Chapter 6
Setting Defaults

Introduction

This chapter explains how to change R&R's default settings — settings that R&R uses automatically unless you override them for each report. This information is presented in the following sections:

❑ Changing Display Preferences
❑ Changing Layout and Formatting Settings
❑ Specifying Default Directories and Extensions
❑ Changing International Settings
❑ Modifying R&R's Case Sensitivity
❑ The RRWHANDLES Environment Variable

Changing Display Preferences

You can use the View menu and the Options ⇒ Preferences dialog to modify R&R's default display characteristics in any of the following ways:

♦ Turn on or off the display of scroll bars, toolbars, rulers, or grid;
♦ Specify that fields be represented on the layout as field names rather than symbols;
♦ Specify what action R&R should take when you select File ⇒ New;
♦ Specify which database memo editor was used to prepare memo fields for reports;
♦ Specify whether R&R displays field names, report dictionary field descriptions, or both in field lists.

The following sections explain how to make these changes. In each case, the change takes effect for the current R&R session and becomes the default for future R&R sessions.

Changing Settings with the View Menu

You use the View menu command to turn on or off the display of the toolbars and rulers; to turn on or off display of the ruler grid; and to change the representation of fields on the layout.

Figure 6.1 shows the R&R window with the Standard Toolbar, Formatting Toolbar, Horizontal and Vertical Ruler, and Field Names settings turned on.
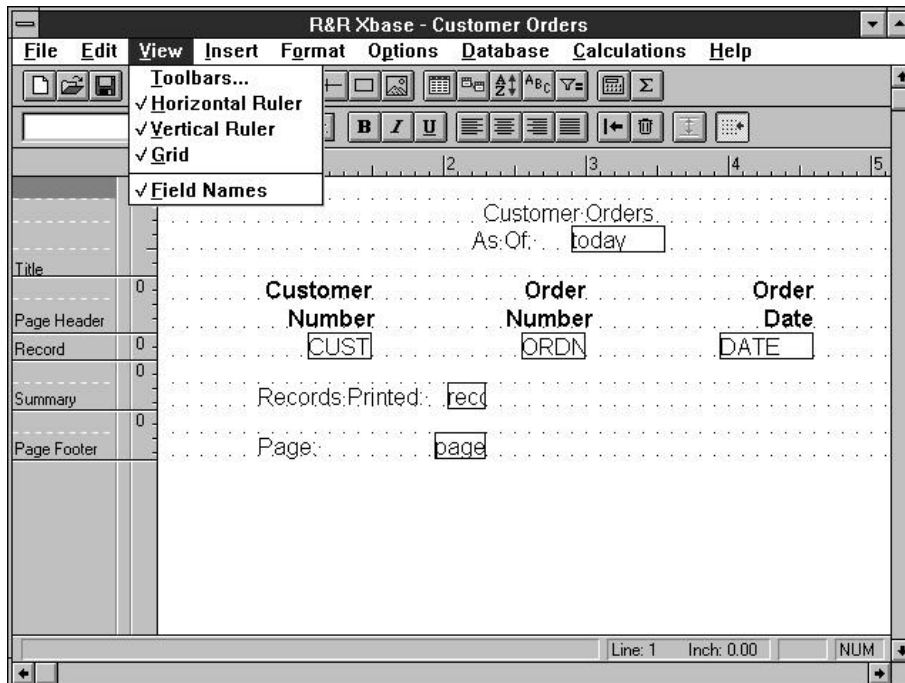

Figure 6.1 R&R Window Showing View Menu Choices

Horizontal and Vertical Rulers

You can choose to either show or hide the horizontal and vertical rulers. By default, both rulers are displayed, as indicated by the check marks next to Horizontal Ruler and Vertical Ruler in the View menu. To turn off display of either ruler, select it in the menu; the check mark is removed on the menu and display is then turned off. Note that you can change ruler spacing by selecting Format $\Rightarrow$ Rulers, by double- or right-clicking on either ruler, or by selecting F8.

Controlling Grid Display

You can also choose to show or hide the grid, which consists of a series of dots spaced according to the "Units per inch" settings specified for the rulers. You can use the grid to help you more accurately place fields and images. To turn on the grid, select View ⇒ Grid; a check mark appears next to the setting when it is on.

Changing Field Display

The Field Names item in the View menu controls how the fields display in the Layout Area. By default, each field is represented by symbols that indicate the field's data type and alignment. To display field names rather than representative symbols, select Field Names. As a result, each field's name is shown in a box at the field's location (depending on the field width, the entire field name may not appear).

Changing Preferences Dialog Box Settings

Use the Preferences dialog to control display of scroll bars and to specify the starting point for new reports, the memo editor used to prepare database memo files, and the content of R&R field lists.

Changing Scroll Bar Displays

By default, R&R displays horizontal and vertical scroll bars. To remove these scroll bars from the display, select Options ⇒ Preferences (see Figure 6.2). In the Display section of the Preferences dialog box, turn off Horizontal or Vertical Scroll Bar. When you are finished making changes, select OK.

Specifying Starting Point for New Report

You use the Options ⇒ Preferences dialog box to specify the starting point for new reports.

The File New group box on this dialog offers the following options:

❑ Display Dialog
❑ Report Wizards
❑ Instant Report
❑ Blank Report
❑ Template

With the default setting of "Display Dialog," each time you select File $\Rightarrow$ New R&R will display a dialog enabling you to choose the starting point for creating the report (Report Wizards, Instant Report, Report Template, or Blank Report).

If you select "Report Wizards," at File $\Rightarrow$ New R&R will execute its Report Wizards tool, which leads you step-by-step through the creation of one of three types of instant report (Labels, Basic Columnar, or Grouped Columnar). See the **Using Report Wizards** section of Chapter 3, "Managing Reports and Libraries," for more information.

Selecting "Instant Report" will cause R&R to prompt for selection of a master table at File $\Rightarrow$ New and then create an Instant Report. R&R's Instant Report places all fields from the selected master table (or as many as will fit) on the layout, with column titles inserted for each field. The Instant Report also includes R&R calculated fields for date, time, page number, and number of records printed, as well as grand totals of numeric fields that have decimal places.

Selecting "Blank Report" will cause R&R to display the Master Table dialog at File $\Rightarrow$ New. To create a blank report with *no* master table, simply select OK. To create a blank report *with* a master table, first turn off the "Create Report Without Master Table" setting; then choose a table and select OK. R&R will create a blank report layout consisting of one record line.

Selecting "Template" will cause R&R to display a list of templates in the default template library. You can then select a template and use it as the starting point for your new report. See the **Using a Template to Create a Report** section of Chapter 3, "Managing Reports and Libraries," for more information.

Specifying Memo Editor

In the Memo Editor box, you can specify which memo editor was used to prepare files that supply database memo fields for your reports. Two choices are provided: "Xbase" (the default) and "Other." Retain the default setting if memo files were created with an Xbase memo editor; select "Other" if memo files were created with some other editor. This setting controls how R&R handles horizontal spacing and line endings in database memo fields.
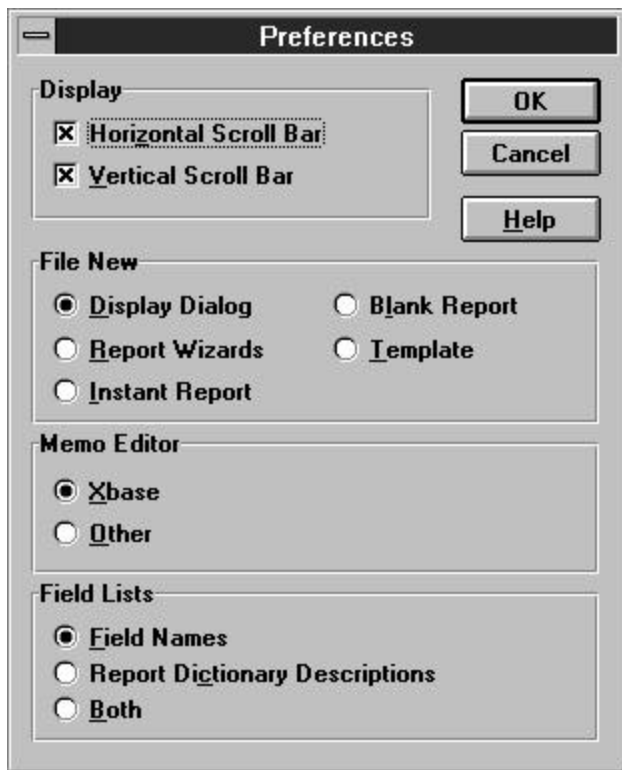
Figure 6.2 Preferences Dialog Box

Specifying the Content of Field Lists

For any Xbase platform for which a report dictionary file has been defined, you can specify whether R&R displays field names, report dictionary field descriptions, or both in its field lists (for example, the list of fields that displays when you select Insert ⇒ Field). With the default setting of "Field Names" in the Field Lists box on the Preferences dialog, R&R will display only field names in its field lists. The other two settings are applicable only if a report dictionary file has been created for your database and if a default for that dictionary file has been defined using Options ⇒ File Settings.

If you select "Report Dictionary Descriptions," R&R will display in its field lists the text of the COMMENT field from the report dictionary for your database. If you select "Both," R&R will display both the field names and the report dictionary descriptions.

Changing Layout and Formatting Settings

To change R&R defaults for paper size, margins, logical strings, ruler spacing, font, snap-to-grid, and file write access, select Options ⇒ Default Settings. The changes you make in this dialog box (see Figure 6.3) will then apply globally to all newly created R&R reports.
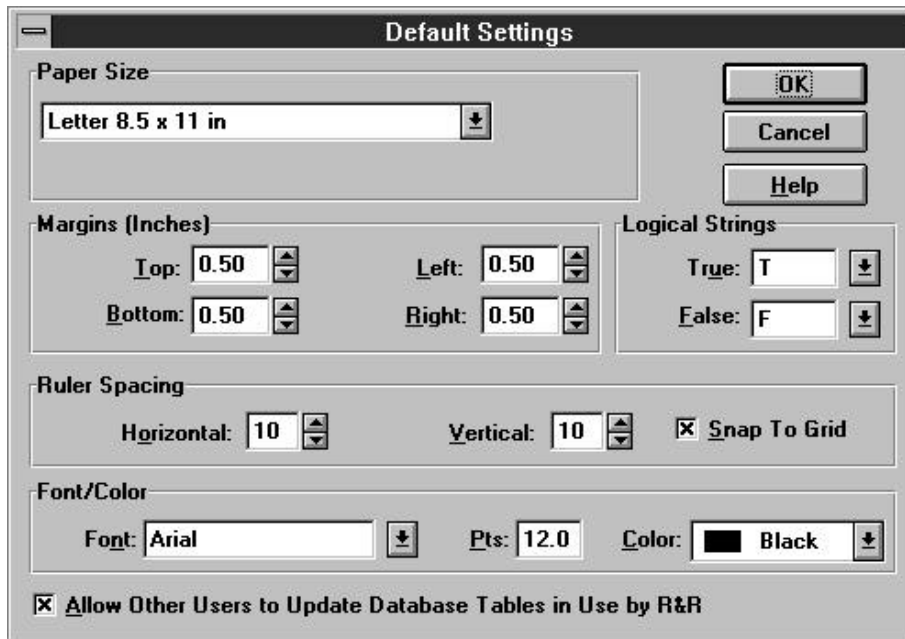

Figure 6.3 Default Settings Dialog Box

Paper Size

Default: Letter. Use this setting to specify paper size for printed output.

To select a different size, open the Paper Size list box. Then select the paper size you want from the displayed list (which is based on the current Windows printer).

Some printers allow you to specify a custom paper size (instead of a predefined size). For those printers, one of the displayed sizes is "User Defined Size." You specify the dimensions for the User Defined Size for a specific printer using either File ⇒ Print Setup or the Printers option of the Windows Control Panel. When you select "User Defined Size" on the Default Settings dialog, the current dimensions for that selection are

displayed below the Paper Size box. Note that many Windows printer drivers do not support custom paper sizes.

Margin Settings

Enter values to specify the amount of space at the top, bottom, left, and right of the report page (default value for each: 0.50 inches). On the layout, the right margin is indicated on the ruler by the letter **R**.

Font, Point Size, and Color

Use this setting to specify a default font, point size, and color that will then be automatically applied to all fields in newly created reports (and to any fields added to the current report after you change the default). To specify a default font, either enter a font name in the Font edit box or open the Font menu and select from the displayed list for the current printer. To change the point size, enter the desired point size in the Pts edit box. To change the default color, open the Color list box and select a color.
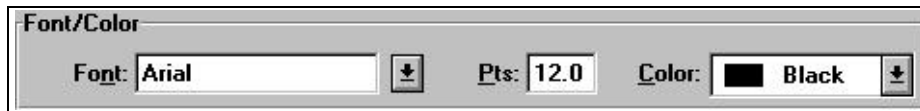

Figure 6.4 Font/Color Group Box

Ruler Spacing and Snap-To-Grid

The default setting for both the Horizontal and the Vertical Ruler Spacing is 10; you can select a setting from 4 through 30. This setting controls the number of ruler increments per inch on each ruler. Note that the Ruler Spacing settings control only the spacing of the report layout rulers (since the fonts actually applied to fields in the report control the print spacing).

For band lines with a Freeform line height, the ruler settings determine the horizontal and vertical spacing of the layout grid. For lines with an Automatic line height, the horizontal spacing of the grid is determined by the ruler setting; the vertical grid spacing is determined by the height of the largest font on each line.

When Snap-To-Grid is on (indicated by an x in the Snap-To-Grid box), objects on the layout will "snap" to the grid marks when inserted, moved, or sized. To turn off this default setting, click the Snap-To-Grid box to

remove the x. You can also control this setting for individual reports with the Format ⇒ Snap-To-Grid command (Shift+F8) or the Snap-To-Grid button on the Formatting Toolbar.

Specifying Logical Strings

By default, logical field results will print or display as **T** for True and **F** for False. To specify a different string for either True or False, select Options ⇒ Default Settings. In the Logical Strings box, either open the menu and select a string or enter the string (up to a maximum of 15 characters) in the data-entry area.

Changing File Write Access Setting

If you are running R&R on a network, database users might try to access the tables and indexes used by your report. By default, the "Allow Other Users to Update Database Tables in Use by R&R" setting is on — that is, R&R allows database users to access and modify files being used by a report. This setting is useful in instances where you want database users to be able to update files while you are reporting on them.

If you do *not* want users to have access to files being used to run a report, turn the "Allow Other Users to Update" setting off. As a result, database users will be prevented from changing tables and indexes used by a report while the report is being generated. Other R&R users will still have access to those files.

Specifying Default Directories and Extensions

You use the Options ⇒ File Settings dialog (see Figure 6.5) to specify the following:

❑ Directory locations for your data, library, and image files;

❑ File-name extensions for your index, text memo, and image files;

❑ Defaults for template library, report dictionary, and report dictionary index files.
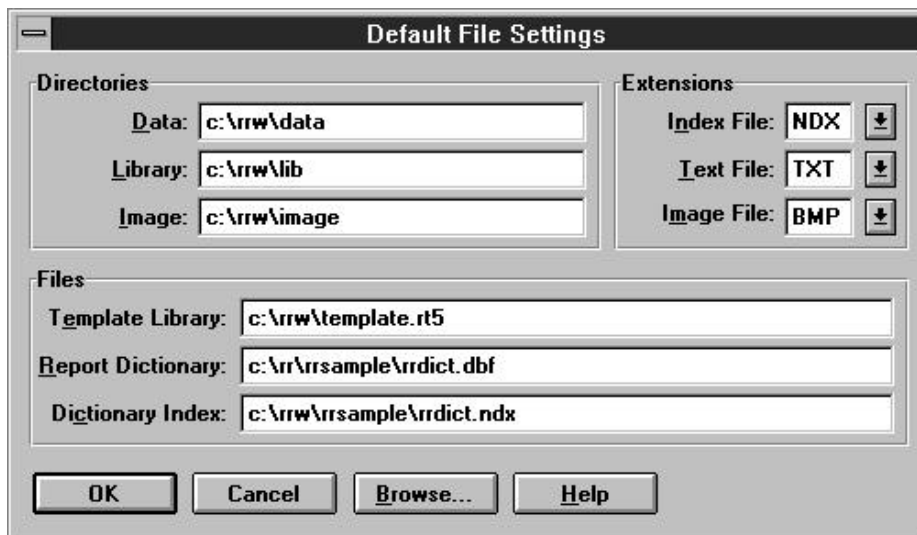
Figure 6.5 Default Directories and File Extensions

Specifying Data, Library, and Image Directories

Use the Options $\Rightarrow$ File Settings dialog box to specify a default data, library, or image directory. Initially, R&R looks for all files in the current directory.

You can specify default locations so that R&R will search in the following locations for the files it needs:

- ❏ Data Directory: Location of tables, indexes, and text files
- ❏ Library Directory: Location of R&R report library files
- ❏ Image Directory: Location of bitmapped image files

To set a default for each of these directories, select Options $\Rightarrow$ File Settings. Then type the directory path (for example, c:\rrw\data). Make other changes in the dialog box as necessary; then select OK.

Note that any changes you make take effect for the current R&R session and for all future R&R sessions.

Specifying Index, Text, and Image File Extensions

You can use the Default File Settings dialog box to specify default file-name extensions for index, text, and image files. As a result of setting defaults for

these file extensions, R&R will initially search for and display only files with the default extension when you are selecting an index, text, or image file.

Default Index File Extension

If you set a default index file-name extension, initially only files with that extension display when you are selecting index files in the Database ⇒ Master Table or Database ⇒ Relations dialog boxes. You can override the default by specifying a different file type in the dialog box or by typing the full name and path.

R&R supports the following index extensions: *cdx, idx, mdx, ndx, nsx, ntx,* and *wdx*. You can use **?** as a wildcard in specifying a default (for example, entering **?dx** will cause R&R to display all files ending in *dx*.

If you don't set a default extension, R&R initially displays files with *ndx* extensions.

Default Text File Extension

The default text file-name extension you specify controls which files display for selection when you use the Insert ⇒ Text File command to include a text file in a report. For example, if the text files you will be using in R&R reports have TXT extensions, specifying TXT as the default extension ensures that R&R will initially display files with a TXT extension when you are selecting a text file.

Default Image File Extension

The default image file-name extension you specify controls which files display for selection when you use the Insert ⇒ Picture command to include a bitmapped graphic image in a report. For example, if the image files you will be using in R&R reports have TIF extensions, specifying TIF as the default extension ensures that R&R will initially display files with a TIF extension when you are selecting an image file.

Specifying Template and Report Dictionary Files

You can use the Default File Settings dialog to specify defaults for template library, report dictionary, and report dictionary index files. For each, enter the path and name of the file that you want to act as a default.

Default Template Library

Specify a file (optionally including a path) in which R&R will store report templates. The default file extension for a template library file is RT5; if you specify a different extension, do not use RP5. In R&R, you can enter or select a file other than the default in which to store templates.

Default Report Dictionary File and Index

To provide R&R with descriptive information about the database fields used in your reports, you can create a report dictionary file that contains this information. You must create the report dictionary file using your database software according to the specifications described in Appendix C, "Creating a Report Dictionary."

Enter a file name (optionally including a path) for both the report dictionary file and its associated index file. If you enter a file name without a path, R&R will search for the dictionary file in the default data directory, if one is specified, and then in the startup directory.

Changing International Settings

R&R uses the International settings currently set in your Windows configuration. These settings include the following:

❑ Unit of measurement (inches or centimeters)
❑ Date format
❑ Currency format
❑ Number format

Since all International settings are controlled by the current Windows configuration, you must use the Windows International option on the Control Panel to change any of these settings. See your Windows documentation for instructions.

The following sections explain the effects of Windows International settings on R&R layout display and field formats.

Unit of Measurement

The unit of measurement used by R&R (inches or centimeters) is determined by your Windows configuration. The Windows International

"Measurement" setting determines whether the following will display in inches or centimeters:

❑ Horizontal position indicator in R&R Status Bar;
❑ Margin settings;
❑ Character field width setting specified with Format ⇒ Field;
❑ Line height;
❑ Record width/height;
❑ Image dimensions.

Date, Currency, and Number Formats

The Windows International "Date Format," "Currency Format," and "Number Format" settings determine the initial field formats for date and numeric fields in R&R. You can change field formats within R&R using Format ⇒ Field.

Note that the Symbol Placement and Negative settings in the Windows International "Currency Format" dialog must be consistent — that is, if you select a Symbol Placement that specifies a trailing symbol, you must also select a Negative format that specifies a trailing symbol.

Modifying R&R's Case Sensitivity

By default, R&R does not distinguish between upper- and lower-case letters when sorting or comparing character data in Database ⇒ Sort Order and Group Order operations, queries, and calculations (that is, these R&R operations are *case insensitive*).

To change this default behavior for sorting and comparing character data, use any text editor to edit RRW.SRT, the file that controls R&R's case sensitivity. Directions for editing the file are contained within the file itself.

Note that database relations are not affected by the case sensitivity setting in RRW.SRT. Database relations that use character linking fields are *always* case sensitive.

The RRWHANDLES Environment Variable

By default, R&R can open up to 55 files simultaneously (assuming that your system's FILES= setting is at least 55). This setting is appropriate for most

reports. However, if you create complex reports with many related tables, you may need to increase this setting, since such reports require R&R to keep many files (tables, indexes, text memo files, and temporary sort files, for example) open simultaneously.

R&R provides an environment variable called RRWHANDLES that enables you to increase the number of files that R&R can keep open. The syntax for this variable is RRWHANDLES=*n,* where *n* is the maximum number of files that R&R will be able to open simultaneously.

For example, to specify that R&R be able to open up to 100 files, type the following SET command (or include it in your AUTOEXEC.BAT file):

    SET RRWHANDLES=100

Note that the FILES= setting in your CONFIG.SYS file should be at least as large as the value you specify for RRWHANDLES. If you set a value of 100 for RRWHANDLES, you must edit your CONFIG.SYS file and change the FILES= setting to at least 100.