



## Report Creation in UML Models

*Enterprise Architect is an intuitive, flexible and powerful UML analysis and design tool for building robust and maintainable software.*

*This booklet describes the report generation facilities of Enterprise Architect.*



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# Enterprise Architect - Report Creation in UML Models

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# Foreword

This user guide describes the report generation facilities of Enterprise Architect.

## Reporting in Enterprise Architect



Model documentation is essential to realizing the full benefit of Enterprise Architect. Enterprise Architect provides a powerful mechanism for generating high quality, customized documentation directly from your model, in either RTF or HTML format.

There are many ways to specify the Enterprise Architect content being documented. You can:

- Document a package and/or its child packages by manually highlighting the package and selecting a documentation control
- Specify embedded packages for [exclusion](#)<sup>[74]</sup> if child packages are recursively documented
- Link a package to an RTF document template to simplify generating consistent types of documentation (eg Use Case Reports) using the [Documents feature](#)<sup>[61]</sup>
- Select, group and order packages together in a *different manner* from the **Project Browser** by creating ' [Virtual Documents](#)<sup>[76]</sup>, either linked through a master document with headers, footers and contents list, or as separate individual documents.

### RTF Documentation

Rich text reports are documents produced by Enterprise Architect in Rich Text Format (RTF). RTF formatting can be modified directly with RTF Style templates to alter the look and feel of generated output. Using MS Word you can further enhance the separate RTF documents output from the model by connecting and interweaving them into a linked [master document](#)<sup>[76]</sup> with headers, footers and contents list.

Enterprise Architect has a fully-featured RTF Document Generator that features:

- Powerful WYSIWYG RTF style template editor support
- An easy-to-use document generator
- An embedded RTF viewer that enables you to view RTF documents generated by Enterprise Architect within Enterprise Architect.

For further information, see:

- [RTF Documents](#)<sup>[3]</sup>
- [Use MS Word.](#)<sup>[63]</sup>

### RTF Reports

You can also generate a number of RTF reports on different aspects of your model. See the [Other Documents](#)<sup>[72]</sup> topic.

### HTML Documentation

Enterprise Architect provides automated web-based publishing of models, making it simple to explore large models efficiently on-line. Enterprise Architect enables the export of an entire model or a single branch of the model to HTML Web pages. You can also create web style templates to customize the HTML output.

For further information, see the [HTML Reports](#)<sup>[85]</sup> topic.

## 1 RTF Documents



### Rich Text Format Documentation

Rich text reports are documents produced by Enterprise Architect in Rich Text Format (RTF), a format common to many word processors. In particular it is targeted at Microsoft Word™, which enables you to link a number of rich text documents into a single [master document](#)<sup>[63]</sup>.

Typically you create a Word master document, then some Enterprise Architect RTF reports. You link the reports back into sub-sections of the master document, and refresh them as required during project development. In this way the project document becomes an easily-managed and feature-rich work product.

You can also populate a Word document from specific *sections* of reports, based on [bookmarks](#)<sup>[64]</sup>. For example, a Word document might have a section for a small part of your component model. Using bookmarks you can generate a full component model, and then link into just one section of the report. This way you can maintain a complex Word document from parts of Enterprise Architect reports. The RTF Generator performs one pass for one template, but using a Word master document and Enterprise Architect bookmarks enables you to incorporate material from several RTF documents with different formats based on different templates.

By adding tables of contents, figure tables, sections, and headers and footers, you can manage a complex document with relative ease. Simply update the Enterprise Architect RTF reports then refresh the links in MS Word.

You can also maintain complex documents by creating [virtual documents](#)<sup>[76]</sup> in Enterprise Architect, setting up a *Master Document* (package) element and/or *Model Document* elements (*Class* elements of stereotype *Model Document*) and linking packages into the document, in whatever order or combination is most appropriate to your requirements. You can select packages from different areas of the model, arrange them in any order, and edit or delete the packages. The virtual document automatically incorporates the changes each time you generate it.

#### Note:

In the Corporate, Business and Software Engineering, System Engineering and Ultimate editions of Enterprise Architect, if security is enabled you must have **Generate Documents** permission to generate RTF documents. (See *User Security in UML Models*.)

### The RTF Generator

Enterprise Architect has an enhanced RTF Document Generator that features:

- Powerful WYSIWYG RTF style template editor support, enabling:
  - Headers and Footers
  - Images
  - Indexes
  - Tabular Sections
  - Nested Sections
  - All model elements, connectors, diagrams and their properties
  - Template import and export using XML
  - Basic templates supplied for customization.
- A document generator that:
  - Provides simplified options
  - Generates complex documents based on RTF templates.
- An embedded RTF viewer that you use to view RTF documents generated in Enterprise Architect directly within Enterprise Architect.

## More Information

A tutorial on using the RTF Generator and creating RTF documentation is provided on the Sparx Systems website. Click on the following link:

<http://www.sparxsystems.com/resources/whitepapers/>

For more information, see:

- [Generate RTF Documents](#) <sup>4</sup>
- [Generate RTF Documentation Dialog](#) <sup>7</sup>
- [RTF Document Options](#) <sup>43</sup>
- [RTF Templates Dialog](#) <sup>10</sup>
- [Custom Language Settings](#) <sup>62</sup>
- [Include or Exclude a Package from Report](#) <sup>7</sup>

## 1.1 Generate RTF Documents

Creating a Rich Text Format (RTF) document is a simple and flexible process. An RTF document is based on a package or an element in your project (more usually a package). To produce a document, you must select the package or element to report on in the **Project Browser**, **Element List** or **Model Search**.

### Tip:

Reports can be configured to include all packages within a parent package, or just the top level.

You should also set the [diagram properties](#) <sup>5</sup> to determine how the diagrams in the package are set out in the RTF document. When you have prepared and selected your package, use the context menu to open the **Generate RTF Documentation** dialog and configure the details of your document. The next topic guides you through creating a rich text report.

## Open the Generate RTF Documentation Dialog

Use one of the following methods:

- Select the **Project | Documentation | Rich Text Format (RTF) Report** menu option
- In the **Project Browser**, right-click on the required package and, on the context menu, select the **Documentation | Rich Text Format (RTF) Report** menu option
- In the **Project Browser** or a diagram, click on the required package or element and press **[F8]**
- In a diagram, click on a specific element and select the **Element | Rich Text Format (RTF) Report** menu option
- In the **Element List** or **Model Search**, select one or more items, right-click and, from the context menu, select either the **RTF Report | Generate report for each selected object** option or the **RTF Report | Generate one report for all selected** option.

See the [Generate RTF Documentation Dialog](#) <sup>7</sup> topic for more information.

## Quick Start

To generate and view an example RTF report right now, follow the steps below:

1. Open the *EAExample* project.
2. Open the *QA Model* package and right-click on the *Testing* package.
3. Select the **Documentation | Rich Text Format (RTF) Report** context menu option. The **Generate RTF Documentation** dialog displays.
4. In the **Output to file** field, select a convenient file location in which to hold the generated report.
5. In the **Use Template** field, click on the drop-down arrow and select **(basic template)**.
6. Click on the **Generate** button.
7. When the report has been generated, click on the **View** button.



## Generate RTF Report From Element List or Model Search

When you select to create an RTF Report from the **Element List** or **Model Search** tools (see *Using Enterprise Architect - UML Modeling Tool*), you can generate an element-level report rather than a package-level report, and you have additional flexibility in selecting:

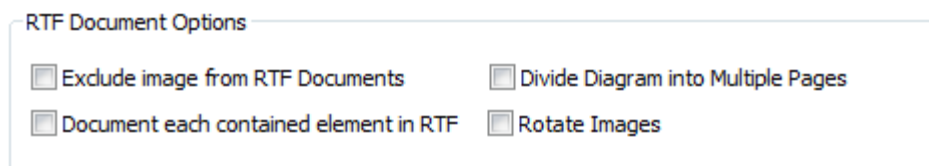
- The type of element to report on
- The specific elements to report on, together or separately, whether in the same package or not.

For example, you might want to find all elements with test cases, with the intention of reporting on some or possibly all such elements. With the **Element List**, you would identify these elements yourself within the list of all elements in a selected package, but with the **Model Search** you could specifically identify the elements across a section of the model or across the whole model, as required. The search filtering could be for specific test cases; however, the results are by element so if there are test cases outside the range in any element that has a filtered test, these elements are listed as well.

Having generated the list of elements, you can select individual elements, blocks of elements, or all elements, and then (as above) use the context menu to generate a report on all of the elements, or separate reports on each element.

### 1.1.1 Diagram Options

This topic refers to options on the **Diagram** page of the **Diagram Properties** dialog, used when generating RTF reports for a particular diagram (using either the **extended**<sup>[7]</sup> or **Legacy**<sup>[52]</sup> RTF Report Generator). Display the dialog page by double-clicking on the diagram background, and select the **Diagram** tab.



### Exclude Image from RTF Documents

Select this checkbox to exclude the image of the current diagram from any RTF reports.

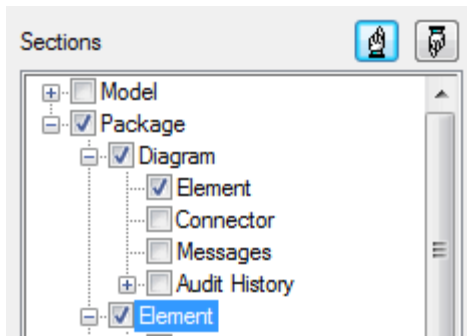
### Document Each Contained Element in RTF

Select this checkbox to ensure the RTF report generator includes details of elements that belong in other - external - packages but that are linked into *this* diagram within the package being reported on. The report includes external elements for each diagram on which you have selected the checkbox.

On the **Generate RTF Documentation**<sup>[7]</sup> dialog, the **Include all Diagram Elements in Report** checkbox defaults to selected, to include external elements for *every* diagram covered by the report. Therefore, to include external elements only for selected diagrams, deselect this checkbox.

In either case, you must enable the *Package.Diagram.Element* or *Package.Element* section in your (customized) document generation templates in order to include this external element information in the report. To enable the template section:

1. Select the **Project | Documentation | Rich Text Format (RTF) Report** menu option.
2. Select the appropriate customized template (not a system-provided one) in the **Use Template** field.
3. Click on the **Edit Template** button to display the **RTF Template Editor**.
4. In the **Sections** panel on the left-hand side of the editor window, select the **Package::Diagram::Element** checkboxes.



#### Notes:

- If using the Legacy RTF generator, the *Element* checkbox is automatically checked in your customized template, when you select the **Document each contained element in RTF** checkbox.
- **Package::Diagram::Element**, if left blank, replicates the format of **Package::Element** including sub-element sections (for example, Package::Element::Scenario). **Package::Diagram::Element** does not have an option to add these sections.

Selecting the checkboxes adds the following set of sections to your report template:

```
package->[
right-click-to-insert-Package-field(s)]
diagram->[
right-click-to-insert-Diagram-field(s)]
element->[
right-click-to-insert-Element-field(s)]
<-element[
<-diagram[
<-package[
```

To report on the linked elements in:

- the same style as defined in the **Package::Elements** section, delete the *[right-click-to-insert-Element-field(s)]* text to leave a blank area
- a different style to the elements within the selected package, set up the style as appropriate.

## Divide Diagram Into Multiple Pages

Select this checkbox to divide each large diagram into separate pages in the RTF document.

#### Note:

This option is only effective when the **Scaled Printing** option is set to **None** on the **Print Advanced** dialog (see *UML Modeling with Enterprise Architect – UML Modeling Tool*).

## Rotate Images

Select this checkbox to rotate each diagram image by 90 degrees in the RTF document.

#### Note:

Only valid for bitmap (.bmp) images.

### 1.1.2 Exclude Package from Report

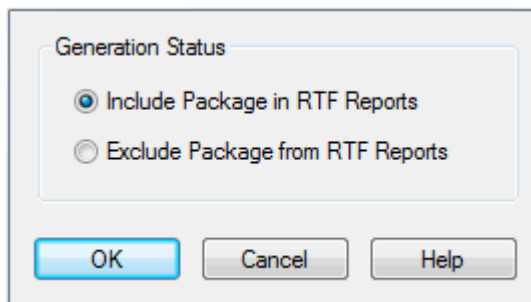
You can exclude a particular package from any RTF reports by marking it for exclusion.

#### Notes:

- By default, packages are included in any RTF reports.
- When you exclude a package from RTF reports, all of the selected package's subpackages are also excluded.

### To Mark a Package for Exclusion

1. In the **Project Browser**, right-click on the required package. The context menu displays.
2. Select the **Documentation | RTF Report Options** menu option. The **RTF Generation Options** dialog displays.



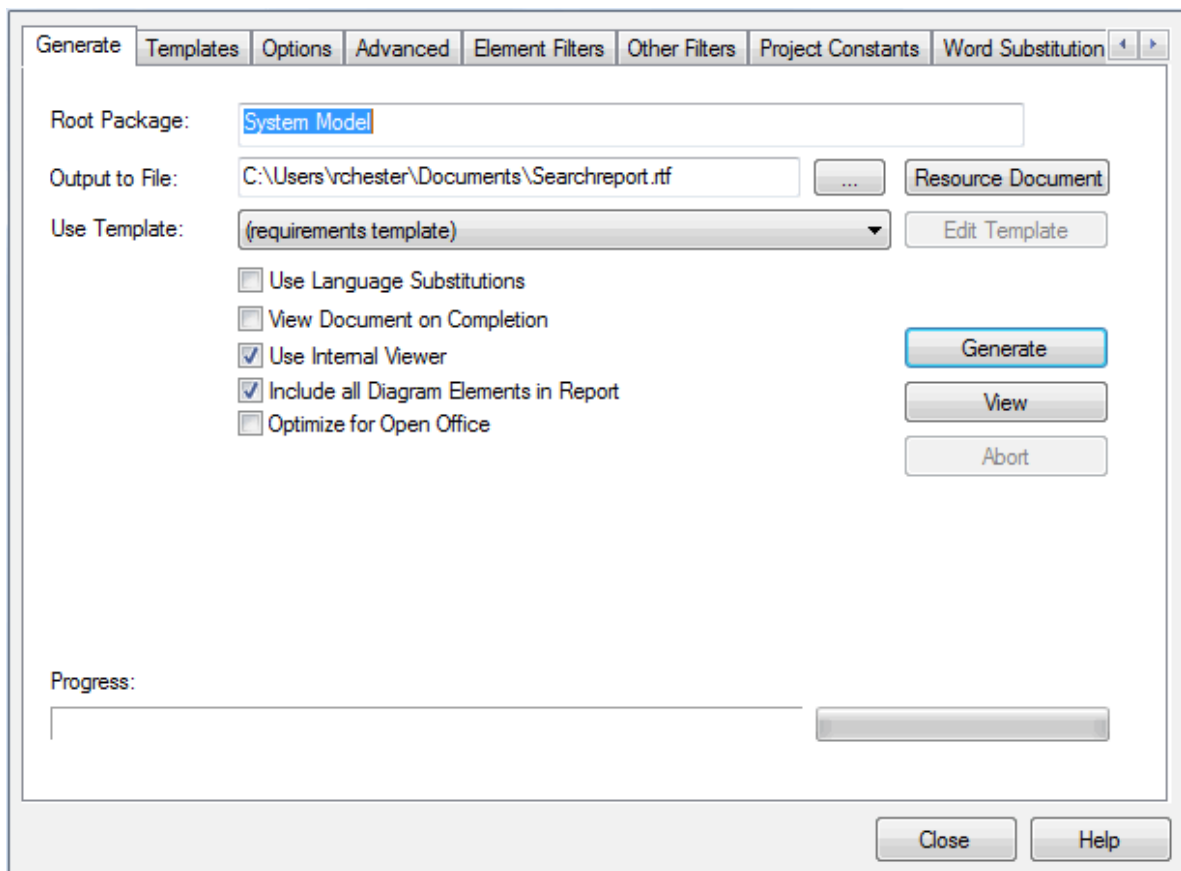
3. Select the **Exclude Package from RTF Reports** radio button.
4. Click on the **OK** button to save changes.

### 1.1.3 Generate RTF Documentation Dialog

#### Note:

For an introduction to generating RTF documentation, see [RTF Documents](#)<sup>3</sup>.

The **Generate RTF Documentation** dialog enables you to set the exact contents and look and feel of your report.



Each tab of the dialog offers a number of RTF document generation options, as described in the following sections:

- **Generate** Tab (see below)
- [RTF Templates](#) <sup>10</sup>
- [Document Options](#) <sup>43</sup>
- [Advanced Options](#) <sup>44</sup>
- [Element Filters](#) <sup>46</sup>
- [Other Filters](#) <sup>47</sup>
- [Project Constants](#) <sup>49</sup>
- [Word Substitution](#) <sup>50</sup>
- [Language Substitution \(Codepage\)](#) <sup>51</sup>

When you have worked through these tabs and set the options you require, return to the **Generate** tab and click on the **Generate** button to produce your report.

#### Note:

If you have never selected the **Optimize for Open Office** checkbox, the document generator prompts you to confirm which document style you want to adopt - Microsoft Office or Sun Open Office. Once you have made a selection in this prompt, the document generator always acts on the status of the checkbox and does not display the prompt again.

## Generate Tab Options

The **Generate** tab of the dialog has the following fields:

| Option                                                                  | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Model Document</b><br><br><b>Root Element</b><br><b>Root Package</b> | <p>Confirm the name of the element selected from the <b>Project Browser</b>, <b>Element List</b> or <b>Model Search</b>.</p> <p>If this is the specially-created model document element for a <a href="#">Virtual Document</a> <sup>[76]</sup>, the field is <b>Model Document</b>.</p> <p>Otherwise, this field identifies the selected element of the hierarchy to be reported on; that is, the <b>Root Element</b> or <b>Root Package</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Output to File</b>                                                   | Type or select the location and filename for the generated documentation. The [ ... ] (Browse) button enables you to navigate to the location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Use Template</b>                                                     | Type or select the name of the RTF template to apply to document generation. You can select either a standard template (enclosed in parentheses) or a user-generated template.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Use Language Substitutions</b>                                       | <p>Switch custom language <a href="#">word substitutions</a> <sup>[50]</sup> on.</p> <p>Deselect to switch custom language word substitutions off.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>View Document On Completion</b>                                      | Open the document as soon as it has been generated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Use Internal Viewer</b>                                              | <p>Enable the <b>View</b> button to launch the generated RTF Documentation in the Enterprise Architect internal viewer.</p> <p>Deselect to enable the <b>View</b> button to launch the generated RTF Documentation in the MS Windows default RTF file viewer.</p> <p><b>Note:</b></p> <p>If you use Open Office as your default document editor, you <b>must</b> select the <b>Overwrite Document Fields</b> checkbox in the <a href="#">document options</a> <sup>[43]</sup> in order to show field value text. Open Office defaults to showing field codes only, and you cannot toggle to the field values.</p>                                                                                                                                                                                                                                                 |
| <b>Include all Diagram Elements in Report</b>                           | <p>Include elements in the report from external packages that are referenced from a diagram, for every diagram covered by the report. Defaults to selected. The <i>Package.Diagram.Element</i> or <i>Package.Element</i> checkbox must be selected in the current template.</p> <p>If external elements are to be included only for selected diagrams, deselect this checkbox and select the <b>Document each contained element in RTF</b> checkbox in the <a href="#">diagram properties</a> <sup>[5]</sup> for each required report.</p> <p>When both options are deselected, or when neither of the <i>Package.Diagram.Element</i> or <i>Package.Element</i> checkboxes are selected in the template, only elements in the current package are documented.</p>                                                                                                 |
| <b>Optimize for Open Office</b>                                         | <p>Generate reports where diagrams are adjusted for clean rendering in Sun Open Office. The option also overwrites the value fields defined in a document section with the actual value text. If you open a generated report in Word, you can format the text but you cannot display the original field code.</p> <p>If the checkbox is <i>deselected</i>, diagrams displayed in Open Office are less distinct. Value fields remain and are populated with the appropriate values; when you display a generated report in Word, you can right-click on the field and toggle between the value text and the field code.</p> <p><b>Note:</b></p> <p>If you use Open Office as your text editor, you <b>must</b> select this checkbox to show the field values. Open Office defaults to showing the field codes only, and you cannot toggle to the field values.</p> |
| <b>Generate</b>                                                         | Generate the document (after you have set all the options you require, on all tabs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Option                   | Use to                                                                                                                                                                                                                                                                          |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | of the dialog).                                                                                                                                                                                                                                                                 |
| <b>View</b>              | Launch the generated RTF Documentation in the MS Windows default RTF file viewer, or in the Enterprise Architect internal viewer if you have selected the <b>Use Internal Viewer</b> checkbox.                                                                                  |
| <b>Edit Template</b>     | Edit the currently-named template using the <a href="#">RTF Style Template Editor</a> <sup>[12]</sup> .<br>You can only edit <i>user-defined</i> templates, not the standard templates provided with Enterprise Architect. Standard template names are enclosed in parentheses. |
| <b>Resource Document</b> | Save the current options as a <a href="#">document definition</a> <sup>[41]</sup> .                                                                                                                                                                                             |
| <b>Abort</b>             | Cancel report generation.                                                                                                                                                                                                                                                       |

### 1.1.4 RTF Templates Tab

The **Templates** tab of the **Generate RTF Documentation** dialog enables you to create, edit and delete your own RTF style templates. You can also import RTF templates saved as XML files.

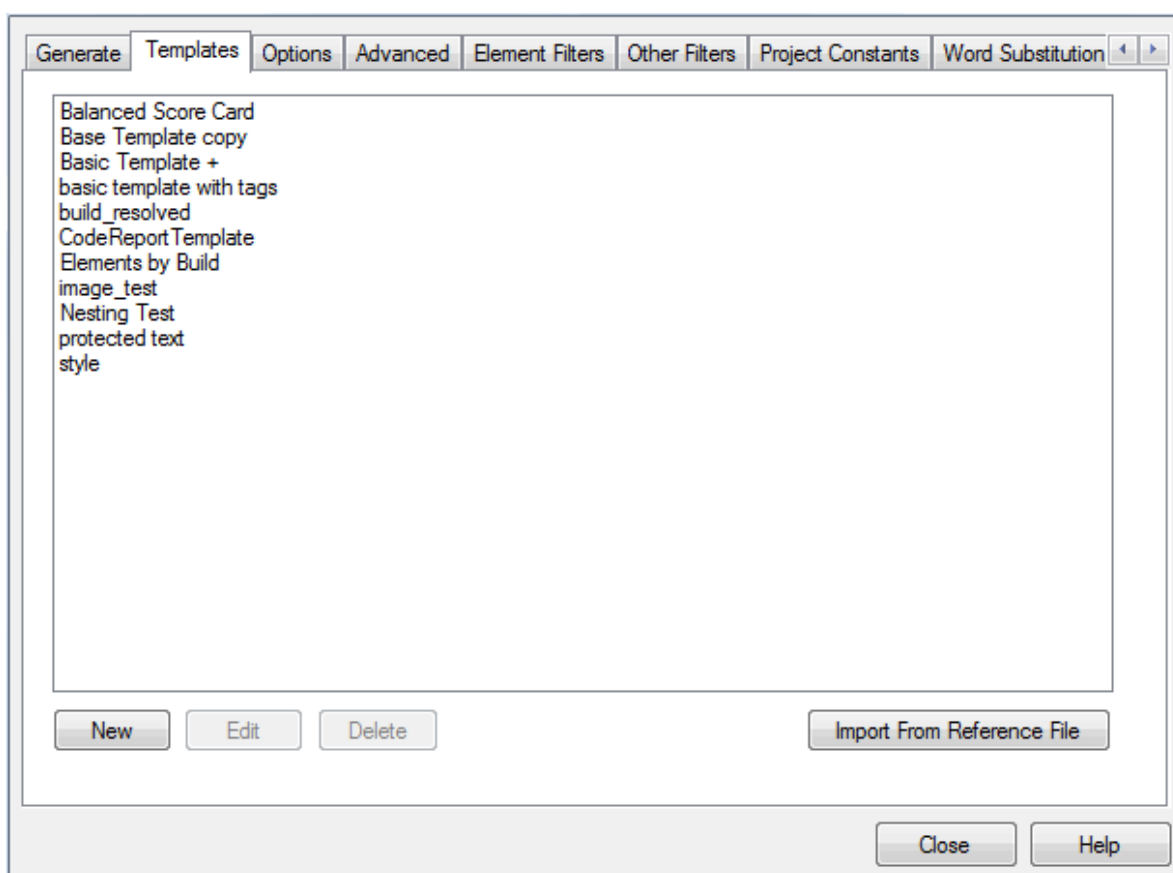
In versions of Enterprise Architect later than 7.1, a *Normal.rtf* template is provided as a *system* template, as an external file stored with the Enterprise Architect system directory (in *C:\Program Files\Sparx Systems\EA\DocTemplates*). This provides user-editable defaults of styles, numbering and other base formats. Any styles modified in the *Normal.rtf* file reflect in newly created templates. One useful style is the default list numbering, *MasterList*.

To edit the *Normal.rtf* template, use the [RTF Style Template Editor](#)<sup>[12]</sup> to create a new template called, for example, *Normal*, and use the **File | import**<sup>[23]</sup> menu option to import the *Normal.rtf* file into the *Normal* template. Modify the *Normal* template as required, but ensure there is no body text when you save it. [Export](#)<sup>[23]</sup> the modified template back into the *Normal.rtf* file in the *DocTemplates* folder.

A related feature in the **RTF Style Template Editor** is the **File | Update Styles**<sup>[23]</sup> menu option. This enables you to update existing templates to reflect any changes to *Normal.rtf*.

#### Note:

- In the Corporate, Business and Software Engineering, System Engineering and Ultimate editions of Enterprise Architect, if security is switched on, you must have **Configure Resources** access permission to create RTF templates. (See *User Security in UML Models*.)
- In the *Normal.rtf* template, you must not edit the *SSbookmark* style. This defines the section styles and must be preserved.



The tab has the following functions:

| To                                                                                                 | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delete a template                                                                                  | Click on the template name and click on the <b>Delete</b> button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Create a new template                                                                              | Click on the <b>New</b> button. The <b>New Document Template</b> dialog displays, on which you specify the template name and the name of any existing template to act as the base for the new template.<br><br>To make it easier to get up and running, Enterprise Architect provides a basic template with default settings on which you can base new templates.<br><br>Modify the template as required, using the <b>RTF Style Template Editor</b> .                                                                                                  |
| Open the <b>RTF Style Template Editor</b>                                                          | Click on the template name and click on the <b>Edit</b> button. The <b>Document Template Editor</b> screen displays, presenting the facilities of the <b>RTF Style Template Editor</b> .                                                                                                                                                                                                                                                                                                                                                                |
| Import RTF Templates saved to XML files using the <b>Tools   Export Reference Data</b> menu option | <ol style="list-style-type: none"> <li>1. Click on the <b>Import From Reference File</b> button.</li> <li>2. On the <b>Import Reference Data</b> dialog, click on the <b>Select File</b> button and browse for and select the required file.</li> <li>3. In the <b>Select Datasets to Import</b> panel, click on the required datasets.</li> <li>4. Click on the <b>Import</b> button to import the template.</li> </ol> <p>The imported template displays in the list on the <b>Templates</b> tab of the <b>Generate RTF Documentation</b> dialog.</p> |

**Note:**

There are two methods of exporting and importing RTF templates out of and into models:

- If the template is in a batch file, export it using the **Tools | Export Reference Data** menu option (see the *Reference Data* topic in *UML Model Management*) and import it using the **Templates** tab, as above.
- If the template is a one-off copy, use the RTF Template Editor [File](#)<sup>[23]</sup> menu options, **Export** and **Import**.

#### 1.1.4.1 RTF Style Template Editor

The **RTF Style Editor** enables you to create and edit custom RTF templates to define output RTF documentation associated with various sections of the *RTF Report* facility in Enterprise Architect. You typically use this facility to customize the look and feel of a report for your company or client. You access the **RTF Style Editor** by:

- Opening the **Resources** window (**View | Other Project Tools | Resources**), expanding the *Templates > Document Templates > System* or *Model* folders, and selecting to view or modify a template
- Selecting to edit the current template on the **Generate** tab of the **Generate RTF Documentation** dialog, or
- Selecting to edit a style template on the **Templates** tab of the **Generate RTF Documentation** dialog.

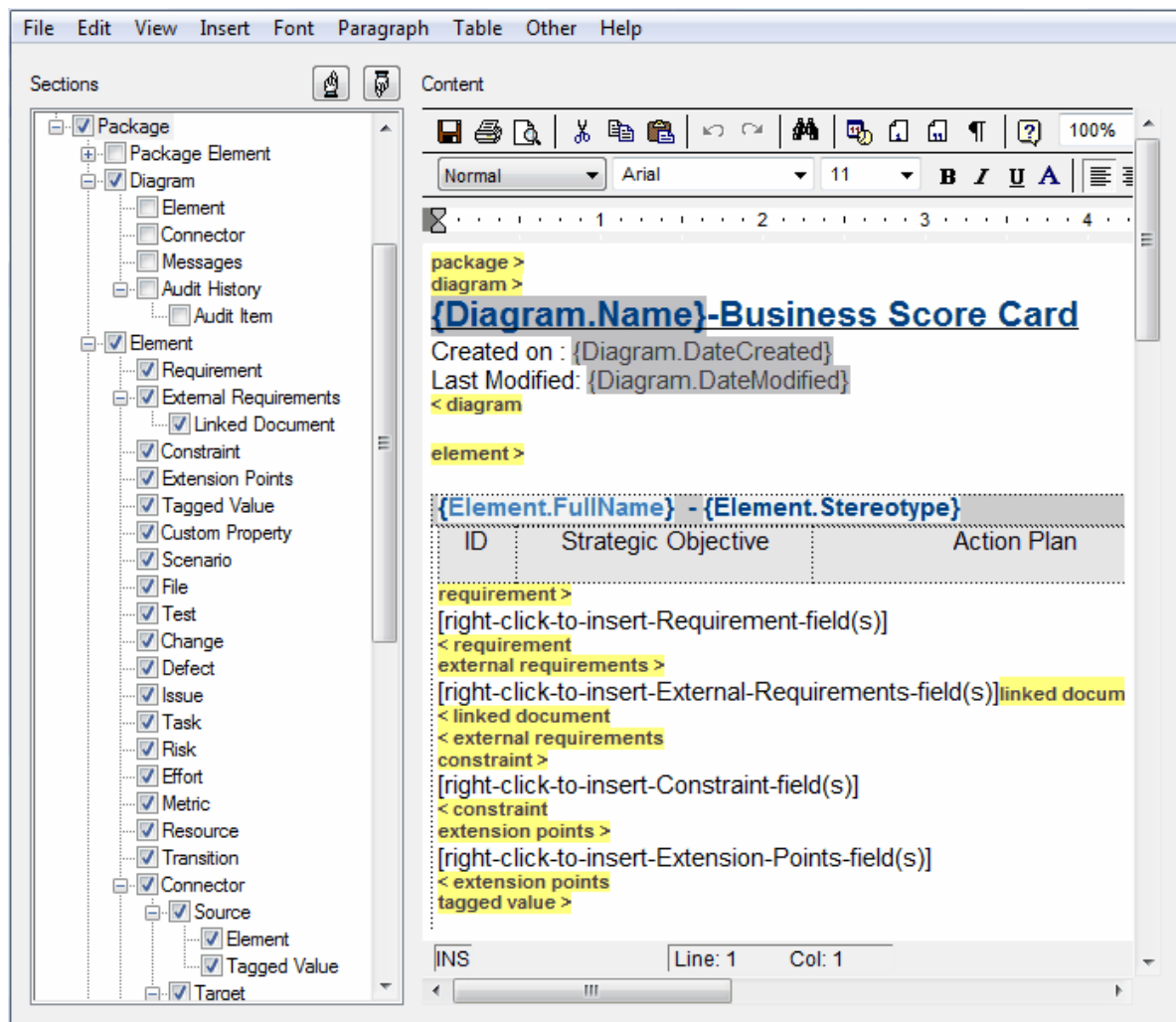
You [select particular model](#)<sup>[13]</sup> components and specify, from the component type, the fields to include in the generated document. You can define formatting styles in the **RTF Style Template Editor**, and add a range of items such as tables of contents or headers to the document.

For information regarding specific commands to alter the format of the RTF documentation, see the entries under the [RTF Style Template Editor Options](#)<sup>[21]</sup> topic.

**Note:**

You can transport these RTF templates between models, using the **Export Reference Data** and **Import Reference Data** options on the **Tools** menu. (See the *Reference Data* topic in *UML Model Management*.)







### 1.1.4.2 Select Components for Reporting

To select model components to be documented in the report, using the **RTF Style Template Editor**:

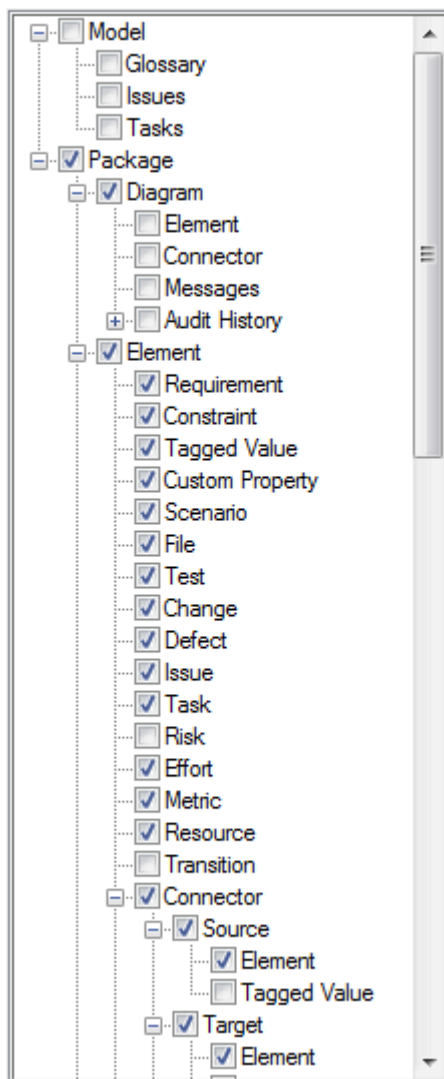
1. Expand the **Sections** tree on the **<template name>** screen.
2. Select the checkbox next to the component name; the component name is then displayed as a section tag in the **Content** panel. Guidance in selecting some of the components is provided in:
  - [Linked Documents and Document Artifact Contents](#)<sup>[14]</sup>
  - [Tabular Sections](#)<sup>[15]</sup>
  - [Child Sections](#)<sup>[18]</sup>
  - [Constraint and Scenario Sections](#)<sup>[19]</sup>
3. [Add content](#)<sup>[20]</sup> to each report component.

The position of the section tags within the **Sections** tree determines the position of the model component in the **Content** panel. For encapsulated components, selecting a child component automatically selects the parent also.

To move a model component to a different position in the documentation template:

1. Select the component in the **Sections** panel.
2. Click on  and  to move the component up and down the **Sections** panel.

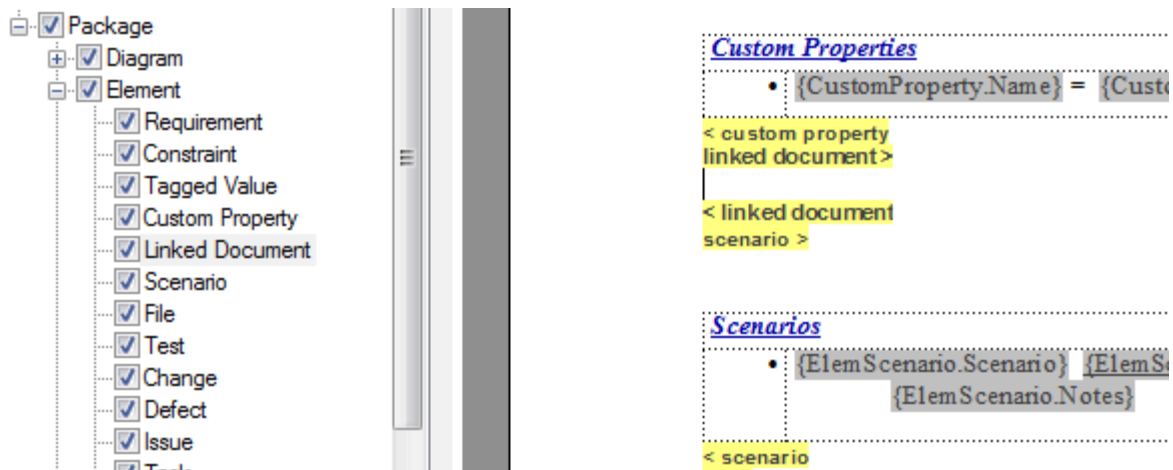
For example, the section tag for **Package | Diagram | Element** is displayed in the **Sections** panel above the section tag for **Package | Diagram | Connector**.

**Note:**

If the *Package.Diagram.Element* checkboxes are selected, you must select either the **Document each contained element in RTF** checkbox in the [Diagram Properties](#) <sup>[5]</sup> dialog for at least one included diagram, or the **Include all diagram elements in report** checkbox on the [Generate RTF Documentation](#) <sup>[7]</sup> dialog.

### Linked Documents and Document Artifact Contents

Linked documents and documents created via the Document Artifact element are rendered into RTF Documentation by selecting the **Linked Document** checkbox in the **RTF Style Template Editor**. (See the *Linked Documents* section in *UML Modeling With Enterprise Architect - UML Modeling Tool*.)



The **Linked Document** checkbox is within the **Element** hierarchy, towards the end. Remember that checkboxes can be moved up and down the hierarchy (as has been done above) to position information in the generated document as you require. In some templates, the **Linked Document** checkbox is only available as a child of the **External Requirements** checkbox.

The linked document is rendered into the RTF documentation at:

```
linked document >
<linked document
```

#### 1.1.4.3 Tabular Sections

The **RTF Style Template Editor** supports rendering a document section as a table. A tabular section is defined as a table containing any number of columns, but with only *two* rows:

- The first row is used to describe the headings of the columns, which you type in and format yourself
- The second row defines the output, which you specify by right-clicking in each cell and selecting the output type from the field list; the output is then generated iteratively for every occurrence of the section in question.

**Notes:**

- Under some circumstances, a table might repeat the header row rather than the output row; if this occurs, create another row in the table between the header row and the output row, and leave this blank.
- If you type a carriage return between the end of the table and the section terminator, the table you generate has a line space between the rows. For example:

```
package*>@
@
@
element*>@


|                  |              |
|------------------|--------------|
| Element Name     | Author       |
| Choose Recipient | John Redfern |


@
<~element@
<~package@
```

← Carriage Return

This generates the following table:

|  |                  |              |
|--|------------------|--------------|
|  | Element Name     | Author       |
|  | Choose Recipient | John Redfern |

Line Space

|  |                 |                  |
|--|-----------------|------------------|
|  | Manage Contacts | Walter Frederick |
|--|-----------------|------------------|

To avoid this, ensure that there is no carriage return between the end of the table and the section terminator, as follows:

```
package*>@
@
@
element*>@


|                  |                  |
|------------------|------------------|
| Element Name     | Author           |
| Choose Recipient | John Redfern     |
| Manage Contacts  | Walter Frederick |


@
<~element@
<~package@
```

← No Carriage Return

This generates a table with no space between the rows, as follows:

|  |                  |                  |
|--|------------------|------------------|
|  | Element Name     | Author           |
|  | Choose Recipient | John Redfern     |
|  | Manage Contacts  | Walter Frederick |

### Example Tabular Section

In the following example, the *Model> Glossary>* section is defined as a tabular section:

`model >`

# Model Glossary

`glossary >`

| Term                 | Type                 | Meaning                 |
|----------------------|----------------------|-------------------------|
| {ModelGlossary.Term} | {ModelGlossary.Type} | {ModelGlossary.Meaning} |

`< glossary``< model`

This renders the following document output:

# Model Glossary

| Term                    | Type      | Meaning                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounting Periods      | Business  | A defined period of time whereby performance reports may be extracted. (normally 4 week periods).                                                                                                                                                                                                                                                      |
| Association             | Technical | A relationship between two or more entities. Implies a connection of some type - for example one entity uses the services of another, or one entity is connected to another over a network link.                                                                                                                                                       |
| Class                   | Technical | A logical entity encapsulating data and behaviour. A class is a template for an object - the class is the design, the object the runtime instance.                                                                                                                                                                                                     |
| Component Model         | Technical | The component model provides a detailed view of the various hardware and software components that make up the proposed system. It shows both where these components reside and how they inter-relate with other components. Component requirements detail what responsibilities a component has to supply functionality or behavior within the system. |
| Customer                | Business  | A person or a company that requests An entity to transport goods on their behalf.                                                                                                                                                                                                                                                                      |
| Deployment Architecture | Technical | A view of the proposed hardware that will make up the new system, together with the physical components that will execute on that hardware.                                                                                                                                                                                                            |

#### 1.1.4.4 Child Sections

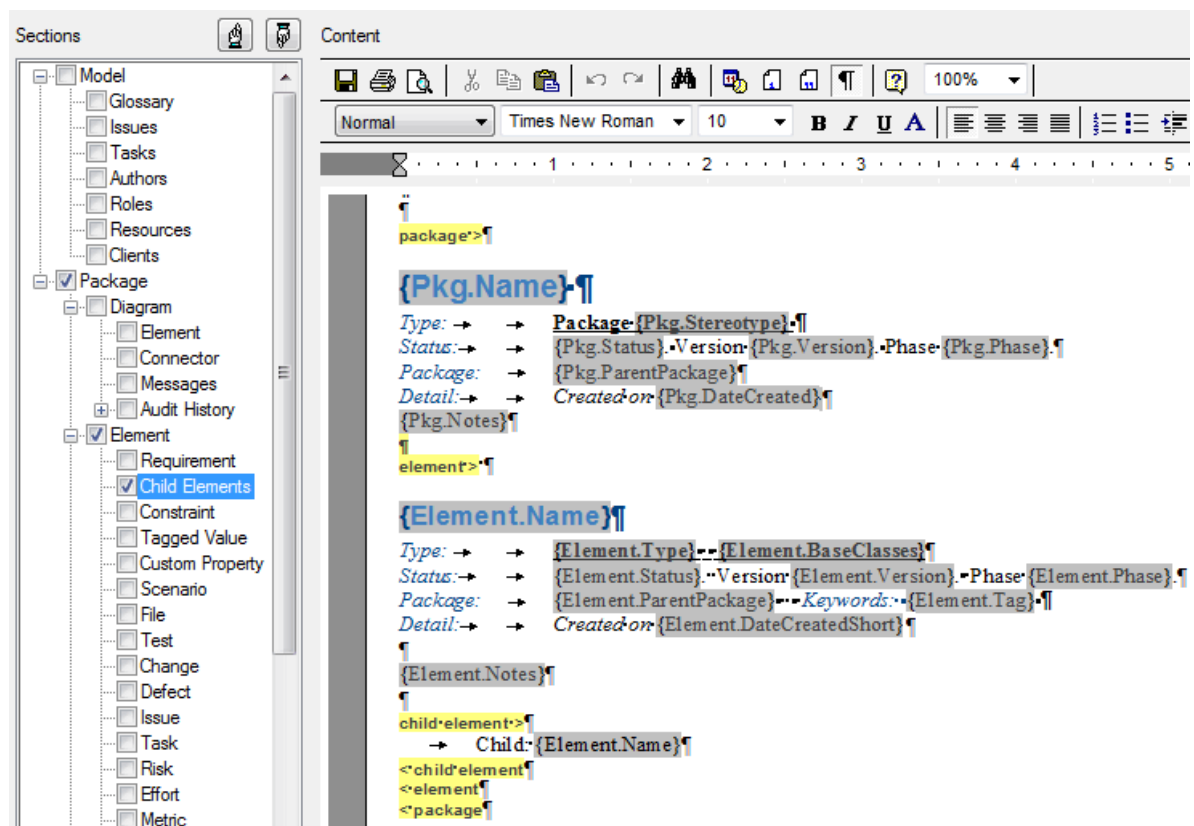
Child sections can be rendered in RTF documentation using one of the following two methods:

- Render model components directly into the RTF as defined by the section's content and fields.
- Render indirectly to the RTF by using a parent section to describe the content.

The second option occurs as a result of creating a section that has a placeholder section tag (that is, no content within the tags). This method is used to create recursive documentation of child packages.

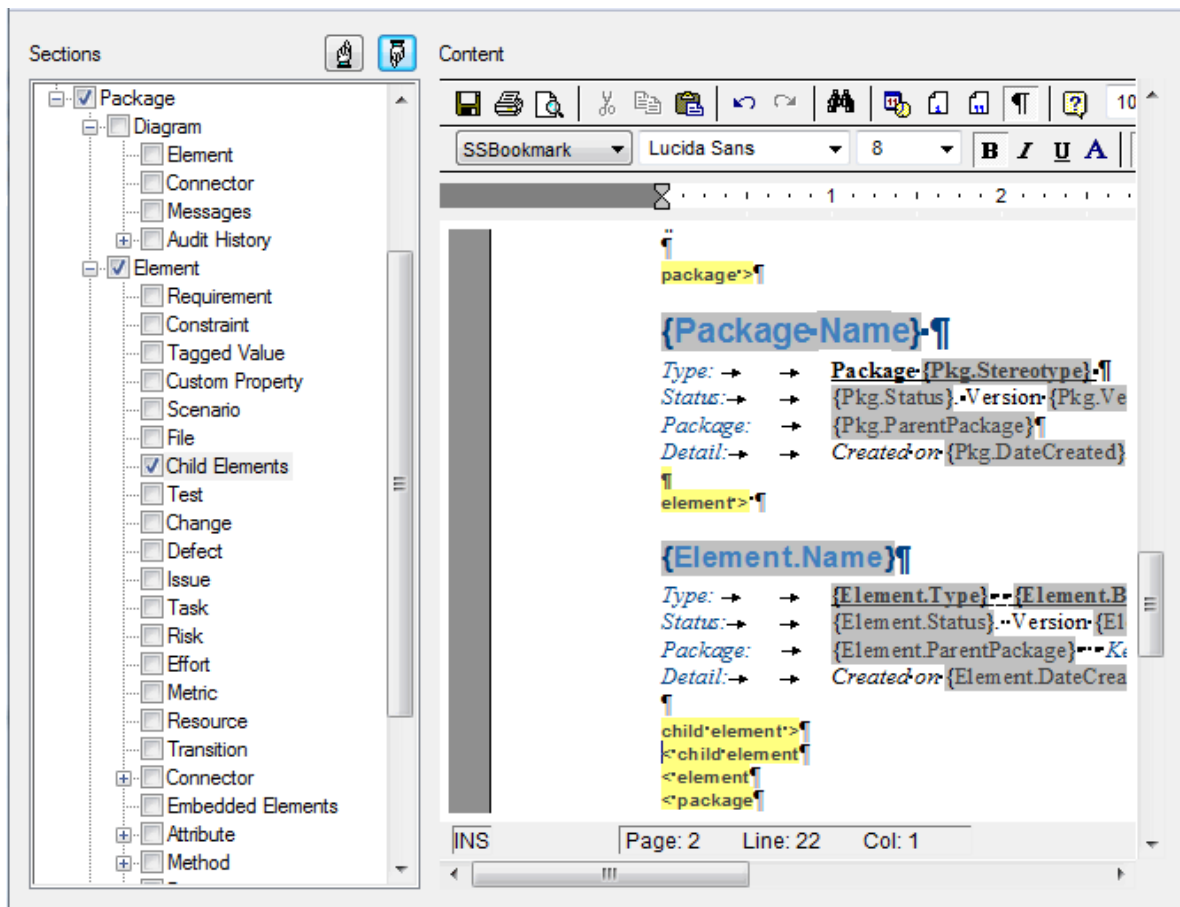
#### Example: Rendered Subsection

This example shows a template with content between the *Child Element* tags. In this example child elements of the parent are rendered using the *Child Elements* section because it contains valid content and fields.



#### Example: Non-rendered Subsection

This example shows a template with no content between the child element tags. In this example, child elements of the parent are rendered using the *element* section because the *child element* section is empty. The *child element* section is used as a placeholder.



### Child Document Sections and Their Corresponding Parent Sections

| Child Section                   | Section Rendered when used as a placeholder |
|---------------------------------|---------------------------------------------|
| Package->Child Package          | Package                                     |
| Package->Element->Child Element | Package->Element                            |
| Package->Element->Diagram       | Package->Diagram                            |
| Package->Diagram->Element       | Package->Element                            |
| Package->Diagram->Connector     | Package->Element->Connector                 |

#### 1.1.4.5 Constraint and Scenario Sections

The template [content options](#) <sup>13</sup> enable you to include sections in your reports for:

- *constraints* on Package Elements, Elements, Connectors and Attributes, and
- *scenarios* for Package Elements and Elements.

There are additional options in these types of section that enable you to determine what types of constraint or scenario are included in your reports, as described below.

### Constraints

The following constraint options are available for selection, as checkboxes in the **Sections** panel of the **RTF Style Template Editor**:

- **Pre-Constraint** - select this checkbox to include all constraints of the type 'pre-condition' in this section of

the report.

- **Post-Constraint** - select this checkbox to include all constraints of the type 'post-condition' in this section of the report.
- **Constraint** - select this checkbox to include all constraints that have not been generated in the Pre-Constraint and Post-Constraint sections of the report.

## Scenarios

The following scenario options are available for selection, as checkboxes in the **Sections** panel of the **RTF Style Template Editor**:

- **Scenario > Scenario\_Structured** - select this checkbox to include all alternate paths in the scenario sections of the report.
- **Scenario > Scenario Structured > Alternatepath** - select this checkbox to include the steps for each alternate path in the scenario sections of the report.
- **Element > Scenario Structured** - select this checkbox to include all alternate paths in the scenario sections of the report.
- **Element > Scenario Structured > Alternatepath** - select this checkbox to include all exceptions for the alternate paths in the scenario sections of the report.
- **Scenario** - select this checkbox to include all scenarios in this section of the report. If any of the above sections are also selected, the report includes all scenarios that are not alternate paths.

### 1.1.4.6 Add Content

The **RTF Style Template Editor** uses pairs of tags to define the layout of the documentation content. To insert a pair of model component tags into the **Content** section of the Editor, use the **Sections** <sup>[13]</sup> panel of the **RTF Style Template Editor**.

The beginning of a model component is represented by a yellow highlighted **sectionname >** tag; the end of the model component is represented by **< sectionname**.

To add model component content, right-click in the area between the opening and closing tags. This displays a context menu that enables you to:

- perform simple text editing (cut, copy and paste)
- select from a list of defined **Project Constants** <sup>[49]</sup> to insert at the cursor position; if no project constants have been defined, the menu option is not available
- select from a context-sensitive list of fields to add to this component section of the RTF Documentation; any additional information entered between the tags is also included in the generated RTF Documentation.

For example, in the **connector>** section shown below, the user has right-clicked in the fourth column of the table, underneath the **<constraint** tag. They can then select to add another field to the Notes on each connector listed in the table.



connector >

#### Connections

| Connector                                                     | Source                                                                                                                                    | Target                                                                                                                                    | Notes                                                                                                |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| {Connector.Type}<br>{Connector.Name}<br>{Connector.Direction} | source ><br>{ConnSource.Scope}<br>{ConnSource.Role}<br>{ConnSource.RoleNote}<br>}<br>element ><br>{Element.Name}<br>< element<br>< source | target ><br>{ConnTarget.Scope}<br>{ConnTarget.Role}<br>{ConnTarget.RoleNote}<br>}<br>element ><br>{Element.Name}<br>< element<br>< target | {Connector.Notes}<br>constraint ><br>{ConnConstraint.Type}<br>{ConnConstraint.Name}<br>}< constraint |

Insert Field ▶
 

Direction  
Guard  
GUID  
IsLeaf  
IsRoot  
Name  
Notes  
Stereotype  
StereotypeEx  
Type  
valueOf

#### Note:

If you select a field with short date format (such as *Pkg.DateCreatedShort*, *Diagram.DateModifiedShort* or *Element.DateCreatedShort*) the format is actually drawn from the MS Windows settings. To use a different short date format, click on the **Start** icon on the Windows desktop and select the **Control Panel | Regional and Language Options | Customize** option.

### The valueOf Field

For certain sections, you can add a field to capture a special characteristic of a model component, as defined by a specific Tagged Value. This is the **valueOf** field, shown in the list for a connector section in the above graphic. The sections that provide the **valueOf** field are:

- Package
- Element
- Connector
- Attribute
- Operation
- External Requirement.

When you select the **valueOf** field from the context menu, the template editor prompts you to specify the tag (Tagged Value) from which to extract the value for the report output. This tag should be one of the tags associated with the model component, such as *ConnectorAltName* for a connector. When you provide the tag name, the template editor adds the field at the cursor position, in the format:

{Connector.valueOf(*tagname*)}                      for example: {Connector.valueOf(ConnectorAltName)}

For clarity, you could type some lead-in text or the meaning of the Tagged Value immediately preceding the value field; for example:

**Alternative Name:** {Connector.valueOf(ConnectorAltName)}

#### 1.1.4.7 RTF Style Template Editor Options

The following topics provide assistance on using the RTF Style Template Editor.

- [Scroll Through Text](#) <sup>22</sup>
- [File and Print Options](#) <sup>23</sup>

- [Cut and Paste Options](#) <sup>24</sup>
- [View Options](#) <sup>25</sup>
- [Image and Object Inserts](#) <sup>26</sup>
- [Character Formatting](#) <sup>27</sup>
- [Paragraph Formatting](#) <sup>28</sup>
- [Tab Support](#) <sup>29</sup>
- [Page Breaks and Repagination](#) <sup>30</sup>
- [Headers and Footers](#) <sup>30</sup>
- [Hyperlinks and Bookmarks](#) <sup>31</sup>
- [Table Commands](#) <sup>32</sup>
- [Sections and Columns](#) <sup>34</sup>
- [Stylesheets and Table of Contents](#) <sup>35</sup>
- [User-Defined Section Numbering](#) <sup>36</sup>
- [Frame and Drawing Objects](#) <sup>39</sup>
- [Search/Replace Commands](#) <sup>40</sup>

**Note:**

Throughout your template editing, be aware that:

- To undo one or more immediately previous edits, press **[Ctrl]+[Z]**, or select the **Edit | Undo** menu option. You can still undo a change even after you have saved the change.
- To redo one or more immediately previous undone edits, press **[Ctrl]+[Y]**, or select the **Edit | Redo** menu option.

### 1.1.4.7.1 Scroll Through Text

| Scroll Using  | Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Keyboard Keys | <p>Press</p> <ul style="list-style-type: none"> <li>• <b>[↑]</b>, <b>[↓]</b>, <b>[←]</b> or <b>[→]</b> to scroll up or down a line, or left or right one character</li> <li>• <b>[Home]</b> to move to the beginning of the current line</li> <li>• <b>[End]</b> to move to the end of the current line</li> <li>• <b>[Ctrl]+[Page Up]</b> to move to the beginning of a file</li> <li>• <b>[Ctrl]+[Page Down]</b> to move to the end of a file</li> <li>• <b>[Page Up]</b> to display the previous page</li> <li>• <b>[Page Down]</b> to display the next page</li> <li>• <b>[Ctrl]+[←]</b> to move to the previous word</li> <li>• <b>[Ctrl]+[→]</b> to move to the next word</li> <li>• <b>[Ctrl]+[↑]</b> to move to the first column of the current line (if not already on the first column) or the first column of the previous line</li> <li>• <b>[Ctrl]+[↓]</b> to move to the first column of the next line</li> <li>• <b>[F10]</b> (or select the <b>Other   Jump</b> menu option), type in a line number to jump to, and click on the <b>OK</b> button.</li> </ul> |
| Mouse         | <p>Click on the vertical and horizontal scroll bar to perform various scrolling functions. These functions are available only if the horizontal or the vertical bar has been enabled by the startup parameters.</p> <p><b>Vertical Scroll Bar:</b> Click on the arrows on either end to scroll the screen up or down by one line.</p> <p>Click above the elevator to scroll the screen up by one page. Similarly, click below the elevator to scroll the screen down by one page.</p> <p>You can also drag the elevator to any position in the bar. As the elevator is dragged, the editor scrolls the screen up or down accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Scroll Using | Options                                                                                                                                                                                                                                                                                                                                                                |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p><b>Horizontal Scroll Bar:</b> Click on the arrows on either end to scroll the screen left or right by one column. Click on either side of the elevator to scroll the screen left or right by 1/2 screen.</p> <p>You can also drag the elevator to any position in the bar. As the elevator is dragged, the editor scrolls the screen left or right accordingly.</p> |

#### 1.1.4.7.2 File and Print Options

| Menu Option & Function Keys             | Use to                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New</b>                              | <p>Clear an existing template from the edit window and start an empty, unnamed template.</p> <p>The editor prompts you to save any modification to the previous template.</p>                                                                                                                                                                                                                       |
| <b>Revert</b>                           | Revert to the previously-saved copy of the template.                                                                                                                                                                                                                                                                                                                                                |
| <b>Save [Ctrl]+[S]</b>                  | <p>Save the text to the current file name.</p> <p>If a file is not yet specified, the editor prompts you for a template name.</p>                                                                                                                                                                                                                                                                   |
| <b>Save As [Ctrl]+[Shift]+[S]</b>       | Similar to <b>Save File</b> , but you specify a new template name for saving the template.                                                                                                                                                                                                                                                                                                          |
| <b>Import</b>                           | <p><a href="#">Import an existing RTF document</a> <sup>41</sup> into the Template Editor, so as to insert model elements from that document into the template.</p> <p><b>Note:</b></p> <p>This option is useful when creating templates from a predefined document with a particular 'look and feel'.</p>                                                                                          |
| <b>Export</b>                           | <p>Save the template as an RTF document rather than as a template.</p> <p>This can be useful for saving the template for other models.</p>                                                                                                                                                                                                                                                          |
| <b>Update Styles</b>                    | <p>Imports the styles from <i>Normal.rtf</i>, found in the Doc Templates directory.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Existing styles are not replaced.</li> <li>This option is useful when creating a Master Document / Sub Documents that require consistent user-defined styles across multiple templates (including such things as numbering formats).</li> </ul> |
| <b>Document Options</b>                 | Display the <a href="#">Document Options</a> <sup>43</sup> dialog which enables you to set the filter and order the elements.                                                                                                                                                                                                                                                                       |
| <b>Page Layout</b>                      | Specify the page layout, before selecting the <b>Print</b> option. You can specify the margins (left, right, top and bottom) in inches.                                                                                                                                                                                                                                                             |
| <b>Printer Setup [Ctrl]+[Shift]+[P]</b> | Invoke a printer-specific dialog for the default printer (the default printer selection is made from the Windows <b>Control</b> panel). You select the parameters from a set of printer-specific options. These options include page size, page orientation, resolution and fonts.                                                                                                                  |
| <b>Print [Ctrl]+[P]</b>                 | Print the contents of the current file. The editor displays a dialog where you can select the scope of the printing. You can also choose to print only a selected part of the file.                                                                                                                                                                                                                 |


| Menu Option & Function Keys | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>To print a block of text, highlight the required text before invoking the <b>Print</b> function. This command prints a highlighted:</p> <ul style="list-style-type: none"> <li>• Line block</li> <li>• Character block</li> </ul> <p>The <b>Print</b> function prints on a default printer selected from the Windows <b>Control</b> panel. You can alter the printer setup or page layout prior to invoking the <b>Print</b> function.</p>                                                |
| <b>Print Preview</b>        | <p>Preview the document before printing. The editor displays up to two pages at a time. You can scroll to a different page using <b>[Page Up]</b>, <b>[Page Down]</b> or the scroll bar.</p> <p>By default the preview rectangle is sized to fit the current window. However, you can use the zoom option to enlarge or shrink the preview rectangle as required.</p> <p>Click on the <b>Edit</b> button or the <b>File   Print Preview</b> menu option again to return to editing mode.</p> |
| <b>Close</b>                | Close the Template Editor. The editor prompts you to save any unsaved information.                                                                                                                                                                                                                                                                                                                                                                                                           |

#### 1.1.4.7.3 Cut and Paste Options

| To                             | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Highlight a word</b>        | Double-click on the word.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Highlight a line</b>        | Move the cursor onto the line and press <b>[F8]</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Select all file content</b> | Press <b>[Ctrl]+[A]</b> or select the <b>Edit   Select All</b> menu option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Copy a block</b>            | <p>Highlight the lines of text to be copied and press <b>[Ctrl]+[C]</b>, or select the <b>Edit   Copy</b> menu option.</p> <p>Move the cursor to the point at which to insert the text and press <b>[Ctrl]+[V]</b> or select the <b>Edit   Paste</b> menu option.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Move a block</b>            | <p>Highlight the lines of text to be moved and press <b>[Ctrl]+[X]</b>, or select the <b>Edit   Cut</b> menu option. The selected text is removed from the page.</p> <p>Move the cursor to the point at which to insert the text and press <b>[Ctrl]+[V]</b> or select the <b>Edit   Paste</b> menu option.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Delete a block</b>          | Highlight the lines of text to be deleted and press <b>[Delete]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Delete a line</b>           | Press <b>[Shift]+[F9]</b> to delete the current line. The remaining lines close up.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Paste special objects</b>   | <p>Select the <b>Edit   Paste Special</b> menu option. The <b>Paste Special</b> dialog displays, listing the appropriate data type formats for pasting the copied object, as listed below.</p> <p>Click on the <b>Paste</b> button to embed the data into your application, or click on the <b>Paste Link</b> button to create a link to the original file.</p> <p><b>Native Object Format</b></p> <p>If available, this is the first format in the list box. You can edit data in this format using the original application, by double-clicking the object.</p> <p><b>Formatted Text</b></p> <p>A text format. This option offers the most suitable format if the data is pasted from another text output application, as the font and formatting attributes are reproduced accurately.</p> |

| To | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Unformatted Text</b></p> <p>Another text format. This option pastes the text without retaining the formatting information.</p> <p><b>Picture Format</b></p> <p>The data is available in Picture format. You can later edit the object, by double-clicking on it and invoking the Microsoft MS Draw application.</p> <p><b>Note:</b></p> <p>This format is preferred over the Bitmap and the Device Independent Bitmap formats.</p> <p><b>Device Independent Bitmap and Regular Bitmap formats</b></p> <p>The data is available in bitmap formats. You can later edit the object, by double-clicking on it and invoking the Microsoft MS Draw application.</p> <p>The editor converts these formats into the Picture format before calling the drawing application.</p> |

#### 1.1.4.7.4 View Options

| Menu Option             | Use to                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Page Mode</b>        | <p>Turn <b>Page Mode</b> on (the equivalent of <i>Print View</i> in Word) or off (the equivalent of <i>Normal View</i> in Word).</p> <p>In <b>Page Mode</b>, the editor displays one page at a time. It is most useful for documents containing multiple columns, as the columns are displayed side by side.</p>                                             |
| <b>Fitted View</b>      | <p>Turn <b>Fitted View</b> on or off. This is a special case of <b>Page Mode</b>, in which the text wraps to the window width and the soft page breaks are not displayed.</p> <p>If you select <b>Fitted View</b>, <b>Page Mode</b> is automatically selected too. If you deselect <b>Page Mode</b>, <b>Fitted View</b> is automatically deselected too.</p> |
| <b>Ruler</b>            | <p>Display or hide the ruler at the top of the page.</p> <p>The ruler shows tab stops and paragraph indentation marks; it can also be used to create or delete tab stops.</p>                                                                                                                                                                                |
| <b>Tool Bar</b>         | <p>Display or hide the tool bar above the ruler.</p> <p>The tool bar provides a convenient method of selecting fonts, point sizes, character styles and paragraph properties. The tool bar also shows the current selection for font, point size and character styles.</p>                                                                                   |
| <b>Status Ribbon</b>    | <p>Display or hide the status ribbon at the bottom of the editing panel.</p> <p>The status ribbon displays the current page number, line number, column number and row number. It also indicates the current insert/overtyping mode.</p>                                                                                                                     |
| <b>Paragraph Marker</b> | <p>Display or hide the paragraph marker (an inverted 'P') at the end of each paragraph.</p> <p>This option is useful when working with lines with many different heights.</p>                                                                                                                                                                                |
| <b>Hidden Text</b>      | <p>Show or hide 'hidden' text.</p> <p>Text formatted with the hidden attribute (see <a href="#">Character Formatting Options</a> ) is shown with a dotted underline. When the option is turned off, the hidden text is not visible.</p>                                 |
| <b>Field Names</b>      | <p>Insert, show and hide field names.</p> <p>As you develop your RTF document, you right-click on sections to insert field markers. You</p>                                                                                                                                                                                                                  |

| Menu Option                | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | cannot insert these markers unless you have selected the <b>Field Names</b> option.<br>When you deselect the option, existing field names are obscured.                                                                                                                                                                                                                                                                                                                                          |
| <b>Page Header/ Footer</b> | Display or hide the text of page headers and footers. If <b>Page Mode</b> is not selected, this option turns <b>Page Mode</b> on.<br><br>When <b>Page Mode</b> is selected, you cannot edit the header or footer text unless you also select the <b>Edit   Edit Page Header/Footer</b> menu option. See <a href="#">Headers, Footers and Bookmarks</a> <sup>[30]</sup> .<br><br>When <b>Page Mode</b> is deselected, you can see and edit page headers and footers at the start of the document. |
| <b>Page Border</b>         | Display or hide a page outline in <b>Page Mode</b> .<br><br>When <b>Page Mode</b> is deselected, this option is not available.<br><br>When <b>Page Border</b> is selected, the document contents are shown within a page outline. When <b>Page Border</b> is deselected, the document contents are formatted within the boundaries of the editing screen.                                                                                                                                        |
| <b>Zoom</b>                | Shrink or enlarge the display of the document text, by selecting the appropriate percentage enlargement.<br><br>The editor supports zoom percentages from 25 to 200.                                                                                                                                                                                                                                                                                                                             |

#### 1.1.4.7.5 Image and Object Inserts

| To                                         | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Embed a picture in the document</b>     | Position the cursor at the point at which to insert the picture bitmap or Windows metafile, and either: <ul style="list-style-type: none"> <li>• Select the <b>Insert   Embed Picture</b> menu option, or</li> <li>• Press <b>[Alt]+[F8]</b>.</li> </ul> A browser dialog displays, through which you select the picture to embed in the document. The picture displays at the current cursor location.<br><br>The embedded picture is saved within the document.                                                                                                                                                                                                                                                                          |
| <b>Link a picture file to the document</b> | Position the cursor at the point at which to link the picture bitmap or Windows metafile, and select the <b>Insert   Link Picture</b> menu option.<br><br>A browser dialog displays, through which you select the picture to link to the document. The picture displays at the current cursor location.<br><br>Linked picture data is not saved with the document, only the filename is stored within the document.                                                                                                                                                                                                                                                                                                                        |
| <b>Embed an Ole object in the text</b>     | Position the cursor at the point at which to embed the object, and select the <b>Insert   Ole Object</b> menu option. The <b>Insert Object</b> dialog displays, listing the applications that are available to create the object.<br><br>When you select an application, the editor launches it and you create the required object using this application. When you save the application, the editor inserts an icon that indicates the inserted object. You can later edit the object using the application, by double-clicking on the object.<br><br><b>Note:</b><br><br>You can also use the <b>Edit   Paste Special</b> <sup>[24]</sup> menu option to import the OLE objects, provided that the object is available in the clipboard. |

| To                                              | Do this...                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Edit an embedded picture</b>                 | Click on the picture and select the <b>Edit   Edit Picture</b> menu option. The <b>Edit Current Picture Parameters</b> dialog displays, through which you can change the width and height of the picture, in inches. You can also align the top, bottom, or middle of the picture with the base line of the text.    |
| <b>Edit an embedded Ole object</b>              | Double-click on the icon that indicates the inserted Ole object. Alternatively, position the cursor on the icon and select the <b>Edit   Edit Ole Object</b> menu option. The editor opens the object in the application used to create it, and you can edit the object.                                             |
| <b>Insert a background picture for the text</b> | Select the <b>Other   Background Picture</b> menu option. A browser dialog displays, through which you select the bitmap or metafile file to insert as a background picture. The picture occupies the entire text area.<br><br>To remove the background picture, deselect the <b>Background Picture</b> menu option. |
| <b>Insert an RTF File</b>                       | Position the cursor at the point at which to insert the file, and select the <b>Insert   Insert RTF File</b> menu option.                                                                                                                                                                                            |

#### 1.1.4.7.6 Character Formatting

When you change the format of existing text, any new characters you type immediately following automatically assume the formatting characteristics of the existing text.

| To                                                                             | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apply character format</b>                                                  | Highlight the text to which to apply the format, and use one or more of the following menu options or key combinations, as required: <ul style="list-style-type: none"> <li>• <b>Font   Normal</b>, or press <b>[Alt]+[0]</b></li> <li>• <b>Font   Bold</b>, or press <b>[Ctrl]+[B]</b></li> <li>• <b>Font   Underline</b>, or press <b>[Ctrl]+[U]</b></li> <li>• <b>Font   Double Underline</b>, or press <b>[Ctrl]+[D]</b></li> <li>• <b>Font   Italic</b>, or press <b>[Ctrl]+[I]</b></li> <li>• <b>Font   Superscript</b>, or press <b>[Alt]+[4]</b></li> <li>• <b>Font   Subscript</b>, or press <b>[Alt]+[5]</b></li> <li>• <b>Font   Strike</b>, or press <b>[Alt]+[6]</b> (puts a line through the text)</li> <li>• <b>Font   All Caps</b></li> <li>• <b>Font   Small Caps</b></li> </ul> <p>To reset any character format, highlight the text and select the <b>Font   Normal</b> menu option, or press <b>[Alt]+[0]</b>.</p> |
| <b>Change font typeface and point size</b>                                     | Highlight the text to change and select the <b>Font   Fonts</b> menu option, or press <b>[Alt]+[F10]</b> . The <b>Font Selection</b> dialog displays, from which you select the required typeface and point size. Click on the <b>OK</b> button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Change character style</b>                                                  | Highlight the text to change and select the <b>Font   Style</b> menu option. The <b>Select a Style</b> dialog displays, listing the currently-defined character styles in the <a href="#">template stylesheet</a> .<br><br>Select the required style and click on the <b>OK</b> button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Change the color of text, background (permanent highlight) or underline</b> | Highlight the text to change and select one or more of the following options, as required: <ul style="list-style-type: none"> <li>• <b>Font   Text Color</b></li> <li>• <b>Font   Background Color</b></li> <li>• <b>Font   Underline Color</b></li> </ul> <p>In each case, the <b>Color</b> dialog displays, through which you can select or define the required color. When you have selected a color, click on the <b>OK</b> button.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| To                                 | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change character spacing</b>    | Normal character spacing is 20 Twips. If you want to change this (or return to it), highlight the text to adjust, and select the <b>Font   Spacing</b> menu option. The <b>Character Spacing</b> dialog displays.<br><br>Select the radio button to expand or compress spacing, or to return to normal spacing. If you are changing from normal spacing, enter the number of Twips to set the spacing to. Click on the <b>OK</b> button.                                                        |
| <b>Hide text</b>                   | Hidden text is not displayed on the screen or printer, but remains in the document and is not deleted.<br><br>Highlight the text to hide and select the <b>Font   Hidden</b> menu option, or press <b>[Ctrl]+[H]</b> . The highlighted text is not displayed and the rest of the text closes up.<br><br>To view hidden text, select the <b>View   Hidden Text</b> menu option. You can then make the text normal again by highlighting it and deselecting the <b>Font   Hidden</b> menu option. |
| <b>Box text</b>                    | Highlight the text to box and select the <b>Font   Boxed</b> menu option. This creates a broken-line border around the selected text.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Insert a non-breaking space</b> | Move the cursor to the point at which to insert the non-breaking space and select the <b>Insert   Non-breaking Space</b> menu option.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Insert a non-breaking dash</b>  | Move the cursor to the point at which to insert the non-breaking dash and select the <b>Insert   Non-breaking Dash</b> menu option.                                                                                                                                                                                                                                                                                                                                                             |
| <b>Insert an optional hyphen</b>   | Move the cursor to the point at which to insert the hyphen and select the <b>Insert   Optional Hyphen</b> menu option.                                                                                                                                                                                                                                                                                                                                                                          |

#### 1.1.4.7.7 Paragraph Formatting

The functions described below operate on the current paragraph, or on a [highlighted](#) <sup>24</sup> block of text.

| To                                    | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clear all paragraph formatting</b> | Select the <b>Paragraph   Normal</b> menu option. The editor pushes the paragraph back up to the page margin.                                                                                                                                                                                                                                                                                                                              |
| <b>Set text flow in document</b>      | To set the text flow for: <ul style="list-style-type: none"> <li>A selected block of text, select the <b>Paragraph   Text Flow</b> menu option; the <b>Paragraph Text Flow</b> dialog displays</li> <li>The entire document, select the <b>Edit   Document Text Flow</b> menu option; the <b>Document Text Flow</b> dialog displays.</li> </ul> In either case, select the required text flow direction and click on the <b>OK</b> button. |
| <b>Center text</b>                    | Select the <b>Paragraph   Center</b> menu option or press <b>[Alt]+[8]</b> .                                                                                                                                                                                                                                                                                                                                                               |
| <b>Right-justify text</b>             | Select the <b>Paragraph   Right Justify</b> menu option or press <b>[Alt]+[9]</b> .                                                                                                                                                                                                                                                                                                                                                        |
| <b>Justify both sides of text</b>     | Select the <b>Paragraph   Justify Both</b> menu option.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Set double line spacing</b>        | Select the <b>Paragraph   Double Space</b> menu option. A double-spaced paragraph has a blank line between each text line.                                                                                                                                                                                                                                                                                                                 |
| <b>Indent paragraph left</b>          | Select the <b>Paragraph   Indent Left</b> menu option or press <b>[Alt]+[L]</b> . Select the option again to increase the indent.                                                                                                                                                                                                                                                                                                          |
| <b>Indent paragraph</b>               | Select the <b>Paragraph   Indent Right</b> menu option or press <b>[Alt]+[R]</b> . Select the option                                                                                                                                                                                                                                                                                                                                       |



| To                                                   | Do this...                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| right                                                | again to increase the indent.                                                                                                                                                                                                                                                                                                                                    |
| Create hanging indent                                | Select the <b>Paragraph   Hanging Indent</b> menu option or press <b>[Alt]+[T]</b> . Select the option again to increase the indent of all lines below the first.                                                                                                                                                                                                |
| Keep paragraph lines together                        | Select the <b>Paragraph   Keep Together</b> menu option. The editor attempts to keep all lines within the paragraph on the same page.                                                                                                                                                                                                                            |
| Keep paragraph with next                             | Select the <b>Paragraph   Keep with Next</b> menu option. The editor attempts to keep the last line of the current paragraph and the first line of the next paragraph on the same page.                                                                                                                                                                          |
| Prevent 'widow' and 'orphan' lines                   | Select the <b>Paragraph   Widow/Orphan Control</b> menu option. The editor attempts to avoid having: <ul style="list-style-type: none"> <li>the first line of the paragraph on the previous page ('widow' line)</li> <li>the last line of the paragraph on the next page ('orphan' line).</li> </ul>                                                             |
| Start text on new page                               | Move the cursor to the point at which to start the new page, and select the <b>Paragraph   Page Break Before</b> menu option.                                                                                                                                                                                                                                    |
| Insert border and shading for text block             | Highlight the required text and select the <b>Paragraph   Border and Shading</b> menu option. The <b>Paragraph Box Parameters</b> dialog displays, on which you specify which sides of the box to display (including a line between text lines), whether the lines are thick or doubled, the degree of gray shading behind the text, and the color of the lines. |
| Define line spacing                                  | Highlight the required lines and select the <b>Paragraph   Paragraph Spacing</b> menu option. The <b>Paragraph Spacing Parameters</b> dialog displays, on which you specify the line spacing and the point spacing before and after lines.                                                                                                                       |
| Set a background color for text space                | Highlight a text string or block of text and select the <b>Paragraph   Background Color</b> menu option. The <b>Color</b> dialog displays, on which you select the background color. The editor highlights the full width of the page in that color, for the selected lines.                                                                                     |
| Create a bulleted list                               | Highlight the required lines of text and select the <b>Paragraph   Bullet</b> menu option. The editor formats the lines into a simple bullet list.                                                                                                                                                                                                               |
| Create a numbered list                               | Highlight the required lines of text and select the <b>Paragraph   Numbering</b> menu option. The editor formats the lines into a simple numbered list.                                                                                                                                                                                                          |
| Apply numbering to paragraphs                        | Set up a <a href="#">numbering list and overrides</a> <sup>[36]</sup> ( <b>Edit   List and Overrides</b> ) and <a href="#">apply the numbering levels</a> <sup>[38]</sup> to the template sections ( <b>Paragraph   List Numbering</b> ).                                                                                                                        |
| Apply a paragraph style from the template stylesheet | Select the <b>Paragraph   Style</b> menu option. The <b>Select a Style</b> dialog displays, listing the currently-defined paragraph styles in the <a href="#">template stylesheet</a> <sup>[35]</sup> .<br><br>Select the required style and click on the <b>OK</b> button.                                                                                      |

#### 1.1.4.7.8 Tab Support

The RTF Style Template Editor supports *left*, *right*, *center* and *decimal* tabs. Tabs are very useful for creating columns and tables. A paragraph can have as many as twenty tab positions.

A tab usually applies to every line of the current paragraph. However, if you highlight a block of text before setting a tab, the tab then applies to every line in the highlighted text.

You can create tabs quickly and easily using the ruler at the top of the screen. To create a:

- Left** tab, click on the required tab position on the ruler; the left tab is indicated on the ruler by an **L** shape.
- Right** tab, right-click on the required tab position on the ruler; the right tab is indicated on the ruler by a reversed **L** shape.
- Center** tab, press **[Shift]** and click on the required tab position on the ruler; the center tab is indicated on

the ruler by an inverted **T** shape.

- *Decimal* tab, press **[Shift]** and right-click on the required tab position on the ruler; the decimal tab stop is indicated on the ruler by an inverted **T** shape with a dot on the right hand side. This tab is for numbers with a decimal point; numbers scroll left from the tab until you type a point, then numbers scroll right.

You can also set tabs using the **Paragraph | Set Tab** menu option, which displays the **Set a Tab Position** dialog. This enables you to specify the tab type, and provides two advantages over the ruler: you can set the tab position with more precision and with a clear value that you can duplicate; and you can add a tab leader line (dot, hyphen, or underline).

- To clear a *single* tab position for selected text, select the **Paragraph | Clear Tab** menu option. The **Clear a Tab Position** dialog displays, on which you select the tab to clear.
- To clear *all* tab stops for selected text, select the **Paragraph | Clear All Tabs** menu option.
- To move a tab position using the mouse, click on the tab symbol on the ruler and drag it to the new position.

**Note:**

The **Other | Snap To Grid** menu option affects the movement of the tabs (and the paragraph indentation markers) on the ruler. When you select this option, the movements of the tab markers are locked on to an invisible grid at intervals of 1/16 inch (half a ruler division).

#### 1.1.4.7.9 Page Breaks and Repagination

You can force a page break in the document by selecting the **Insert | Insert Break | Page Break** menu option, or by pressing **[Ctrl]+[Enter]**. The forced page break is indicated by a solid line in the editing window.

If **Page Mode** is off, the editor also marks automatic page breaks when the text overflows a page; these are indicated by a dotted line.

You can repaginate your document, using the **Edit | Repaginate** menu option. This updates the **Page Number** and **Page Count** fields, and recompiles the table of contents.

You insert the **Page Number** and **Page Count** fields as follows:

| To                     | Do this...                                                                                                                                                                                  |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insert the page number | Position the cursor at the point at which to display the page number, and select the <b>Insert   Page Number</b> menu option. The page number is displayed in gray.                         |
| Insert the page count  | Position the cursor at the point at which to display the total number of pages in the document, and select the <b>Insert   Page Count</b> menu option. The page count is displayed in gray. |

#### 1.1.4.7.10 Headers and Footers

| To                                                                | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Edit the page header and footer text                              | <p>In Page Mode, select the <b>Edit   Edit Page Header/Footer</b> menu option. A paragraph marker displays at the top and bottom of each page, and you can type in, format or delete the appropriate text.</p> <p>If Page Mode is turned off, all page headers and footers are displayed in a block at the start of the document, with identifying labels. You can also edit the text here.</p> <p>Each section in a document can have its own page header and footer.</p> |
| Create the header and footer for the initial page of the document | <p>In Page Mode, select the <b>Edit   Edit Page Header/Footer</b> menu option and then select the <b>Edit   First Page Header/Footer   Create First Page Header</b> or <b>Create First Page Footer</b> menu option. A paragraph marker displays at the top or bottom of the first page, and you can type in and format the appropriate text.</p> <p>If Page Mode is turned off, all page headers and footers are listed in a block at the</p>                              |

| To                                                                       | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | start of the document, with identifying labels. You can also edit the text here.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Delete the header and footer for the initial page of the document</b> | <p>Whilst you can delete the first page header or footer text by simple editing, you must specifically delete the 'first page' assignment in order to display the header and footer text of the next section on the first page.</p> <p>In Page Mode, select the <b>Edit   Edit Page Header/Footer</b> menu option and then select the <b>Edit   First Page Header/Footer   Delete First Page Header</b> or <b>Delete First Page Footer</b> menu option. This removes the first page text and assignment, and displays the next-defined header and footer text.</p> |
| <b>Create a footnote</b>                                                 | <p>Move the cursor to the position at which to insert the footnote marker, and select the <b>Insert   Footnote/Endnote   Footnote</b> menu option. The <b>Footnote Parameters</b> dialog displays, on which you enter the footnote marker and footnote text, and select whether to make the marker a superscript.</p> <p>Click on the <b>OK</b> button. The editor inserts the footnote marker at the current cursor location and, in Page Mode, displays the footnote text at the bottom of the page.</p>                                                         |
| <b>Edit footnote text</b>                                                | <p>Select the <b>Edit   Edit Footnote/Endnote   Edit Footnote Text</b> menu option. The text of each footnote displays in the document text where its marker was inserted. Locate the text and make the required changes. In Page Mode, the modified footnote displays at the bottom of the page.</p> <p>When you have finished editing footnote text, <i>deselect</i> the <b>Edit   Edit Footnote/Endnote   Edit Footnote Text</b> menu option. The footnote text is no longer shown in the document text.</p>                                                    |
| <b>Create an endnote</b>                                                 | <p>Move the cursor to the position at which to insert the endnote marker, and select the <b>Insert   Footnote/Endnote   Endnote</b> menu option. The <b>Endnote Parameters</b> dialog displays, on which you enter the endnote marker and endnote text, and select whether to make the marker a superscript.</p> <p>Click on the <b>OK</b> button. The editor inserts the endnote marker at the current cursor location and, in Page Mode, displays the endnote text at the end of the section or document.</p>                                                    |
| <b>Edit endnote text</b>                                                 | <p>Select the <b>Edit   Edit Footnote/Endnote   Edit Endnote Text</b> menu option. The text of each endnote displays in the document text where its marker was inserted. Locate the text and make the required changes. In Page Mode, the modified endnote displays at the bottom of the page.</p> <p>When you have finished editing endnote text, <i>deselect</i> the <b>Edit   Edit Footnote/Endnote   Edit Endnote Text</b> menu option. The endnote text is no longer shown in the document text.</p>                                                          |

#### 1.1.4.7.11 Hyperlinks and Bookmarks

| To                      | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manage bookmarks</b> | <p>Each template contains a number of bookmarks that mark the sections. You can apply these bookmarks to related sections, create and assign your own, delete those that are not required, and locate specific bookmarks in the document.</p> <p>In <b>Page Mode</b>, select the <b>Insert   Bookmark</b> menu option. The <b>Bookmark</b> dialog displays.</p> <ul style="list-style-type: none"> <li>To assign a bookmark to the current cursor position, either type a new bookmark in the top field or select one from the list, and click on the <b>Insert</b> button.</li> <li>To delete an existing bookmark, click on it in the list and click on the <b>Delete</b> button.</li> <li>To mark a bookmark with the number of the page it is on, click on the bookmark</li> </ul> |

| To                | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>in the list and click on the <b>Set Page Reference</b> button.</p> <ul style="list-style-type: none"> <li>To locate a bookmark in the text, click on it in the list and click on the <b>Go to</b> button.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Insert hyperlinks | <p>Right-click on the point at which to create the hyperlink and select the <b>Insert   Hyperlink</b> context menu option. The <b>Insert Hyperlink</b> dialog displays. You can create a hyperlink within an RTF document to an external document, Help topic or web page.</p> <p>In the <b>Link Text</b> field type the text to be hyperlinked, and in the <b>Link Code</b> field type or paste the web page URL, help topic file or external file path and name.</p> <p><b>Tip:</b></p> <p>To capture the help topic file name, right-click on the displayed topic, select the <b>Properties</b> context menu option, and copy the file name. When you insert the file name in the <b>Link Code</b> field, ensure that the file name has the prefix <code>\$Help:/</code>.</p> <p>Click on the <b>OK</b> button. The hyperlinked text displays in the document. Double-click on the link to display the web page or external document.</p> |

#### 1.1.4.7.12 Table Commands

The **Table** menu enables you to create a new table, or to edit an existing table's attributes.

| To                                                    | Do This...                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insert a table in the document                        | <p>Position the cursor at the appropriate point, and select the <b>Table   Insert Table</b> menu option. The <b>New Table Parameters</b> dialog displays, in which you specify the number of table rows and columns.</p> <p>The editor initially creates cells of equal width. You can, however, change the cell width by dragging the cell borders using the mouse. When <b>Page Mode</b> is deselected, the table structure is not visible.</p> |
| Add a header row                                      | Select the rows to act on, and then select the <b>Table   Header Row</b> menu option. Apply any heading settings and formatting to the rows in the highlighted block.                                                                                                                                                                                                                                                                             |
| Insert a new row above the current row                | Select the <b>Table   Insert Row</b> menu option.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Insert a new column to the left of the current column | Select the <b>Table   Insert Column</b> menu option.                                                                                                                                                                                                                                                                                                                                                                                              |
| Merge cells                                           | Select the cells to merge and select the <b>Table   Merge Cells</b> menu option. The width of the resulting cell is equal to the sum of the merged cells. You can merge cells across a row, down a column, and in a block spanning both rows and columns.                                                                                                                                                                                         |
| Split a cell                                          | Select the cell to split and select the <b>Table   Split Cell</b> menu option. The selected cell is split into two cells of equal width. Any text in the original cell is assigned to the first cell. The second cell is created empty.                                                                                                                                                                                                           |
| Delete cells                                          | <p>Select the cells to delete and select the <b>Table   Delete Cells</b> menu option. The <b>Delete Table Cells</b> dialog displays, on which you specify whether to delete:</p> <ul style="list-style-type: none"> <li><b>Cells</b> - deletes the highlighted cells</li> <li><b>Columns</b> - deletes all the cells in the highlighted column or columns</li> <li><b>Rows</b> - deletes all the cells in the highlighted row or rows.</li> </ul> |

| To                                                        | Do This...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | If you delete all cells in a table, the table itself is automatically deleted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Position the table on the page</b>                     | <p>Click on any part of the table and select the <b>Table   Row Position</b> menu option. The <b>Table Row Alignment</b> dialog displays, on which you select to left-align, center or right-align the table on the page.</p> <p>This option has little effect if the table is wide enough to span the page or text column.</p>                                                                                                                                                                                                                                                                           |
| <b>Set the height of a row, or all rows</b>               | <p>Select the row to adjust and select the <b>Table   Row Height</b> menu option</p> <p>The <b>Row Height Parameters</b> dialog displays, enabling you to set an automatic row height, a minimum row height, or an exact row height. You can apply the setting to the selected rows only, or to all rows in the table.</p>                                                                                                                                                                                                                                                                                |
| <b>Keep row text together if it continues over a page</b> | Select the rows to protect (preferably all rows in the table) and select the <b>Table   Keep Row Together</b> menu option. If the row continues over the end of the page, the whole row is moved to the top of the next page.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Set text flow in rows</b>                              | <p>Select the rows and select the <b>Table   Row Text Flow</b> menu option. The <b>Table Text Flow</b> dialog displays, on which you select the direction of flow of the text and select to apply the setting to the selected rows or all rows in the table.</p> <p>This option also moves the whole row over to the appropriate side of the page or column.</p>                                                                                                                                                                                                                                          |
| <b>Set the width of selected cells</b>                    | <p>Select the cells to act on and select the <b>Table   Cell Width</b> menu option. The <b>Set Cell Width</b> dialog displays, on which you set the cell width and text margin and apply them to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul>                                                                                                                                                                |
| <b>Define the cell border width</b>                       | <p>Select the cells to act on and select the <b>Table   Cell Border Width</b> menu option. The <b>Set Cell Border</b> dialog displays, on which you set the width of the line at any or all of the top, bottom, left and right of a cell, or whether to draw a uniform border around the cells. You can also set the text margin, and apply all the settings to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul> |
| <b>Define the cell border color</b>                       | <p>Select the cells to act on and select the <b>Table   Cell Border Color</b> menu option. The <b>Set Cell Border Color</b> dialog displays, on which you set the color of the line at any or all of the top, bottom, left and right of a cell, or whether to have a uniformly colored border around the cells. You then apply the settings to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul>                  |
| <b>Define the cell shading</b>                            | <p>Select the cells to act on and select the <b>Table   Cell Shading</b> menu option. The <b>Cell Shading Parameters</b> dialog displays, on which you set the shading percentage. The value <b>0</b> indicates the palest background, whereas the value <b>100</b> indicates a black background. You then apply the setting to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul>                                 |

| To                                      | Do This...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Define the cell background color</b> | <p>Select the cells to act on and select the <b>Table   Cell Color</b> menu option. The <b>Cell Color Parameters</b> dialog displays, on which you set the cell background color. You then apply the color to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul>                                                                                            |
| <b>Vertically align cells</b>           | <p>Select the cells to act on and select the <b>Table   Cell Vertical Align</b> menu option. The <b>Cell Vertical Alignment</b> dialog displays, on which you select to align the selected cells by top, center, bottom or baseline. You then select to align:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul>                                            |
| <b>Rotate cell text</b>                 | <p>Select the cells to act on and select the <b>Table   Cell Rotate Text</b> menu option. The <b>Cell Text Rotation</b> dialog displays. On which you select to display text horizontally across the cell, vertically up the cell, or vertically down the cell. You then select to apply the rotation to:</p> <ul style="list-style-type: none"> <li>• All cells in a highlighted block</li> <li>• The selected cells only</li> <li>• All cells in the selected column or columns, or</li> <li>• All cells in the selected row or rows.</li> </ul> |
| <b>Select column</b>                    | Click on a cell and select the <b>Table   Select Current Column</b> menu option. The whole column is highlighted and selected for further formatting.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Show / hide table outline</b>        | Click on a table cell and select the <b>Table   Show Gridlines</b> menu option. This displays or hides the grid lines around the table cells. The grid lines are for display purpose only and do not appear on the printed document.                                                                                                                                                                                                                                                                                                               |

#### 1.1.4.7.13 Sections and Columns

The editor enables you to divide a document into multiple sections. A multiple section document is useful to:

- Vary the page margins from one page to another
- Create multiple columns of text.

| To                                 | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create a new section</b>        | <p>Select the <b>Insert   Insert Break   Section Break</b> menu option. This creates a new section on a new page.</p> <p><b>Note:</b></p> <p>This option is not available when <b>Edit   Edit Page Header/Footer</b> is active.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Edit the section parameters</b> | <p>Select the <b>Edit   Edit Section</b> menu option. The <b>Section Parameters</b> dialog displays. Define:</p> <ul style="list-style-type: none"> <li>• The number of columns and column spacing; text in a multiple column section wraps at the end of the column. When the text reaches the end of the page, it resumes in the next column. When <b>Page Mode</b> is off, the page contains a single very thin and long column. When <b>Page Mode</b> is on, the correct column layout is shown.</li> <li>• The orientation - Portrait or Landscape</li> <li>• Whether to start the new section on the next page</li> </ul> |

| To                            | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>The direction of text flow</li> <li>Any special printing characteristics for the section.</li> </ul> <p>You can also define any special page margins by selecting the <a href="#">File   Page Layout</a> menu option.</p>                                                                                                                                                                                                                                                                                    |
| <b>Delete a section break</b> | Move the cursor onto the section break line and press <b>[Delete]</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Create a column break</b>  | <p>Move the cursor to the appropriate point in the text and select the <b>Insert   Insert Break   Column Break</b> menu option.</p> <p>Normally in a multiple column section, the text flows from the end of one column to the top of the next column. A column break forces the text to the next column before the current column is completely filled.</p> <p>A column break is indicated by a line with a 'dot and dash' pattern. To delete the column break, simply position the cursor on the column break line and press <b>[Delete]</b>.</p> |

#### 1.1.4.7.14 Stylesheets and Table of Contents

The editor supports *Character* and *Paragraph-type* stylesheet style items. The Character stylesheet style constitutes a set of character formatting attributes and is applied to a character string. The Paragraph stylesheet style constitutes both a set of character formatting attributes and a set of paragraph formatting attributes, and is applied to one or more paragraphs.

You can also include special, structured text in the document, such as [page number](#)<sup>[30]</sup>, date and time and text input fields.

| To                                | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use double-byte characters</b> | Select the <b>Edit   Inline Ime</b> menu option. This enables you to enter double-byte characters without using an external IME application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Create and edit styles</b>     | <p>Select the <b>Edit   Edit Style</b> menu option. The <b>Edit Stylesheet</b> dialog displays.</p> <p>Select the appropriate radio button to define a character style or a paragraph style.</p> <p>Either select an existing style to modify from the list box, or type in a name for a new style. Click on the <b>OK</b> button to begin recording the style properties. You can use the ruler, toolbar or menu selections to modify the style items. These also reflect the currently-selected properties for the stylesheet item. Please note that the paragraph properties are enabled only for the paragraph stylesheet items.</p> <p>After you have defined the required style, either select the <b>Edit   Edit Style</b> menu option again or click anywhere in the document. If you modified an existing stylesheet item, the document automatically reflects the updated style. If you created a new stylesheet item, you can apply the style to highlighted text by selecting the <b>Font   Style</b> or <b>Paragraph   Style</b> menu options.</p> |
| <b>Apply character styles</b>     | Select the <b>Font   Style</b> menu option to apply a stylesheet style to a highlighted character string.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Apply paragraph styles</b>     | Select the <b>Paragraph   Style</b> menu option to apply a stylesheet style to a highlighted paragraph or range of paragraphs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Insert a table of contents</b> | <p>Create and apply the required heading styles using the <b>Edit   Edit Style</b> menu option, as above.</p> <p>Move the cursor to the point at which to insert the table of contents and select the <b>Insert   Table of Contents</b> menu option.</p> <p>The table of contents is automatically updated whenever <a href="#">repagination</a><sup>[30]</sup> occurs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



| To                                                  | Do this...                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Insert date and time fields</b>                  | Move the cursor to the point at which to insert the current date and time, and select the <b>Insert   Date and Time</b> menu option. The <b>Insert Current Date/Time</b> dialog displays, from which you select the required date and time format.<br><br>The date and time are automatically updated whenever the page text is refreshed. |
| <b>Insert your own data fields</b>                  | <b>Not Supported In The Enterprise Architect RTF Generator.</b><br><br>Move the cursor to the point at which to insert the data field and select the <b>Insert   Data Field</b> menu option. The <b>Data Field Parameters</b> dialog displays, in which you enter the field name and data value.                                           |
| <b>Insert a text entry field</b>                    | Move the cursor to the point at which to insert the text entry field and select the <b>Insert   Text Input Field</b> menu option. The <b>Input Field Parameters</b> dialog displays, in which you enter the field name, initial value, maximum field length and text font, and specify whether or not the field has a border.              |
| <b>Insert a selectable checkbox</b>                 | Move the cursor to the point at which to insert the checkbox and select the <b>Insert   Checkbox Field</b> menu option. The <b>Checkbox Field Parameters</b> dialog displays, in which you enter the field name, whether it defaults to selected, and the size of the box surrounding the check.                                           |
| <b>Define level numbering in generated document</b> | Select the <b>Edit   List and Overrides</b> menu option, <a href="#">set up the numbering list and the list overrides</a> <sup>[36]</sup> , then apply the numbering list to the headings set for packages and elements, using paragraph numbering.                                                                                        |

#### 1.1.4.7.15 User-Defined Section Numbering

You might want to define the numbering format for the section levels in your generated RTF document.

For example:

- 1. Package level 1
  - 1.1 Package level 2 (child package)
    - 1.1.1 Element Level 1
      - 1.1.1.1 Element (child element)

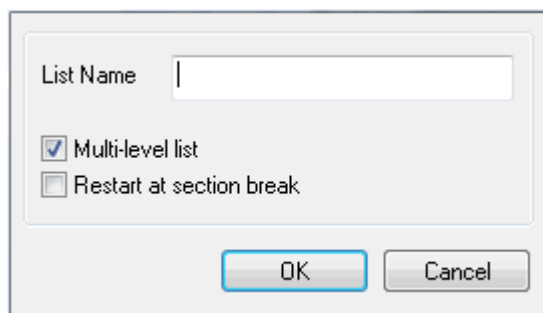
To define the numbering format you first create a numbering list and then create a set of list overrides for this list. The overrides must also have the initial 1.0.0 setting altered to 1.1.1. You can then apply the numbering list to the headings set for packages and elements, using paragraph numbering.

(See [Section Numbering in Virtual Documents](#)<sup>[83]</sup> for further information on applying continuous section numbering throughout a [Virtual Document](#)<sup>[76]</sup>.)

### Procedure

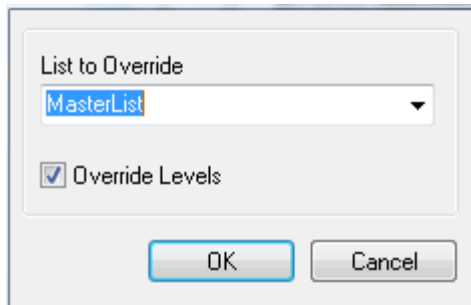
To define the numbering format, follow the steps below.

1. In the **Template Editor**, select the **Edit | List and Overrides | Create List Item** menu option. The **List Properties** dialog displays.

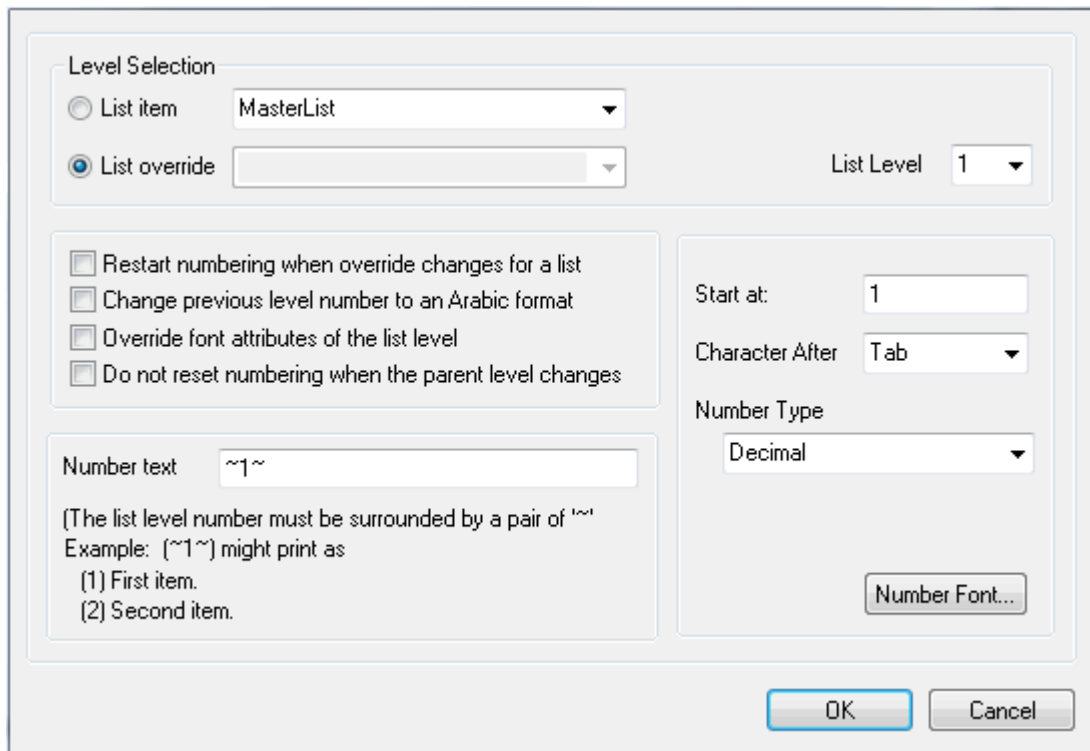




- In the **List Name** field, type a name for the list. Click on the **OK** button to close the dialog.
- Select the **Edit | List and Overrides | Create List Override** menu option. The **List Override Properties** dialog displays.



- In the **List to Override** field, type or select the name of the list you have just created. Click on the **OK** button to close the dialog.
- To set the list level properties for each level, select the **Edit | List and Overrides | Edit List Level** menu option. The **List Level Properties** dialog displays.



- To set the first level numbering (used in the *Package Section*), select the **List override** radio button and type or select the list override item you have just created.
- Ensure that the **List Level** field is set to **1** (for Packages) and the **Number text** field is set to **~1~**. Click on the **OK** button to save the values and close the dialog.
- Open the dialog again (**Edit | List and Overrides | Edit List Level**) and set:
  - List Level** to **2** (for the *Element Section* or *Child Package Section*, for example)
  - Start at** to **1** (to ensure that numbering at this level begins at 1.1 rather than 1.0).
- Click on the **OK** button to close the dialog and save the changes.
- Repeat steps 5 to 9 as required, incrementing the list level number and resetting **Start at** to **1** each time.

## Use Numbering Levels

To apply the numbering levels you have defined (above), follow the steps below:

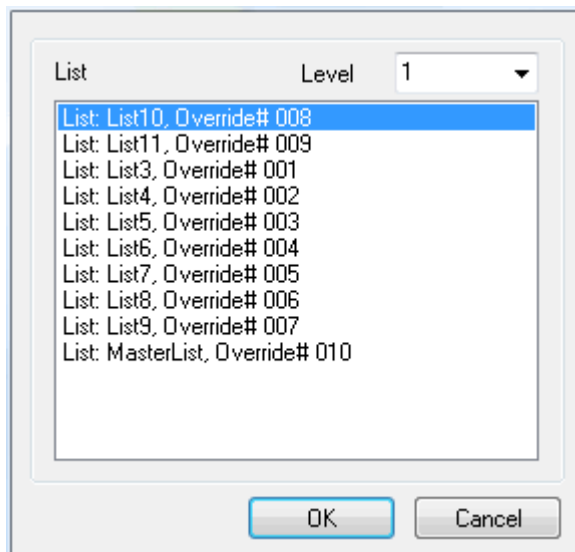
1. In the **Content** window of the **Template Editor**, select the first item of text to be numbered (for example, *Package*).

```
package->|
Package: {Pkg.Name} ¶
element->|
Element: {Element.Name} ¶
child-elements->|
<child-elements> ¶
<element> ¶
child-packages->|
<child-packages> ¶
<package>|
```

2. Set the text style, using the style drop-down field in the **Template Editor** toolbar.

```
package->|
Package: {Pkg.Name} ¶
```

3. Click on the **Paragraph | List Numbering** menu option. The **Apply paragraph numbering using Lists** dialog displays.



4. Select the required Numbering List and Override, and set the **Level** field to the required level (1, for the top level). Click on the **OK** button to close the dialog, and check that the required level has been applied to the selected text.

```
package->|
1. Package: {Pkg.Name} ¶
```

5. Repeat steps 1 to 4 for the next level (*Element*), but at step 4 change the **Level** field to 2.

```
element->|
1.1 Element: {Element.Name} ¶
```

6. Continue applying the overrides for lower section levels as necessary, then save the template and generate your RTF report. The output should now resemble the following example:

1. **Package: Formal Requirements**
  - 1.1 **Package: Manage Users**
    - 1.1.1 Element: REQ011 - Manage User Accounts
    - 1.1.2 Element: REQ016 - Add Users
    - 1.1.3 Element: REQ017 - Remove User
    - 1.1.4 Element: REQ018 - Report on User Account
    - 1.1.5 Element: REQ024 - Secure Access
    - 1.1.6 Element: REQ025 - Store User Details
    - 1.1.7 Element: REQ026 - Validate User
  - 1.2 **Package: Manage Inventory**
    - 1.2.1 Element: REQ019 - Manage Inventory
    - 1.2.2 Element: REQ020 - Receive Books
    - 1.2.3 Element: REQ021 - List Stock Levels
    - 1.2.4 Element: REQ022 - Order Books
    - 1.2.5 Element: REQ023 - Store and Manage Books
    - 1.2.6 Element: REQ027 - Add Books
    - 1.2.7 Element: REQ032 - Update Inventory |

#### 1.1.4.7.16 Frames and Drawing Objects

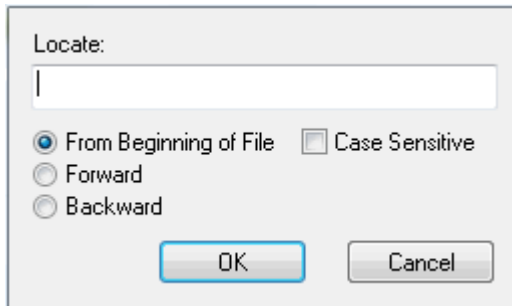
A frame is a rectangular area that can contain both text and pictures on the page. The text *outside* the frame flows around it. A drawing object can be a text box, rectangle or a line. The drawing object *overlays* the text around it. You can see frames and drawing objects only if **View | Page Mode** is selected. However, the *content* of a frame or text box is still visible if **Page Mode** is deselected.

| To                                                               | Do this...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Embed a frame or drawing object at the cursor position           | Select the <b>Insert   Frame</b> or <b>Insert   Drawing Object</b> menu option.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Insert text into the frame or drawing object text box            | Click inside the outline and type the text at the cursor position.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Rotate text to display it down the side of the frame or text box | Select the <b>Edit   Edit Frame/Drawing Object   Rotate Text</b> menu option and select the text direction.                                                                                                                                                                                                                                                                                                                                                                                   |
| Insert a picture into a frame or drawing object text box         | Copy the picture, click inside the outline and paste the picture at the cursor position.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Size a frame or drawing object                                   | Click inside the outline, click on a sizing tab on the outline and drag the tab to the required position.<br><br>If the frame or text box contains only a picture, the picture size is automatically adjusted to fill the outline. Any text inside the outline is automatically wrapped to adjust to the new width.<br><br>In a frame the frame height is automatically adjusted, if necessary, to enclose all lines. In a text box, you must adjust the height manually to enclose the text. |
| Move the frame or drawing object                                 | Click inside the outline and then move the cursor just outside the outline so that the cursor changes to a plus-shape. Drag the plus shape (and hence the outline) to the new location.                                                                                                                                                                                                                                                                                                       |

| To                                                                                                           | Do this...                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Edit the relationship between a frame or drawing object and a point on the page (the vertical base position) | Click on the outline and select the <b>Edit   Edit Frame/Drawing Object   Vertical Base Position</b> menu option. Select the point to lock the outline to. Outlines locked to the top of the page or the top of the margin retain their vertical position when you insert text before them. |
| Edit the border and the background of a drawing object                                                       | Select the <b>Edit   Edit Frame/Drawing Object   Edit Drawing Object</b> menu option. On the <b>Line and fill attributes</b> dialog, select the options for the preferred border, line color, fill color and wrapping effect on the template text.                                          |
| Delete a frame or drawing object                                                                             | Click on the outline and press <b>[Delete]</b> . The editor prompts you to confirm the deletion. Click on the <b>OK</b> button. Note that the deletion is actually reversible - press <b>[Ctrl]+[Z]</b> or select the <b>Edit   Undo</b> menu option.                                       |

#### 1.1.4.7.17 Search and Replace Commands

The first three menu options below all invoke the **Search String Parameters** dialog, if no search term has been defined.



Specify the term to search for, whether to search from the start of the file or forwards or backwards from the current cursor position, and whether the search should exactly match the case of the search term.

| To                                                                                  | Do this...                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search for a text string</b>                                                     | Select the <b>Other   Search</b> menu option, or press <b>[F5]</b> . The <b>Search String Parameters</b> dialog displays.<br><br>The editor searches for the first instance of the specified character string as defined by the parameters.                                                                                                                      |
| <b>Find the next instance of a previously-defined text string in the file</b>       | Select the <b>Other   Search Forward</b> menu option, or press <b>[Ctrl]+[F]</b> . The editor searches forwards for the next instance of the specified text string in the file, and highlights it.                                                                                                                                                               |
| <b>Find the previous instance of the previously-defined text string in the file</b> | Select the <b>Other   Search Backward</b> menu option, or press <b>[Ctrl]+[Shift]+[F]</b> . The editor searches backwards for the previous instance of the text string in the file, and highlights it.                                                                                                                                                           |
| <b>Replace a text string</b>                                                        | Select the <b>Other   Replace</b> menu option, or press <b>[F6]</b> .<br><br>The <b>Replace String Parameters</b> dialog displays, in which you specify the text string to locate and the text string to replace it with, whether to search the whole document or a highlighted block of text, and whether to confirm each replacement before making the change. |

### 1.1.5 Import RTF Template

Enterprise Architect provides a number of RTF document templates, and enables you to create others. However, you might already have corporate formats and templates in use in your organization, so Enterprise Architect also enables you to import existing templates into the RTF Generator.

To import an external template, follow the steps below:

1. Save the external template as an RTF document.
2. In Enterprise Architect, [create a new blank template](#)<sup>[11]</sup>. Name the template but do not specify an existing template to copy from.
3. When the template is listed on the **Templates** tab of the **Generate RTF Documentation** dialog, click on the name and click on the **Edit** button. The **RTF Document Template Editor** dialog displays.
4. Select the **File | Import** menu option. The Microsoft Word file **Open** dialog displays.
5. Locate your template RTF file, and click on the **Open** button. The **Open** dialog closes, returning you to the **Document Template Editor** dialog. This now contains your imported template.
6. Select the **File | Save** menu option. If necessary, make any [changes](#)<sup>[21]</sup> to the template and select **File | Save** again before selecting **File | Close** to exit the dialog.

**Note:**

Standard graphical images (such as a logo in the header, main text or footer) are imported. However, any Word-based meta-file graphics are not imported.

You can select the new template to use in generating an RTF document, either on the [Generate RTF Documentation](#)<sup>[4]</sup> dialog or in a [Master Document](#)<sup>[77]</sup> or [Model Document](#)<sup>[79]</sup> element.

### 1.1.6 Resource Documents

The *Resource Document* feature enables a particular documentation configuration to be 'remembered', linking the loaded template within the **Generate RTF Documentation** dialog to the current highlighted package. If a particular template is always used with a specific package, and multiple cases of documentation exist to be propagated, saving these as Resource Documents can ease document generation later.

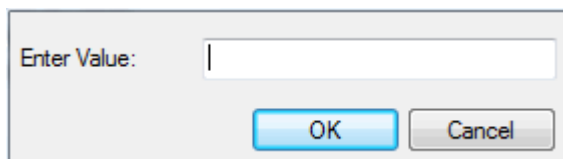
**Note:**

Resource Documents, saved into the **Resources** window, save only the package, output file destination and template name from the **Generate** tab of the [Generate RTF Documentation](#)<sup>[7]</sup> dialog. They do not retain the RTF data separately defined in the [Options, Advanced](#)<sup>[43]</sup> and [Element Filter](#)<sup>[46]</sup> tabs of the dialog.

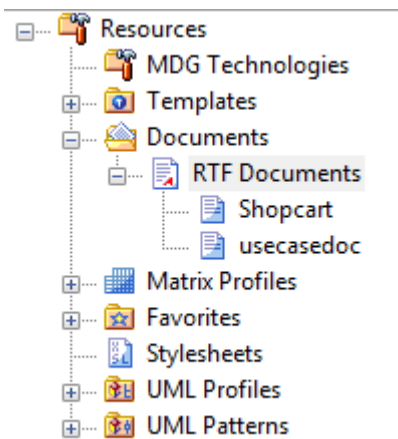
To save and re-use the options data, edit the template directly in the template editor and use the [File | Document options](#)<sup>[23]</sup> option to set the values as part of the template.

To create and use Resource Documents, follow the steps below:

1. Open the [Generate RTF Document dialog](#)<sup>[4]</sup>.
2. Click on the **Resource Document** button. The **Save current as document definition** dialog displays:



3. In the **Enter Value** field, type a name for the document and click on the **OK** button. The document is added to the **Resources** window for easy future access (as for the *usecasedoc* entry in the illustration below).



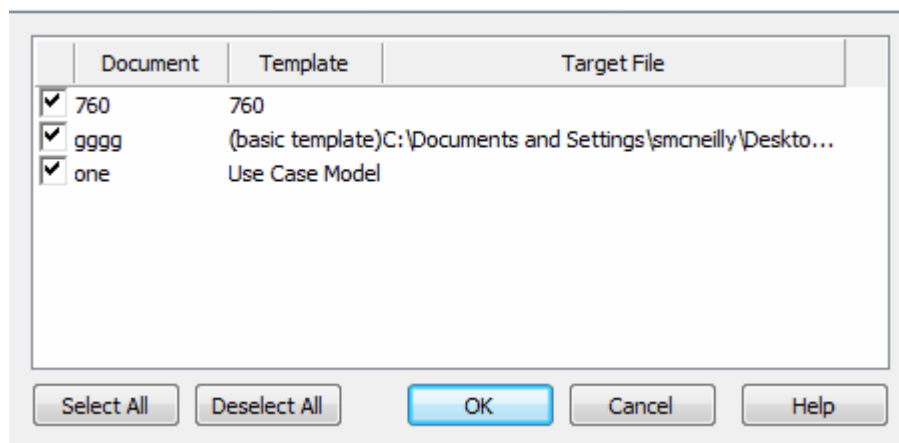
4. To generate documentation from the **Resources** window, right-click on the required document. The context menu displays.
5. Select the required option.

The context menu options are:

- **Open Document** - Opens the corresponding .RTF file, as specified by the RTF template *Filename* property
- **Generate Document** - Opens the **Generate RTF Documentation** dialog, loaded with the specified template
- **Auto Generate Document** - Generates documentation, with the document located at the path specified by the template's *Filename* property
- **Delete Document** - Removes the specified document.

### Batch Generate Resource Documents

To generate a number of RTF documents at the same time, right-click on the *RTF Documents* folder name and select the **Generate Documents** context menu option. The **Batch Document Generation** dialog displays.



The dialog lists all resource documents in the *RTF Documents* folder, defaulted to selected. Deselect the checkbox against each document that you do not want to generate (or click on the **Deselect All** button to clear all selections, then select those you require). Click on the **OK** button to generate each of the remaining reports into their respective target file locations.

The **Generate All Documents** context menu option automatically generates every document in the *RTF Documents* folder, without displaying the **Batch Document Generation** dialog.

### 1.1.7 Document Options

The RTF report options enable you to set type filters and order the elements. You can access the options from two different places; the start point affects the persistence of options selected:

1. If you access the options on the **Options** and **Advanced** tabs of the **Generate RTF Documentation** dialog, you can define settings for the current report to be run. Selections are non-persistent, and are reset when you exit the dialog or select a different template.
2. If you access the options by clicking on the **File | Document Options** menu option on the **RTF Style Template Editor** dialog, the settings are saved with the template as the default settings for any run of this report; the **Document Options** dialog provides the options from **both** of the **Options** and **Advanced** tabs of the **Generate RTF Documentation** dialog, plus the **Element Filters** and **Other Filters** tabs, with three minor differences.

The **Options** tab of the **Generate RTF Documentation** dialog has the following fields:

| Option                      | Use to                                                                                                                                                                                                                                                                             |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filter</b>               |                                                                                                                                                                                                                                                                                    |
| <b>Only include objects</b> | Filter elements according to date created or modified. In the first two fields, select the qualifiers from the drop-down lists. In the third field, select the appropriate date.                                                                                                   |
| <b>Where Package Phase</b>  | Filter elements according to the value of the <b>Package Phase</b> field. In the first field select the qualifier, and in the second type the required phase (or leave the default value <b>All</b> ).                                                                             |
| <b>With element status</b>  | Filter elements according to status. In the first field, select the qualifier ( <b>like</b> , <b>not like</b> , <b>in</b> , <b>not in</b> ) and in the second field type the value to be used. Values should be enclosed in quotes; for example: "Proposed". If you type more than |

| Option                     | Use to                                                                                                                                                                                                                                                                                |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | one value, separate them with a comma; for example: "Proposed", "Implemented".                                                                                                                                                                                                        |
| <b>Connector Direction</b> | Filter connectors according to direction.<br><br>If you select <b>Both</b> , the connector is documented twice; once for the source element and once for the target. For the remaining two values, the connector is documented only for the source or target element, as appropriate. |
| Order                      |                                                                                                                                                                                                                                                                                       |
| <b>Packages by</b>         | Order packages in the generated documentation in either ascending or descending order of Name, Tree Order, Modified Date or Created Date.                                                                                                                                             |
| <b>Elements by</b>         | Order elements in the generated documentation in either ascending or descending order of Name, Tree Order, Modified Date or Created Date.                                                                                                                                             |
| <b>Diagrams by</b>         | Order diagrams in the generated documentation in either ascending or descending order of Name, Tree Order, Modified Date or Created Date.                                                                                                                                             |
| Exclude details for        | Exclude all elements of the selected type or types from the generated document.                                                                                                                                                                                                       |
| Exclude connector type     | Exclude all connectors of the selected type or types from the generated document.                                                                                                                                                                                                     |

The **Advanced** tab of the **Generate RTF Documentation** dialog has the following fields:

Generate Templates Options **Advanced** Element Filters Other Filters Project Constants Word Substitution

☐ Hide 'note-less' elements
 ☐ Skip root package
 ☐ No bookmarks
 ☐ Hide <Anonymous> elements
 ☐ Use style defined in template for notes
 ☐ Disable large OLE file support
 ☐ Insert page breaks when generating a Master Document

Diagram Format: Metafile

Adjust Heading Levels: Heading 9

Switch generator

Close Help



| Option                                               | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hide 'note-less' elements                            | Exclude all elements without notes from the documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Diagram Format                                       | Set the diagram format for the images included within the documentation to either Metafile or Bitmap.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Skip root package                                    | Exclude the parent package from the documentation and include only the child packages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| No bookmarks                                         | Stop RTF bookmarks being inserted into the generated document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Adjust Heading Levels                                | <p>Enable the RTF Generator to automatically restrict the levels of heading generated for nested sub-packages in a document.</p> <p>The generator reproduces heading levels down to the value you set. For example, if you have four nested levels of sub-packages and you set this field to:</p> <ul style="list-style-type: none"> <li>• <b>Heading 2</b>, all sub-packages in the report are documented under level 2 headings.</li> <li>• <b>Heading 4</b>, the first level of subpackages are documented under level 2 headings, the next level under level 3 headings, and the remainder all under level 4 headings.</li> <li>• <b>Heading 6</b>, the first level of subpackages are documented under level 2 headings, the next level under level 3 headings, the next under level 4 headings, and the next under level 5 headings. If you added further levels of sub-package they would all be documented under level 6 headings.</li> </ul> <p>The field defaults to <b>Heading 9</b> to accommodate the maximum number of levels of nested subpackages.</p> |
| Hide <Anonymous> elements                            | Hide anonymous elements in the documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Use style defined in template for notes              | Apply the template-defined style for notes instead of the RTF styles defined within the element.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Disable large OLE file support                       | Disable support for large Object Linking and Embedding (OLE) files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Insert page breaks when generating a Master Document | Insert a page break after each <a href="#">Model Document in a Master Document</a> <sup>[76]</sup> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Switch generator                                     | <p>Switch from this <b>Generate RTF Documentation</b> dialog (the Enhanced Template Driven Generator) to the <a href="#">Rich Text Format Report dialog</a> <sup>[52]</sup> (Legacy Generator).</p> <p><b>Note:</b></p> <p>This button is not available if you displayed the dialog from the <b>Element List</b> or <b>Model Search</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

The **Document Options** dialog provides both sets of options, except for:

- The **Switch generator** button
- The **Disable large OLE file support** option
- The **Insert page breaks when generating a Master Document** option.

The dialog also contains the **Optimize for Open Office** option, as described for the [Generate RTF Documentation](#) <sup>[7]</sup> dialog, and tabs for setting [Element Filters](#) <sup>[46]</sup> and [Other Filters](#) <sup>[47]</sup>.

Click on the **OK** button to save your changes.

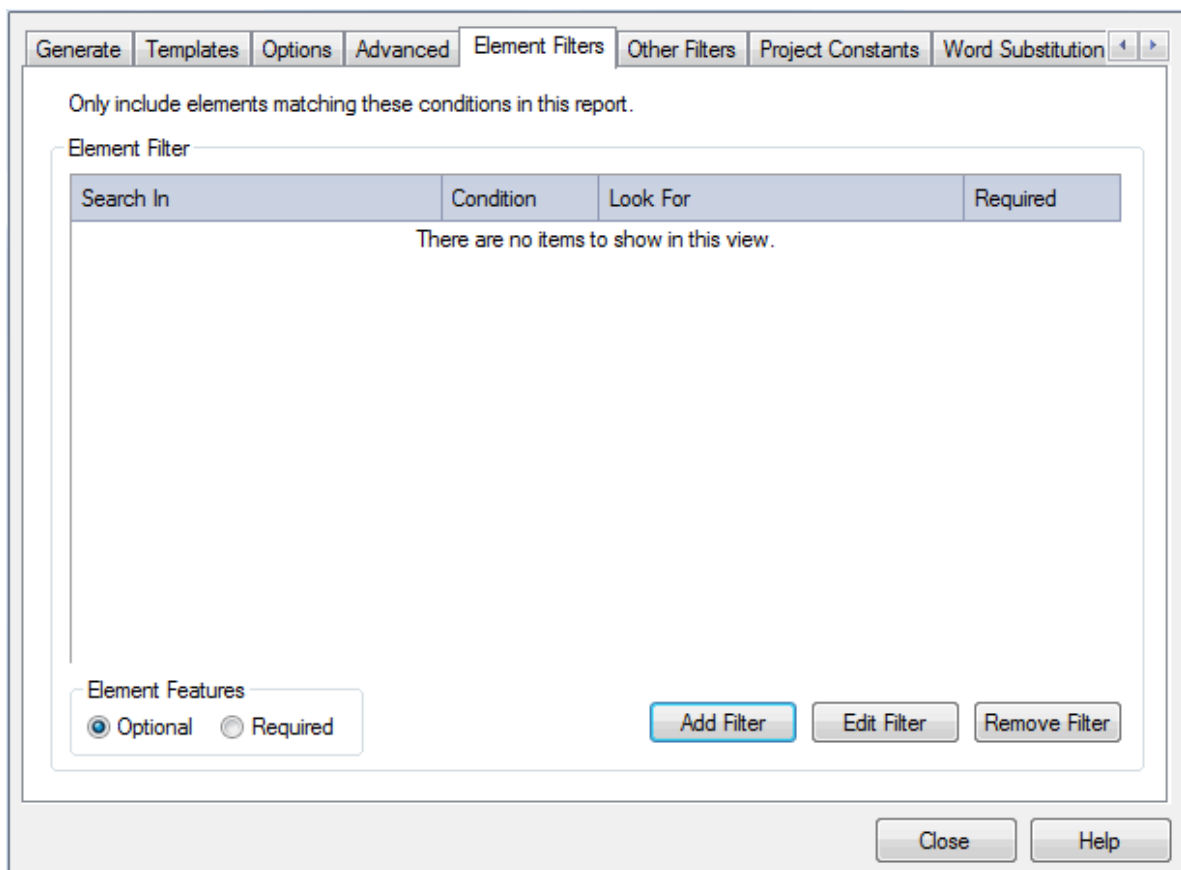
### 1.1.8 Element Filters

The **Element Filters** tab enables you to define a set of filters to restrict your report to specific elements. If an element does not have the defined characteristic, it is not reported.

As with the **Document Options** tabs, you can access the filter details from two different places; the start point affects the persistence of the filter definition.

1. If you define the filters on the **Element Filters** tab of the **Generate RTF Documentation** <sup>[7]</sup> dialog, you can create filter settings for the current report to be run. Selections are non-persistent, and are reset when you close the dialog or select a different template.
2. If you access the filter definitions by clicking on the **File | Document Options** <sup>[23]</sup> menu option on the **RTF Style Template Editor** <sup>[12]</sup> dialog, the settings are saved with the template as the default settings for any run of this report.

You add filters by clicking on the **Add Filters** button (see the *Model Search* section of *Using Enterprise Architect - UML Modeling Tool*). To edit the filters, either double-click on the panel contents or click on the **Edit Filter** button, to display the **Edit Filters** dialog. The format is the element field name, the conditions placed on the field value, any actual value or delimiting value to search on, and whether the filter item is required (mandatory).



The fields and options on this dialog are described below.

| Column/Button    | Use to                                                                                                                                                                                                                                             |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search In</b> | Select the type and name of each element field to search on.                                                                                                                                                                                       |
| <b>Condition</b> | Select the condition of the search parameter. The available options are <b>Contains</b> , <b>Equal To</b> , <b>Not Equals</b> and <b>One Of</b> . (See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i> .) |
| <b>Look For</b>  | Specify the search term to perform the conditional search on. This value can                                                                                                                                                                       |

| Column/Button                                       | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <p>pertain to the selected element field. For example, the value could be a date for <i>DateCreated</i> or a text value for other fields. The search term can contain multiple values, separated by commas.</p> <p>(See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i>.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Required</b>                                     | <p>Indicate that the search results must include elements with your search term in that field. You select these checkboxes on the <b>Add Filters</b> dialog (see the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i>).</p> <p><b>Important:</b></p> <p>The fields listed as filters have an OR relationship when no <b>Required</b> checkboxes are selected; that is, if the search term is found in any one of those fields, then the element is displayed.</p> <p>Any field having the <b>Required</b> checkbox ticked overrides fields where the <b>Required</b> checkbox is not ticked.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Element Features</b><br>- Optional<br>- Required | <p>Specify whether element features are optional or required. These appear as a new branch underneath the root element term in the <b>Search In</b> column.</p> <p>If you scroll down the <b>Search In</b> column, you see sub-branches such as <i>Attribute</i>, <i>Change</i> and <i>Custom Property</i>. These are the element features.</p> <p>You can add these features by clicking on the <b>Add Filter</b> button. The <b>Add Filters</b> dialog displays, with a list of all the filters you can choose for an element or element feature. Click on the <b>Search On</b> drop-down arrow to see a list of the element features you can search on. Each feature has its own set of filters such as <i>Name</i>, <i>Notes</i> and <i>Alias</i>, which you can add to your search. To search on an element attribute name, you would add the <i>Attribute</i> feature with a <i>Name</i> filter to your search.</p> <p>The <b>Optional</b> radio button enables you to generate a list of elements that meet <i>one</i> of the element features (<i>Element Type = Object</i>), or one of the feature filters (<i>Attribute Name = Class1</i>). For example, if your search is:</p> <p><i>Element Name = Class11, Attribute Name = m_Att1 or Scope = Public</i></p> <p>the search results would list all the elements that have the <i>name</i> of <i>Class11</i> and all the elements that have an <i>Attribute Name</i> of <i>m_Att1</i> or a <i>Scope</i> of <i>Public</i>.</p> <p>The <b>Required</b> radio button enables you to generate a list of elements that <i>must</i> have the element features you have added. For example, if your search is:</p> <p><i>Element Name = Class, Attribute Name = m_Att1 or Scope = Public</i></p> <p>you would get elements that must have the <i>name</i> of <i>Class</i> AND an <i>Attribute</i> with a name of <i>m_att1</i> or a <i>Scope</i> of <i>Public</i>.</p> |
| <b>Add Filter</b>                                   | Add a new set of parameters to filter the search on. (See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i> .)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Edit Filter</b>                                  | Open the <b>Edit Filters</b> dialog, which enables you to change the search parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Remove Filter</b>                                | Remove the selected filter from the search.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

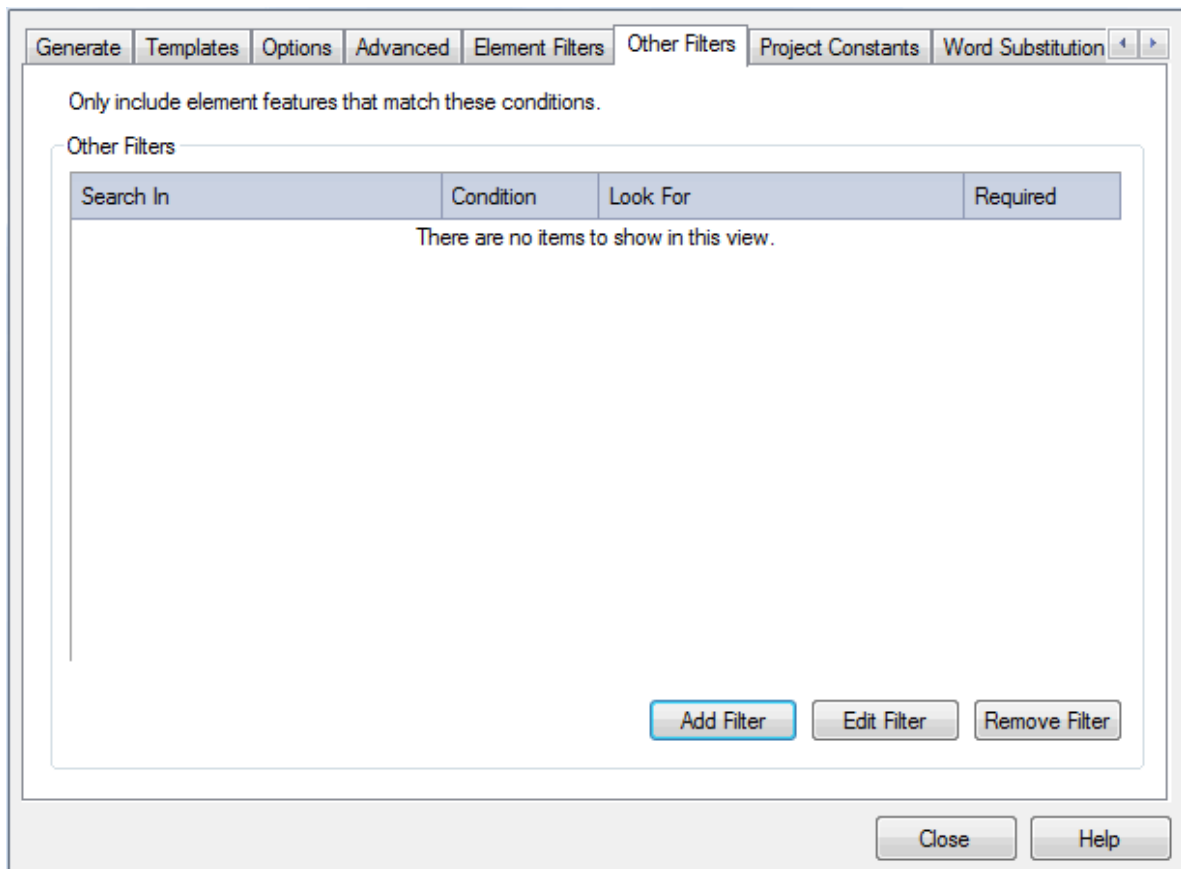
### 1.1.9 Other Filters

The **Other Filters** tab enables you to define a set of filters to restrict your report to specific features of elements (sub-element components such as attributes, responsibilities or constraints). If the feature does not have the defined characteristics, it is not reported for the element.

As with the **Document Options** tabs, you can access the filter details from two different places; the start point affects the persistence of the filter definition.

1. If you define the filters on the **Other Filters** tab of the **Generate RTF Documentation** <sup>[7]</sup> dialog, you can create filter settings for the current report to be run. Selections are non-persistent, and are reset when you close the dialog or select a different template.
2. If you access the filter definitions by clicking on the **File | Document Options** <sup>[23]</sup> menu option on the **RTF Style Template Editor** <sup>[12]</sup> dialog, the settings are saved with the template as the default settings for any run of this report.

You add filters by clicking on the **Add Filters** button (see the *Model Search* section of *Using Enterprise Architect - UML Modeling Tool*). To edit the filters, either double-click on the panel contents or click on the **Edit Filter** button, to display the **Edit Filters** dialog. The format is the feature field name, the conditions placed on the field value, the actual value or delimiting value to search on, and whether the filter item is required (mandatory).



The fields and options on this dialog are described below.

| Column/Button    | Use to                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search In</b> | Select the name of each feature field to search on.                                                                                                                                                                                                                                                                                                                           |
| <b>Condition</b> | Select the condition of the search parameter. The available options are <b>Contains</b> , <b>Equal To</b> , <b>Not Equals</b> and <b>One Of</b> . (See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i> .)                                                                                                                            |
| <b>Look For</b>  | Specify the search term to perform the conditional search on. This value can pertain to the selected field. For example, the value could be a date for <i>DateCreated</i> or a text value for other fields. The search term can contain multiple values, separated by commas.<br><br>(See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling</i> |

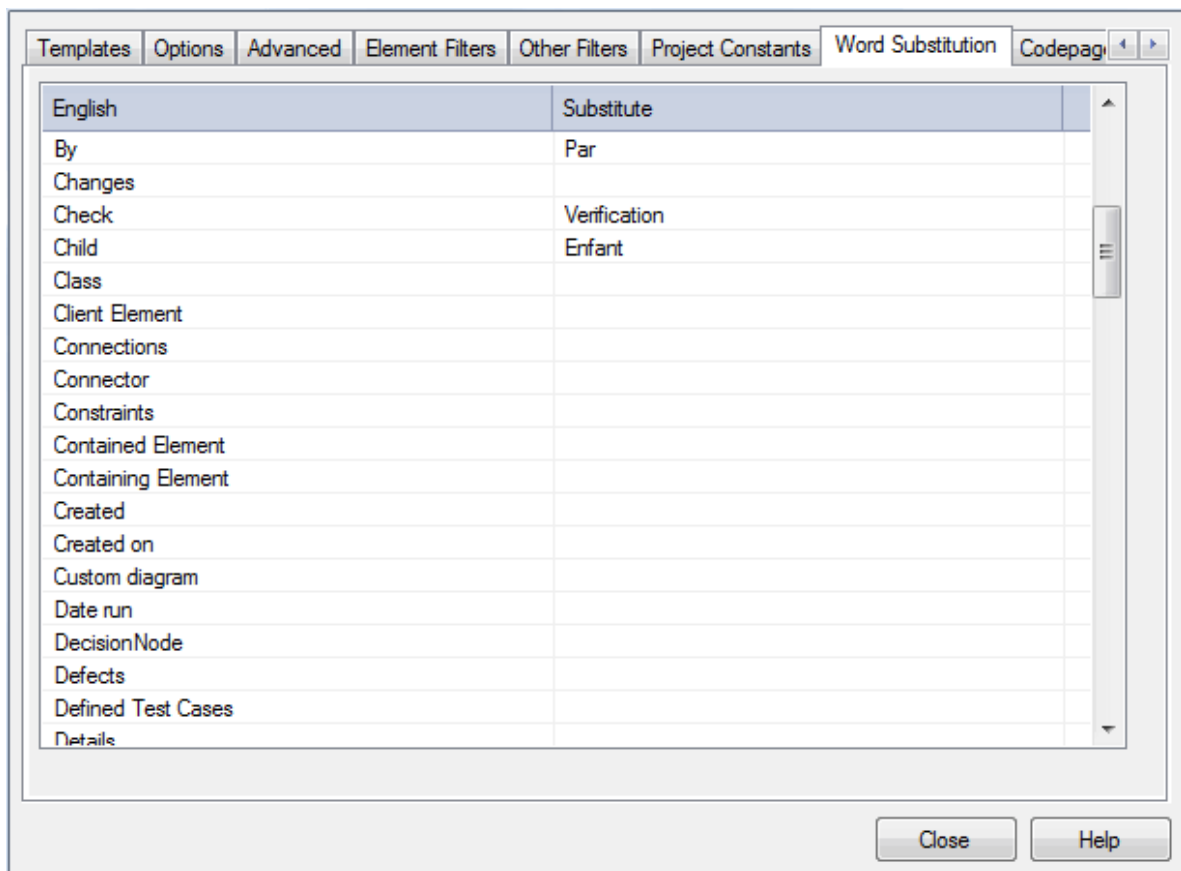
| Column/Button        | Use to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <i>Tool.</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Required</b>      | <p>Indicate that the search results must include elements with your search term in that field. You select these checkboxes on the <b>Add Filters</b> dialog (see the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i>).</p> <p><b>Important:</b></p> <p>The fields listed as filters have an OR relationship when no <b>Required</b> checkboxes are selected; that is, if the search term is found in any one of those fields, then the element is displayed.</p> <p>Any field having the <b>Required</b> checkbox ticked overrides fields where the <b>Required</b> checkbox is not ticked.</p> |
| <b>Add Filter</b>    | <p>Add a new set of parameters to filter the search on.</p> <p>(See the <i>Model Search</i> section of <i>Using Enterprise Architect - UML Modeling Tool</i>.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Edit Filter</b>   | Open the <b>Edit Filters</b> dialog, which enables you to change the search parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Remove Filter</b> | Remove the selected filter from the search.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### 1.1.10 Project Constants

The **Project Constants** tab enables you to add values for your own project-specific fields in a report, to be inserted during compilation. The fields can be inserted into any template, in the text, headers or page headers and footers, using the RTF Style Template Editor [context menu](#) <sup>20</sup>.

| Option        | Use to                                                                                                       |
|---------------|--------------------------------------------------------------------------------------------------------------|
| <b>Add</b>    | Add a new field and value to the list. A prompt displays for the two data items.                             |
| <b>Delete</b> | Remove the selected field from the list. A prompt displays to confirm the deletion.                          |
| <b>Import</b> | Import a set of fields from an external XML file. A browser displays to select the source file and location. |
| <b>Export</b> | Export all fields to an external XML file. A browser displays to specify the target file and location.       |

The **Word Substitution** tab of the **Generate RTF Documentation** dialog enables you to define translations of technical terms used in Enterprise Architect, in particular field names, into a language other than English for direct substitution into RTF documentation.



To add a translation for a term:

1. Double-click on the term in the **English** column in the **Word Substitution List**; the **Enter Value** field displays.

Enter Value:

2. Type the foreign language translation in the **Enter Value** field, and click on the **OK** button.

### 1.1.12 Language Substitution

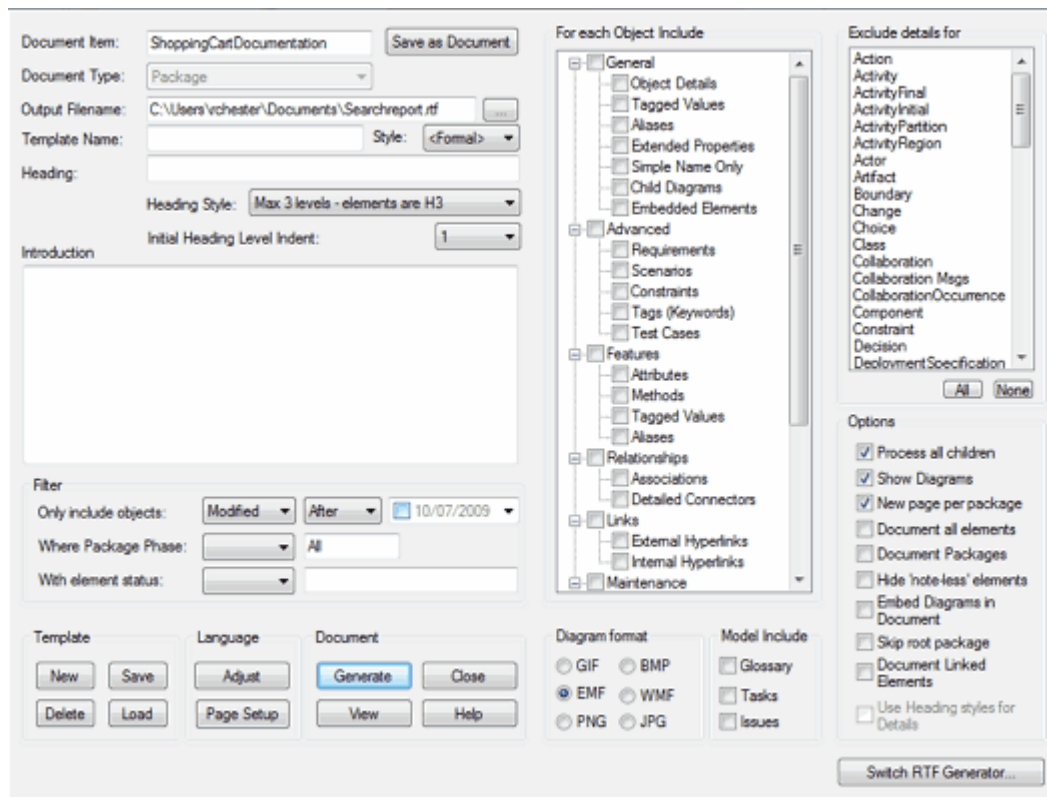
The **Codepage** tab of the **Generate RTF Documentation** dialog enables you to define languages other than English for direct substitution into RTF documentation.

If you export RTF-format documents from Enterprise Architect in languages other than English, you can customize the codepage, default language ID and character set that Enterprise Architect uses when generating RTF. This makes it much easier to generate documentation appropriate to your country or locale.





display the [Generate RTF Documentation dialog](#).<sup>[43]</sup> On the **Advanced** tab, click on the **Switch generator** button to access the Legacy **Rich Text Format Report** dialog.



The **Rich Text Format Report** dialog enables you to set the exact contents and look and feel of your report. You enter the file name of the report, a heading, additional notes, template name (for saving the set-up) and other options. You can also select the style of the report; either plain or formal.

Optionally, you can set up a filter, the details to include, element types to exclude, whether to process child packages, whether to show diagrams and the diagram format.

You can switch back to the **Generate RTF Documentation** dialog by clicking on the **Switch RTF Generator** button.

#### Note:

The **Rich Text Format Report** dialog panels are individually described in the subsequent topics of this section (listed below). The dialog has a lot of options; get to know them all to produce output at the level of detail suited to your project.

- [Document a Single Element](#)<sup>[54]</sup>
- [Set the Main RTF Properties](#)<sup>[54]</sup>
- [Apply a Filter](#)<sup>[54]</sup>
- [Exclude Elements](#)<sup>[55]</sup>
- [RTF Diagram Format](#)<sup>[55]</sup>
- [Model Include](#)<sup>[56]</sup>
- [RTF Report Options](#)<sup>[57]</sup>
- [RTF Report Selections](#)<sup>[58]</sup>
- [Generate the Report](#)<sup>[59]</sup>
- [Diagram Only Report](#)<sup>[73]</sup>
- [Report Templates](#)<sup>[59]</sup>
- [Include or Exclude a Package from Report](#)<sup>[7]</sup>
- [Save as Document](#)<sup>[61]</sup>

### 1.2.1 Document a Single Element

RTF documentation can also be generated for a single element.

Select the element to generate the documentation for, and then select the **Element | Rich Text Format (RTF) Report** menu option. The [Generate RTF Documentation dialog](#)<sup>[7]</sup> displays.

Click on the **Switch Generator** button to display the **Rich Text Format Report** dialog. See [The Legacy RTF Report Generator](#)<sup>[52]</sup> and its related topics for further information.

### 1.2.2 Set the Main RTF Properties

The main section of the **Rich Text Format Report** dialog enables you to set the output location and appearance of the final RTF document.

#### Setting Options for the RTF Document

1. Open the **Rich Text Format Report** dialog (see [The Legacy RTF Report Generator](#)<sup>[52]</sup> topic for how to do this). The main section of this dialog is shown below.

2. Supply an **Output Filename** to save the report into; always include the extension .RTF as part of the filename.
3. Provide a **Template Name** to save this report set-up.
4. Select a report **Style**: Formal or Basic.
5. Type a **Heading** for your report; this appears as the first heading item in your output.
6. Select your required **Heading Style** and **Initial Heading Level Indent** from the drop-down lists.

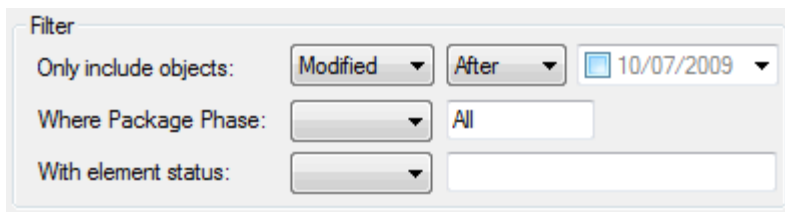
#### Note:

It is recommended that you enter a full path name for your report. The images in your report are saved externally in an images directory, and supplying the full directory path avoids confusion over the location of these images. Also, if you move your report you must also move the images directory.

### 1.2.3 Apply a Filter

You can apply a filter on the **Rich Text Format Report** dialog to include or exclude elements by date modified, phase or status. This helps to track changes and break a document into multiple delivery phases.

Open the **Rich Text Format Report** dialog (see [The Legacy RTF Report Generator](#)<sup>[52]</sup> for how to do this). The **Filter** section of this dialog is shown below.



The Filter dialog box contains the following fields:

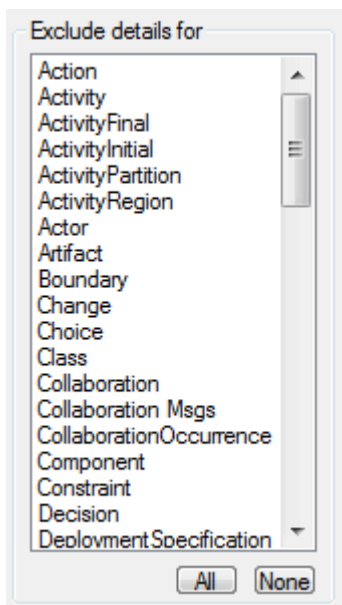
- Only include objects:** A dropdown menu with 'Modified' selected, followed by a dropdown with 'After' selected, and a date field with a checkbox and '10/07/2009'.
- Where Package Phase:** A dropdown menu with an arrow pointing down, followed by a text field containing 'All'.
- With element status:** A dropdown menu with an arrow pointing down, followed by an empty text field.

- To enable the date filter, select the checkbox in the date field.
- In the first two **Only include objects** fields, click on the drop-down arrows and select the appropriate criteria (**Modified/Created, Before/After**).
- The package phase filter applies at the package level (not the element level) and ignores the phase of the root package that you are documenting. To enable the phase filter, in the **Where Package Phase** field click on the drop-down arrow and select an operator; Enterprise Architect filters out all packages that do not meet the selection criteria. All elements in the package are ignored, regardless of their individual phase.
- The element status filter enables you to limit the output by element status. Unlike the package phase filter, this filter applies to every element. You can filter against a status of *like* or *unlike* a criterion, for example, *like proposed*, or against the *in* and *not in* operators, such as *in approved*, *not in validated*. When using the *in* and *not in* operators, enter a comma-separated list of status types as your criteria expression.

### 1.2.4 Exclude Elements

The **Rich Text Format Report** dialog enables you to exclude elements of any type from your final output. This is useful when you want to highlight particular items and not clutter up a report with too much detail.

Open the **Rich Text Format Report** dialog (see [The Legacy RTF Report Generator](#)<sup>[52]</sup> for how to do this). Look at the **Exclude details for** panel on the right of the dialog.



The 'Exclude details for' dialog box shows a list of elements to be excluded. The list includes:

- Action
- Activity
- ActivityFinal
- ActivityInitial
- ActivityPartition
- ActivityRegion
- Actor
- Artifact
- Boundary
- Change
- Choice
- Class
- Collaboration
- Collaboration Msgs
- CollaborationOccurrence
- Component
- Constraint
- Decision
- DeploymentSpecification

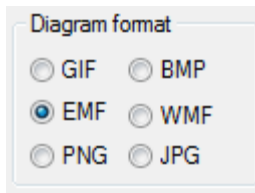
At the bottom of the list are two buttons: **All** and **None**.

Click on each element to exclude, or click on the **All** button to exclude all elements. Click on the **None** button to clear your selections.

### 1.2.5 RTF Diagram Format

You can output diagrams to Bitmap files, GIF files or Windows Metafiles.

Open the **Rich Text Format Report** dialog (see [The Legacy RTF Report Generator](#)<sup>[52]</sup> for how to do this). In the **Diagram format** panel (bottom center of the dialog) select the required format for the report.



- Bitmap files are raster images with a high level of detail but large size; they do not scale up or down very well
- GIF files are raster images with reasonable detail and small size; they scale a little better than bitmaps
- Metafiles are vector images with high detail and small size (but can have compatibility problems with some printers or software); metafiles scale very well
- PNG files are raster images with reasonable level of detail and smaller file sizes than GIF
- JPEG are lossy raster images with average levels of detail, they do not work very well with line drawings and lose clarity when re sized; JPEG file sizes are typically very small.

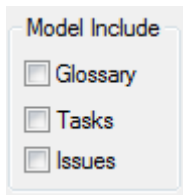
**Note:**

Generally metafiles are the best option, although it sometimes pays to experiment.

### 1.2.6 Project Include

The **Model Include** panel of the **Rich Text Format Report** dialog has the following options:

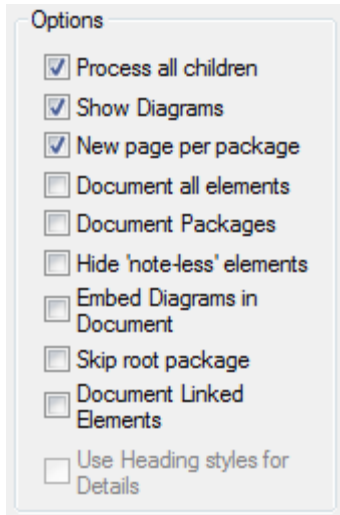
- **Glossary** to include the project glossary (See *Project Management with Enterprise Architect*.)
- **Tasks** to include project tasks
- **Issues** to include project issues.



Select the appropriate checkbox to include the items in the generated RTF documentation.

### 1.2.7 RTF Report Options

Additional RTF report options you can select from the **Options** panel on the **Rich Text Format Report** dialog are shown below.

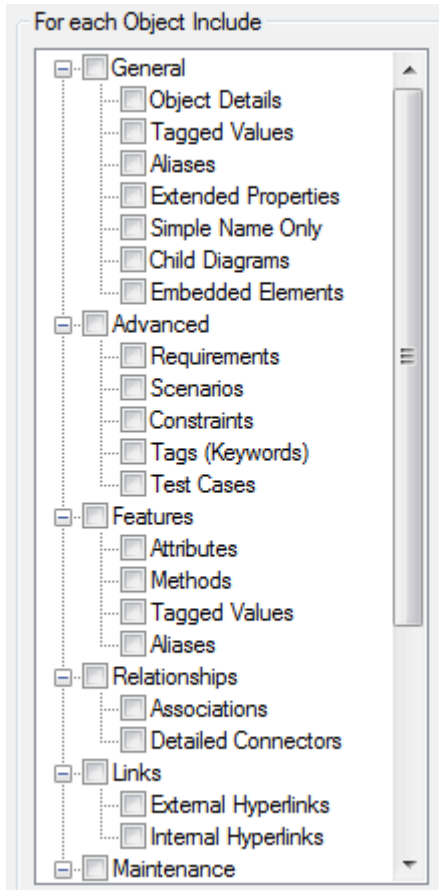


You can select whether or not to recursively document packages, show diagrams or add a page break before each new package. Select the:

- **Process all Children** checkbox to recursively process all child packages within the main package
- **Show Diagrams** checkbox to include diagrams in your document. Clear this item for no diagrams
- **New page per package** checkbox to force a page break on each new package (excepting empty packages)
- **Document all elements** checkbox to include all elements included in the project
- **Document Packages** checkbox to document the package as an element in addition to the documentation that would normally be produced for package documentation
- **Hide 'note-less' elements** checkbox to exclude all elements without notes from the documentation
- **Embed Diagrams in Document** checkbox to ensure that the diagram images are contained within the RTF document rather than stored in a linked external file
- **Skip root package** checkbox to exclude the parent package from the documentation and include only the child packages
- **Document Linked Elements** checkbox to include the object details for linked elements that do not originate from the selected package
- **Use Heading styles for Details** checkbox to ensure that the details are formatted as heading styles rather than formatted text; this option is only available when the **Heading Style** field in the [Main section](#) of the **Rich Text Format Report** dialog is set to **Max 9 levels - elements are package + 1**.

### 1.2.8 RTF Report Selections

The **For each Object Include** section of the **Rich Text Format Report** dialog enables you to select the documentation sections to include in your report.



What you include or exclude governs how simple or detailed your report is. You can create multiple reports at different levels of detail for different audiences. Experiment with these options to see what effect inclusion or exclusion has. Most items are self-explanatory.

Selecting the checkbox against a category item in the list selects all of the options that are contained in the category. To expand a category, click on the + symbol next to the category name. To exercise greater control over a category of options expand the top level item and then select the required individual items from the list.

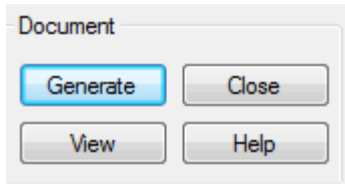
Sometimes an item applies only to a certain type of element; for example, **Attributes** only applies to Class elements and a few other element types. The **Child Diagrams** option shows or hides any diagrams that are attached under a model element; for example, a Use Case might have a Scenario diagram attached.

#### Note:

Use this feature to produce the right level of detail for your audience. Technical readers might want to see everything, whilst management might require only the general outline.

### 1.2.9 Generate the Report

Once you have set up the document properties as required, click on the **Generate** button to generate the report. When you have generated the document, click on the **View** button to open the report in MS Word.



### 1.2.10 Legacy RTF Style Templates

The Legacy **RTF Style Editor** enables you to edit the RTF associated with various sections of the RTF Report facility in Enterprise Architect. You would typically use this functionality to customize a report's look and feel for your company or client.

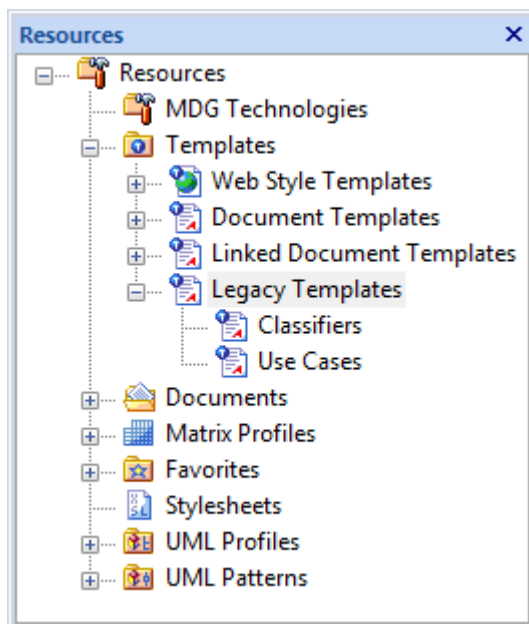
#### Notes:

- The RTF Style Editor discussed here automatically displays when you modify or create a Legacy RTF template. If you select a template created in the enhanced [RTF Style Template Editor](#)<sup>12</sup>, that editor opens automatically instead.
- You can transport these RTF templates between models, using the **Export Reference Data** and **Import Reference Data** options on the **Tools** menu. (See the *Reference Data* topic in *UML Model Management*.)

If you have previously defined and saved a template, click on the **Load** button on the **Rich Text Format Report** dialog to open the list of defined templates. Select one in order to load it as the current template; all the features saved become the current features. This enables you to define a set of standard report types that streamline document production.

### Create or Edit RTF Style Templates

1. Select the **View | Other Project Tools | Resources** menu option to display the **Resources** window.
2. Expand the **Templates** folder.



3. To edit an *existing* Legacy template, expand the **Legacy Templates** tree and double-click on the

template name, or right-click and select the **Modify Document Template** context menu option. The **RTF Style Editor** displays. See [RTF Style Editor](#)<sup>[60]</sup> for further details.

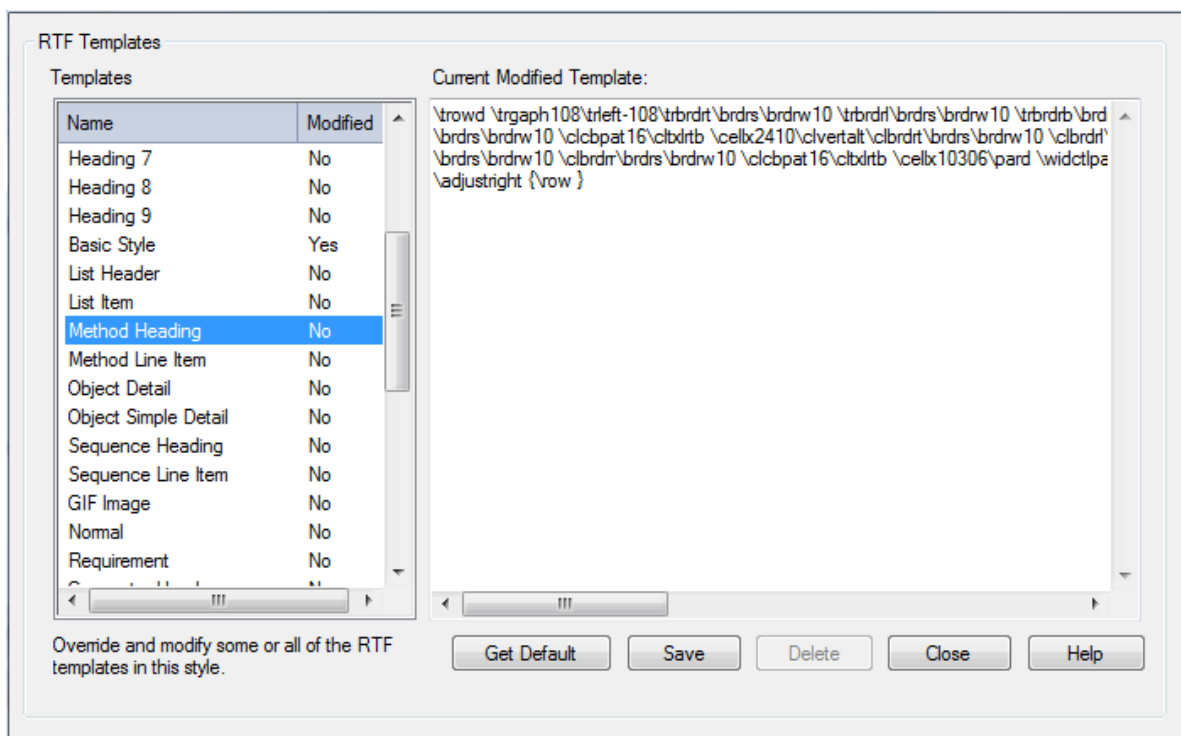
4. Alternatively, to create a *new* Legacy template, right-click on **Legacy Templates** and select the **Create RTF Style Template (Legacy)** context menu option. Enterprise Architect displays a prompt for the new template name.
5. Type the name of the new template and click on the **OK** button. The **RTF Style Editor** displays. See [RTF Style Editor](#)<sup>[60]</sup> for further details.

**Tip:**

To delete a template, right-click on it and select the **Delete Document Template** context menu option.

## RTF Style Editor

The **RTF Style Editor** contains a list of all available RTF fragments for modification and customization.



Each fragment typically contains RTF plus one or more special tag names that Enterprise Architect replaces with information during generation. Currently you cannot alter the content within the tag names, but you can omit a complete tag by removing it, or alter its basic display properties in the surrounding RTF.

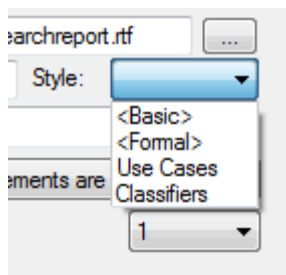
Special tag names are delimited by # characters; for example, **#NOTES#**

Click on the:

- **Get Default** button to retrieve the default Enterprise Architect template for the currently-selected template item in the left hand list
- **Save** button to save the version of the template for this style only
- **Delete** button to remove your modified version of the template, which causes Enterprise Architect to use the default template during report generation.

To select a template during report generation, click on the **Style** drop-down arrow on the [Rich Text Format Report](#)<sup>[52]</sup> dialog. Once a style is selected, Enterprise Architect applies that to the current report. Select **<Basic>** for the inbuilt style.



**Tip:**

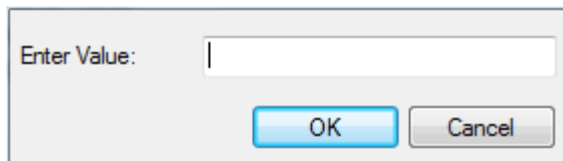
You can also [alter the custom language settings](#) <sup>62</sup>.

### 1.2.11 Save as Document

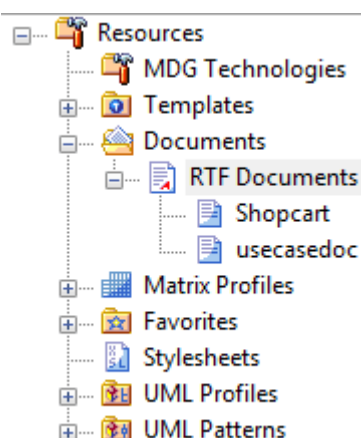
The *Document* feature enables a particular documentation configuration to be 'remembered', linking the loaded template within the **Rich Text Format Report** dialog to the current highlighted package. If a particular template is always used with a specific package, and multiple cases of documentation exist to be propagated, saving these as Documents can ease document generation later.

To create and use Documents, follow the steps below:

1. Open the **Rich Text Format Report** dialog (see [Create a Rich Text Document](#) <sup>4</sup> for instructions on how to do this).
2. Click on the **Save as Document** button. The **Save current as document definition** dialog displays:



3. In the **Enter Value** field, type a name for the document and click on the **OK** button. The document is added to the **Resources** window for easy future access (as for the *usecasedoc* entry in the illustration below).



4. To generate documentation from the **Resources** window, right-click on the required document. The context menu displays.
5. Select the required option.

The context menu options are:

- **Open Document** - Opens the corresponding .RTF file, as specified by the RTF template *Filename* property

- **Generate Document** - Opens the **Rich Text Format Report** dialog, loaded with the specified template
- **Auto Generate Document** - Generates documentation, with the document located at the path specified by the template's *Filename* property
- **Delete Document** - Removes the specified document.

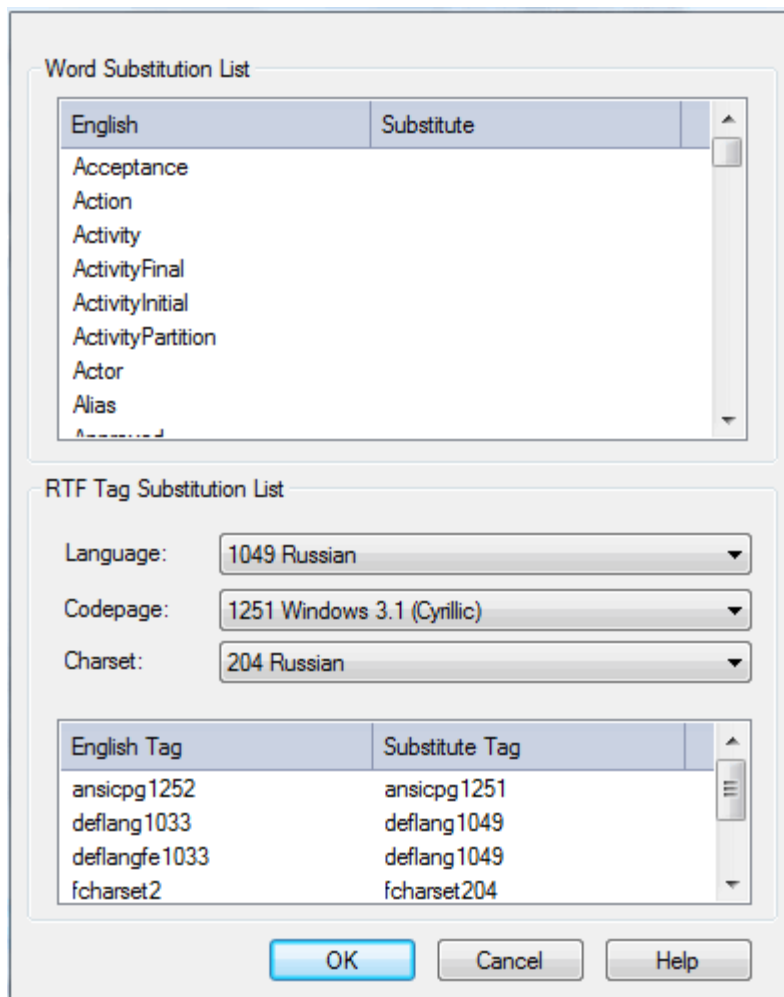
### 1.2.12 Custom Language Settings

If you export RTF-format documents from Enterprise Architect in languages other than English, you can customize the codepage, default language ID and character set that Enterprise Architect uses when generating RTF. This makes it much easier to generate documentation appropriate to your country or locale.

You can also set up a list of word substitutions. For instance, where Enterprise Architect would include the word *Figure*, you can specify another word to replace it that is either in your language or more meaningful to your readers.

#### To Set Up Substitutions

1. Open the **Rich Text Format Report** dialog (see [The Legacy RTF Report Generator](#)<sup>52</sup> for how to do this).
2. In the **Language** panel (bottom left of dialog) click on the **Adjust** button. The **Customize RTF Language** dialog displays.



3. Double-click on an item to set or clear its **Substitute** word.
4. When you have finished, click on the **OK** button.

## To Set Up Codepage and Character Set

1. From the drop-down lists in the **Language**, **Codepage** and **Charset** fields, select the language, codepage and character set that most closely match your location.
2. If required, modify the **Substitute Tags** by double-clicking on each and manually setting the value (for advanced use only).
3. To clear the substitution list, double-click on each item in turn and delete the substitute value.
4. When you have completed the settings, click on the **OK** button to save them.

Now when you generate RTF documents, the substitute tags are used in the output.

### Note:

You can transport these language and tag definitions between models, using the **Export Reference Data** and **Import Reference Data** options on the **Tools** menu. (See the *Reference Data* topic in *UML Model Management*.)

## 1.3 Use MS Word

To further enhance and customize RTF documentation it is possible to create a custom master document, which can be used to add a table of contents, table of figures, headers and footers and to refresh linked files. In addition it is possible to create documents with sustainable links to generated 'pieces' of Enterprise Architect output, pre-divided by Enterprise Architect using [bookmarks](#)<sup>[64]</sup>.

As an alternative to the *Word* master document, internal to Enterprise Architect, see [Virtual Documents](#)<sup>[76]</sup>.

In addition to creating Word master documents, you can:

- [Open a Report in Microsoft Word](#)<sup>[63]</sup>
- [Change Linked Images to Embedded](#)<sup>[63]</sup>
- [Apply Other Features of Word](#)<sup>[66]</sup>

### Note:

You can develop a report using the combined facilities of Word and Enterprise Architect with few problems, as long as you leave definition of the *section styles* to the final stages in Enterprise Architect just prior to report generation. Word truncates the section bookmarks, as it uses a smaller field length for sections. In Word, you can review and edit reports generated by Enterprise Architect, but you cannot import them back into Enterprise Architect without damaging the section style definition.

### 1.3.1 Open a Report in Microsoft Word

To open an RTF file in MS Word, simply load Word and open the file as a normal document. Word converts the file. If Word is the default handler of RTF files, then double-click on the output file to load up and view the report.

### Tip:

If you have Word configured to view RTF files, you can also click on the **View Output** button on the **Generate RTF Documentation** dialog.

### 1.3.2 Change Linked Images to Embedded

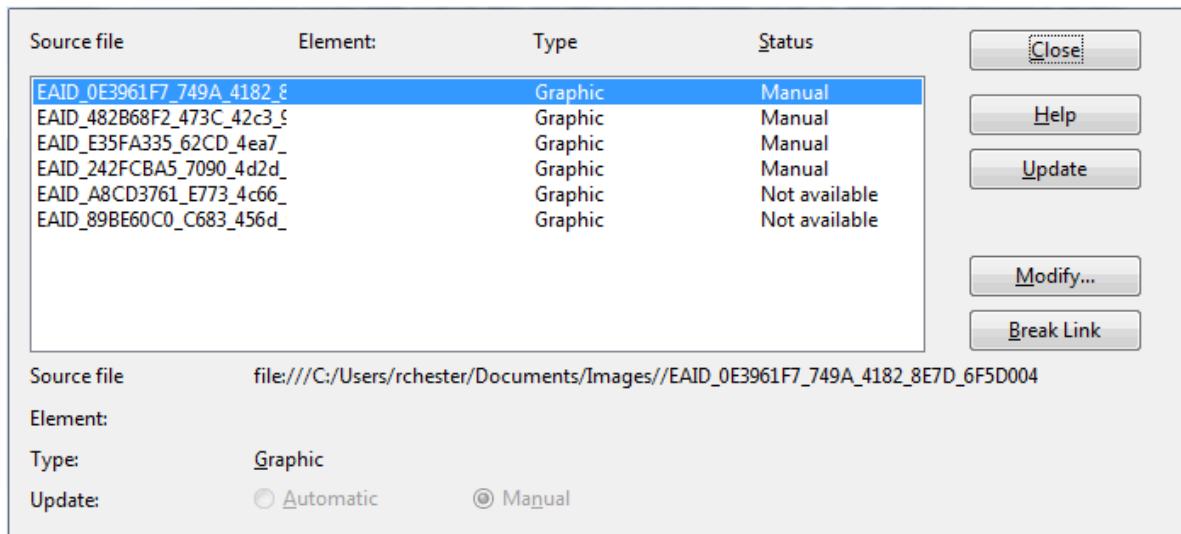
One of the options available when generating RTF documentation is the ability to store image files in a separate directory to the RTF document. If at a later stage it becomes desirable to embed the images in the RTF documentation, this is especially important when the document is to be distributed. If the images are stored in a separate directory recipients of document see only the placeholder of images rather than the actual images.

If you import an RTF document into Word with the images not embedded into the document, you have the option of breaking the links to the images and saving the image in the document.

### Break Image Links in Word

1. Open the required RTF file in Word.
2. Select the **Edit | Links** menu option.
3. Highlight all links in the **Links** list.
4. Select the **Save Picture in Document** checkbox.
5. Click on the **Break Link** button.
6. When prompted, click on the **Yes** button to break links.

Word breaks the links and saves copies of the images inside the document. You can distribute this document without the image directory.



### 1.3.3 RTF Bookmarks

Bookmarks are markers that are automatically placed in your rich text document when you generate it. You can create a master document in Word and link to sections of an Enterprise Architect report based on bookmarks. For example, a Word document might have a section for a small part of your component model. Using bookmarks you can generate a full component model, and then link into just one section of the report.

This way you can maintain a complex Word document from parts of Enterprise Architect reports. If you link into Enterprise Architect reports, then you can regenerate the report and refresh Word links to update the master document without having manually changed anything. For more information on refreshing links, see the [Refresh Links](#) topic.

Bookmarks are GUID-based numbers that can be created for packages, diagrams and elements. A package bookmark applies from the beginning of a package to the end, and includes all child packages and elements underneath.

#### Note:

You cannot use RTF Bookmarking in [Master Document](#) elements, which effectively replace RTF Bookmarking in Word.

RTF Bookmarking requires each bookmark to be unique. When you generate a report with a standard RTF template (including in a single Model Document element), each bookmark is unique and there is a 1:1 association between the Elements-details being generated and the elements in the repository. As Master Documents are intended to contain multiple sub-documents, the association ceases to be 1:1. There is no simple method that enables the generated data to be uniquely identified directly in association with the original element.

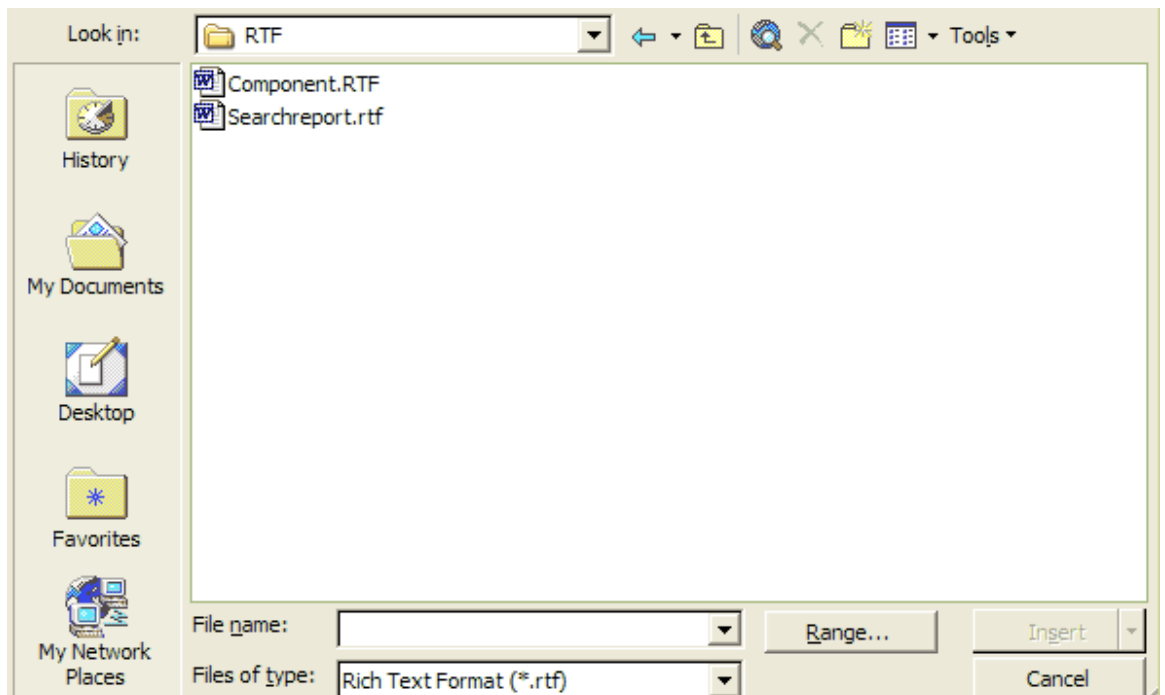
## Bookmark a Section of Enterprise Architect for RTF Documentation

1. In the Enterprise Architect **Project Browser**, right-click on the package to include in the documentation. The context menu displays.
2. Select the **Documentation | Copy RTF Bookmark** menu option to paste the package into the clipboard as a bookmark for use in Word.

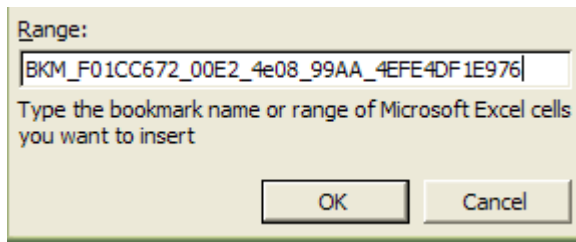


## Insert a Bookmarked Section of an Enterprise Architect RTF Document into Word

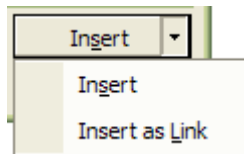
1. Open the Word document and position the cursor at the point at which to insert the file.
2. Select the Word **Insert | File** menu option. The **Insert** dialog displays.



3. Locate and click on the file to insert, then click on the **Range** button.
4. In the **Range** cell type or paste the information from the clipboard.



5. Click on the **OK** button.
6. Click on the drop-down arrow next to the **Insert** button. Select the **Insert as Link** option.



The **Insert** option sets a permanent copy; the **Insert as Link** option creates a link that is updateable on altering the source document. For **Insert as Link** to operate you must first set [Refresh Links](#) <sup>71</sup>.

Every package is bookmarked in the RTF document according to the following rules:

- All alphabetic and numeric characters remain the same
- All other characters (including spaces) are converted to underscores.

For example *UC01: Use Case Model* becomes *UC01\_\_Use\_Case\_Model*.

### 1.3.4 Other Features of Word

Word offers a considerable number of document enhancement tools to complete your project documentation. Here are some of the things you can do with Word in Enterprise Architect generated RTF documentation:

- [Add a Table of Contents](#) <sup>66</sup>
- [Add a Table of Figures](#) <sup>67</sup>
- [Add Headers and Footers](#) <sup>68</sup>
- [Manipulating Tables in Word](#) <sup>69</sup>
- [Refresh Linked Files](#) <sup>71</sup>

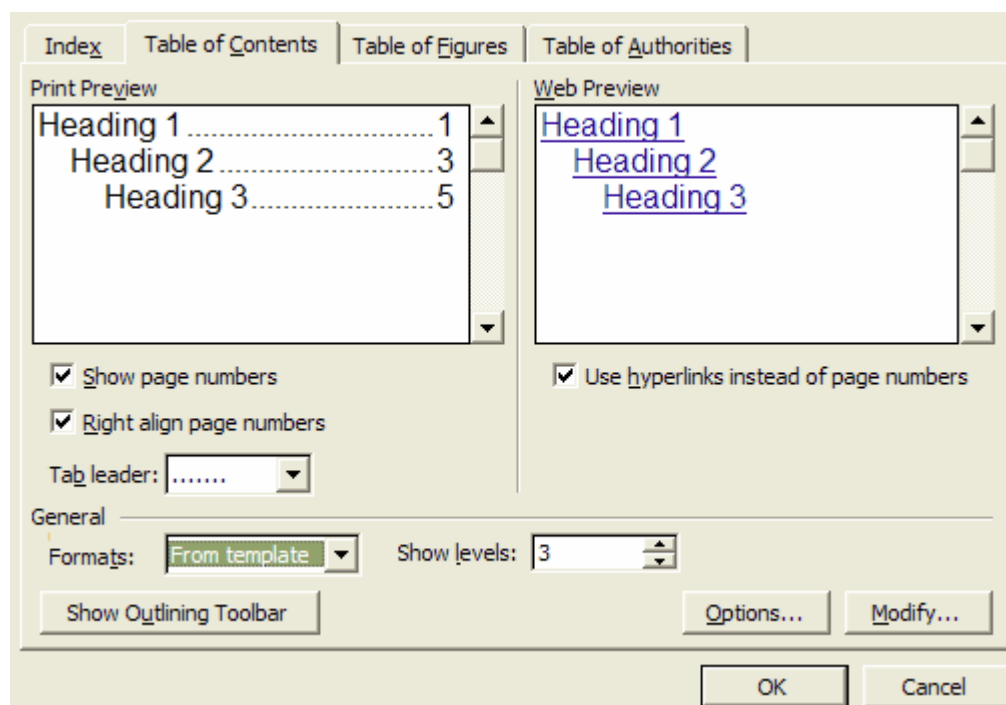
#### Tip:

Enterprise Architect provides the basic content for your document - use Word to add the presentation and linkages.

#### 1.3.4.1 Add Table of Contents

Among the features of MS word that can be incorporated into generated Enterprise Architect reports is the option to include a table of contents. A table of contents can be used to aid navigation of documentation and enhance the readability of Enterprise Architect RTF reports. This option provides hyperlinks to the diagrams included in the RTF documentation in the electronic version, and page numbers for both the printed and electronic documentation. To include a Table of Contents in the RTF documentation follow the steps below:

1. Open the Enterprise Architect RTF report to which to add a Table of Contents in MS Word.
2. Select the **Insert | Reference | Index and Tables** menu option.
3. Click on the **Table of Contents** tab to set the options that are available for formatting the table of contents.



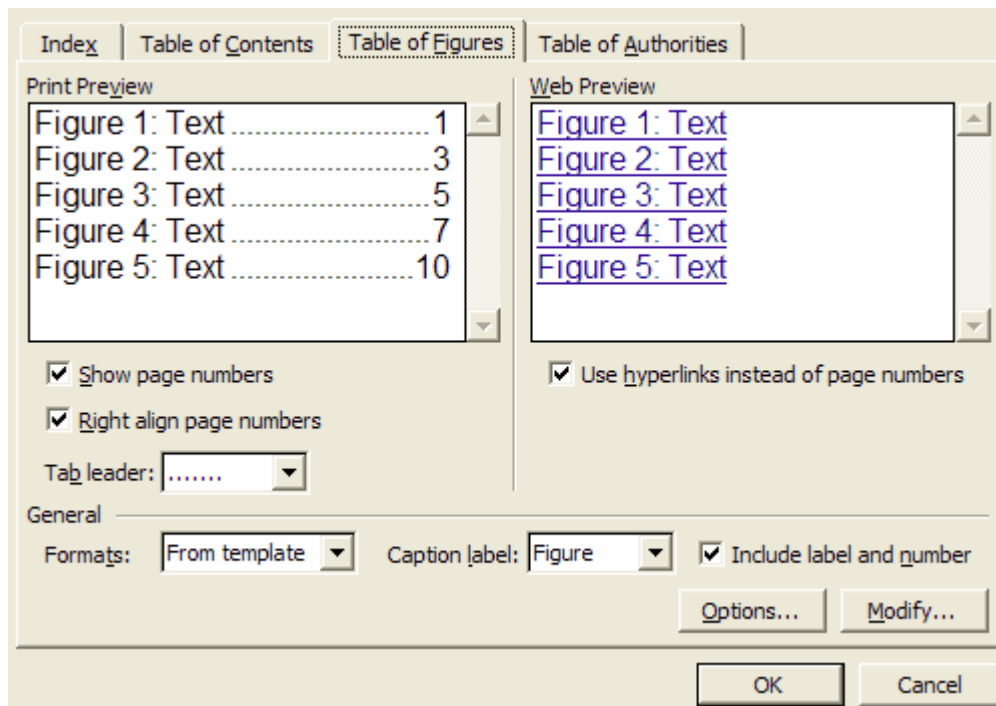
The format of the table of contents is dependant on the heading levels created when the RTF is generated. To set the heading style for details in Enterprise Architect RTF documentation, see the RTF [Document Options](#) topic.

#### 1.3.4.2 Add Table of Figures

Among the features of MS word that can be incorporated into generated Enterprise Architect reports is the option to include a table of figures. A table of figures can be used to aid the navigation of the documentation and enhance the readability of Enterprise Architect RTF reports. This option provide hyperlinks to the diagrams included in the RTF documentation in the electronic version and page numbers for both the printed and electronic documentation.

To include a Table of Figures in the RTF documentation, follow the steps below:

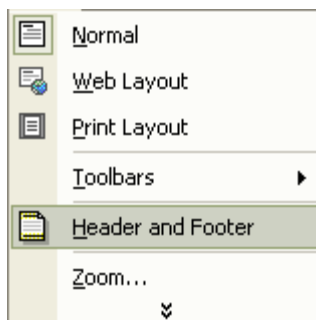
1. Open the Enterprise Architect RTF report to which to add a Table of Figures in MS Word.
2. Select the **Insert | Reference | Index and Tables** menu option.
3. Click on the **Table of Figures** tab to set the options that are available for formatting the table of figures.



#### 1.3.4.3 Add Headers and Footers

Among the features of MS word that can be used to enhance the appearance of Enterprise Architect RTF reports is the ability to add headers and footers to the documentation. To include headers and footers in the RTF documentation follow the steps below:

1. In MS Word, open the Enterprise Architect RTF report to which to add headers and footers.
2. Select the **View | Header and Footer** menu option.



This enables you to enter information into the header section and the footer section of the RTF Documentation.


























Header

Sparx Systems

Header and Footer

Insert AutoText



Class model: 1

Interactions 1

Actor1 4

Actor2 4

Actor3 4

Actor4 4

Actor5 4

Staff\_Room 5

Statecharts 5

Figure 1 : Interactions 1

Figure 2 : Interactions 3

Figure 3 : Statecharts 6

### Class Model

The logical model is made up of the Domain Model - a high level model of business objects and relationships between objects suitable for analysing the business process, and the class model - a rigorous model of classes and their inter-relationships, suitable for building a software product.

### Interactions

#### 1.3.4.4 Manipulate Tables in Word

When generating RTF documentation from Enterprise Architect, tables are included when items such as **Attributes** and **Methods** are selected in the **For each Object** section in the **Rich Text Format Report** dialog. MS Word offers several levels of customization for tables and can be used to tidy the formatting of the tables in situations where the margins of the table exceed the dimensions of the page size selected in Word for printing.

#### Resize Tables

When the amount of detail for a documented item such as an attribute or operation exceeds the margins of the page in MS Word it is necessary to manually resize the table in order to view all of the details. To manually resize the table follow the steps below:

1. Select the table that exceeds the margin size.
2. Mouse over the border of the table until the mouse pointer changes into the icon shown below.

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*Message Attributes*

| Attribute           | Type                         | Notes |
|---------------------|------------------------------|-------|
| <u>sentTime</u>     | protected :<br><i>Date</i>   |       |
| <u>receivedTime</u> | protected :<br><i>Date</i>   |       |
| body                | protected :<br><i>String</i> |       |

3. Drag the cursor to the left to reduce the width of the table and then select the **File | Print Preview** menu option to confirm that the table borders are within the page margins.
4. Resize all of the tables that overhang the margins of the page by using the steps detailed above.

### Applying Styles to Tables

One of the customizable properties of MS Word when working with tables is the ability to apply a style to a table, which enables you to rapidly change the appearance of the table. To achieve this effect follow the steps below:

1. Open the Enterprise Architect RTF report in which to change the table styles.
2. Locate and select the table for which to adjust the appearance.
3. Select the **Table | Table Auto Format** menu option. The **Table Autoformat** dialog displays.

From here you can specify a predefined table style from the **Table styles** list, or create a new style by clicking on the **New** button. The table styles defined in the **Table Autoformat** dialog only apply to one table at a time so you must apply the style to each table created individually.

Category:  
All table styles

Table styles:

|                    |
|--------------------|
| Table Columns 1    |
| Table Columns 2    |
| Table Columns 3    |
| Table Columns 4    |
| Table Columns 5    |
| Table Contemporary |
| Table Elegant      |
| Table Grid         |
| Table Grid 1       |
| Table Grid 2       |
| Table Grid 3       |
| Table Grid 4       |

New...  
Delete...  
Modify...  
Default...

Preview

|       |     |     |     |       |
|-------|-----|-----|-----|-------|
|       | Jan | Feb | Mar | Total |
| East  | 7   | 7   | 5   | 19    |
| West  | 6   | 4   | 7   | 17    |
| South | 8   | 7   | 9   | 24    |
| Total | 21  | 18  | 21  | 60    |

Apply special formats to

☐ Heading rows ☐ Last row  
☐ First column ☐ Last column

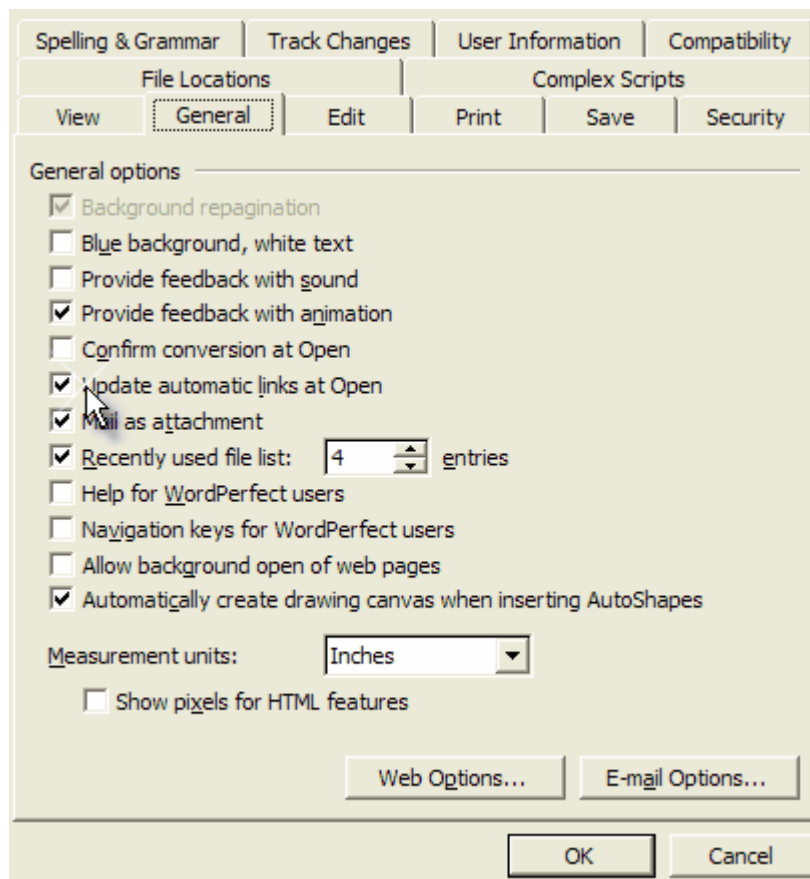
Apply Cancel

#### 1.3.4.5 Refresh Links

If you link into Enterprise Architect reports, then you can regenerate the report and refresh MS Word links to update the Word master document without having manually changed anything.

To ensure that links are refreshed in the master document, you must select the **Update automatic links at Open** checkbox in Word. To ensure that this setting is established follow the steps below:

1. From within MS Word select the **Tools | Options** menu option.
2. Select the **General** tab and select the **Update automatic links at Open** checkbox.



## 1.4 Other Documents

Enterprise Architect has other RTF based documentation that you can output:

- [Dependency Report](#) <sup>72</sup>
- [Diagrams Only Report](#) <sup>73</sup>
- [Implementation Report](#) <sup>74</sup>
- Resource Report (in the *Resources* topic, in *Project Management with Enterprise Architect*)
- [Testing Report](#) <sup>75</sup>
- Testing Details Report (in the *Testing* topic, in *Project Management with Enterprise Architect*)

### 1.4.1 Dependency Report

A *Dependency Report* shows, for the selected package, a list of any elements that are dependent on another element for their specification. For example, a Use Case derives its specification from the Requirement that it realizes. Each of the elements in the first column is the source or dependent in a *Dependency* connector to the corresponding target element in the second column.

To view a Dependency report, follow the steps below:

1. In the **Project Browser**, right-click on the package to report on; the report includes all sub-packages of this package. The context menu displays.
2. Select the **Documentation | Dependency Report** menu option.
3. The **Dependency Details** dialog displays, showing the results of the report. Save or print the results if required.

Root Package:

Details

| Element              | Type    | Relation   | Dependent on                    | Type        |
|----------------------|---------|------------|---------------------------------|-------------|
| View Account details | UseCase | Dependency | REQ018 - Report on User Account | Requirement |
| View Open Orders     | UseCase | Dependency | REQ017 -Remove User             | Requirement |
| View Open Orders     | UseCase | Dependency | REQ018 - Report on User Account | Requirement |

Buttons: Refresh, Locate Object, Print, Save Report, Close, Help

| Option        | Use to                                                                                                   |
|---------------|----------------------------------------------------------------------------------------------------------|
| Root Package  | Confirm the root package. All elements and packages under this package appear in the report.             |
| Locate Object | Locate the selected element in the <b>Project Browser</b> .                                              |
| Refresh       | Run the report again.                                                                                    |
| Details       | List dependency details; lists the elements in the current package and the elements that they implement. |
| Print         | Print the list.                                                                                          |

### 1.4.2 Diagrams Only Report

You can also produce an RTF report that contains only the relevant diagrams from the target package. This is convenient for printing or handling a lot of diagrams in batch, rather than exporting or printing each one at a time.

#### To Produce a Diagrams Only Report

1. Right-click on a package in the **Project Browser**. The context menu displays.
2. Select the **Documentation | Diagrams Only Report** menu option. The **Export Diagrams to RTF Document** dialog displays.

Output Path:

Package:

☒ Embed Diagrams in Document

☒ Include all child packages

☒ Include Diagram Name

☒ Order Diagrams Alphabetically

Diagram format

☒ GIF ☐ BMP

☐ EMF ☐ WMF

Language

3. In the **Output Path** field, type or browse for the output location to create the report in.

4. Select the options you require, as follows:
  - Select the **Embed Diagrams in Document** checkbox to ensure the diagrams are created within the RTF file, not as linked image files
  - Select the **Include all child packages** checkbox to document all of the diagrams included in any child package
  - Select the **Include Diagram Name** checkbox to include the diagram name within the generated documentation
  - Select the **Order Diagrams Alphabetically** checkbox to generate the documentation in alphabetical order.
5. Click on the **Generate** button to run the report.
6. When the report is generated, click on the **View** button to show the RTF output.

### 1.4.3 Implementation Report

An *Implementation report* lists, for a specified package, the elements that require implementers, together with any source elements in *Realize* (Implements) relationships with those elements.

To view an Implementation report, follow the steps below:

1. In the **Project Browser**, right-click on the package to report on; the report includes all sub-packages of this package. The context menu displays.
2. Select the **Documentation | Implementation Report** menu option.
3. The **Implementation Details** dialog displays with the results for the package. Save or print the results if required.

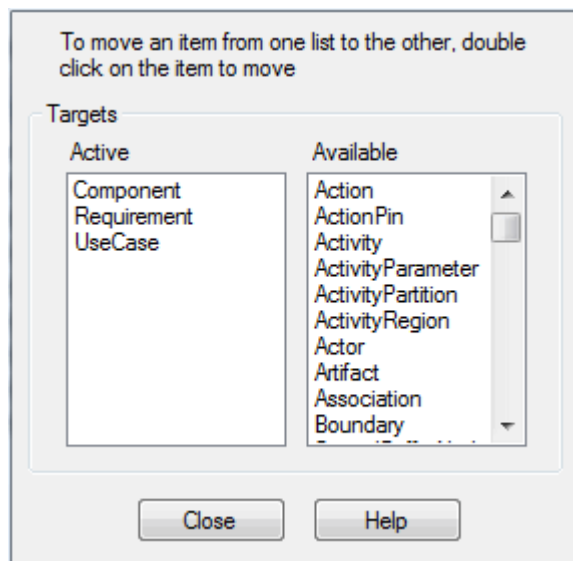
| Element                      | Type        | Relation    | Implementor      | Implementor Type |
|------------------------------|-------------|-------------|------------------|------------------|
| REQ016 -Add Users            | Requirem... | Realization | Create Account   | UseCase          |
| REQ025 - Store User Details  | Requirem... | Realization | Create Account   | UseCase          |
| REQ011 - Manage User Ac...   | Requirem... | Realization |                  |                  |
| REQ026 - Validate User       | Requirem... | Realization | Login            | UseCase          |
| REQ018 - Report on User A... | Requirem... | Realization | View Open Orders | UseCase          |

| Option             | Use to                                                                                                                                                                                                      |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Root Package       | Confirm the root package. All elements and packages under this package appear in the report.                                                                                                                |
| Show Unimplemented | Show non-implemented elements. Non-implemented elements are those that don't have any other element to realize them (for example, a Use Case has no Component or Class to implement the Use Case behavior). |
| Show Implemented   | Show implemented elements. These are elements that do have some element associated with them in a Realization relationship. For example a Use Case has a Component that implements it.                      |
| Locate Object      | Locate the selected element in the <b>Project Browser</b> .                                                                                                                                                 |
| Refresh List       | Run the report again.                                                                                                                                                                                       |
| Details            | List elements in the current hierarchy and elements that implement them.                                                                                                                                    |
| Print              | Print the list.                                                                                                                                                                                             |

| Option                  | Use to                                                                                                                                                                                                                                                  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set Target Types</b> | Set the list of types to report on. By default Enterprise Architect only reports on a limited number of element types, such as Use Cases and Requirements. For further information see the <a href="#">Set Target Types Dialog</a> <sup>75</sup> topic. |

#### 1.4.3.1 Set Target Types Dialog

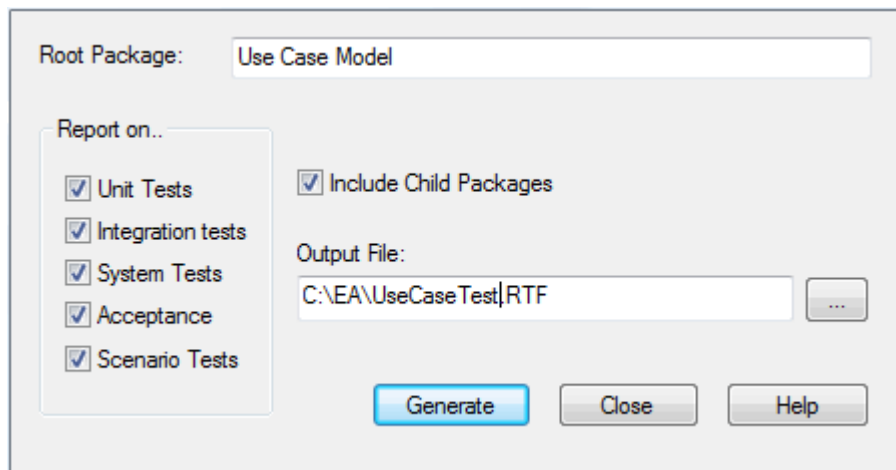
The **Set Target Types** dialog is accessed by clicking on the **Set Target Types** button on the **Implementation** dialog. This dialog enables you to set the types of elements that appear in the report as requiring implementation. Double-click on an element in either list to move it to the other list.



#### 1.4.4 Testing Report

To view a testing report, follow the steps below:

1. In the **Project Browser**, right-click on the package to report on (you can configure the report to include all sub-packages as well) to open the context menu.
2. Select the **Documentation | Testing Report** menu option.
3. The **Generate Test Documentation** dialog specifies which test types are documented in the report, and the output file location. You can also select the **Include child packages** checkbox to report on all child packages of the selected package. The test data originates in the docked testing window, where tests are created and attached to the respective object.



## 1.5 Virtual Documents



*Virtual documents* enable you to structure and filter your RTF reports by selecting, grouping and ordering individual packages independent of the organization of the [Project Browser](#). You can create separate virtual documents defining, say, Requirements, Use Cases or Design elements of a project, or you can combine these separate reports - retaining their own different formats - into a single generated document with common headers and footers and a central contents list. This combined document could apply your corporate standards.

You generate virtual documents in Enterprise Architect from individual [Model Document](#) <sup>[79]</sup> elements. You can also, if required, combine several Model Documents under a [Master Document](#) <sup>[77]</sup> package element.

Each Model Document element identifies its own template; for example, a specifically-designed Requirements template for a Requirements document, or a Use Case template for a section on Use Cases. The template is identified in a Tagged Value, and defines the content as **either**:

- A list of packages (defined as attributes) in whatever order or combination is most appropriate to your requirements - you can easily [add](#) <sup>[80]</sup> or [delete](#) <sup>[81]</sup> packages as necessary; **or**
- A standard model search (defined as Tagged Values) created within the [Model Search](#) facility (note that diagram searches are not supported); when you generate the document, this search captures the required data throughout the model, and populates the document (see the *Model Search* section of *Using Enterprise Architect - UML Modeling Tool*).

### Notes:

- In a Model Document, you should not define both a list of packages and a search; if both are present, when you generate the document Enterprise Architect works from the package list only.
- You cannot use [RTF Bookmarking](#) <sup>[64]</sup> in Master Document elements, which effectively replace RTF Bookmarking in Word.

RTF Bookmarking requires each bookmark to be unique. When you generate a report with a standard RTF template (including in a single Model Document element), each bookmark *is* unique and there is a 1:1 association between the Elements-details being generated and the elements in the repository. As Master Documents are intended to contain multiple sub-documents, the association ceases to be 1:1. There is no simple method that enables the generated data to be uniquely identified directly in association with the original element.

You can control the sequence in which information is presented in the document; see the [Document Order](#) <sup>[82]</sup>



topic.

**Tip:**

You can create as many Model Documents as required, for as many combinations of information as required.

The Master Document element contains its own template Tagged Value, which defines the headers, footers and central contents list. You can [import your corporate standards template](#) <sup>[41]</sup> and edit the Tagged Value to identify that.

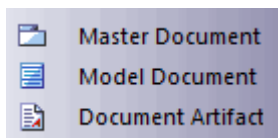
**Tip:**

The template in the Master Document overrides the templates in the Model Documents. For example, headers and footers in the Master Document template override any header and footer definitions in the Model Document templates. This enables you to apply consistent and continuous styles and page numbering throughout the report generated through the Master Document.

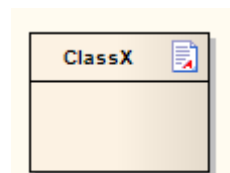
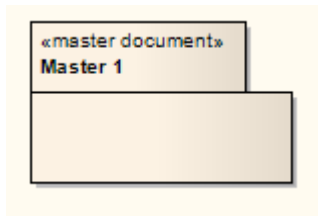
If you want the Model Documents to have their own styles, applied through their own RTFTemplate Tagged Values, either leave the Master Document RTFTemplate Tagged Value blank (for completely separate overall styles) or remove the definition of specific styles from the Master Document template.

## Document Elements

The Master Document and Model Document elements are available from the **Documentation** page of the Enterprise Architect UML **Toolbox**; on the **Toolbox**, select **More Tools | Documentation**. (This **Toolbox** page also provides the *Document Artifact* element, used for linked documents - see the *UML Dictionary*.)



When you drag the Master Document and Model Document elements onto a diagram, the following symbols display, respectively:



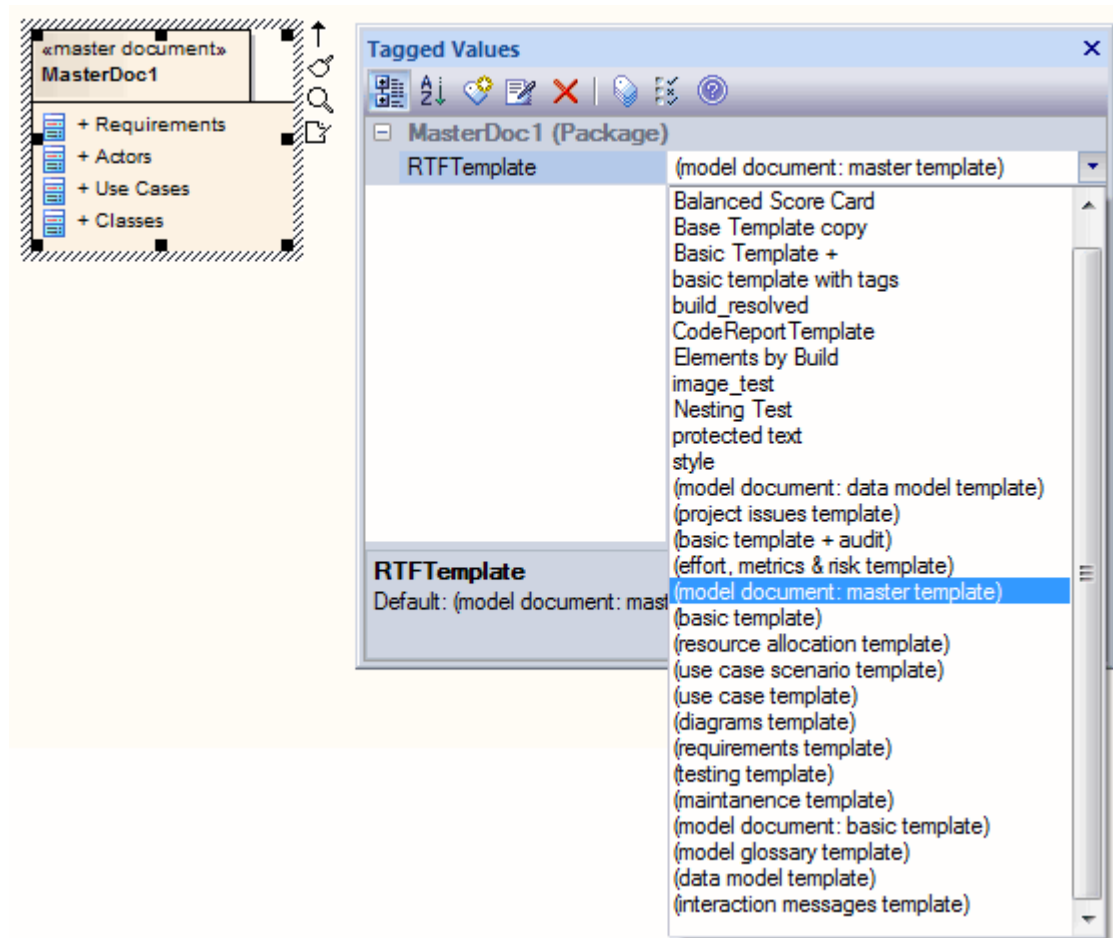
### 1.5.1 Create Master Document

Whilst you can create Model Document elements separately and generate individual documents from each one, you have added flexibility and scope if you organize Model Documents under a Master Document. You can generate a document with a [corporate template](#) <sup>[41]</sup> for the covers, contents, headers and footers, whilst each section (generated from a separate Model Document) has its own appearance defined by a template appropriate to the section content.

To create a Master Document element, follow the steps below:

1. Open or create the diagram in which to create the Master Document.
2. In the Enterprise Architect UML **Toolbox**, select **More Tools | Documentation**.
3. Drag the *Master Document* icon onto the diagram. The system prompts you for the name of the Master Document.
4. Type the element name and click on the **OK** button. The system creates the Master Document element and a child Custom diagram of the same name.
5. Open the **Tagged Values** window (**View | Tagged Values**) and click on the Master Document element.

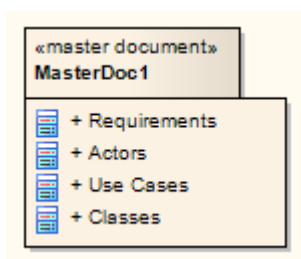
The *RTFTemplate* Tagged Value displays in the window.



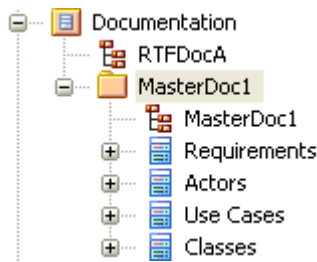
6. The *RTFTemplate* Tagged Value defaults to *(model document: master template)*. If you want to use an alternative master template, click on the drop down arrow at the right of the field and click on that template in the list.
7. Return to the **Project Browser** and open the Master Document child diagram.

At this point, you [create the Model Document](#)<sup>[79]</sup> elements in the child diagram, to provide the content for the generated document.

When you have added all your Model Document elements to the Master Document diagram, the Master Document element resembles the following:



Your completed Master document element and child diagram display in the **Project Browser** as shown below:



### 1.5.2 Create Model Document

You can create as many Model Document elements as are necessary to provide the sections of your generated document (under a Master Document) or to provide the independent documents you require.

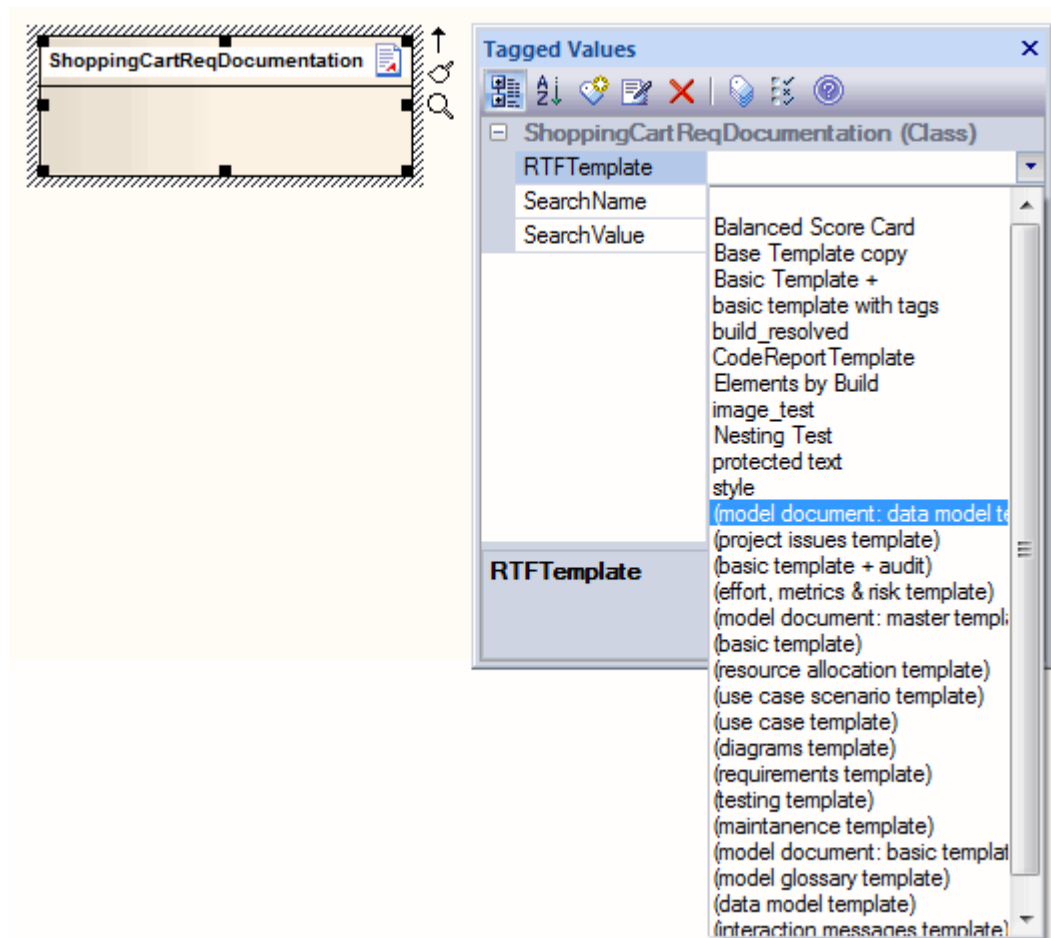
To create a Model Document element, follow the steps below:

1. Open the [Master Document child diagram](#)<sup>[77]</sup> or (if you are creating independent Model Documents) create a new diagram.

#### Tip:

The new diagram can live anywhere outside the packages you are adding to the document; you could create a Class diagram called Documentation within a specific Documentation package, and use this to hold the independent Model Document elements for your virtual documents.

2. From the **Documentation** page of the Enterprise Architect UML **Toolbox (More Tools | Documentation)** drag the *Model Document* icon onto the diagram to create a new Model Document element. Give the element an appropriate name: for example, if the documentation is relevant to the shopping cart requirements of a model, you could call it *ShoppingCartReqDocumentation*. Click on the **OK** button.
3. Open the **Tagged Values** window (**View | Tagged Values**) and click on the Model Document element. The *RTFTemplate*, *SearchName* and *SearchValue* Tagged Values display in the window.
4. Click on the drop-down arrow to the right of the **RTFTemplate** field, and click on the template to use for this Model Document.
5. If you are creating a list of packages for the Model Document, go now to [Add Packages to Model Document](#)<sup>[80]</sup>. Otherwise, click on the drop-down arrow to the right of the **SearchName** field, and click on the model search type to populate this Model Document.



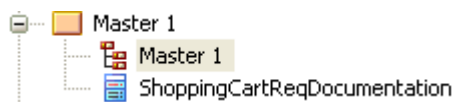
#### Notes:

- Diagram Searches are not supported.
- Custom SQL searches are supported if they are returning elements. The SQL must include *ea\_guid* AS *CLASSGUID* and the *object type* (see the *Model Search* section of *Using Enterprise Architect - UML Modeling Tool*).

6. If necessary, type a search term in the **SearchValue** field.

7. Create further Model Document elements as required.

Your Model Document element appears in the **Project Browser** with a Class icon, as shown below:



When you have created all the required Model Document elements, see the [Document Order](#) <sup>82</sup> topic.

### 1.5.3 Add Packages to Model Document

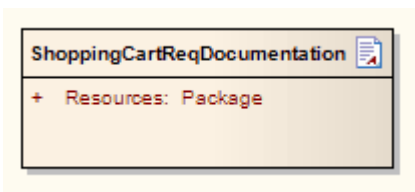
To add packages to your Model Document element, follow the steps below. As the example Model Document element here is called *ShoppingCartDocumentation*, the steps indicate how to add shopping cart-related packages to the element.

1. Keeping the documentation diagram open, find a package in the **Project Browser** to add to the documentation. For example, a Resources package in a Dynamic view.

2. Drag and drop the package from the **Project Browser** onto the Model Document element as shown below:



3. The title of the package displays in the Model Document element in the *Attributes* compartment, as shown below:



4. This means that the Resources package is included in the document when you [generate it](#)<sup>[83]</sup>. Using the above method, you can add as many packages from as many different views as required.

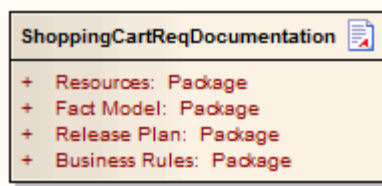
The next step is to [generate your document](#)<sup>[83]</sup>, but consider the impact of your package list on the [Document Order](#)<sup>[82]</sup>. You can also [delete packages](#)<sup>[81]</sup> if required.

#### 1.5.4 Delete Package in Model Document

You can delete a package from your Model Document element.

This example includes four packages:

- Resources Package
- Activity Diagram Package
- View Cart Package
- Sequence Diagram Package.

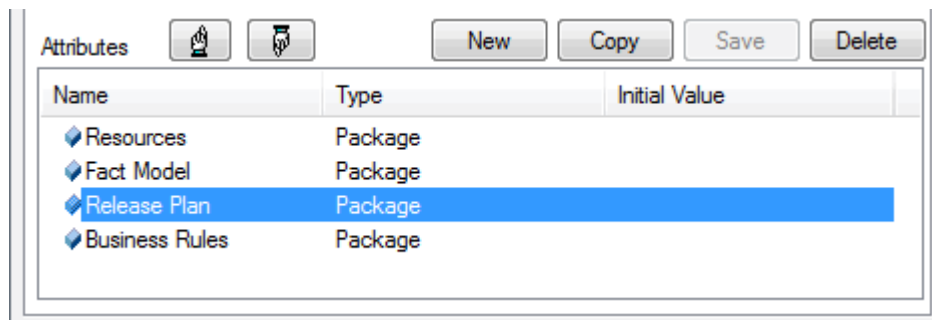


To delete a package from a Model Document element, follow the steps below:

1. In the **Project Browser**, expand the element to list the package attributes.
2. Right-click on the package to delete, and select the **Delete Attribute** context menu option.

Alternatively:

1. In either the **Project Browser** or the diagram, right-click on the Model Document element and select the **Attributes** context menu option. The **Attributes** dialog displays.
2. On the **Attributes** list, click on the package to delete.



3. Click on the **Delete** button to remove the package from the document element.

### 1.5.5 Document Order

The order in which information is compiled into an RTF document depends on:

- The sequence of Model Document elements in a Master Document element
- Whether you define a Model Search in a Model Document element
- Whether you define a package list in a Model Document element.

When you have considered and, if necessary, amended the order in which information is compiled, you can [generate the document](#) <sup>83</sup>.

### Model Document Sequence

When you generate a document from a Master Document element, the sequence in which the sections are generated is determined by the order in which the child Model Document elements are listed in the **Project Browser**. You can create elements anywhere in a diagram, therefore the generator refers to the **Project Browser** sequence.

If necessary, change the sequence using the green Up and Down arrows in the **Project Browser** toolbar to move an element up or down within the package.

### Model Search

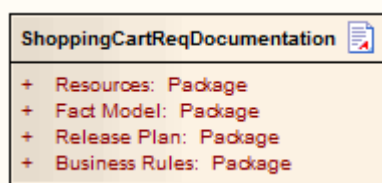
A Model Search operates on the database, and accesses records in the order in which they are stored. This order depends on many factors, and can change with database maintenance. Therefore, the sequence of information provided by the search is unpredictable.

### Package Order

When you create a package list in a Model Document element, the sequence of information is determined by the order in which the package attributes are listed within the element. You can change the sequence using the **Attributes** dialog, and if you prefer a package to be in a different section of the document, you can move the attribute from one Model Document element to another. Both these procedures are described below.

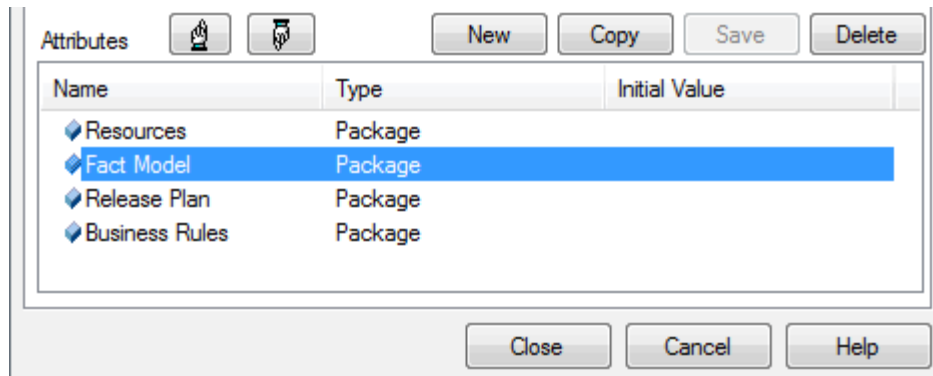
### Change Sequence of Packages In List

To rearrange the order of packages in a Model Document element, refer to the example element and follow the steps below:



1. Right-click on the Model Document and select the **Attributes** option from the context menu. The **Attributes** dialog displays.
2. On the **Attributes** list, click on a package to move and click on the Up or Down (hand) buttons to change

the order in which the packages are included in the documentation.



In this case, *Fact Model* is being moved to follow *Release Plan*.

- When you are satisfied with the order of your packages, click on the **Close** button.

### Move Package Between Elements

To move a package attribute from one Model Document to another, follow the steps below:

- Expand the Model Document elements in the **Project Browser**, so that both list their package attributes.
- Click-and-hold on the attribute to move, and drag it onto the name of the target Model Document element.
- Release the mouse button. The attribute is removed from the source element and added to the top of the list of attributes in the target element.
- If necessary, move the attribute down the attribute list, as described in *Change Sequence of Packages in List*, above.

## 1.5.6 Section Numbering in Virtual Documents

Virtual documents can contain several sections based on separate templates. To ensure that section and subsection numbering continues sequentially through the sections, you can either use:

- The *MasterList* style from the [Normal.rtf](#) file (which is the default applied to all new templates, such as those used in each master Document and Model Document element); this provides a simple but consistent list numbering style that you can start off with. Alternatively, use:
- Your own numbering style.

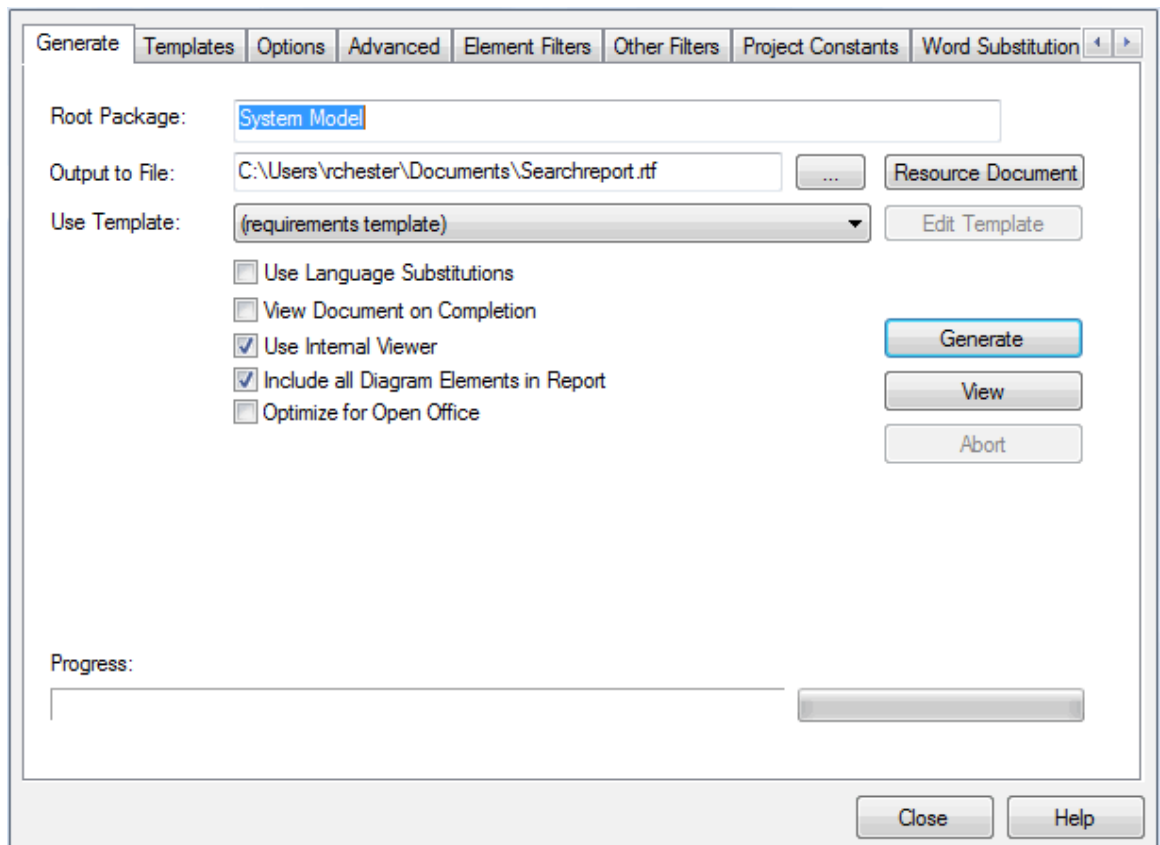
If you design your own styles in the template used in each model document, each template must use the same [List Overrides](#) for section numbering. These have a unique ID, so to propagate the List Overrides across multiple templates, you must:

- Set up the common List Overrides in the *Normal.rtf* template (your own customized override list).
- Within each of the other templates used in the virtual document, using the template editor, select **File | Update Styles** to update the templates to include the common List Overrides.
- In each template use this common List Level for progressive numbering throughout the virtual document.

## 1.5.7 Generate the Document

To generate the documentation defined in the Master Document and/or Model Documents, follow the steps below:

- On the documentation diagram, click on the Master Document element (or on an independent Model Document element).
- Select the **Element | Rich Text Format ( RTF) Report** menu option. The **Generate RTF Documentation** dialog displays.



3. Set the options for your RTF document as required. See [The RTF Report Dialog](#)<sup>[7]</sup> and related topics for further information on these settings.
4. Click on the **Generate** button to create the documentation.
5. If you have not selected the **View Document on Completion** checkbox, click on the **View** button to view the documentation.

The RTF Report Generator works through the defined content of the Master Document element and/or the Model Document elements and pulls in the information from either the listed packages or the executed searches, formatted according to the templates identified in the *RTFTemplate* Tagged Value for each document element.



## 2 HTML Reports



Enterprise Architect provides automated web-based publishing of models. A new outline structure closely mirrors the model hierarchy and makes it very simple to explore models on-line. With a great new look and the ability to explore very large models efficiently on-line, the new web-publishing capability is a significant enhancement.

Enterprise Architect enables export of an entire model or a single branch of the model to HTML Web pages. The [HTML report](#) <sup>[85]</sup> provides an easy to use, highly detailed, Javascript based model tree. In addition, hyperlinked elements make browsing to related information very simple.

The current implementation is based on internal and external templates and generated Javascript. The ability to edit all templates is to be added in a future version of Enterprise Architect.

### Tip:

You can create [Web Style Templates](#) <sup>[87]</sup> to customize your HTML output.

### Note:

In the Corporate, Business and Software Engineering, System Engineering and Ultimate editions of Enterprise Architect, if security is enabled you must have **Generate Documents** permission to generate HTML documents. (See *User Security in UML Models*.)

### 2.1 Create an HTML Report

To create an HTML report:

1. In the **Project Browser**, right-click on the root package for the report (all child packages are included in the output). The context menu displays.
2. Select the **Documentation | HTML Report** menu option. The [Generate HTML Report dialog](#) <sup>[86]</sup> displays.
3. In the **Output to** field, select an output directory for your report. Set any other required options.
4. Click on the **Generate** button to generate the report. The **Progress** field shows total percentage complete.
5. Once the report is complete, click on the **View** button to launch your default HTML viewer and view the web pages.

### Note:

If you are using Microsoft Internet Explorer 7.0 or later, and you do not have it open, its security profile might block the report display. Click on the explanation banner at the top of the screen and select the **Allow Blocked Content** context menu option.

The web report produced is compatible with any standard web server, on either Unix or Windows platforms. Simply bundle up the entire output directory and place it within the context of your web server. All path names should be relative and case sensitive.

When you view the HTML report in your HTML viewer, you can switch directly to a page for a specific diagram or element by specifying the appropriate GUID after the report web address. That is:

`http://path/path/path/Index.htm?guid=xxxxxxxxxxxx`

The word *guid* must be in lower case, and the value must not include braces { }. For example:

`http://.../path/Index.htm?guid=DC62B0DA-0D60-4447-85E6-B9BBAE7FC90F`

You can obtain the GUID for the diagram or element using the **Copy Reference** option on the **Project Browser** Diagram, Element and Package context menu options (see *Using Enterprise Architect - UML Modeling Tool*).

**Note:**

The page locator does not work directly in Internet Explorer. Firefox automatically converts the path to [file:///C:/path](#) protocol, and actions it. That protocol also works in Internet Explorer. Therefore, to use the absolute references without a web server you must access the path using the [file:///](#) protocol.

## Quick Start

To generate an HTML report right now, follow the steps above on the *System Model* package of the *EAExample* project.

## 2.2 The Generate HTML Report Dialog

The **Generate HTML Report** dialog is used to generate documentation about your model in HTML format. There are various settings to choose from to control the output, as described below.

The screenshot shows the 'Generate HTML Report' dialog box. It contains the following fields and options:

- Package:** Business Process Model
- Title:** Business Process Model
- Output to:** Documents and Settings\SimonG\My Documents\EA HTML
- Style:** <default> (dropdown), File, .htm
- Header Image:** (empty field with browse button)
- ☐ Preserve Whitespace in Notes
- ☐ No page for Note and Text items
- Default Diagram:**
  - ☐ Model Default
  - ☐ Current Diagram
  - ☐ Other Diagram (with browse button)
  - ☒ None
- Image Format:**
  - ☒ PNG
  - ☐ GIF
- Include:**
  - ☒ Test Cases
  - ☒ Maintenance Items
  - ☒ Resource Allocation
  - ☒ Hyperlinked Files
- System:**
  - ☐ Glossary
  - ☐ Model Tasks
  - ☐ Model Issues
- Progress:** (progress bar)
- Buttons:** Generate, View, Close, Help

| Option           | Use to                                                                   |
|------------------|--------------------------------------------------------------------------|
| <b>Package</b>   | Display the name of the package you are creating documentation for.      |
| <b>Title</b>     | Type the title for your HTML documentation; defaults to <b>Package</b> . |
| <b>Output to</b> | Type the directory path your documentation is saved to.                  |

| Option                                 | Use to                                                                                                                                                                             |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Style</b>                           | Select a <a href="#">web style template</a> <sup>87</sup> to apply to your documentation (optional).                                                                               |
| <b>File</b>                            | Specify the file extension for your HTML documentation files; the default is <b>.htm</b> .                                                                                         |
| <b>Header Image</b>                    | Enter or select the file path for the header image graphic to display on your HTML output. If you do not specify a file path, the image defaults to the Enterprise Architect logo. |
| <b>Preserve White space in Notes</b>   | Preserve existing white space in your notes; deselect to remove white space.                                                                                                       |
| <b>No page for Note and Text items</b> | Omit the page for your notes and text items in the HTML report.                                                                                                                    |
| <b>Default Diagram</b>                 | Select the diagram the report should open to when the generated documentation is loaded.                                                                                           |
| <b>Image Format</b>                    | Select the image file format to save your images in, either PNG or GIF.                                                                                                            |
| <b>Include</b>                         | Select each area of your model to include in your report.                                                                                                                          |
| <b>System</b>                          | Select each section to generate in your report.                                                                                                                                    |

Click on the **Generate** button to generate the HTML report with the settings you have defined.

Click on the **View** button to display the report you have generated.

## 2.3 Web Style Templates

The *HTML and CSS Style Editor* enables you to edit the HTML associated with various sections of the HTML Report facility in Enterprise Architect. You would typically use this functionality to customize a report's look and feel for your company or client. The editor is derived from, and provides the facilities of, the common Code Editor; for more details, see *Using Enterprise Architect - UML Modeling Tool*.

To create or edit web style templates, follow the steps below:

1. In the **Resources** window, expand the *Templates* folder.
2. To edit an existing template, expand the *Web Style Templates* folder and either double-click on the template name, or right-click and select the **Modify HTML Style Template** context menu option. The **HTML and CSS Style Editor** displays. See below for further details.
3. To create a new template, right-click on the *Web Style Templates* folder and select the **Create HTML Template** context menu option. Enter a name for the new template when prompted to do so. The **HTML and CSS Style Editor** displays. See below for further details.

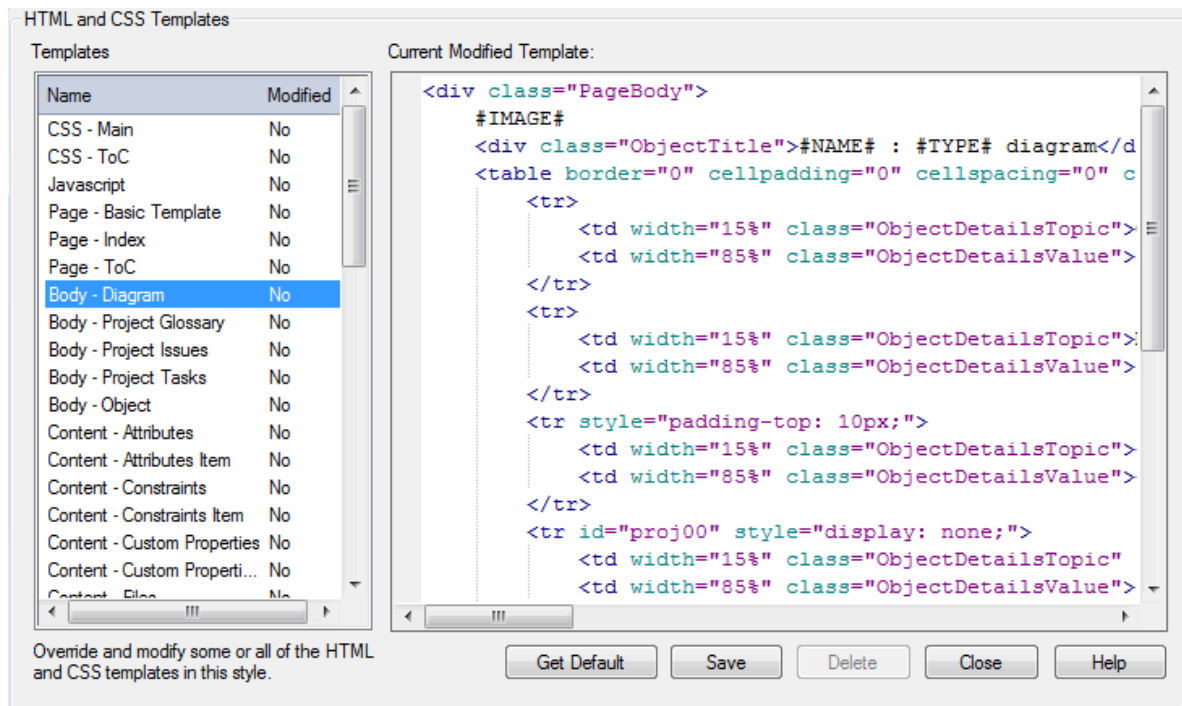
### Note:

To delete a template, right-click on it and select the **Delete HTML Template** context menu option.

The **HTML and CSS Style Editor** contains a list of all available HTML fragments for modification and customization. These fragments are defined in the [HTML Template Fragments](#) <sup>88</sup> topic.

Each fragment typically contains HTML plus one or more special tag names that Enterprise Architect replaces with information during generation. Currently you cannot alter the content within the tag names, but you can omit a complete tag by removing it, or alter its basic display properties in the surrounding HTML.

Special tag names are delimited by # characters - for example, #NOTES#.



- **Get Default** retrieves the default Enterprise Architect template for the currently selected template item in the left hand list
- **Save** saves your version of the template for this style only
- **Delete** removes your modified version of the template, which causes Enterprise Architect to use the default template during report generation.

To select a template during generation, use the **Style** drop-down arrow on the **Generate HTML Report** dialog. Once a style is selected, Enterprise Architect applies that to the current report. Select <default> for the inbuilt style.

Package: Business Process Model

Title: Business Process Model

Output to: C:\Documents and Settings\SimonG\My Documents\Help S ...

Style: <default> File .htm

Header Image: <default> Trial HTML ...

☐ Preserve Whitespace in Notes

☐ No page for Note and Text items

Default Diagram

☐ Model Default

☐ Current Diagram

☐ Other Diagram ...

☒ None

Image Format

☒ PNG

☐ GIF

Include

☒ Test Cases

☒ Maintenance Items

☒ Resource Allocation

☒ Hyperlinked Files

System

☐ Glossary

☐ Model Tasks

☐ Model Issues

Progress

Generate View Close Help

**Note:**

Each time Enterprise Architect generates the web report it overwrites these files, so you must back up your modified versions and copy them back in after every update.

## 2.4 HTML Template Fragments

This topic identifies each of the HTML Template fragments available through the [HTML and CSS Style Editor](#) [87], and defines the fields of each fragment.

| Section        | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Body - Diagram | <ul style="list-style-type: none"> <li>• #AUTHOR# - Diagram author</li> <li>• #CREATEDATE# - Diagram created date</li> <li>• #CSS# - Style Sheet to use</li> <li>• #GUID# - Diagram GUID</li> <li>• #IMAGE# - Image of the diagram</li> <li>• #IMAGES# - Image path</li> <li>• #LOCKED# - Is the diagram locked (<b>true</b> or <b>false</b>)</li> <li>• #MODDATE# - Diagram modified date</li> <li>• #NAME# - Diagram name</li> <li>• #NOTE# - Diagram notes</li> <li>• #STEREOTYPE# - Diagram stereotype</li> <li>• #TITLE# - Diagram title</li> </ul> |

| Section                   | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>• #TYPE# - Diagram type</li> <li>• #VERSION# - Diagram version.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Body – Object             | <ul style="list-style-type: none"> <li>• #ABSTRACT# - Element abstract (if true, = <b>abstract</b>)</li> <li>• #ACTIVE# - Element isActive (<b>true</b> or <b>false</b>)</li> <li>• #ALIAS# - Element alias ("<b>#ALIAS#</b>")</li> <li>• #AUTHOR# - Element author</li> <li>• #BEHAVIOR# - Returns the object behavior.</li> <li>• #CLASSIFIER# - Element classifier</li> <li>• #COMPLEXITY# - Element complexity</li> <li>• #CREATEDATE# - Element created date</li> <li>• #CSS# - Style Sheet to use</li> <li>• #DIAGRAMS# - List of diagrams the element is on</li> <li>• #GUID# - Element GUID</li> <li>• #IMAGES# - Image path</li> <li>• #KEYWORDS# - Element keywords</li> <li>• #LEAF# - Element isLeaf (<b>true</b> or <b>false</b>)</li> <li>• #LEVELNUMBER# - Element level number</li> <li>• #MODDATE# - Element modified date</li> <li>• #MULTIPLICITY# - Element multiplicity ("<b>Multiplicity: #MULTIPLICITY#</b>")</li> <li>• #NAME# - Element name</li> <li>• #NOTE# - Element notes</li> <li>• #PHASE# - Element phase</li> <li>• #ROOT# - Element isRoot (<b>true</b> or <b>false</b>)</li> <li>• #SCOPE# - Element scope</li> <li>• #STATUS# - Element status</li> <li>• #STEREOTYPE# - Element stereotype(s)</li> <li>• #TYPE# - Element type; for example, Class, Object</li> <li>• #VERSION# - Element version.</li> </ul> |
| Body – Project Glossary   | <ul style="list-style-type: none"> <li>• #CONTENT# - Loops <b>Content – Project Glossary Item</b> for each Project Glossary item.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Body – Project Issues     | <ul style="list-style-type: none"> <li>• #CONTENT# - Loops <b>Content – Project Issue Item</b> for each Project Issue item.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Body – Project Tasks      | <ul style="list-style-type: none"> <li>• #CONTENT# - Loops <b>Content – Project Task Item</b> for each Project Task item.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Content – Attributes      | <ul style="list-style-type: none"> <li>• #CONTENT# - Loops <b>Content – Attributes Item</b> for each attribute on an element.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Content – Attributes Item | <ul style="list-style-type: none"> <li>• #ALIAS# - Attribute alias ("<b>&lt;i&gt;Alias:&lt;/i&gt; #ALIAS#&lt;br&gt;</b>")</li> <li>• #CONST# - Attribute is constant value ("<b>const</b> " &lt;-- Note Space)</li> <li>• #CONSTRAINT# - Attribute constraint</li> <li>• #DEFAULT# - Attribute default value ("<b>&lt;i&gt;Initial:&lt;/i&gt; #DEFAULT&lt;br&gt;</b>")</li> <li>• #NAME# - Attribute name</li> <li>• #NOTE# - Attribute notes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Section                            | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <ul style="list-style-type: none"> <li>• #ORDERED# - Attribute Is ordered value ("<b>Ordered</b> &lt;br /&gt;")</li> <li>• #RANGE# - If lower != 1 ("<b>Range:</b>&lt;lower&gt; to &lt;upper&gt;")</li> <li>• #SCOPE# - Attribute scope ("<b>#SCOPE#</b> " &lt;-- Note space)</li> <li>• #STATIC# - Attribute is static value ("<b>static</b> " &lt;-- Note Space)</li> <li>• #STEREOTYPE# - Attribute stereotype(s)</li> <li>• #TAGS# - Attribute tags ("<b>Property Name=Property Value</b>&lt;br&gt;")</li> <li>• #TYPE# - Attribute type (if <b>Column</b>, "<b>#TYPE</b>(<b>Column Precision, Scale</b>)").</li> </ul> |
| Content – Constraints              | <ul style="list-style-type: none"> <li>• #CONTENT# - Loops <b>Content – Constraints Item</b> for each constraint on an element.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Content – Constraints Item         | <ul style="list-style-type: none"> <li>• #CONSTRAINT# - Constraint name</li> <li>• #NOTES# - Constraint notes</li> <li>• #STATUS# - Constraint status</li> <li>• #TYPE# - Constraint type.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Content – Custom Properties        | <ul style="list-style-type: none"> <li>• #CONTENT# - List of all <b>Content – Custom Properties - Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Content – Custom Properties - Item | <ul style="list-style-type: none"> <li>• #PROPERTY# - Custom property name</li> <li>• #VALUE# - Custom property value<br/>( if type equal boolean<br/>true or false<br/>else<br/>#VALUE#).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Content – Files                    | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Content - Files Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Content – Files Item               | <ul style="list-style-type: none"> <li>• #DATE# - File date</li> <li>• #NAME# - File filename (&lt;a href="#FILENAME#"&gt;&lt;/a&gt;)</li> <li>• #NOTES# - File notes</li> <li>• #SIZE# - File size</li> <li>• #TYPE# - File type.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               |
| Content – Message Item             | <ul style="list-style-type: none"> <li>• #MESSAGE# - Connector Message</li> <li>• #NAME# - Name of the Message (&lt;a href="#path"&gt;#NAME#)<br/>If Message has a classifier: #NAME#=#NAME# :Classifier"</li> <li>• #NOTES# - Notes of the Message (&lt;strong&gt;Type:&lt;/strong&gt;<br/>#Item Type#&lt;br /&gt; #NOTES#).</li> </ul>                                                                                                                                                                                                                                                                                    |
| Content – Notes                    | <ul style="list-style-type: none"> <li>• #VALUE#&gt;- Notes Text.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Content – Operations               | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Content - Operations Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Content – Operations Item          | <ul style="list-style-type: none"> <li>• #ABSTRACT# - Operation abstract (<b>abstract</b>)</li> <li>• #ALIAS# - Operation alias ("<b>&lt;i&gt;Alias:&lt;/i&gt;</b> #ALIAS#&lt;br&gt;")</li> <li>• #CONCURRENCY# - Operation concurrency (<b>blank</b> if not set)</li> <li>• #CONST# - Operation constant (<b>const</b>)</li> <li>• #CONSTRAINTS# - List of <b>Method Constraint</b></li> </ul>                                                                                                                                                                                                                             |

| Section                                     | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <ul style="list-style-type: none"> <li>• #ISQUERY# - Operation IsQuery (<b>isQuery</b>)</li> <li>• #NAME# - Operation name</li> <li>• #NOTE# - Operation notes.</li> <li>• #PARAMS# - List of <b>Content – Operations Item Parameters</b></li> <li>• #SCOPE# - Operation Scope</li> <li>• #STATIC# - Operation IsStatic (<b>static</b>)</li> <li>• #STEREOTYPE# - Operation stereotype</li> <li>• #TAGLABEL# - static text (<b>Tags</b>)</li> <li>• #TAGS# - Attribute tags ("<b>Property Name=Property Value&lt;br&gt;</b>")</li> <li>• #TYPE# - Operation type.</li> </ul> |
| <b>Content – Operations Item Parameters</b> | <ul style="list-style-type: none"> <li>• #DEFAULT# - Op Parameter default</li> <li>• #GUID# - Op Parameter GUID</li> <li>• #KIND# - Op Parameter kind</li> <li>• #NAME# - Op Parameter name</li> <li>• #NOTES# - Op Parameter notes</li> <li>• #STEREOTYPE# - Op Parameter stereotype</li> <li>• #TYPE# - Op Parameter type.</li> </ul>                                                                                                                                                                                                                                      |
| <b>Content – Project Glossary Item</b>      | <ul style="list-style-type: none"> <li>• #MEANING# - Glossary Meaning</li> <li>• #TERM# - Glossary Term</li> <li>• #TYPE# - Glossary Type.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Content – Project Issues Item</b>        | <ul style="list-style-type: none"> <li>• #DATERESOLVED# - Project Issue resolved date (<b>blank</b> if no date entered)</li> <li>• #ISSUE# - Project Issue name</li> <li>• #ISSUEDATE# - Project Issue issue date</li> <li>• #NOTES# - Project Issue notes</li> <li>• #OWNER# - Project Issue owner</li> <li>• #RESOLUTION# - Project Issue resolution</li> <li>• #RESOLVER# - Project Issue resolver</li> <li>• #STATUS# - Project Issue status.</li> </ul>                                                                                                                 |
| <b>Content – Project Tasks Item</b>         | <ul style="list-style-type: none"> <li>• #ENDDATE# - Project Task end date</li> <li>• #NAME# - Project Task name</li> <li>• #NOTES# - Project Task notes</li> <li>• #OWNER# - Project Task owner</li> <li>• #PHASE# - Project Task phase</li> <li>• #PRIORITY# - Project Task priority</li> <li>• #STARTDATE# - Project Task start date</li> <li>• #STATUS# - Project Task status</li> <li>• #TYPE# - Project Task type.</li> </ul>                                                                                                                                          |
| <b>Content – Resource Allocation</b>        | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Content – Resource Allocation Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Content – Resource Allocation Item</b>   | <ul style="list-style-type: none"> <li>• #ACTUAL# - Resource actual time</li> <li>• #ENDDATE# - Resource end date</li> <li>• #EXPECTED# - Resource expected date</li> <li>• #NOTES# - Resource notes</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |



| Section                 | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <ul style="list-style-type: none"> <li>• #PERCENT# - Resource percent complete</li> <li>• #RESOURCE# - Resource name</li> <li>• #ROLE# - Resource role</li> <li>• #STARTDATE# - Resource start date</li> <li>• #TIME# - Resource time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| CSS – Main              | <ul style="list-style-type: none"> <li>• None.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| CSS – ToC               | <ul style="list-style-type: none"> <li>• None.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Feature Notes           | <ul style="list-style-type: none"> <li>• #FIELD#</li> <li>• #VALUE#.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Javascript              | <ul style="list-style-type: none"> <li>• None.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Link (Association)      | <ul style="list-style-type: none"> <li>• #CONTENT#</li> <li>• #DIAGRAMS# - List of diagrams the link is on .</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Linked Document         | <ul style="list-style-type: none"> <li>• #LINKDOC# - Linked Document.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Linked Requirement      | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Linked Requirement Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Linked Requirement Item | <ul style="list-style-type: none"> <li>• #DIFF# - Linked Requirement difficulty</li> <li>• #NAME# - Linked Requirement name</li> <li>• #PRIORITY# - Linked Requirement priority</li> <li>• #STATUS# - Linked Requirement status.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |
| Linked Section          | <ul style="list-style-type: none"> <li>• #ITEMS#</li> <li>• #TITLE#.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Link Line Item          | <ul style="list-style-type: none"> <li>• #CONNECTION# - Connector type</li> <li>• #IMAGE# - The file path of the images</li> <li>• #LINK# - (&lt;a href= "path to tellmenet"&gt; "Connection Name" &lt;/a&gt;)</li> <li>• #NOTES# - The connector notes</li> <li>• #NUMBER# - A unique number used to identify div elements</li> <li>• #SOURCEROLE# - Source role</li> <li>• #SOURCEROLENOTES# - Source role notes</li> <li>• #STEREOTYPE# - Connector stereotype</li> <li>• #TARGETROLE# - Target role</li> <li>• #TARGETROLENOTES# Target role notes</li> <li>• #TYPE# - Connector type.</li> </ul> |
| Maintenance             | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Maintenance Line Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Maintenance Line Item   | <ul style="list-style-type: none"> <li>• #DATEREPORTED# - Maintenance date reported</li> <li>• #DATERESOLVED# - Maintenance date resolved</li> <li>• #IMAGE# - The file path of the images</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |

| Section                 | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <ul style="list-style-type: none"> <li>• #NOTES# - Maintenance notes</li> <li>• #NUMBER# - A unique number used to identify div elements</li> <li>• #PRIORITY# - Maintenance priority</li> <li>• #PROBLEM# - Maintenance name</li> <li>• #REPORTEDBY# - Maintenance reported by</li> <li>• #RESOLVEDBY# - Maintenance resolved by</li> <li>• #RESOLVERNOTES# - Maintenance resolved notes</li> <li>• #STATUS# - Maintenance status</li> <li>• #TYPE# - Maintenance type</li> <li>• #VERSION# - Maintenance version.</li> </ul> |
| Message                 | <p>(Applies only to Sequence messages.)</p> <ul style="list-style-type: none"> <li>• #CONTENT# - Loops the <b>Content - Message Item</b> for each attribute on an element</li> <li>• #DIRECTION# - Contains the value <b>To</b> or <b>From</b>.</li> </ul>                                                                                                                                                                                                                                                                     |
| Method Constraint       | <ul style="list-style-type: none"> <li>• #NAME# - Method Constraint name</li> <li>• #NOTES# - Method Constraint notes</li> <li>• #TYPE# - Method Constraint type.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |
| Object Requirement      | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Object Requirement Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Object Requirement Item | <ul style="list-style-type: none"> <li>• #DIFF# - Requirement difficulty</li> <li>• #NAME# - Requirement name</li> <li>• #NOTES# - Requirement notes</li> <li>• #PRIORITY# - Requirement priority</li> <li>• #STABILITY# - Requirement stability</li> <li>• #STATUS# - Requirement status</li> <li>• #TYPE# - Requirement type.</li> </ul>                                                                                                                                                                                     |
| Package Content         | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Package Content Row</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Package Content Row     | <ul style="list-style-type: none"> <li>• #NAME# - Link to Package (&lt;a href="#Link to file#"&gt;#Package name#&lt;/a&gt;)</li> <li>• #TYPE# - Link to Image (&lt;img src="#path to image#"&gt;).</li> </ul>                                                                                                                                                                                                                                                                                                                  |
| Page - Basic template   | <ul style="list-style-type: none"> <li>• #CONTENT# - Contains <b>Body - Diagram</b> through to <b>Body - Object</b></li> <li>• #TITLE# - Current package name.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| Page - Index            | <ul style="list-style-type: none"> <li>• #CSS# - Style Sheet to use</li> <li>• #HOME# - A link to the Start page</li> <li>• #JS# - Javascript to use</li> <li>• #TITLE# - Current package name</li> <li>• #TOC# - <b>To be established</b>.</li> </ul>                                                                                                                                                                                                                                                                         |
| Page - ToC              | <ul style="list-style-type: none"> <li>• None.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Scenario                | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Scenario Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Section                | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scenario Item          | <ul style="list-style-type: none"> <li>• #IMAGE# - The file path of the images</li> <li>• #NOTES# - Scenario notes</li> <li>• #NUMBER# - A unique number used to identify div elements</li> <li>• #SCENARIO# - Scenario name</li> <li>• #TYPE# - Scenario type.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Tagged Value           | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Tagged Value Line Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Tagged Value Line Item | <ul style="list-style-type: none"> <li>• #IMAGE# - The file path of the images</li> <li>• #NOTES# - Tagged Value notes</li> <li>• #NUMBER# - A unique number used to identify div elements</li> <li>• #PROPERTY# - Tagged Value name</li> <li>• #VALUE# - Tagged Value if type is boolean (value is <b>true</b> or <b>false</b>).</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| Test Cases             | <ul style="list-style-type: none"> <li>• #CONTENT# - List of <b>Test Cases Line Item</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Test Cases Line Item   | <ul style="list-style-type: none"> <li>• #ACCEPTANCE# - Test case acceptance notes</li> <li>• #CHECKEDBY# - Test case checked by</li> <li>• #CLASS# - Test case class (<b>Unit, Integration, System, Acceptance, Scenario</b>)</li> <li>• #IMAGE# - The file path of the images</li> <li>• #INPUT# - Test case input notes</li> <li>• #NOTES# - Test case notes</li> <li>• #NUMBER# - A unique number used to identify div elements</li> <li>• #RESULTS# - Test case result notes</li> <li>• #RUNBY# - Test case run by</li> <li>• #RUNDATE# - Test case last run</li> <li>• #STATUS# - Test case status</li> <li>• #TEST# - Test case name</li> <li>• #TYPE# - Test case type.</li> </ul> |

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## Report Creation in UML Models

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