

## Introduction:

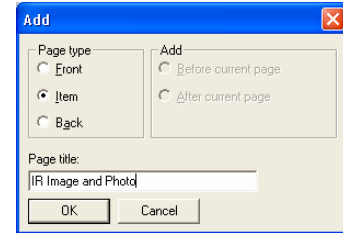
This tutorial will guide you step-by-step through the process of creating a new template using Thermacam Reporter 2000 Professional. The template consists of an item page with an IR image and photo as well as a cover page. An example of how the template will look can be found on pages 9 and 10 of this document.

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## A: Create the Item Page


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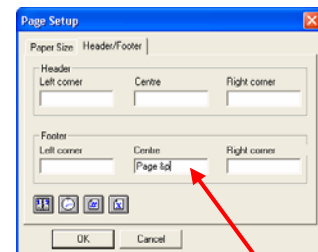
1. Start Thermacam Reporter. Select **New Template** and then click **OK**.
2. Now you are prompted to add a page:
  - a. For **Page Type**, select **Item**.
  - b. For **Page Title**, type “IR Image and Photo” and then click **OK**.



## B: Set the Page Layout

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1. Click **File** → **Page Setup** from the menus.
2. Select the **Paper size**, usually either **Letter 8 1/2 x 11 in** or **A4 210 x 297 mm**.
3. Select the page **Orientation**, either **Portrait** or **Landscape**.
4. Set the page footer:
  - a. Click on the **Header/Footer** tab.
  - b. Click in the **Centre** text box in the **Footer** section. Type “Page” and then press the  button. This will place the page number at the bottom of the report pages.
  - c. Click **OK** to close the **Page Setup** window.



## C: Set Report Defaults

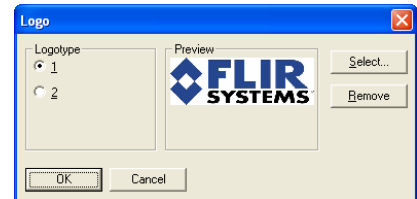
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Several parameters (such as temperature units) can be set in the template so all of the item pages are created with the same settings.

1. **Grid Settings:** Select **Settings** → **Grid Settings** from the pull-down menus. Select **Show grid** and **Snap to grid** and use a **Grid Spacing** of **4**. Click **OK** to continue. This will place a grid on the page, which will help align the template tools.
2. **Font:** Select **Settings** → **Font** from the pull-down menus. For **Font**, select **Arial**. For **Font Style**, select **Regular**. For **Font Size**, select **12**.


Click **OK** to continue. This sets the default font style for all tables and text boxes used in the template. You can always override this for a specific tool, if necessary.

3. **Units:** Select **Settings** → **Units** from the pull-down menus. For **Distance**, select **Feet**. For **Temperature**, select **Fahrenheit**. Click **OK** to continue.
4. **Logo:** Select **Settings** → **Logo** from the pull-down menus. For the **Logotype**, select **1**. Press the **Select** button and browse to the location on your computer where the logo file is stored. You can use any standard picture file as your logo. Select the logo file and click **OK**. Now you will see a preview of the logo in the **Preview** frame. Click **OK** to continue.





#### D: Add the Logo

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1. Click on the **Logo tool**  to add your logo picture (set in the previous section) to the page. Place the logo in the upper left-hand corner of the page.

#### E: Add the IR Image and Photo

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1. Select the **IR Image tool**  from the **Drawing** toolbar and then click on the page. Position the IR image on the left side of the template page.
2. Select the **Photo tool**  from the **Drawing** toolbar and then click on the page. Position the photo next to the IR image on the template page.

#### F: Set the IR Image Properties and Text Comments

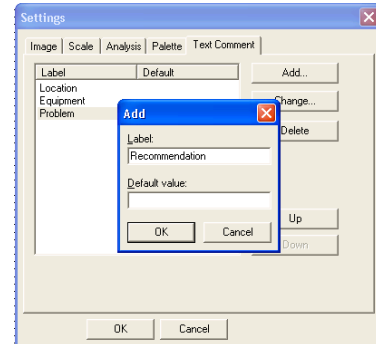
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1. **Right-click** on the IR Image and choose **Settings**.
2. Click on the **Image** tab and Make sure **Get Analysis** is selected. This will display any measurement tools stored with the IR image on the camera.

- Click on the **Palette** tab to select the color palette you want to use for all the images in the report. In most cases **Iron** is used for the default palette.

**Note:** You can change the palette for an individual image in the report using the same method.


- Click on the **Text Comment** Tab to set the text comment labels for the template. Text comment labels can be used to prompt the user to enter specific information about the IR image while creating the report. Click the **Add** button to add the first text comment. Type in “Location” for the **Label** and leave the **Default value** blank. Click **OK** to add the text comment label to the list. Repeat this procedure for “Equipment”, “Problem”, and “Recommendation”. Click **OK** when complete.

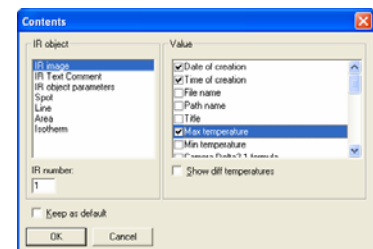


## G: Add a Results Table

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The Results table can be used to show information about the IR image, such as the date and time the image was stored, text comments, and temperature data.

- Select the **Results table tool**  from the **Drawing** toolbar. Click just below the IR image and photo to place the table on the page.
- Select the following information to display in the table:
  - Click on **IR image** and then select **Date of creation** and **Time of creation** from the Value list.
  - Click on **IR Text Comment** and select **Label and value**. This will list all the text comment labels and values present in the IR image.
  - Click on **IR object parameters** and select **Emissivity** and **Ambient temperature**.

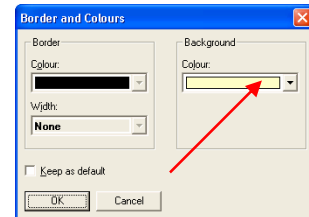


- d. Click on **Spot** and select **Temperature**. This will show the temperature for all spot meters on the IR image.
- e. Click **OK** to place the table on the page.

**Note:** The data displayed in a results table can be modified in the report if you **right-click** on the table and select **Contents**. Simply check or uncheck the values you want to change and click **OK** when complete.


**Note:** You can use **Keep as default** if there are settings that are commonly used when you add a results table. If you select **Keep as default** and click **OK**, the settings you have selected will appear the next time you add a results table to the template.

3. Right-click on the Results table and click on **Borders and Colours**. In the background section select yellow from the list of colors and then click **OK**. This will change the background color for the table.



## H: Add a 'Comments' Text Box

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1. Select the **Text tool**  from the **Drawing** toolbar. Click and drag the mouse on the page to draw the text box. Place it below the results table near the bottom of the item page.
2. Click inside the text box and type "Comments:". This text box can be used to type general comments about the IR image.

## I: Add a Cover Page

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The Item page, added in Section A, contains the IR image and reference photo.

This step will add a cover page for the IR inspection report.

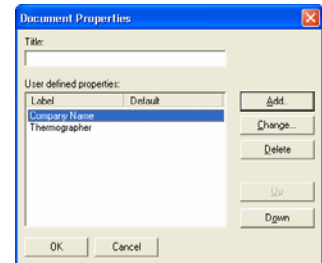
1. Click on **Page → Add** from the menus. For **Page Type**, choose **Front**. For **Page Title**, type "Cover Page". Click **OK** when complete.

## J: Add Report Properties

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


Report properties can be used to prompt the user to enter information about the report when they run the Report Wizard.

1. Select **File → Properties** from the pull-down menus.
2. Click the **Add** button. In the **Label** box type “Company Name” and then click **OK**.
3. Click the **Add** button again. In the **Label** box type “Thermographer” and then click **OK**.
4. Click **OK** to exit the **Report Properties** window.



## K: Add a Logo and a Title Text Box to the Cover Page


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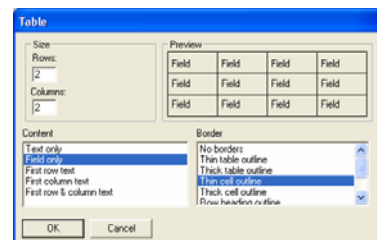
1. Click the **Logo tool**  button from the **Drawing** toolbar and then click in the upper left-hand corner of the cover page.
2. Click the **Text tool**  and then click and drag the mouse to draw the text box on the page. Position the text box near the top of the cover page.
3. Set the font in the text box to **Arial 18** and click the **Bold** button . Click the **Center** button  to center the text.
4. Type “Infrared Inspection Report” into the text box.

## L: Add a ‘Company Name’ and ‘Thermographer’ Table

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This table will display the report property labels and values.

1. Click on the **Table tool**  and then click on the page just below the title text box created in the previous section.
2. The table should be set for **2 rows** and **2 columns**. For **Content**, select **Field only**. For **Border**, select **Thin cell outline**.
3. Click **OK** when complete.




4. Position the table so it is centered on the page. Click on the first cell in the first column to select it, then **right-click** on the cell and choose **Connect**.
5. Click the Report tab. Select **Prop – Company Name** as the Object and **Label** as the Value, then click **OK**. This will place the “Company Name” report property label in the cell.
6. Click on the second cell in the first column to select it, then **right-click** on the cell and choose **Connect**.
7. Click the Report tab. Select **Prop – Thermographer** as the Object and **Label** as the Value, then click **OK**. This will place the “Thermographer” report property label in the cell.
8. Click on the first cell in the second column to select it, then **right-click** on the cell and choose **Connect**.
9. Click the Report tab. Select **Prop – Company Name** as the Object and **Value** as the Value, then click **OK**.
10. Click on the second cell in the second column to select it, then **right-click** on the cell and choose **Connect**.
11. Click the Report tab. Select **Prop – Thermographer** as the Object and **Value** as the Value, then click **OK**.

Now the table is configured to show the report property labels and values entered by the user when a report is created.

#### **M: Add a ‘Description’ Text Box**

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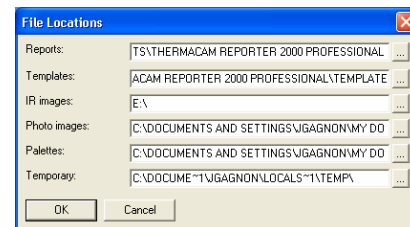
1. Click the **Text tool**  and then click and drag the mouse to draw the text box on the page. Position the text box below the ‘Thermographer’ table added in the previous section.
2. Type “Description:” at the top of the text box. This text box can be used by the Thermographer to describe the inspection report.

## N: Save the Template

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1. The final step is to save the template. Select **File** → **Save As** from the pull-down menus:
  - a. For Windows 2000/XP: Save the template to **My Documents\Thermacam Reporter 2000 Professional\Template**.
  - b. For Windows 95/98/ME: Save the templates to **C:\Program Files\ThermaCAM Reporter 2000 Pro Dec 02 Ed\Template**.

If you are unsure of which version of Thermacam Reporter you are using select **Settings** → **File Locations** from the pull-down menus. Check the **Templates** path to determine where to save your new template.




**Note:** The template must be saved in the directory listed above so the report wizard will find it and allow you to select it from the list of available templates.

2. If you want this template to be used as your **Quick Template**, select **Settings** → **Quick Template** from the pull-down menus. Select your new template from the list and click **OK** to continue. The **Quick Template** can be thought of as the default template and is used when you drag and drop images onto the Reporter shortcut.

Congratulations! You have just created a new template that can be used to create a report with Thermacam Reporter 2000 Professional. To use the new template, close Thermacam Reporter and then start the program from the desktop shortcut or from the Start menu. You should see your new template in the list of available templates on the Wizard screen. If you set it as the Quick template it will automatically be selected. Just click OK to start creating your new report.

### Cover Page Example




**Infrared Inspection Report**


Company Name	*
Thermographer	*

Description:

Page 1

### Item Page Example





Photo

IR information	Value
Date of creation	2/27/2003
Time of creation	3:53:03 PM
IR Text Comment	Value
Location	*
Equipment	*
Problem	*
Recommendation	*
Object parameter	Value
Emissivity	0.92
Ambient temperature	20.0°C

Comments:

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