

Batch Printing Reports and Graphs

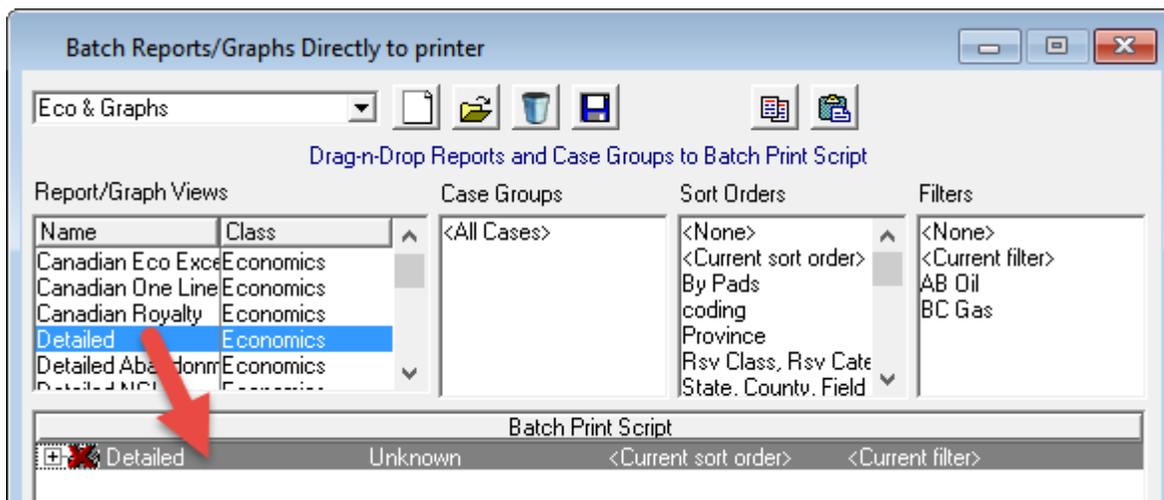
Batch printing is a way to quickly and efficiently print multiple graphs and/or reports. When a batch print is performed, the economics are calculated once, and each report in the print script is generated based on those economics. This saves time and resources, especially on larger databases, or when several reports are being sent to the printer.

Batch prints are controlled by batch print scripts. Each script is made up of a series of lines that tell PHDWin what report or graph to print, for which cases they are to be printed, and if the report is to use a specific Sort Order or Filter.

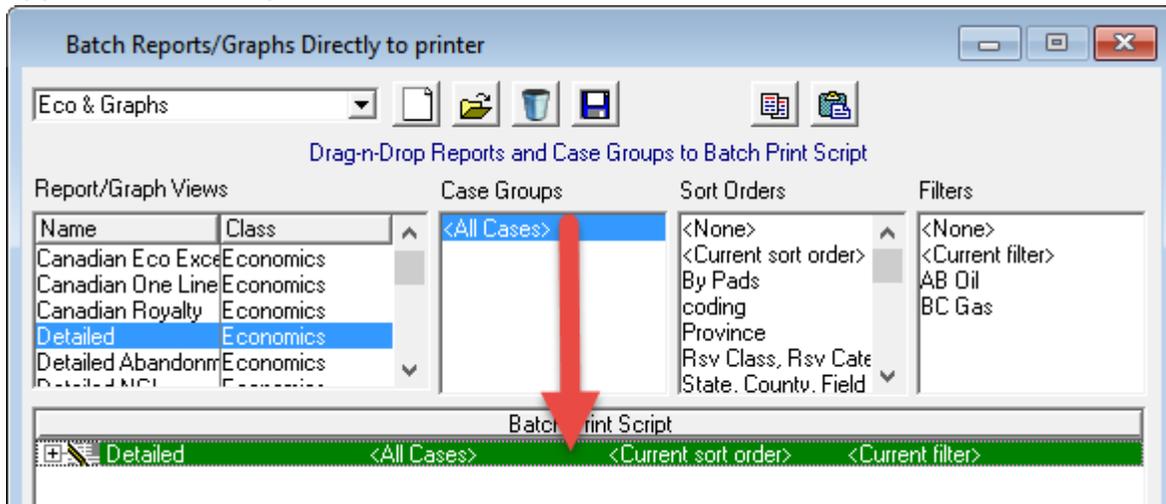
To create a batch print script

The first step to running a batch print is to create a print script, which can be found by going to **Reports > Batch Print (Reports and Graphs)**. Scripts can be saved for future use so that you will not have to recreate them each time the batch print is to be run.

1. Click the  icon in the Batch Print window. Enter a name for the script when prompted, then click OK.
2. Drag and drop the Report or Graph view that you want to print, down to the Batch Print Script window as shown below:



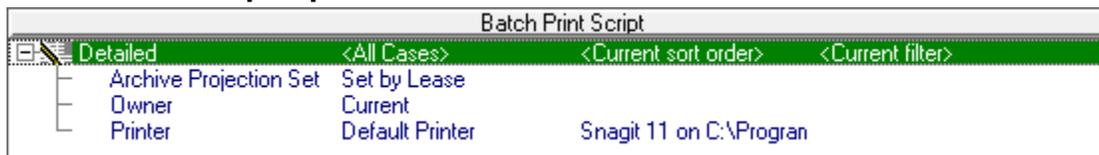
- After dropping the view, a red X appears over the beginning of the line until the report group (Set of leases) that you want to print is applied.
- Drag and drop the case group that you want to apply to the same line as the view. The line should turn green and the red X should disappear, indicating that enough settings have been applied for the script to run.



- You may also decide what sorts and filters to use on the report, if any. Any saved sorts and filters are listed in the right-most columns above and can be dragged to the desired report to be applied.
- To run multiple economics or graph reports in the same run, repeat steps 2 – 4.

Note: Reports are not interleaved, they will run in the order they appear in the script.

Batch Print Script Options



- Archive Projection Set - By default, the Active Archive on each case is printed on the graph and used to generate the reports. To select a different archive set, right-click the text and select the desired archive set from the subsequent list.
- Owner – Allows you to select the partnership whose interest you wish to report. Right-click the text to select a different partnership.

- **Printer** – Displays the default printer for the reports. Right-click to select another print option. Note: We highly recommend using a pdf-generating software to allow you to view the report output prior to printing. CutePDF is a free program that works well for this.

After all selections have been made, click the Run button, which will both prompt you to save the script for future use and will execute the report run.

Graph Export

To control the naming of the exported .PNG files from PHDWin, use the option in the Batch Print window. When the Export to PDF/PNG checkbox is selected on the Batch Print window, a Use ID Code for PNG File Naming checkbox becomes available. When this checkbox is selected, a drop-down list allows you to select the ID Code you want to use. Note: Only text or numeric ID Codes can be used in this process.

ID Code values are incorporated into PHDWin to generate .PNG file. .PNG files are created in a subfolder named with the Graph tab being printed. The name of the subfolder matches the Graph tab selection in the batch print script, for example, “Graph Tab 1”, or “50 Years”, depending on your selection.

To incorporate ID Code values

1. Select the ID Code values for the file name.
2. Remove any special symbols so that the name uses only alphabetic or numeric data, spaces, underscores, and dashes.
3. If ID Code values are not unique, add a differentiating such as “_2”, or “-3”.
4. Add the .PNG file extension to the file name. Note: Any existing Sort Orders will be lost when this option is used.
5. The resulting files are then arranged in a directory similar to the directory structure below, based on the file names, etc., that you assign.