



PDspect

INSPECTION SOFTWARE

Step by Step

How To

Have Each Category Start on a New Page

This How To article explains how to setup your inspections so that each category starts a new page of the report.

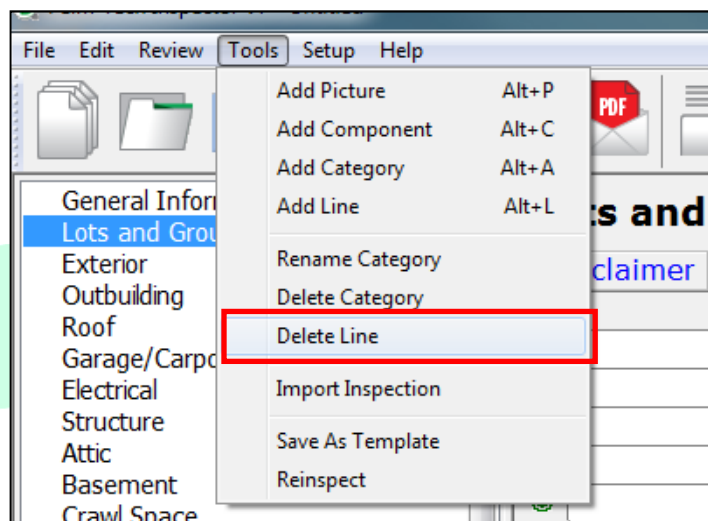
For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

HOW TO: HAVE EACH CATEGORY START ON A NEW PAGE

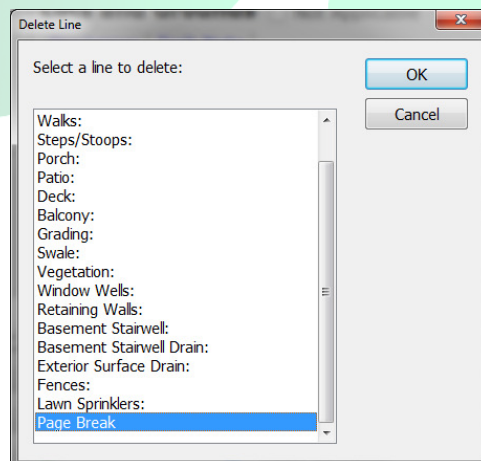
By Default a lot of the templates in PDSpect are setup so that each category has a 'Conditional Page Break'. This means that if a category ends more than 70% down on a page, that the next category will start on a new page. If you want each category to start on a new page regardless of how much content is contained in each then you would need to change to a 'Hard Page Break'. This document will walk you through the two ways you can put in a 'Hard Page Break'. First is just inside an inspection. The second is in the template.

Inside Inspection

1. Inside of an inspection the first thing we need to do is remove the 'Conditional Page Breaks' that are at the end of each category. To do this, click on the category you want to start with and then go to Tools->Delete Line.



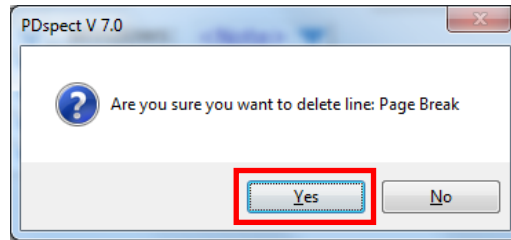
2. The 'Delete Line' window will appear. On this window, navigate to the bottom and then click on the 'Page Break' line.



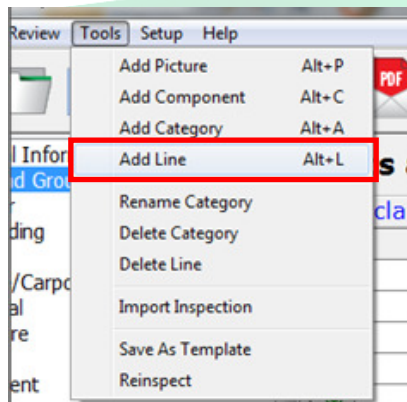
3. Next, click on 'OK'.

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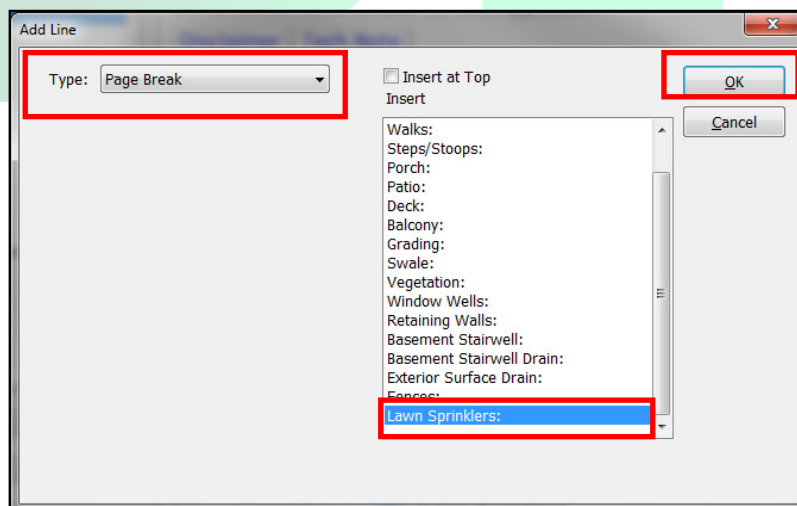
4. A window appears that asks 'Are you sure you want to delete line: Page Break'. Click on 'Yes'.



5. The 'Conditional Page Break' has now been removed. Next, we need to add in the 'Hard Page Break'. To do this, go to Tools->Add Line.



6. On the 'Add Line' screen, select 'Page Break' from the *Type* dropdown. In the list of lines currently in the category on the right, make sure the last line in the list is highlighted so that the page break is added in at the end of the category. Click 'OK' when finished.

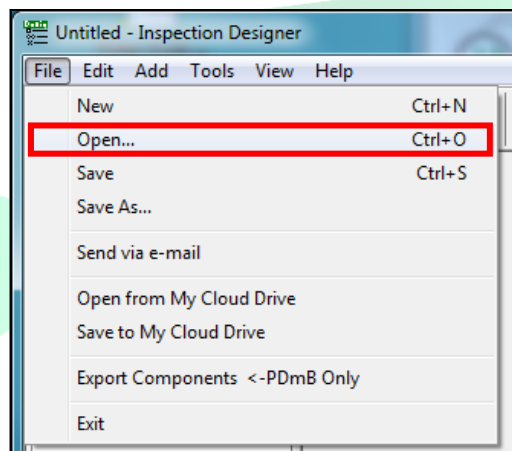


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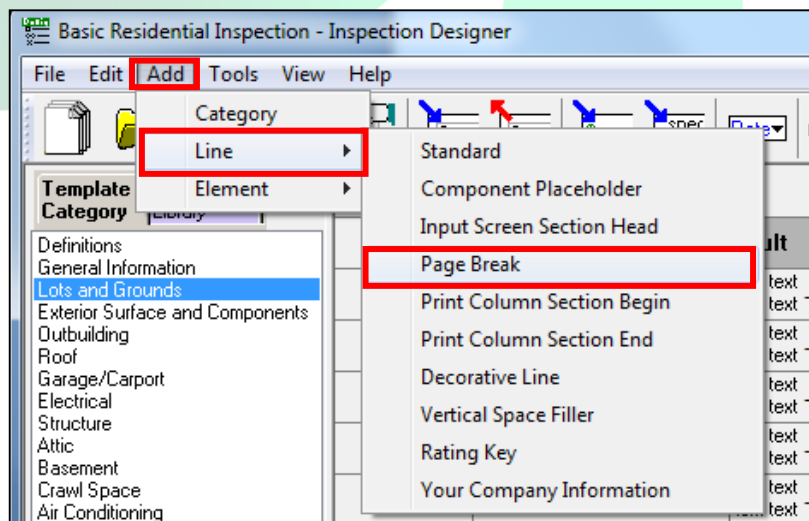
7. The 'Hard Page Break' has now been added into the category. The next step will be to repeat this process of replacing the 'Conditional Page Breaks' with 'Hard Breaks' in each of the categories in the Inspection.
8. By going to Tools->Save as Template you can create a new version of your template that includes the changes you made with page breaks. This makes it so that if you want this to be a permanent change you only have to walk through the process one time.

Inside Template

1. The first step is to open Inspection Designer from the 'Other Programs' tab. Then opening up your template by going to File->Open.

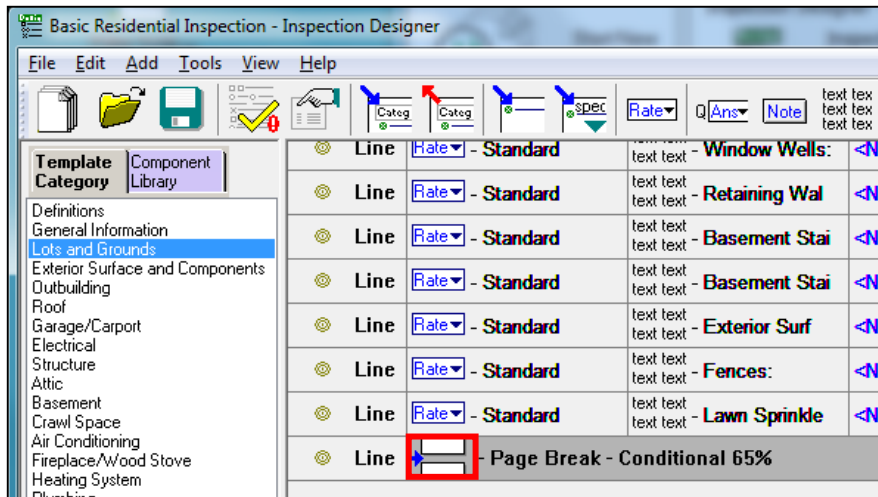


2. Once your template is open select a category where you want a 'Hard Page Break'. If your category does not already have a page break you can add one by going to Add->Line->Page Break.

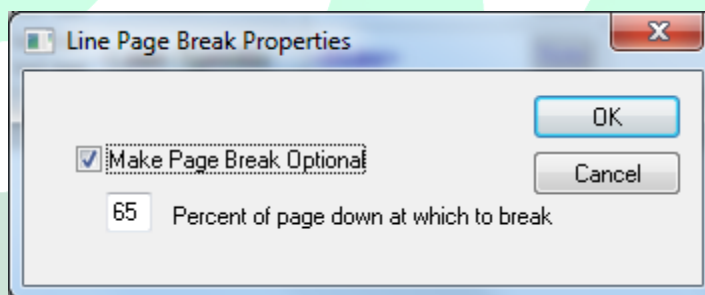


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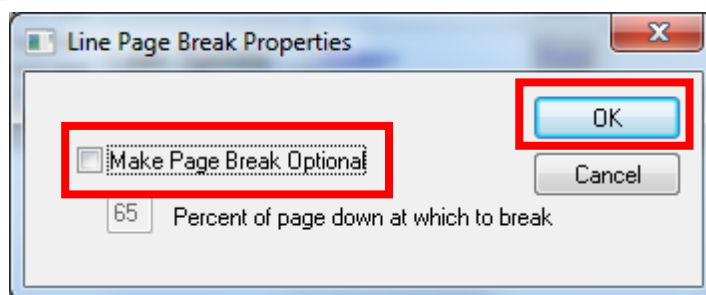
3. If your category already has a page break you will just need to click on the Page Break line in the input window.



4. Step 2 and 3 will bring up the 'Line Page Break Properties' window. From in here you change the Percentage of the 'Conditional Page Break' or make it a 'Hard Page Break'.



5. To make it 'Hard Page Break' you simply need to uncheck 'Make Page Break Optional' and then click 'OK'.



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6. Now the Category has a 'Hard Page Break'. You can walk through the same steps to add it to the rest of your categories.

