

How to Add a Banner or Logo to a Report Template

4DM-SPECT uses report templates when creating a report. The template is user configurable, it can include any text, banner, clip art or formatting (as supported by the output file type) that the user wants to include in the final report. Templates can be designed in HTML which is used for both HTML and MS-Word reports, or in ASCII text.

In this example, we will add a logo and the 4DM-SPECT product name to a report template that was created in HTML.

STEP 1: Locate the Report Template Directory

All 4DM-SPECT report file templates are stored in the **reportTemplates** directory under the directory where the 4D-MSPECT product was installed. In this example, the directory is C:\mspect\reportTemplates, as shown in Figure 1.

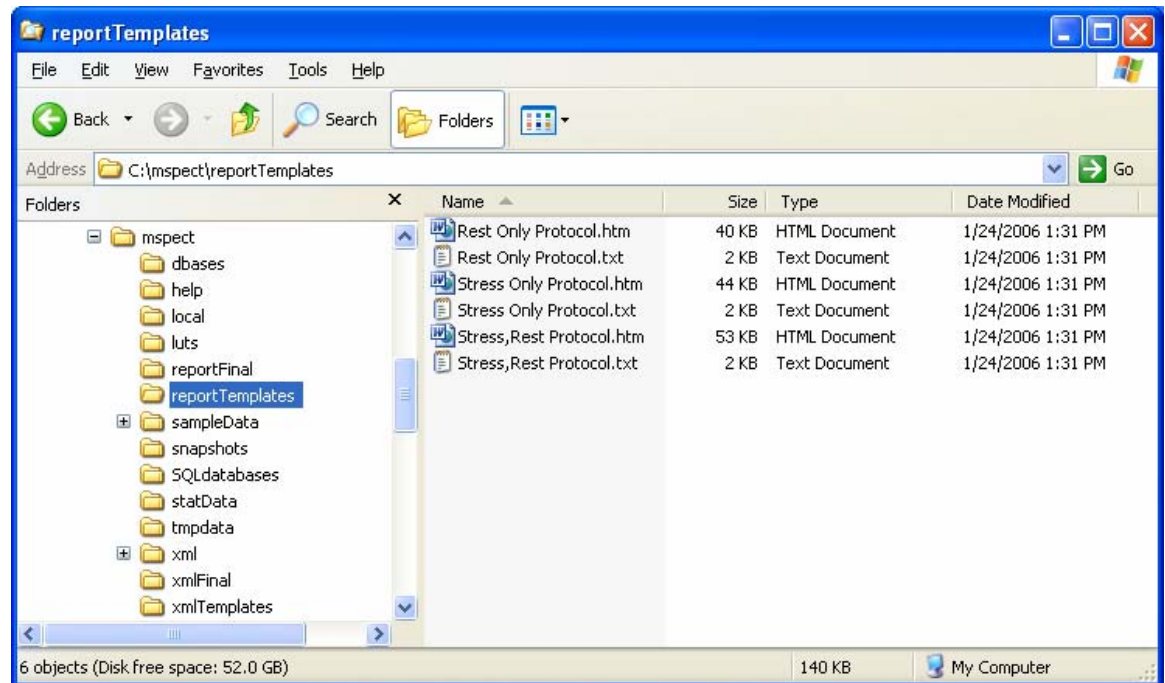


Figure 1 Windows Explorer showing the 4DM-SPECT Report Template Directory

STEP 2: Choose the Report Template

Select a report to modify by highlighting the filename.

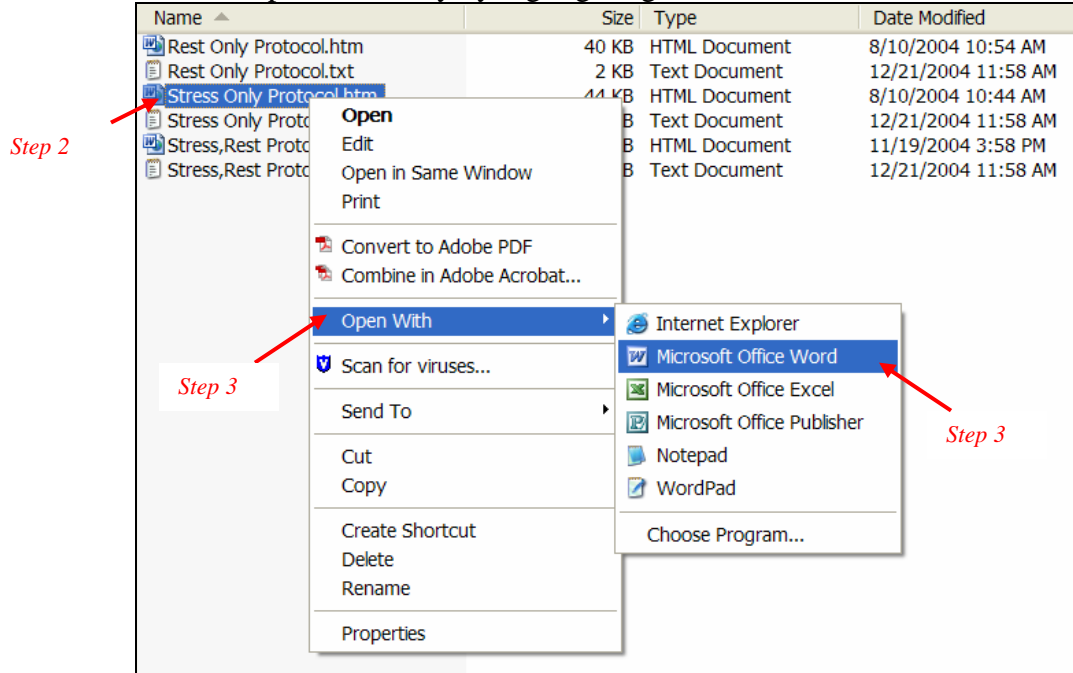


Figure 2 Opening an HTML Report Template with Microsoft Word

STEP 3: Open the Template File with Microsoft Word

Right click the mouse and chose “Open With”, and select MS Word.

STEP 5: Add Banner to Report Template

To put the logo at the top of the file, put your cursor at the top of the file. Next click the **Insert** menu and choose the **Picture->From File** option. A browser window will be provided for you to locate your logo file. After the logo file has been located, click the **Insert** button.

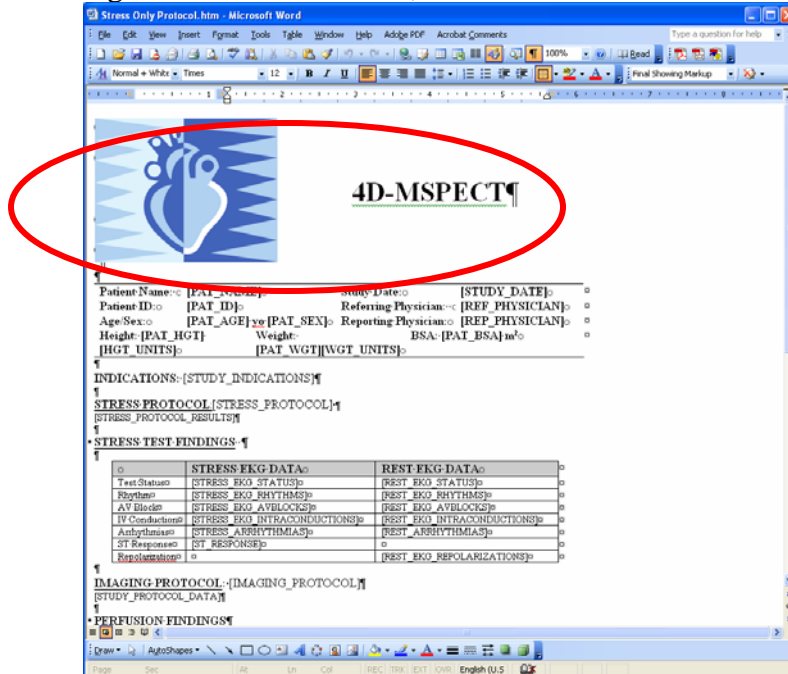


Figure 3 Modified report template.

STEP 6: Save the Report Template

Save the edits to the report template file. When you save choose "**File->Save As Web Page**" If you choose **Save** or **Save As**, make sure that when you save the file, the file format type for "Web Page". Remember the filename.

STEP 6: Save Banner Files to Final Report Directory

Since the modifications made included the insertion of a bitmap or graphic, the folder created when the template was saved, and the contents contained therein, must be copied to the **reportFinal** directory as shown in Figure 4. The folder name will be the same name as the template that was saved. The end result of the copy is shown in Figure 5.

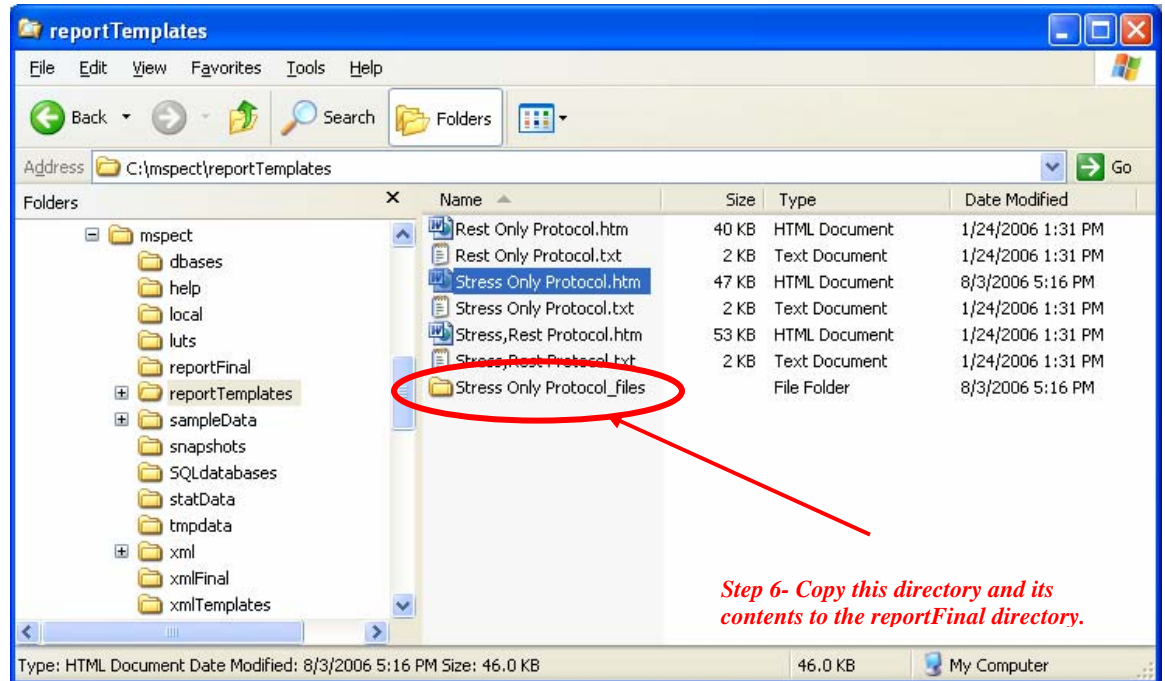


Figure 4 reportTemplates and reportFinal directories

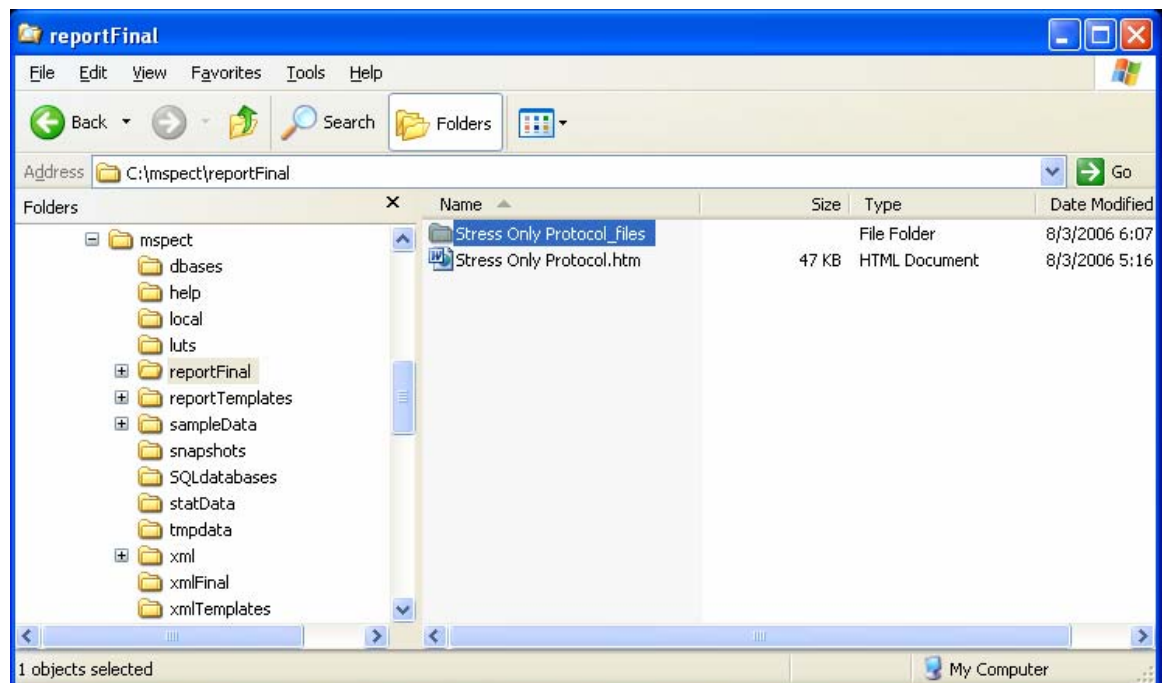


Figure 5 reportFinal directory after copying the modified template html files directory.

STEP 7: Cleanup and Verify

Close all of the open windows.

Start 4D-MSPECT, click on Export Data and select to Create a Report. Choose your new template, and click the Proceed button. The new template with the logo should be displayed in your default Web Browser.