



# Editing Report Text

This document provides instructions for editing report text. Use standard Windows® functions and built-in ACI Report features to quickly and efficiently edit and format appraisal reports.

|                              |          |
|------------------------------|----------|
| <b>Editing a Report</b>      | <b>1</b> |
| Editing Text .....           | 1        |
| Formatting Text .....        | 2        |
| Insert Feature .....         | 3        |
| Auto-replace .....           | 4        |
| Table of Contents Page ..... | 5        |
| Find Text .....              | 7        |

Copyright © April 2009, ACI  
All Rights Reserved

## Editing a Report

---

Editing a report is easy when using standard Windows® clipboard functions. Cut, copy, and paste text from one field to another or from one report or document to another. Insert the date/time, symbols, Text or Microsoft® Word documents, or photos or maps into a report. Locate text using the *Find* or *Find Next* commands.

Customize the appearance of report forms using Format options. Select preferences for text alignment, font type, font style, and capitalization. Format numeric fields for rounding, negative values, special characters, and commas. Numeric options are only available in numeric fields.

## Editing Text

---

1. Open a report file.
2. Highlight text in a field in the current report, or in another report or document.
3. Click **Edit** and select the editing command, or click the applicable edit icon on the toolbar, or enter the associated keyboard shortcut.

### **Undo** ()

Keyboard shortcut: **ALT+BACKSPACE**

Reverses or erases the last text entered into the report.

### **Cut** ()

Keyboard shortcut: **CTRL+X**

Removes the highlighted report text and places it on the Windows clipboard. Only one text selection is stored on the Windows clipboard at a time. Cutting or copying new text overwrites the existing text stored on the clipboard.

### **Copy** ()

Keyboard shortcut: **CTRL+C**

Places a copy of the highlighted report text on the Windows clipboard.

### **Paste** ()

Keyboard shortcut: **CTRL+V**

Places the most recently cut or copied text into the selected report field. Paste the text from the clipboard into the report more than once, if needed.

### **Clear**

Keyboard shortcut: **CTRL+DELETE**, or **DELETE**, or **CTRL+Y**

Deletes the selected text, image, map, or sketch.

## Formatting Text

---

1. Click in a report field.
2. Click **Format** and select a formatting option or right-click and select a formatting option.

### ***Alignment***

#### *Left*

Keyboard shortcut: **CTRL+L**

Text is left-justified in the field.

#### *Center*

Keyboard shortcut: **CTRL+E**

Text is centered in the field.

#### *Right*

Keyboard shortcut: **CTRL+R**

Text is right-justified in the field.

### ***Font***

Keyboard shortcut: **CTRL+SHIFT+F**

Select the font, font style, font size, and effects.

### ***Numeric***

#### *Rounding*

Select the rounding value i.e., nearest tenth, nearest hundredth.

#### *Negative Values*

Select display option for negative values: -1000, 1000, or (1000).

#### *Type*

Select character type to include with value: \$, %, or None.

#### *Show Commas*

When checked, commas are included in numeric fields. This option is enabled by default.

### ***Style***

#### *Bold*

Keyboard shortcut: **CTRL+B**

Text is in bold print.

#### *Italics*

Keyboard shortcut: **CTRL+I**

Text is italicized.

### *Underline*

Keyboard shortcut: **CTRL+U**

Text is underlined.

### *All Caps*

Keyboard shortcut: **CTRL+SHIFT+A**

Click to toggle between UPPER case and Sentence case.

## Insert Feature

---

Insert the date/time, symbols, Text or Microsoft Word documents, photos, or maps into a report.

### Using the Insert Feature

1. Open a report file.
2. Click in a field in the current report, the addendum, a photo slot, or map.
3. Click **Edit > Insert** and select the item to insert, or right-click and select **Edit > Insert**.

**NOTE:** The right-click menu is available in report forms and the addendum. The *Date* and *Photo/Map* commands are available on the **Edit > Insert** menu.

#### ***Date***

Inserts the current date (the computer's system date) into a report field or the addendum.

#### ***Photo/Map***

Inserts a photo, image, or map into any photo, image, or map page, or the addendum.

#### ***Text***

Only available in addendum fields. Inserts a Text file into the addendum.

#### ***Rich Text***

Only available in addendum fields. Inserts a Rich Text file into the addendum.

#### ***Word Document***

Only available in addendum fields. Inserts a Microsoft Word document into the addendum.

#### ***Symbol***

Inserts special characters into a report field or the addendum.

#### ***Addendum Field***

Inserts the selected form field into the addendum. When data is entered or updated in the form field, the addendum updates.

## Auto-replace

---

Auto-replace saves you from typing trip-ups and spelling challenges and keeps reports looking professional. Use Auto Replace to enable shortcut keys for frequently typed text. Many shortcuts are predefined: Type **=A** then press the **Enter** key or space bar on the keyboard to insert the word Average, a time-saver on the Comparables grid. Create user defined shortcut keys for other commonly used words.

Auto Replace automatically corrects specified misspelled words. Type “teh” instead of “the” and Auto Replace corrects the spelling. Auto Replace contains a predefined entry to replace “teh” with “the”. Add other commonly misspelled words to further customize the Auto Replace feature.

### Creating User Defined Shortcut Keys

1. Click **Options > Environment > Auto Replace**.
2. Check *Auto Replace* to enable this feature.
3. Enter the text to be replaced in *Replace*. Enter replacement text in *With*.
4. Click **Add** to save the *Auto Replace* entry.
5. Click **OK** to exit **Environment Options**.


**TIP:** Click **Symbols** to insert a symbol in the replacement text (*With* field). Select a symbol and click **Insert**. Click **Close** to return to *Auto Replace*.

## Table of Contents Page

---

Customize appraisal report files to include a Table of Contents page. Select the forms to include or exclude in the Table of Contents and further customize the appearance of the page to display and print the Title or Subject photo.

### Adding a Table of Contents Page

1. Click **File > Add/Remove Forms**, or click the **Add/Remove Forms** icon () , or press **ALT+F+F** on the keyboard.
2. Select *Table of Contents* in the *Forms Pool*. Click the **Add to pak** button (right arrow) to add the *Table of Contents* to the *Current Report*. Click the **Move selection up** or **Move selection down** buttons (up and down arrows) to position the *Table of Contents* within the *Current Report*.

**TIP:** Double-clicking a form in the Forms Pool adds it to the Current Report. Double-clicking a form in the Current Report returns the form to the Forms Pool.

3. Click **Save Report** to save the changes.

### Table of Contents Form Options

1. Open a report or template and click **Options > Report**. Click the + (plus sign) to the left of *TOC Page*. Select the forms to include in the Table of Contents and select the *Form Options*.

***Include All***

Select this option to include all forms in the Table of Contents.

***Exclude All***

Select this option to exclude all forms from the Table of Contents.

***Include empty pages in the table of contents***

Select this option to include blank forms in the Table of Contents.

2. Click **OK** to save *Form Options*.

## Table of Contents Display Options

1. Open a report or template and click **Options > Report**. Click the + (plus sign) to the left of *TOC Page*. Select *Display*.
2. Select the photo, *Title* or *Subject*, to display and print on the *TOC Page*.
3. Select the *Print Photo* option.

### **Never**

Do not display or print a photo or a photo frame in the Table of Contents.

### **Only if exists**

Display and print a photo and a photo frame only if there is a photo.

### **Always**

Always display and print a photo and a photo frame. If there is no photo, the empty photo frame displays and prints.

4. Click **OK** to save the *Display* options.

**TIP:** Include a Table of Contents in all reports using Templates and custom Report Paks. Create a template, or edit an existing template, and add the Table of Contents. Create custom Report Pak(s) that include the Table of Contents form.

## Find Text

---

Locate text using the **Find** or **Find Next** commands.

1. Open a report file.
2. Click **Edit > Find**, or press **CTRL+F** on the keyboard.
3. Enter text in the *Find What* field, and click **OK**.
4. The cursor jumps to the location of the selected text.

**TIP:** Select *Match Case* to perform a case-sensitive search.

## Find Next

1. Open a report file.
2. Click **Edit > Find Next**, or press the **F3** function key.
3. The cursor jumps to the next occurrence of the previously entered text.
4. Click **Edit > Find Next**, or press the **F3** function key to locate additional occurrences of the text.

**NOTE:** When no instance of the text is found, a message displays: "Another instance of <text> could not be found, do you want to start searching again at the beginning of the file?" Click **Yes** to continue searching, or click **No** to cancel.