

Saving Reports from the Civil Report Browser

Saving reports from the Civil Report Browser in OpenRoads or OpenSite Designer can be problematic due to some Microsoft applications requiring security level permissions be set. Another issue that is most often seen in Excel formatted reports is an incorrect determination of format that can result in report values being altered. There are two recommendations for saving reports from the Civil Report Browser to achieve reports that are deliverable and printable, and that also preserve the original data. Both begin with saving the data in HTML format.

- A. Save As > **Web Page (*.html)** and deliver in HTML format.
- B. Save As > **Web Page (*.html)** then copy and paste into an Excel workbook with all cells pre-formatted as text.

Deliver in HTML Format (steps)

1. From the Civil Report Browser, set the **Tools>Format Options**, then
2. choose **File>Save As>Web Page (*.html)**.

The HTML format of civil reports is perfectly acceptable as a deliverable. The report can be opened with an internet browser and viewed or printed. It is also easy to create a PDF from the Print command by setting the printer to Microsoft Print to PDF.

Copy/Paste HTML into a Text Formatted Excel Workbook (steps)

1. From the Civil Report Browser, set the **Tools>Format Options**, then
2. choose **File>Save As>Web Page (*.html)**.
3. Open the html file in an internet browser, use <Ctrl+A>, then <Ctrl+V> to select and copy the entire report to the clipboard.
4. Open Excel to a blank workbook.
 - a. ADD SENSITIVITY LABEL – [**Select label**], (you cannot edit the workbook until this step is done)
 - b. Select all cells (**click gray rectangle to the left of Column Heading [A] and above Row Heading [1]**),
 - c. Choose **Home>Cells>Format>Format Cells**, select the **Number** tab and choose the “**Text**” category, then [**OK**] to *pre-format all workbook cells as Text*,
 - d. Right-click in cell A1 and choose either **Paste Options> Match Destination Formatting** (the clipboard icon) or **Paste Special... choose Text**.
 - e. Choose **File>Save** in Excel to save the result as .XLSX.

Excel is finicky. If you try to skip the step of pre-formatting the workbook cells to text, the positive slopes will have an issue. If you try to skip the step of pasting special as Text, the negative slopes will have an issue.

Printing from Excel is also more difficult than printing from Edge or Chrome. Excel uses wider margins by default and will typically generate twice the number of pages.