

Report Templates

DialogLink 5

DialogLink 5 lets you customize your Microsoft® Word report templates to create a professional look and feel to represent or brand your department, organization or project. Any formatting that you can do in Microsoft Word can be applied to your Report.dot template. Once the text and graphics are changed in the Word template, your DialogLink 5 reports will automatically be generated with your customized template as the default appearance.

In addition to changing the cover graphics and text, you also can change the text display layout, the header and footer text, apply different styles, choose different font faces or font sizes for each element, insert page breaks between each record, and more.

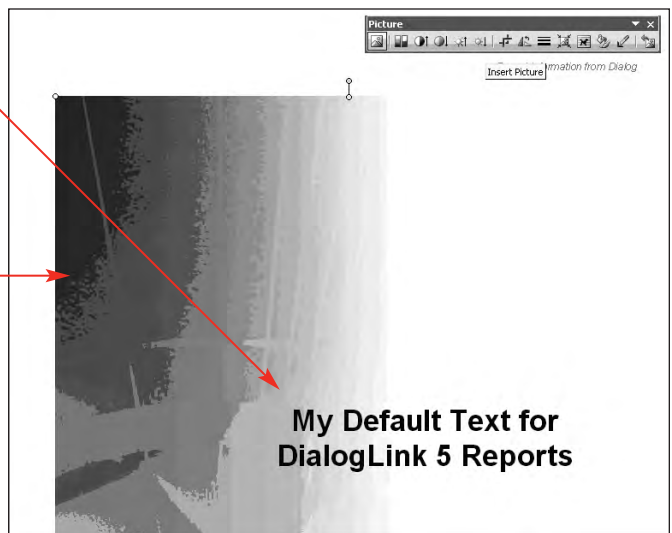
In this example, the cover page text and graphics are changed to create a branded report and page breaks are added to Heading 1 styles to separate each new record.

TIP

Before proceeding, make a copy of the **Report.dot** file and save the copy in a separate location in your file directory.

1. Open the Report.dot file located at **C:\Program Files\Dialog\Link5\Current**.
2. Go to the cover page of the template file.
3. Double-click the text box that contains the default text “**Report Information from Dialog**”

4. Delete this wording and add your text of your choosing here.
5. Place the text box on the page for the desired appearance.
6. Click on the background image.
7. Delete the image.
8. Choose an alternative graphic using the Picture toolbar.



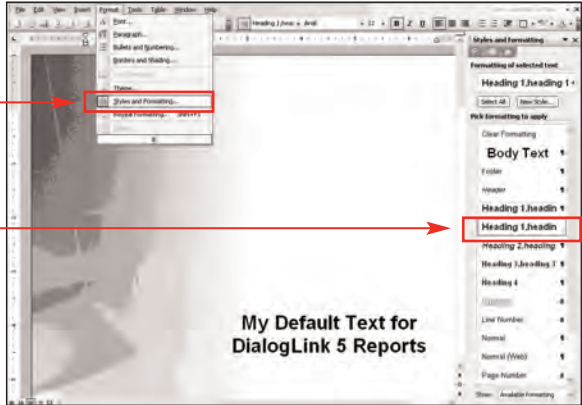
**My Default Text for
DialogLink 5 Reports**

9. Select **Format > Styles and Formatting...**

10. Select **Heading 1, heading 1** in the list in the left-hand window

11. Right-click **Heading 1, heading 1** and select **Modify...**

12. Click the **Format** button and select **Paragraph**.

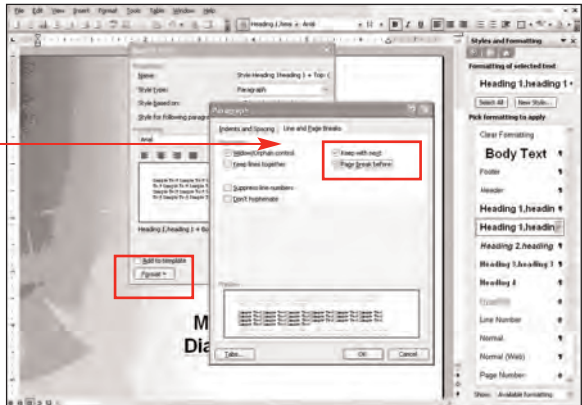


13. Select the **Line and Page Breaks** tab.

14. Select the **Page** break before check box.

15. Click **OK**.

16. Click **OK**.



17. Save the customized Report template as **report.dot** file in **C:\Program Files\Dialog\Link5\Current**. Overwrite the report_original.dot file. (Be sure you have saved a copy of the original template in a safe location)

Customer Service & Support

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