The New Report Tool

The new Report Tool in the MedSci Survey system lets you create and print rich reports using much of the same functionality that you're used to in Microsoft Word.

Images

As well as the normal formatting tools such as bold, font size, etc., you can now add images into your reports:

1. Click the Image button
2. In the dialogue box which appears either [Browse Server] for an image you have already uploaded or click the [Upload] tab to upload one from your computer.
3. If uploading, click [Browse…] to choose your image, then [Send it to the Server].
4. If browsing the server for an existing image, double click on the image you want in the dialogue box which appears.
5. In both cases, you will then see a preview of your image with some options down the left-hand side:
   a. **Width** and **Height** allow you to set the size of your image (in pixels), but it is easier to do this after you have inserted it.
   b. By default, images will be inserted as if they were part of a line of text, which can leave unwanted blank areas:

   If you would like the text to flow around an image, choose **Left** or **Right** (see below) in the **Alignment** drop-down list and set an **HSpace** and/or **VSpace** of 5 or 10 pixels to prevent the text butting right up against your image:

   c. Once you have clicked **OK** to insert your image, you can:
      i. click on it to resize it using the corner handles
      ii. drag it to another position in the text
      iii. right-click and choose **Image Properties** to make changes to **Alignment**, etc.

Working with large reports

If you need more space to work in, click the ⤢ button to maximise the report box.

Printing

You can print your report using the 🖶 button. Use your browser's **Page Setup** functionality to alter things such as page numbering and headers.

Already written in Word?

You can simply copy and paste. Tables and most styles should be fine but images will need to be re-inserted.

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