OZ Viewer

Customer Guide for OZ HTML5 Viewer

FOR CS

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You can show and print reports using the OZ Report Viewer. And you can export reports to various file formats(PDF, XLS, DOC, PPT, HTML, MHT, CSV, TXT, JPG, PNG, etc.).

Also, you can add Memo and do simple editing according to your needs and open the OZD file.

	The OZD stands for OZ report Data, which have report forms and data.

Open the report

Click the **Etc icon** on the toolbar > Click the **[Open]** menu. Double-click your OZD Files(*.ozd) in the Open data file dialog box.

Close the report

Click the **Etc icon** on the toolbar > Click the **[Close]** menu.

Click the **Save icon** on the toolbar.

Set up Save as type, Save to and click the **[Option]** button.

Click the **[OK]** button.

Save as type :	select file format
Option :	options for each file format

Click the **Save icon** on the toolbar.

Click the **[Option]** button after selecting any file format other than OZ Report Data File(*.ozd).

Save mode :	**Save one page :** Bind all pages of a report into one page and save.
	Save by page : Separate a report previewed with "**all in one**" into original pages and save.
Save :	**Save as one file :** Save all reports in one file.
	Save all document : Save each report as an independent file.
Save range :	**All :** Save all pages of the report.
	Current page : Save only the current page.

Selection : Save only the page selected by using Report

Structure window of Preview Tool.

Pages : Range of pages.

Save components :   Select components to save.

Save link info :   **URL Link :** Save including URL Link.

TOC Link : Save including TOC Link.

Compress on save :   Save the compressed files. You can protect a compressed file

with a password.

Click the **Save icon** on the toolbar.

Select the file format to OZ Report Data File(*.ozd), click the **[Option]** button.

Password :   Password to open the ozd file.

Confirm :   Confirm password.

Include edits :   Select whether to save the OZD file, including memo,

comments, callout shapes(lines, arrows, rectangles, circles),

text edits and input component value.

Save all reports :   Save all open reports in one OZD file.

If not check, save only the current report.

Include Image :   Save OZD file including the image of which path is an URL

(http://, ozp://) or the note component of which text comes

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from an URL(http://, ozp://).

Click the **Save icon** on the toolbar.

Select the file format to Adobe PDF File(*.pdf), click the **[Option]** button.

Description(PDF Information) :	**Title :** The title.
	Author : The author.
	Subject : The subject.
	Keywords : The keywords.
	Application : The application.
Open Restriction :	Set a password to open the file.
Editing Restriction :	Set a password to edit the file.
User access permissions :	**Printing Allowed :** Allow printing. If open the PDF file saved by unchecking this option, [Print] menu and icon are disabled.
	Copy Allowed : Allow copying the contents. If open the PDF file saved by unchecking this option, [Copy] menu and icon are disabled.

Changes Allowed : Allow changing. You can see this option in the Security tab of Document Properties dialog box.

Save chart to image :

Save chart as an image.

Use this option if font or direction of the text on the exported chart is different from those shown on the viewer.

Click the **Save icon** on the toolbar.

Select the file format to Microsoft Excel 97-2003 File(*.xls), click the **[Option]** button.

Auto Select :

Auto Selected : "Fit to" option of Excel's Page Setup dialog box.

Width : "page(s) wide by" option of Excel's Page Setup dialog box.

Height : "tall" option of Excel's Page Setup dialog box.

Display option :

Show gridlines : Show gridlines on a Excel's worksheet.

Text control :

Shrink to fit : "Shrink to fit" option of Excel's Format Cells dialog box.

Ratio :

Zoom In/Out : Sets a worksheet magnification.

Freeze panes :

Row : Sets "Freeze Top Row" option of a worksheet.

Column : Sets "Freeze First Column" option of a worksheet.

Save mode :   **Keep the report form :** Save the report keeping original

forms and properties as much as possible.

Ignore color, border, merge cell : Save the text of label as a

simple list, but ignore label color, border, and merge

condition. At this time all blanks between pages are

automatically removed.

Remove adjacent cell after dividing : Remove

adjacent cells after spliting the merged

cell. For example, if a merged label in the

report is divided into four cells in the Excel,

the only one cell on the left top remains

and all the other cells will be removed. The

cell on the right side of the removed cell

moves to where the removed cell was

located.

Save type :   **Column pages per sheet :** If crosstab or chart have multiple

vertical pages on the same column, these vertical

pages are saved into the same sheet.

Page per sheet : Create one sheet per page.

Column first : One sheet per page in column

direction.

Row first : One sheet per page in row direction.

Page :   **Remove blank lines between pages :** Remove blank lines

between pages.

Font :   **Size :** Font size for all cells in excel to be created. If not set

the font, every label is saved using its own font

size.

Line :   **Remove line:** Specify lines or range of line to be removed

and not saved.

Except first page : Remove lines from the second page to the last page.

Only first page : Remove lines from only the first page.

All pages : Remove lines from all pages.

Format : **Numeric type text convert to number :** Specify the display format for numeric string. The format string entered in the text box will be applied to display format of cells in excel. The category in display format will be determined by the excel program. For example, the category can be "user defined" or "currency" for the format "#,###.00". If open an excel file saved not checking this option, the cell with numeric text shows error correction icon().

Apply to numeric format label only : Apply the display format to only the numerical type labels. Uncheck this option to apply the format to all types of label.

Convert general(cell format) : Set cell display format to "general".

Minimum Cell Size : **Width :** Minimum cell width. When save a report label into an Excel's cell, and if the cell width is smaller than this value it will merge with the cell on right side.

Height : Minimum cell height. When save a report label into an Excel's cell, and if the cell height is smaller than this value it will merge with the lower cell.

Save format : **Save as mht :** Save report in mht format of Excel.

Click the **Save icon** on the toolbar.

Select the file format to Microsoft Excel File(*.xlsx), click the **[Option]** button.

Auto Select :	**Auto Selected :** "Fit to" option of Excel's Page Setup dialog box.
	Width : "page(s) wide by" option of Excel's Page Setup dialog box.
	Height : "tall" option of Excel's Page Setup dialog box.
Display option :	**Show gridlines :** Show gridlines on a Excel's worksheet.
Text control :	**Shrink to fit :** "Shrink to fit" option of Excel's Format Cells dialog box.
Ratio :	**Zoom In/Out :** Sets a worksheet magnification.
Freeze panes :	**Row :** Sets "Freeze Top Row" option of a worksheet.
	Column : Sets "Freeze First Column" option of a worksheet.
Save mode :	**Keep the report form :** Save the report keeping original forms and properties as much as possible.
	Ignore color, border, merge cell : Save the text of label as a simple list, but ignore label color, border, and merge condition. At this time all blanks between pages are automatically removed.
	Remove adjacent cell after dividing : Remove adjacent cells after splitting the merged cell. For example, if a merged label in the

report is divided into four cells in the Excel,
the only one cell on the left top remains
and all the other cells will be removed. The
cell on the right side of the removed cell
moves to where the removed cell was
located.

Save type :   **Column pages per sheet :** If crosstab or chart have multiple
vertical pages on the same column, these vertical
pages are saved into the same sheet.

Page per sheet : Create one sheet per page.

    Column first : One sheet per page in column
direction.

    Row first : One sheet per page in row direction.

Page :   **Remove blank lines between pages :** Remove blank lines
between pages.

Font :   **Size :** Font size for all cells in excel to be created. If not set
the font, every label is saved using its own font
size.

Line :   **Remove line:** Specify lines or range of line to be removed
and not saved.

Except first page : Remove lines from the second page to
the last page.

Only first page : Remove lines from only the first page.

All pages : Remove lines from all pages.

Format :   **Numeric type text convert to number :** Specify the display
format for numeric string. The format string entered
in the text box will be applied to display format of
cells in excel. The category in display format will be

determined by the excel program. For example, the category can be "user defined" or "currency" for the format "#,###.00". If open an excel file saved not checking this option, the cell with numeric text shows error correction icon( ).

Apply to numeric format label only : Apply the display format to only the numerical type labels. Uncheck this option to apply the format to all types of label.

Convert general(cell format) : Set cell display format to "general".

Minimum Cell Size :   **Width :** Minimum cell width. When save a report label into an Excel's cell, and if the cell width is smaller than this value it will merge with the cell on right side.

Height : Minimum cell height. When save a report label into an Excel's cell, and if the cell height is smaller than this value it will merge with the lower cell.

Click the **Save icon** on the toolbar.

Select the file format to Microsoft Word Document(*.doc), click the **[Option]** button.

Table save mode :   **Save As Table :** Save a table, fixed table or crosstab component as a table in MS word.

Band save mode :   **Save page header/footer band to header/footer :** Save the page header/footer band of a report into the header/footer of MS Word.

Click the **Save icon** on the toolbar.

Select the file format to Microsoft Presentation(*.ppt), click the **[Option]** button.

Table save mode :   **Save As Table :** Save a table, fixed table or crosstab component as a table in MS Powerpoint.

Click the **Save icon** on the toolbar.

Select the file format to Web Page(*.html), click the **[Option]** button.

Set font size :   Font size for all text in HTML file to be created. If set the font size, all the text labels will be saved using this font size in HTML file.

Page spacing :   Page spacing by the number of lines.

Lines / Horizontal : Horizontal line counts between pages.

Lines / Vertical : Vertical line counts between pages.

Offset : X and Y coordinates of the position on which the HTML file is displayed.

    Offset / X axis : X coordinates.

    Offset / Y axis : Y coordinates.

Save mode : **Save each page to different file :** If check, save every page of the report as an independent file. Otherwise, save all pages in one file.

    Encoding : Encoding type.

        ANSI : Ansi.

        Unicode : Unicode.

        UTF-8 : UTF-8.

Page : **Title :** Page title of html file.

Version : **HTML Version :** Html version.

        None : None.

        4.01 : 4.01.

Restriction : Enter the password that is needed to open the exported HTML files. When you open the password-protected HTML file, the web page for inputting the password will be executed. The report is displayed only when the password is matched. But, the image files is not password-protected.

Click the **Save icon** on the toolbar.

Select the file format to Comma Separated Values File(*.csv), click the **[Option]** button.

Field delimiter :	**Delimiter :** Column delimiters
	tab : tab
	space : space
	| :	
	/ : /
	~ : ~
	comma : comma
	empty : empty
	Other : for "user define"
	User define : User defined delimiter character
Page number break :	The page break text appears at the bottom of each page.
	Break type : Select one from the break type list as below (n: page number)
	None : No page break text
	n <PAGE> : n <PAGE>
	n <PAGE> --- : n <PAGE> ---
	--- n <PAGE> : --- n <PAGE>
	<PAGE> n : <PAGE> n
	<PAGE> n --- : <PAGE> n ---
	--- <PAGE> n : --- <PAGE> n
	<PAGE> : a text string to replace '<PAGE>'
Page spacing :	The number of blank lines after the page break. The page break comes first and blanks lines next.

Remove lines :   **Remove lines :** Specify line or range of lines in the pages to be removed and not saved.

      Except first page : Remove lines from the second page to the last page.

Numeric data :   Use the thousands separator for numeric type label text.

    Insert 1000 separator : Insert the thousands separator

    Delete 1000 separator : Remove the thousands separator

Save mode :   **Save As Table :** When saving tables, crosstabs, fixed table components as CSV file, save to split the merged label. The text is applied to the label in the upper left corner of the divided label. The text of the other label is blank.

    Encoding : Encoding type.

      ANSI : Ansi

      Unicode : Unicode

Click the **Save icon** on the toolbar.

Select the file format to Tab Separated(*.txt), click the **[Option]** button.

Field delimiter :   **Delimiter :** Column delimiters

      tab : tab

space : space

| : |

/ : /

~ : ~

comma : comma

empty : empty

Other : for "user define"

User define : User defined delimiter character

Page number break : The page break text appears at the bottom of each page.

Break type : Select one from the break type list as below (n: page number)

None : No page break text

n <PAGE> : n <PAGE>

n <PAGE> --- : n <PAGE> ---

--- n <PAGE> : --- n <PAGE>

<PAGE> n : <PAGE> n

<PAGE> n --- : <PAGE> n ---

--- <PAGE> n : --- <PAGE> n

<PAGE> : a text string to replace '<PAGE>'

Page spacing : The number of blank lines after the page break. The page break comes first and blanks lines next.

Remove lines : **Remove lines :** Specify line or range of lines in the pages to be removed and not saved.

Except first page : Remove lines from the second page to the last page.

Numeric data : Use the thousands separator for numeric type label.

Insert 1000 separator : Insert the thousands separator

Delete 1000 separator : Remove the thousands separator

Save mode : **Save As Table :** When saving tables, crosstabs, fixed table components as TXT file, save to split the merged label. The text is applied to the label in the upper left corner of the divided label. The text of the other label is blank.

Encoding : Encoding type.

ANSI : Ansi

Unicode : Unicode

Click the **Save icon** on the toolbar.

Select the file format to JPEG Image(*.jpg), click the **[Option]** button.

Save Ratio : **Zoom In/Out :** Zoom ratio of JPG file.

Compression : **Quality :** Quality of JPG file.

Click the **Save icon** on the toolbar.

Select the file format to PNG Image(*.png), click the **[Option]** button.

 Save Ratio : **Zoom In/Out :** Zoom ratio of PNG file.

Click the **Save icon** on the toolbar.

Select the file format to GIF Image(*.gif), click the **[Option]** button.

 Save Ratio : **Zoom In/Out :** Zoom ratio of GIF file.

Click the **Save icon** on the toolbar.

Select the file format to TIFF Image(*.tif), click the **[Option]** button.

Encoding :   **G3 :** Use G3 encoding style.

G4 : Use G4 encoding style.

JPG : Use JPG encoding style.

Save Option :   **MultiPage save as one file :** Save all pages of the report in
one file.

Ratio :   **Zoom In/Out :** Zoom ratio of TIF file.

Size :   **Width :** Width of TIF image.

Height : Height of TIF image.

Set size by DPI : Auto sizing of image by resolution.

DPI : DPI of TIF file.

Click the **Save icon** on the toolbar.

Select the file format to Scalable Vector Graphics(*.svg), click the **[Option]** button.

Save Option :   **MultiPage save as one file :** Save all pages of the report in one
file. If you do not check this option, the report is saved as
a separate file for each page. If you check this option,
page borders are displayed per page and the vertical
gap is added between pages. Also, the report of a
structure that extends in the horizontal direction is saved
and listed in the vertical direction.

Click the **Save icon** on the toolbar.

Select the file format to Hangul File(*.hwp), click the **[Option]** button.

Table save mode :	**Save As Table :** Save a table, fixed table or crosstab component as a table in Hangul.
Label save mode :	**Keep label size :** Export labels to Hangul keeping the original size. The "Size adjustment" option under "Basic" tab of "Properties" menu of Hangul is checked.
Location save mode :	**From the paragraph :** This option makes Hangul to recognize the label or table as one paragraph. The "From the paragraph" option under "Basic" tab of "Properties" menu of Hangul is checked.
Band save mode :	**Save background band to background page :** Save background bands of a report into a background of Hangul.
	Save page header/footer band to header/footer : Save the page header/footer band of a report into the header/footer of Hangul.

Click the **Save icon** on the toolbar.

Select the file format to Hangul97 File(*.hml), click the **[Option]** button.

    Table save mode :   **Save As Table :** Save a table, fixed table or crosstab component as a table in Hangul 97.

Click the **Save icon** on the toolbar.

Select the file format to Web Page Save File(*.mht), click the **[Option]** button.

    Font :   Set the font and font size for all text in MHT file to be created. If set, font and font size of all labels in the report are ignored.

        Font : Font name.

        Size : Font size.

    Restriction :   Enter the password that is needed to open the exported MHT files. When you open the password-protected MHT file, the web page for inputting the password will be executed. The report is displayed only when the password is matched. But, the text of the report is encrypted, the image data is not encrypted.

Click the **Print the report icon** on the toolbar.

Set the number of copies, print range and other options in the Print dialog box, click the **[OK]** button.

Click the **Etc icon** on the toolbar > Click the **[Show tree]** menu.

The report tree window appears on the left side on the OZ Viewer and all open reports are shown as in tree format.

The contents are displayed in the Report tree window if the report is set to contents. Click the contents, go to the page.

Click the **Etc icon** on the toolbar > Click the **[Show thumbnail]** menu.

The report thumbnail window appears on the left side on the OZ Viewer.
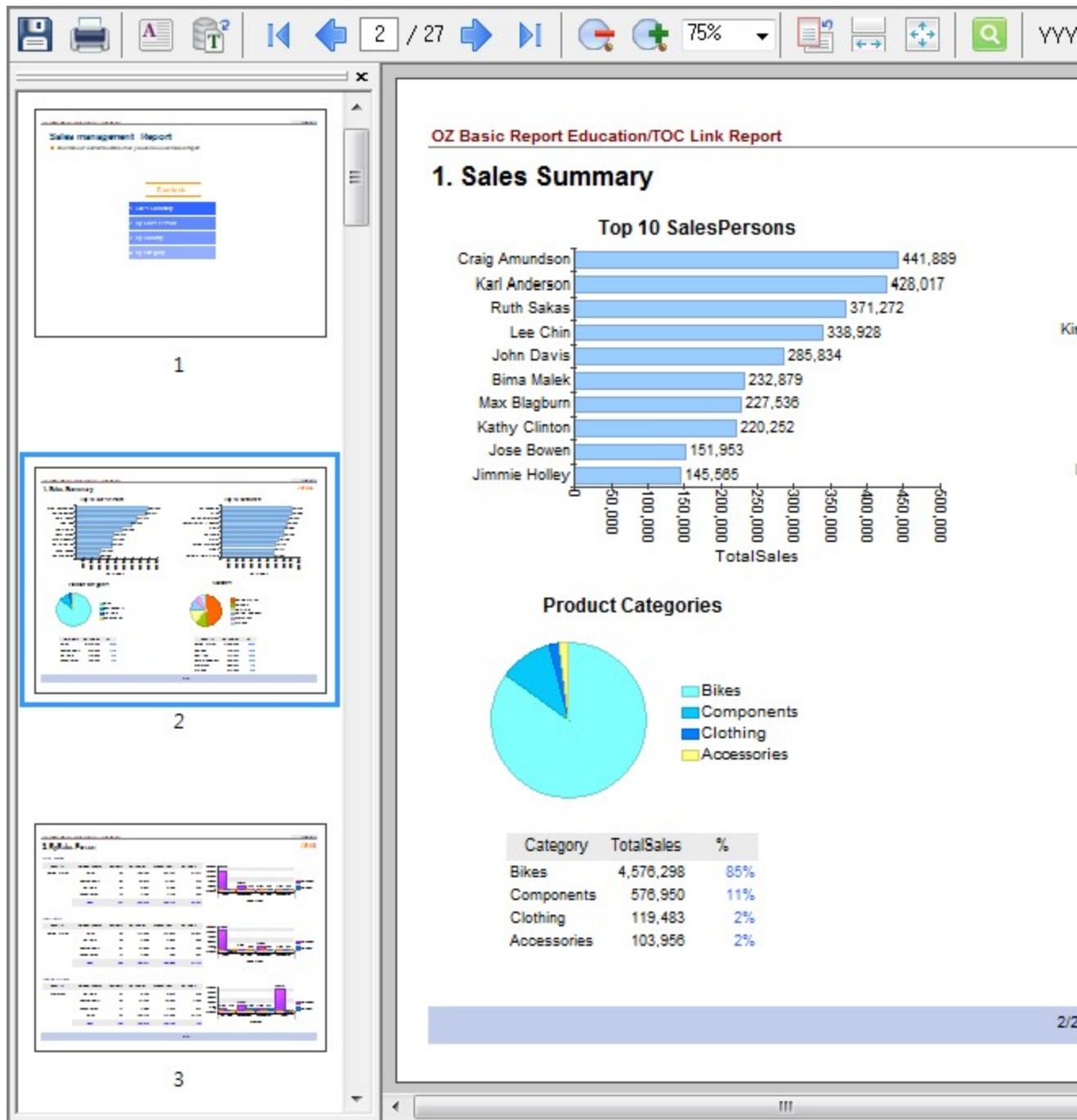
Click the **Etc icon** on the toolbar > Click the **[Report refresh]** menu.

To refresh the report for each period, set time interval in the form of "hh:mm:ss" and click the

[Start] button in the Refresh Report dialog box.

To immediately refresh the report, click the **[Refresh now]** button.

Click the **Add memo icon** on the toolbar, and draw a memo box by drag & drop.

To enter text in memo, double-click on a memo, and then enter text. After the end of the text

entry, click any report area other than the edit box.

To set the font, background color, the border and other properties of a memo, click the

[Change properties] menu on the pop-up menu of memo.

To change a memo to the image, bar code, HTML labels, etc., click the component type menu.

Click the **Save data icon** on the toolbar.

It is a function to save all of the data added to the data tree of the report as text format.

Set the delimiter, encoding and other options in the HDM Option box, click the **[OK]** button.

Format :   **Delimiter :** Column delimiter

          tab : tab

          space : space

          | : |

          / : /

          ~ : ~

          comma : comma

          Other : for "**user define**"

        User Define : User defined delimiter character

        Use indentation : If the data module to be saved has master-detail relationship, the detail data is indented to distinguish from master data.
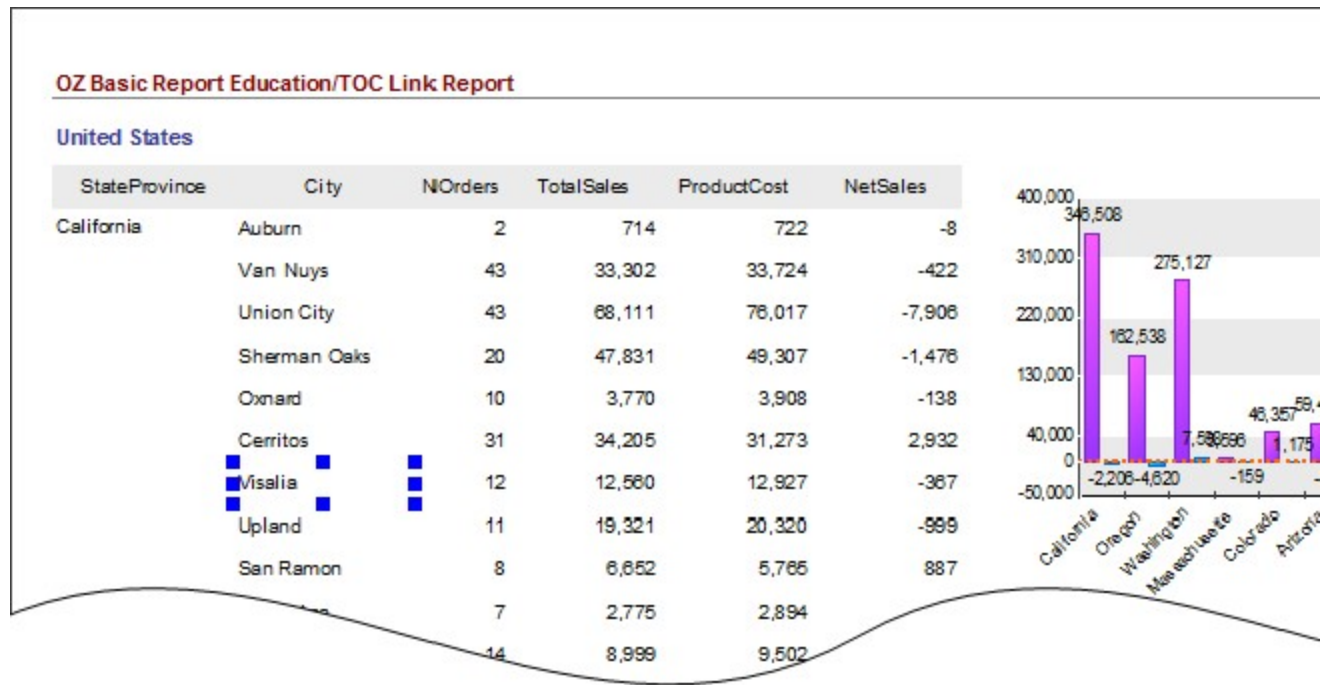
Save mode :   **Encoding :** Select encoding type.

          ANSI : Ansi

          Unicode : Unicode

Click the **Search icon** on the toolbar.

Set the find what, direction and other options in the Find dialog box, click the **[Find Next]** button. The tracker will display the borders of the label which is found.

The pages of OZ Report consists of a matrix of rows and columns. You can navigate to a page in column or row direction.

The Page move toolbar allows to navigate to the next, previous or specified page number. The Page coordinate window allows the user to visually move to the page on matrix of rows and columns.

Move the page using the Page move toolbar

Click the **page move icon** on the Page move toolbar. Enter in the text box to the page number you want to move.

Move the page using the Page coordinate window

Click the **Etc icon** on the toolbar > Click the **[Page coordinate window]** menu. Click the Move up, down, left, and right button.

You can display the report in the following five ways.

Single page

Right-click in the report window > Click the **[Single Page]** menu.

Displays one page at a time in the viewer window.

Single page fit screen

Click the **Single Page Fit Screen icon** on the toolbar.

Displays one page at a time in the viewer window and automatically adjust the page size to fit into the window.

Continuous

Right-click in the report window > Click the **[Continuous]** menu.

Display pages continuously while maintaining its original horizontal and vertical direction.

Single page continuous

Right-click in the report window > Click the **[Single Page Continuous]** menu.

Display pages vertically and continuously by single page on the viewer window.

Single page continuous fit width

Click the **Single Page Continuous Fit Width icon** on the toolbar.

Display pages continuously by single page and fit the page width to the window width.

The OZ Report Viewer provides various edit functions such as modifying properties of a label or chart and changing the data of the report.

Change the text

Double-click the label. Enter the text in the text edit window. To apply the entered text, click any report area other than the text edit window.

Resize

Click the label. Drag & drop to the size you want.

Move the position

Click the label. Drag & drop to the position you want.

Change properties

Right-click on the label > Click the **[Change properties]** menu. Change the properties of the paragraph, fonts, borders in the Format dialog box and click the **[OK]** button.

Change the drawing type

Right-click on the label > Click the drawing type menu you want to change.

Set whether to print

Right-click on the label > Click the **[Do not print]** menu.

If click the **[Do not print]** menu, check sign appears in front of the menu and the label will not be printed. To print the label, click the **[Do not print]** menu again.

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You can edit the label only designed to be able to edit the label.

Change the chart type

Right-click on the chart > Click the **[Change properties]** menu. Click the type of chart in the
Edit Chart dialog box and click the **[OK]** button.

Move the position

Click the chart. Drag & drop to the position you want.

Rotate the chart

Right-click on the chart > Click the **[Rotatable]** menu. Move the mouse in the desired
direction while holding down the left mouse button.

You can edit the chart only designed to be able to edit the chart.

Click the **Etc icon** on the toolbar > Click the **[Page setup]** menu.

Set the margin and unit in the Page setup dialog box, click the **[OK]** button.

Margin :	Set top and left page margin. To set right and bottom margin, check **Auto adjust margin** option
Unit :	**Unit :** measurement unit for margin
	pt : point
	inch : inch
	cm : centimeter
Margin Option :	**Use Default :** set to default margin value
	Auto adjust margin : auto-adjust page margin. If change margin when this option was checked, the report is auto-resized. Margins for all directions other than the changed direction are auto-adjusted.