



Report Manipulation

EnCase v7



Generating Your Report

- ▶ Your report automatically populates based on your initial case creation
 - ▶ Title Page – picture etc.
 - ▶ Sections
 - ▶ Bookmarks
- ▶ View Report
 - ▶ This gives a snapshot of the current report status



Manipulating Reports

- ▶ While viewing your report select “report template”
 - ▶ This brings you to the layout of sections
 - ▶ Outline Subordinate order
 - ▶ This becomes important if you construct your own or want to manipulate presentation
 - ▶ Section or Report Designation
 - ▶ Report – primarily holds configurations to be inherited by the child components
 - ▶ Section – Formatting relevant to that particular section as it changes from the standard parent template
 - ▶ Paper
 - ▶ Allows you to specify how the section is printed
 - ▶ Chosen by rows where your cursor is connected
 - ▶ Right click while in a row to edit that line



Report Object Code

- ▶ Utilized to specify formatting of all the components
 - ▶ This is within all areas of the report area
 - ▶ The ROC is utilized in all sections
 - ▶ Becoming familiar with it will speed report manipulation
 - ▶ It is not necessary as you can walk through it, but it is helpful



Changing the Graphic

- ▶ Title Page and the logo
 - ▶ You will have to manipulate your graphic prior to bringing it in
 - ▶ Row 3 is the Title Page where the graphic resides
 - ▶ The Body tab is where the ROC is located
 - ▶ Path to the image is here as well
 - ▶ Width and Height are measured in *twips*
 - ▶ *Best practice to delete the line and insert using the picture tab*
 - ▶ *Your decision*



Entering Text

- ▶ Select the area you would like to add or edit text
 - ▶ Choose the Text Tool (piece of paper) in the View table



Adding Bookmark Folders

- ▶ If you have added a folder for bookmarks they are NOT automatically added to the report
 - ▶ Move the section where you are trying to get the folder
 - ▶ Choose Styles Normal from Body Text
 - ▶ Choose the Bookmark Folder Option
 - ▶ Select your folder
 - ▶ Show Folders – shows the contents of the folder with comments
 - ▶ Recursive – Allows you to show subfolders underneath the folder




Creating Your Own Report – Page 1

- ▶ Select New from the Report Template area
 - ▶ Make sure you are not on a created item
 - ▶ Give your report a name
 - ▶ Build a Hierarchy
 - ▶ Creating the Header/Footer items at this top level allows them to be on every section from the top down (inherited)
 - ▶ Select Report not Section
 - ▶ Divide your Report into multiple top-level areas (these will be reports)
 - ▶ Create subdivisions within these areas (these will be sections)
 - ▶ You can drag and drop to reorder / create subordinate areas
 - ▶ Create bookmark folders to correspond and link them to the correct locations



Creating Your Own Report - Page 2

- ▶ Don't forget that copy and paste from a current item or other pre-defined reports might be beneficial as well.
- ▶ Manipulating the Case Information
 - ▶ View
 - ▶ Case Information
 - ▶ Once here you can edit what is there as well as create new information
 - ▶ After you are satisfied with your report and information you can save this as a template.
 - ▶ Case Save as Template
 - ▶ Once this is complete it will be an option for future cases.



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