

# Creating Reports (with Working Hyperlinks)

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*from Digital Measures*

## This document covers:

1. Considerations for creating reports from Digital Measures
2. The preferred process for creating reports (with and without hyperlinks) from Digital Measures, for both Mac and PC users
3. Troubleshooting issues
  - a. Formatting
  - b. Links not working

## Considerations

When creating reports from Digital Measures, regardless of whether you are working on a Mac or PC, please consider the following (also shown graphically under the Preferred Process):

1. Will I need to edit the report after I create it?

If **yes**, then always initially create the report as a Word document.

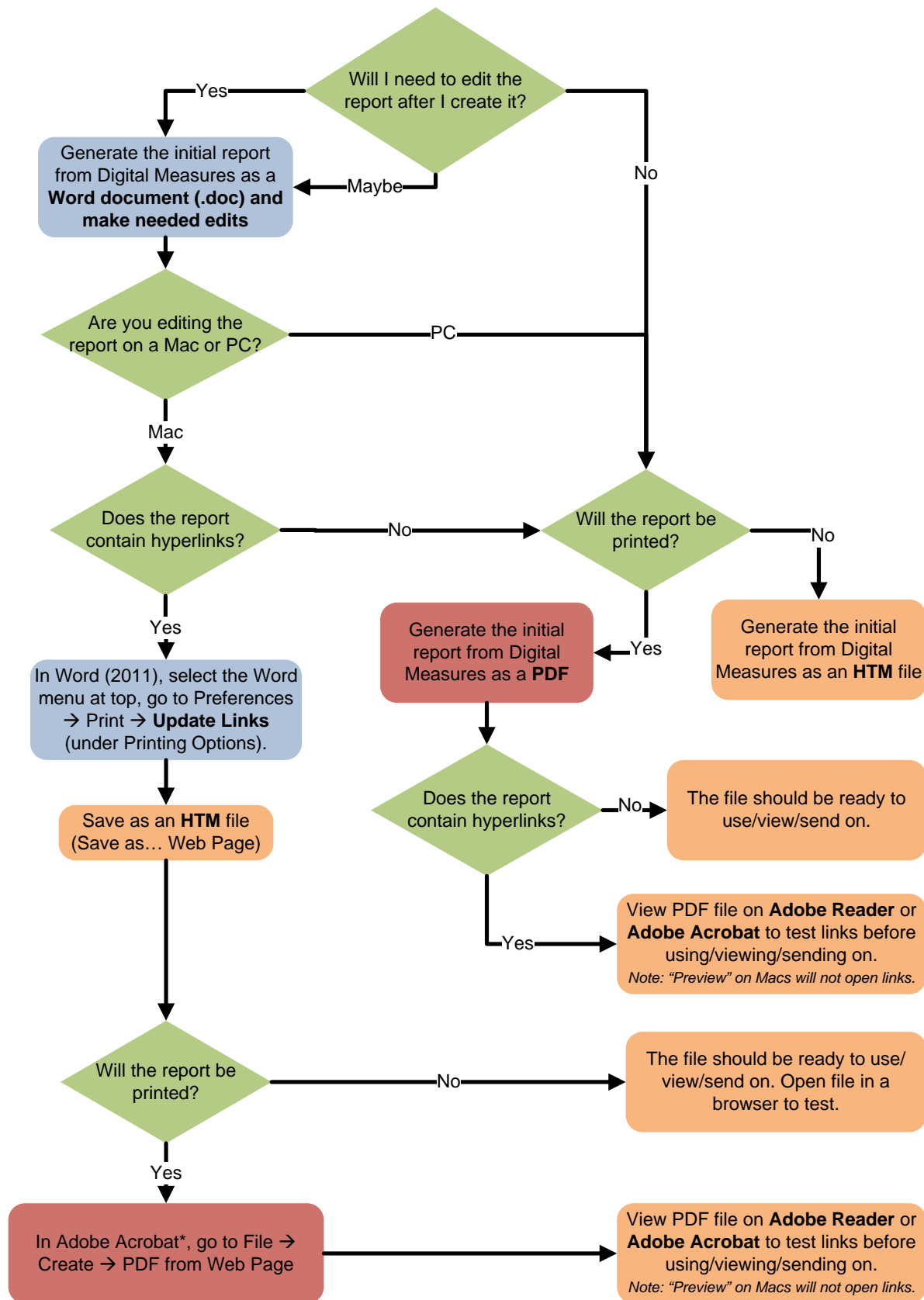
2. Are you creating or editing the report on a Mac or PC? Does the report contain hyperlinks?

If **Mac**, and if you need to edit it and it contains hyperlinks, you will need to make sure to **Update Links** under **Printing Options**.

3. Will the report be printed?

- If the report **will only be viewed online**, then .htm is a good option. HTML files are not inherently meant to be printed, they are meant to be viewed on the Web.
- If the report **will be printed**, then PDF is the best option for final publishing. **However**, using a Mac and saving in Word 2011 (or earlier) to PDF does NOT save the links.
- **Macs Only:** If you want to create a printable PDF (that looks decent) **with links** on a Mac, save the Word doc as a .htm file, THEN opened in Adobe Acrobat (Pro) to create the PDF file with links (UW-L has a site license for this, but not many know about it: go to File --> Create PDF from Web Page, and the PDF will work with links.)

### Preferred Process



\*UW-L has a site license for this. If you don't have it already:

PC Users: Go to <http://software.uwlax.edu> to download.

Mac Users: Call (785-8774) or stop by the UW-L Eagle Help Desk. They can install it for you.

## Troubleshooting Issues

### Extra Information?

- Make sure you are running the correct report. If you have questions about which report to run, please ask your department chair.
- Make sure you have included start **and** end dates, when relevant. Putting start dates without end dates on entries (when applicable) will cause Digital Measures to treat them as on-going (e.g., a beginning date of 9/1/2006 without an end date will be treated as something that began in 2006, but is still going on today).
- If you are running the correct report and there is still extraneous information, create the report in Word, then follow the process above to make sure it includes the needed information and is published in the correct format.

### Missing Information?

- Make sure you are running the correct report. If you have questions about which report to run, please ask your department chair.
- Make sure you have entered the information that is missing. To view the information source of the report, go to Run Custom Reports, find then click "Select Report." Then click the link immediately underneath the name of the report to view the source locations (from the information you entered) in Digital Measures of the missing information. If you are unsure, please contact Patty Fairchild ([pfairchild@uwlax.edu](mailto:pfairchild@uwlax.edu)).

### Too Many Pages?

- Please let this be. The committees that review the reports need them to be consistent.

### Links Not Working?

- See the Preferred Process for creating/publishing reports as identified on the previous page. If you have followed this process and links still do not work, please contact Patty Fairchild ([pfairchild@uwlax.edu](mailto:pfairchild@uwlax.edu)).

### Other Issues?

- For **policy-related questions** (what to enter, what to include, who enters information, when...), please contact Aaron Monte ([amonte@uwlax.edu](mailto:amonte@uwlax.edu)).
- For **all other inquiries**, please contact Patty Fairchild ([pfairchild@uwlax.edu](mailto:pfairchild@uwlax.edu)).