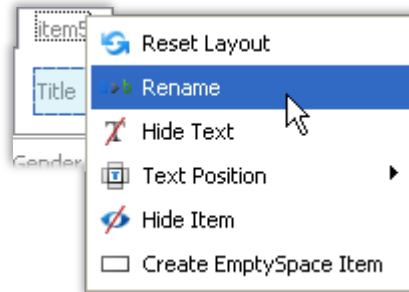


To add a group as a tab page to an existing tab control, drag the group's caption onto the tab control's header area.

Rename Tab Pages

Do the following:

1. Right-click a tab header and select **Rename**:



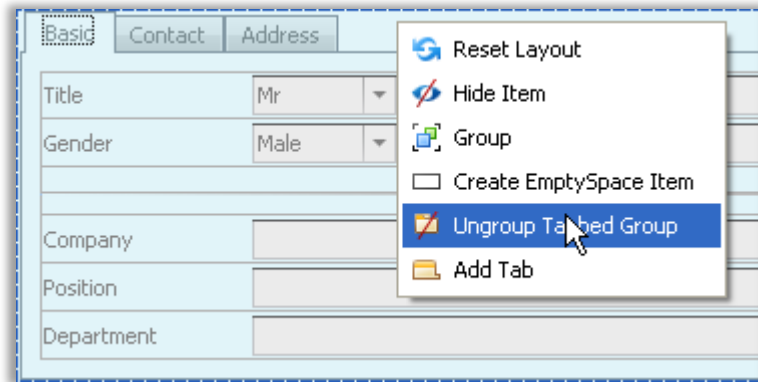
2. Type a new name and press **ENTER**.

Customize Tabbed Groups

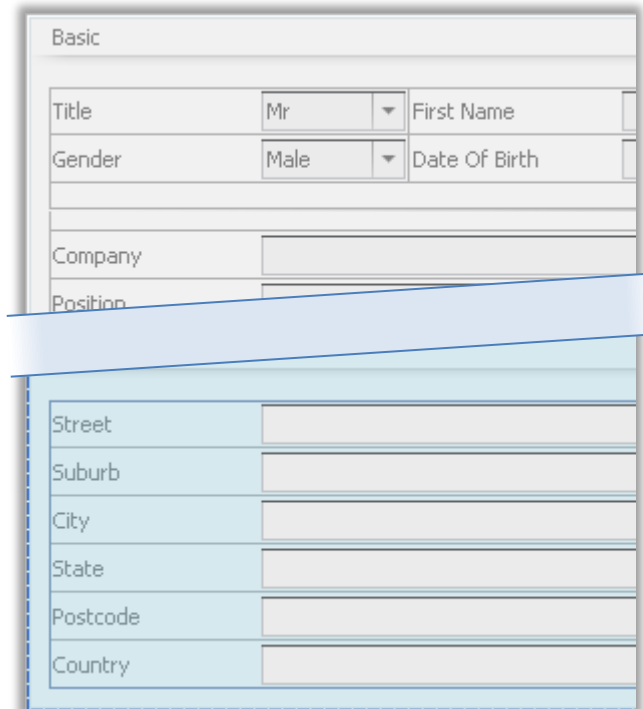
To customize the layout of controls and the order of tab pages within a tab control, use drag-and-drop.

Ungroup Tabbed Groups

To disassemble a tab control into regular groups, right-click the tab control's header area and select **Ungroup Tabbed Group**.



As a result, the tab control will be destroyed and all its tab pages will be displayed as regular groups, one below another.



Save and Restore Interface Layout

You can save the current layout of controls to an XML file, and subsequently, restore it.

Save the Layout of Controls

Invoke Customization mode.

In the Customization form that opens, click the **Save Layout** button ()

The Save As dialog will appear. It allows you to specify the XML file to which the layout is to be saved.

Load a Layout of Controls

Invoke Customization mode.

In the Customization form that opens, click the **Load Layout** button ()

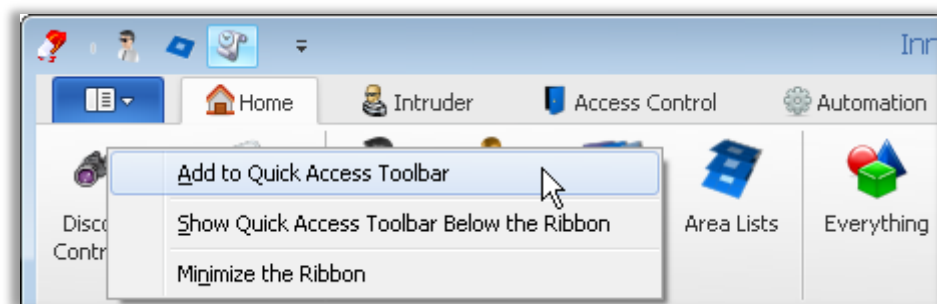
Ribbon

Frequently Used Ribbon Commands

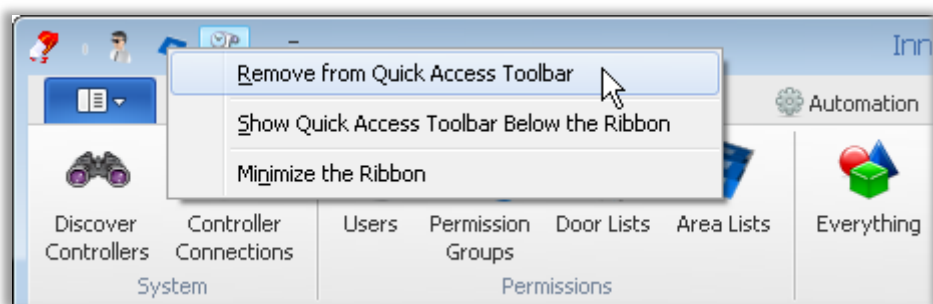
Frequently used commands are typically displayed within the Quick Access Toolbar, at the top of the Ribbon:



To add any command to the Quick Access Toolbar, right-click the command and select **Add to Quick Access Toolbar**:



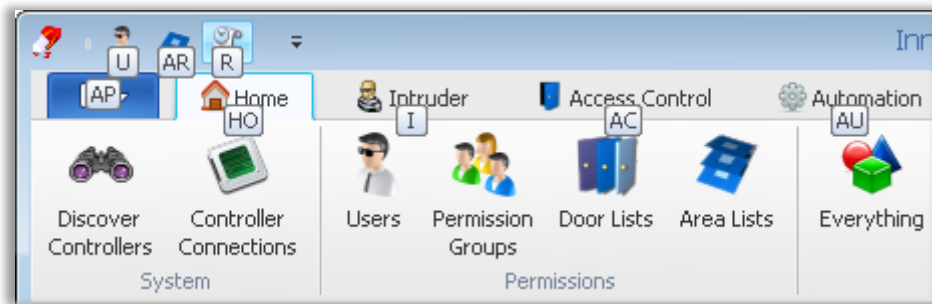
To remove any command from the Quick Access Toolbar, right-click the command and select **Remove from Quick Access Toolbar**:



Invoke Ribbon Commands

To select a specific command, you can click it with the mouse or invoke it via its shortcut. See below for more information.

Shortcuts are associated with each page and command in the Ribbon. To see the shortcuts, press **ALT** or **F10**. Shortcuts will appear next to the corresponding tab pages and commands:



Shortcuts can be composed of one, two or three symbols. If a shortcut is represented by one symbol, you can invoke the command by pressing this symbol. If a shortcut is represented by two or three symbols, to invoke the command, press the symbols one after another.

Initially, when pressing **ALT** or **F10**, shortcuts are displayed for commands within the Quick Access Toolbar (at the top of the Ribbon) and for tab pages. To access shortcuts for commands within a specific tab page, you need to press the shortcut associated with this page.

For example, to display shortcuts for commands within the Home page (see the image above), press **H**:

