## *Tips & Techniques*
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### Printing with Collector's Assistant Version 8

The Collector's Assistant has several major functions relating to printing your collection data.

There are basically three major sections of Printing functionality

- Columnar Listings (highly customizable) of the current collection or a cross-collection view (all accessed via Print->Current Collection (sometimes in conjunction with the Find function).
- 2D Reports (labels, flip inserts, picture catalogs, index cards, etc.
- Pre-defined cross-collection reports:
    - Print->All Collections Detailed
    - Print->All Collections Summary
    - Print->Selected Collections Detailed
    - Print->Selected Collections Summary
    - Print->Saved QuickReports->user defined reports…

There is also a Print Setup dialog, applicable to all three printing functions used for printer settings such as portrait/landscape mode.

Most print functions generate a preview window, displaying the full multi-page report as it will appear on the printer. When the print preview window is displayed, the user may browse the actual report and if satisfied, click on the Printer icon in the upper left to send the report to the printer.

The exception is Print->Current Collection which sends the report directly to the printer.

### Columnar Listings

Columnar listings are the most commonly used and powerful set of printed reports. The user has complete flexibility to control the detailed format of the columnar report including:

- Column content
- Column order
- Column size

- Column alignment
- Column numerical format
- Column text color
- Subtotal options
- Grid Lines
- Header text, including markers for collection name and date
- Page Numbers

Columnar listings are generated by clicking on Print->Current Collection which will print the contents of the currently selected collection window. Though this is often a single collection, it may also be a cross collection listing based on a Find command. For example, a user might use Find to display a collection window consisting of all coins graded by NGC from all collections, grouped by collection. Clicking on Print->Current Collection would then print this cross-collection report.

Defining a Listing Grid Format

The Collector's Assistant is usually preloaded with 5-10 defined listing grid formats for each collectible, including 2 special formats which may be customized but not deleted:

- Standard – this is the default format assigned to a newly created collection
- Database – this is the format used when displaying the standard database for a collectible for which one is available.

To add or customize a Listing Grid Format, the user right click on the collection listing grid, which displays a context menu, then selects "Select Listing Grid Format". This displays the Listing Format Customizer window.

When the customizer is displayed, the user can modify any of the existing formats or add a new one. Some of the common operations are:

- Add a column
  - Select the information field in the dropdown
  - Click on Add Selected Column – the column will be added to the far right using the parameters (alignment, etc) specified
- Delete a column
  - Select the information field in the dropdown
  - Click on Remove Column

- Modifying the parameters of an existing column
  - Changing column width or order can be accomplished by direct manipulation of the column headings in the grid itself
    - Drag a column heading left or right and drop it in place
    - Drag the vertical line between two column headings left or right to change width
  - All other parameters may be changed by selecting the information field, modifying the parameters as desired and clicking on Change Column Settings.
- Setting affecting the entire report
  - Grid lines – if checked grid lines will be drawn
  - Subtotals – if checked a subtotal line will be added at the bottom of the entire listing and also at the bottom of each group if the listing has been grouped by dragging a column heading to the Group By box.
  - Page Numbers, if checked page numbers will be included at the bottom
  - Header, if text is entered it will appear at the top of each page. There are two special entries in the header text which serve as placeholders:
    - $D – will be replaced by todays date
    - $C – will be replaced by the Collection Name

## 2D Reports

In this article, 2D reports will be briefly discussed to make the user aware of their potential. A separate tips and techniques article will be used for detailed instruction.

2D reports divide a sheet of paper into rows and columns, each of which contains user defined contents for one item in the collection. The contents can include fixed text, text data and pictures and can be designed using a "What-you-see-is-what-you-get-editor". The user may assign individual color, font, and  area to each text element. The user may define a rectangular area of any size to be used for each item.

Examples of usage:

- Flip inserts – 2" square inserts for coin flips containing the most important data to be kept with the coin
- Index Cards – 3" by 5" preperforated cards with sufficient space for much text information as well as images
- Picture catalog pages – the user might design pages with 1, 2, 4, 5, 10 or more items per page to produce a more detailed catalog of their collection than can be accommodated on a standard columnar listing.

**Pre-defined cross collection reports**

This section of our report functionality is intended to allow the user to produce standard cross-collection reports with a single click. Currently, the Collector's Assistant is provided with 4 standard pre-defined cross-collection reports and is also supported by a QuickReport capability allowing the user the ability to define additional pre-defined reports for single click access.

The standard 4 reports are:

- All Collections-Detailed
- All Collections-Summary
- Selected Collections-Detailed
- Selected Collections-Summary

The Detailed choices include one line per item in all or selected collections. The Summary choices, include one line of financial summary information per collection.

For Selected Collections, the user is presented with a list of collection names and may select those to be included.

Predefined reports also include a user defined header and footer and may include title and trailer pages.

This area of the product will be a focus of future enhancement with many more cross collection pre-defined reports including more analytic reports which are not item oriented.