

## Getting started with the Template Editor

In this document we will take a hands-on approach to using the template editor to adjust a few existing templates and to give some suggestions for creating new template from scratch. If you haven't already it is recommended that you first try out a few existing template with the report editor as described in "Getting started with the report editor".

The template editor is used to create workspace independent templates that then can be loaded in the report editor and used with a specific workspace. A template is made up of a list of elements, such as frames and maps. These elements will be identical for all reports made with the template, but while some elements such as frames are static and will appear exactly identical on all reports, others such as maps can be adjusted for the specific report to show specific layers

### Getting started

We will start by making a few minor changes to an existing template. First you need to open a workspace. Then click Edit Template on the Visualization ribbon. Start by opening the Map\_Landscape\_A3\_Simple template found in the default installation folder here:

C:\Program Files\AGS\Aarhus Workbench\ReportTools\Templates\Map\_Landscape\_A3\_Simple.wbt

Workbench now loads the report template and opens the template editor.

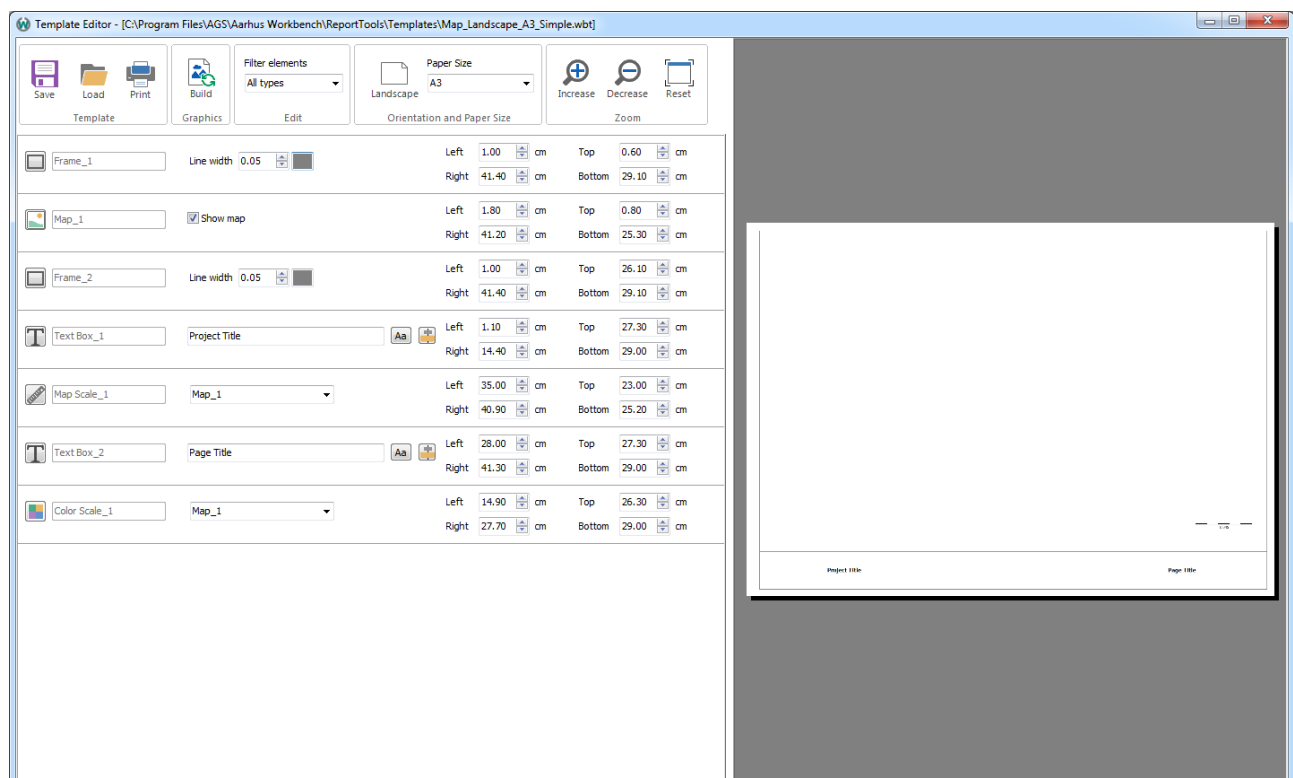


Figure 1. The Map\_Landscape\_A3\_Map\_Simple report template right after it is first opened.

The template editor consists of a ribbon with a few buttons, a list of elements and a template preview window. We will not go through everything in detail, but everything is described on the wiki help page for the template editor. To access it, simply press F1 while you have the template editor window open.

## Adapting the report template

This particular template is quite simple, it is made up of 7 elements. You should recognize most of them from seeing same template in the report editor. Here in the template editor the options for each element however are different and mainly specify the type and the extent of the element.

Each element on the list include an element type symbol followed by the element type name and number if there is more than one such element on the list. Selecting the element on the list will show the extent of the element in red in the template preview window.

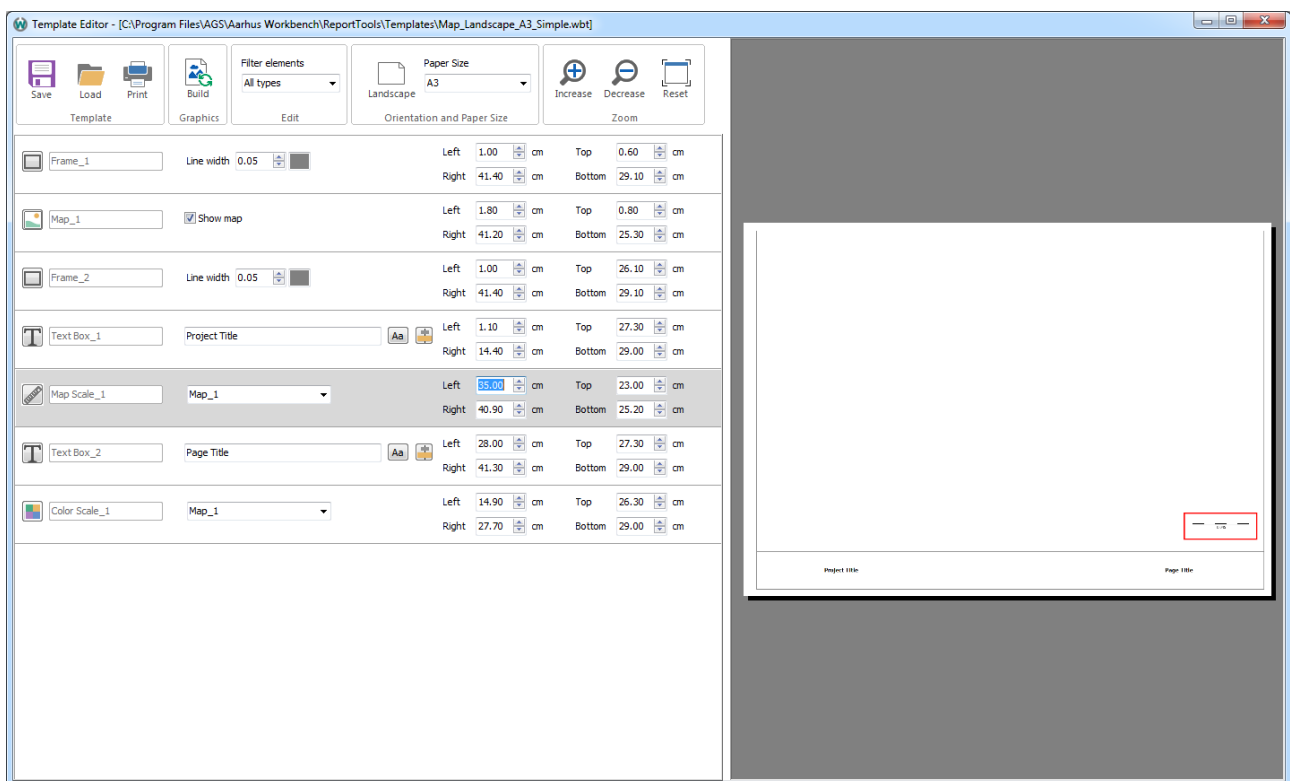


Figure 2. Showing a selected element on the preview.

The extent can also be read from the Left, Right, Top and Bottom numbers. These numbers can be edited or adjusted directly or they can be adjusted using a few useful shortcuts.

- Shift + arrow keys: adjust the Right or Bottom side of the extent.
- Ctrl + arrow keys: adjust the Left or Top side of the extent.
- Shift + Ctrl + arrow keys: move the whole extent on the page.
- Caps Lock switches between 5 mm adjustments and 1 mm adjustments.

Should the extent be moved outside the printable area as defined by the default printer, it will be visible from looking at the red lines in the template preview window. To add more elements, click on the template type symbol of one of the elements and Copy the element. In the same way it is possible to Change Type for the element or Delete the element.

So let us make a few adjustments to the report template. First we should perhaps add a frame around the color scale to have it nicely separated from the text boxes around it. To do this, click on a template type symbol and copy the element, if you didn't pick a frame, click on the template type symbol of the new element and change it into a frame. And finally adjust the extent of the new frame to separate frame\_2 into three evenly spaced boxes.

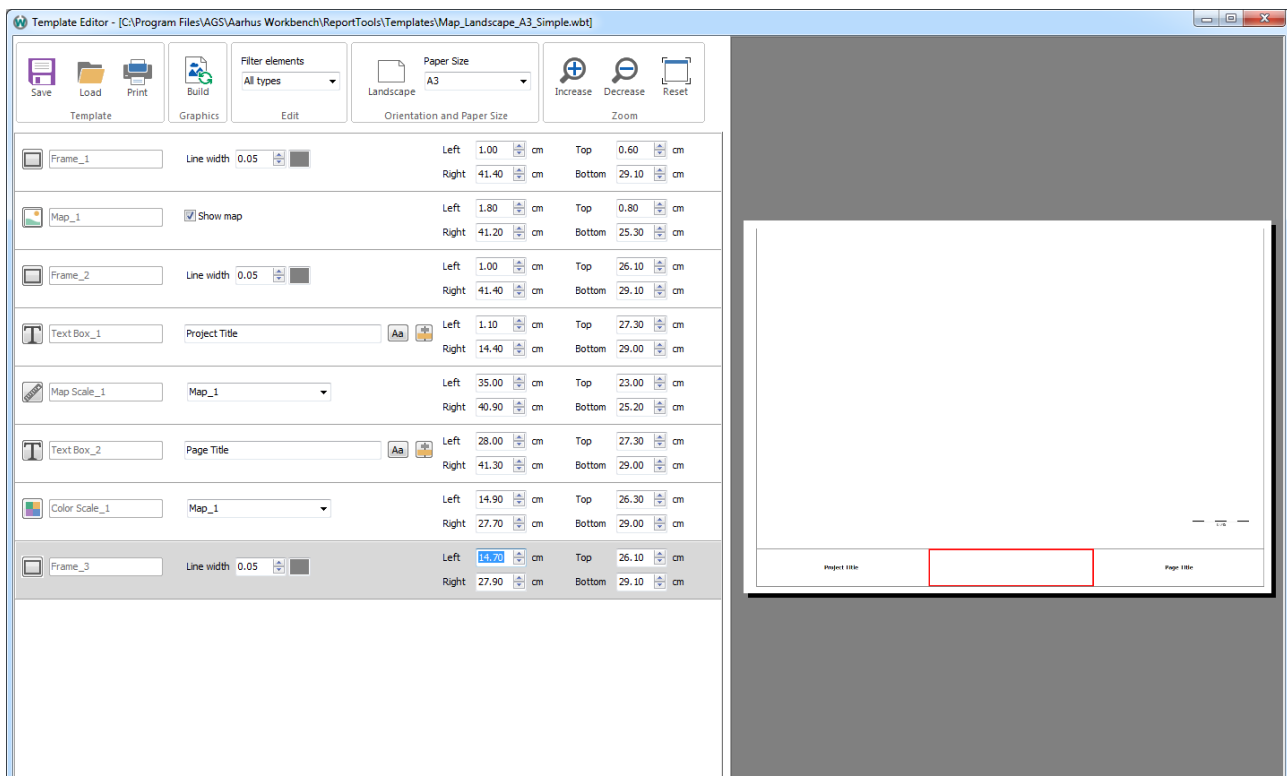


Figure 3. Showing the adjustment with the frame around the color scale finished.

You may note that the color scale doesn't completely fill the new frame, but that is on purpose, it usually looks nicer with a little free space around it. Maybe it would look even nicer if you make the color scale a little thinner, try changing the extent of the color scale element to do that. This is a situation you cannot completely evaluate from within the template editor. From here you can only see the extent of the frame and the color scale on the template preview window. So it may be necessary to save your template and make a quick test report where you can set a color scale and confirm that the template is looking like you want it to. You may also want to edit the font size for the project title and the page title, but those you should be able to evaluate directly from the template preview window.

When you are happy with the result try making the same changes to the Sections\_Landscape\_A3\_Simple template also found in the default installation folder here:

C:\Program Files\AGS\Aarhus Workbench\ReportTools\Templates\Sections\_Landscape\_A3\_Simple.wbt

With this template it would be relevant to add two text box elements near the profile elements so that you can write the names of the profiles there. Try using the short cuts, to place the text boxes slightly above the left top of the profile elements. Note how the extent has a slightly different meaning for text boxes than it does for frames.

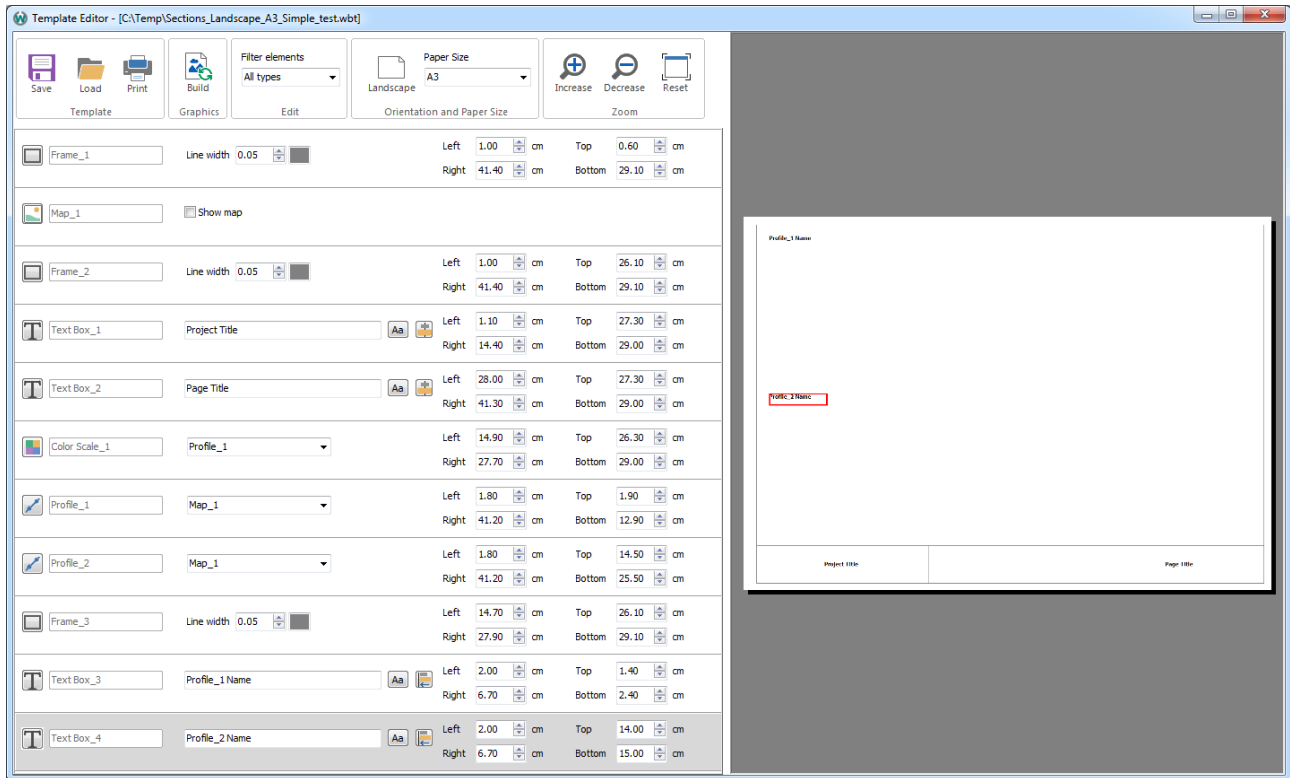


Figure 4. Showing the adjustment with two text boxes finished.

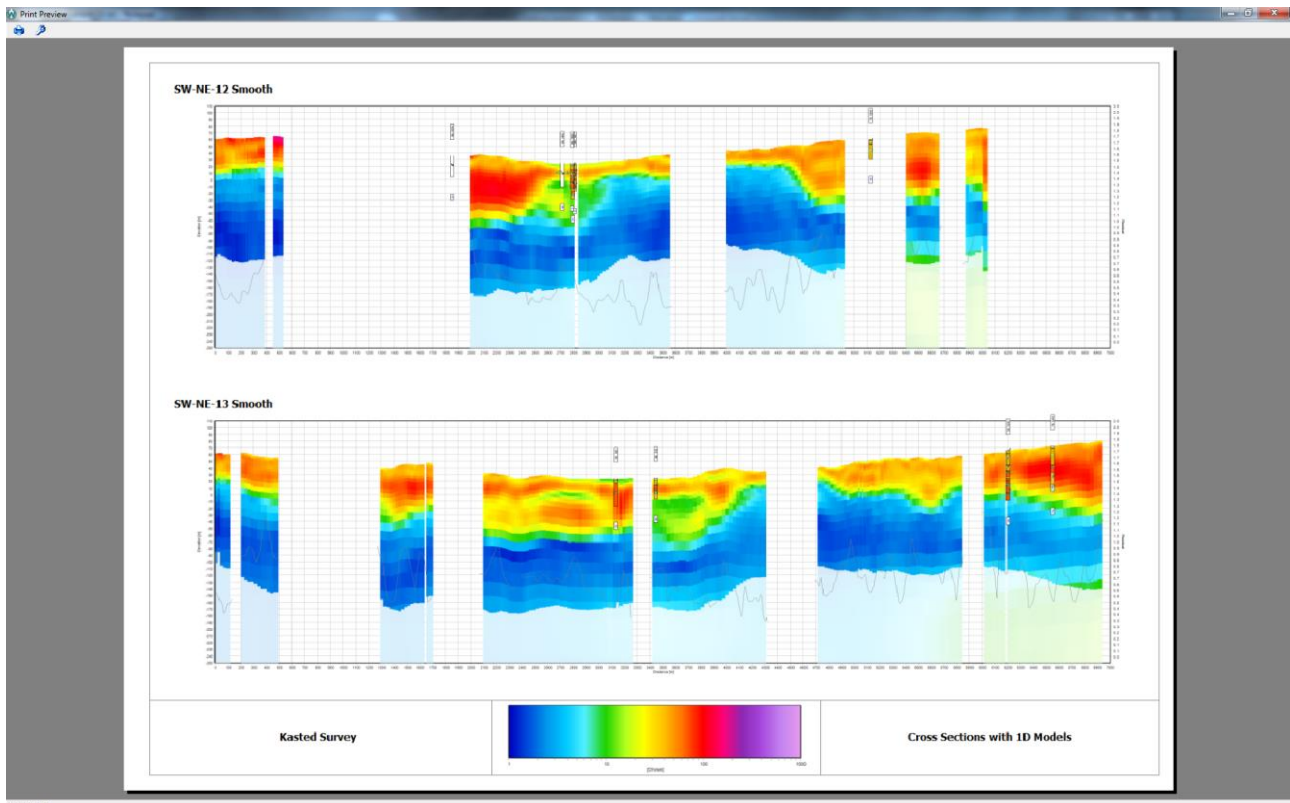


Figure 5. Print Preview of report page made with the adjusted template.

### The next step

You should now have two rather nice templates, but have a look at some of the other templates on your own and make changes as you see fit to create your own personalized templates. You can of course also make completely new templates. This usually involves a bit more work, and several test report pages, but you can make fairly elaborate templates with these tools. Once you have the templates you need however, you can usually stick with only minimal template changes from one project to the next. Some templates include image elements, often used to include logo images for the people involved in the project. Sometimes they or some font sizes may need to be adjusted with each project, but other than that, each template can usually be applied to different projects as it is.