



How to get started: Installing Raosoft® EZReport® 2007

1. Insert the **EZReport® 2007** disk in your CD-Rom drive. EZReport runs on Windows 2000/2003/NT/XP.
2. Wait about 30 seconds for the setup program to start automatically. If the setup program does not appear, double-click the **My Computer** icon on your Windows desktop then double-click the CD-Rom drive.
3. Double-click the **Setup** program on the CD-Rom.
4. You will be asked if you want to install **EZReport**. Click **Next**, and follow the instructions.

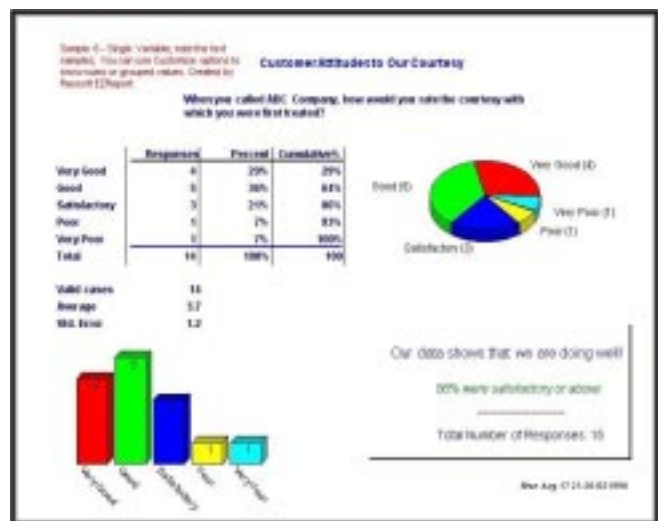
Important: If you have purchased a network license, you must also download the network client installer from our download page at <http://www.raosoft.com/downloads/fullexecs/>. If you have not received a download password, please call us at (206) 525-4025, or email us at raosoft@raosoft.com



New EZReport 2007 tutorial

To start, double-click the **EZReport®** icon on your desktop, or click the **Start** button and find the **EZReport** folder. Double-click the **EZReport** icon. Let's look at some sample project data first:

1. Open the sample project. Click on **File | Open Form**. Look for the EZReport samples directory, which is typically located in *C:\Program Files\Raosoft\EZReport*. Click on **EZDEMO.EZF** and select **Open**.
2. A dialog box will appear. Select any question from the **Question** listbox on the left, then select the table-plot type from the **Select plot type** listbox on the right. Click **Finish**. A data display will appear in a chart. The kind of data that appears depends on the question type. You will see more question types as you explore **EZReport**.
3. To develop the new report, select **Analysis | Plot** from the menu. You will be presented with the **Select a question and plot type** dialog box. In the **Question** listbox, you will see a list of the **EZDEMO** demonstration questions on the left and a list of the possible plot types on the right. The possible plot types include both the **Table** option for text-only display of the data as well as a variety of graphic charting options. After selecting the question and plot type, click **Finish**.
4. You will be returned to the main window with the results of your selection appearing in the top left corner of the report window. The cursor is now a crosshair. By clicking a screen location with the crosshair you will determine the new placement of the new data table or chart you just created. Click once to place the new report object. You may move the new object again, or re-size it after selecting it.
5. Go to **View | Question List** and **View | Plot Types** to display the Question and Plots floating



menus. The **Plot Types** serves as a quick means for changing the tool box or chart type for the selected report object. Icons for 2D charts appear on the left and 3D chart options on the right. Click on one of the charts in your report. Experiment with the different plot types by clicking the various icons on the plot-types tool palette. Select a few plot types to understand the options.



6. Similarly, the **Questions** window allows you to base the selected report object on different questions while using the same plot type.
7. To create a new report object on the same report page, return to **Analysis | Plot**, select a new question, a plot type and click **Finish**. As before, the report window will show the new object in the top left corner of the report window, with the crosshair cursor for placing it. The objects you already have will not change. To duplicate an object, right-click on it and select **Clone** from the pop-up menu. You can change the clone to the desired plot type or question.
8. To modify any placed report object, either right click the object or select the object and use the **Edit** menu options. Text fonts and alignment for report objects can be modified through the **Edit** menu items. Also, the report page can be annotated with additional text with **Edit** menu options, and with other graphics via the **Drawing Tools** menu.
9. To place your report into Word or PowerPoint, select **Edit | Copy** from the EZReport menu then **Edit | Paste special** from the Word menu. Paste the copied report as a device independent bitmap.

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