

Advice on Report Templates in Assessment Manager 7 and Profiles 7

Version 2.0 May 2007

Due to the many permutations that MS Word allows in the XML template document, this guide has been written to share the current understanding on the MS Word features that should be avoided.

We are working to prevent any of the following features causing schools issues but in the interim please follow the advice below;

AM7

Issue	Advice
Blank pages generating despite using report section tags	Can be caused by the use of page breaks in Word. Try to fix size of each report on the page by using fixed size cells in tables and then use carriage returns to move to next page, ensuring the close report section is the last thing on one page and open report section is the first thing on the next.
MS Text boxes	MS Word text boxes prevent the tags from converting to results. Please do not use them, use tables instead.
MS Drawing Shapes and Word Art	These can also affect the tags. Please do not use, insert graphics (JPG, GIF) instead.
MS Word Section Breaks	These can affect the Report Section tags, please do not use them.
SIMS Report Sections	Open and close report sections must be on different lines
Nested Tables	We cannot hide rows with no results in nested tables, please do not nest tables.
Logos (Bitmap, Gif, Jpg)	Where there are similar logos on each page of a report ensure that the template is on a page that will not be removed (English) when it is saved. (Word only saves the graphic once)
Smart Tags	Turn off in MS Word / Tools / Options. They turn Religious St. into Religious Street.



Profiles 7

The same issues as above with report design in MS Word	Follow the above advice
Different fonts on final report	Before allowing staff to enter comments through list entry, ensure comment bank is only in one font. Any reports written before such a change will not be altered.
Different fonts despite the above plus different characters	Usually this has been caused by copying and pasting from Word. This should be avoided if possible. If staff must copy and paste use Notepad. There will be a fix in May to only paste plain text from Word.
Exports to and from comment banks and MS Word	Export xml error seems to be avoided by changing font of comment bank from MS Sans serif to e.g. Arial. However, having exported to Word the file will not sometimes import back in. There is ongoing investigation into this issue which is intermittent, even on the same machine.
AM7 Templates into Profiles 7	Do not copy the content of an AM7 template into a Profiles 7 template as the tags are different.
Profile does not generate and gives an XML error while trying to view the profile. This is due to one or more partially formatted result tags in the template.	All the tags in the document should be completely formatted (i.e. bold, italic etc.) or completely unformatted. 1. Open the Profiles template: Focus Profiles Session Manager. 2. On the Printing Options panel, click the Template button. 3. Select the template and click the Edit button to open it. 4. Within the template locate any tags which contain part bold or part italics for example: <<RESULT>> or <<RESULT>> 5. Either remove all the formatting or apply the required formatting to the whole tag.
MS Word Page Breaks	MS Word Page Breaks should always start on a separate line i.e. there should be no tags in the line that contains the page break.

Extra information in tags can cause the Profile not to generate correctly or for tags not to be replaced correctly.	With the template open for editing, 1. Select Tools Options. 2. On the View tab, uncheck the Smart tags check box. 3. On the Save tab, uncheck the Embed Smart Tags and Save Smart Tags as XML Properties check boxes.
General hint	If text is copied from Ms Word into Profiles 7, the text should contain only the formatting that is available in Profiles 7.