

Projects, Printing & More...

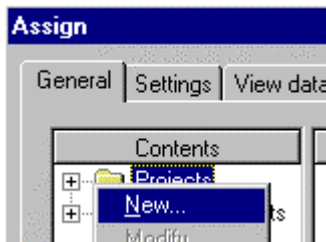
Most users are familiar with the use and functionality of Projects. A project is where surveyed data is imported, stored, processed, edited, adjusted and finally exported.

But some very useful functionality is less well known.

Creating & Opening Projects

Unlike SKI2.3, it is not necessary to create or open a project before importing surveyed data. Projects can be created whilst importing data.

After selecting the data to be imported the **Assign** dialog box will appear. Right-click on **Projects** in the tree view and select **New** from the short-cut menu to create a new project.

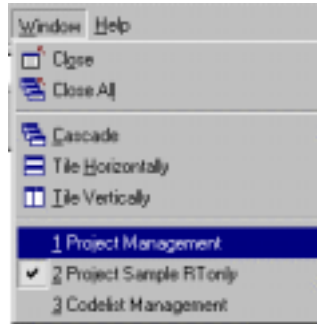


The data to be imported can then be assigned to that project and the project is then automatically opened.

The quickest way to re-open previously used projects is to choose **Recent Projects** from the **File** main menu. The last 10 used projects are listed.

It is possible to have any number of projects open as individual "windows". This may be useful to visually compare data contained in different projects or to drag and drop points and/or baselines between projects. (Drag and drop functionality will be covered in a future newsletter.)

It is, of course, also possible to simultaneously have other SKI-Pro components open such as Project Management or Codelist Management. You can quickly move between the open windows by using the **Windows** main menu or by holding down **CTRL** and pressing **TAB**.



If more than one window is open in SKI-Pro, the quickest way to arrange them is to **Tile** or **Cascade** the windows. This functionality is found under the **Windows** main menu.

Printing

It is possible within any SKI-Pro component to obtain a WYSIWYG (What You See Is What You Get) print out of what is currently shown on the screen. This is particularly useful within projects where you may need a printed copy of what is shown in the **View / Edit**, **Data Processing** or the **Points** tab view.

Arrange the screen as to how you want to see it in the print out. For example, zoom into areas of specific interest in the **View / Edit** tab view, or **Hide** and **Show** specific columns in the **Points** tab view.

Choose **Print Preview** from the toolbar or the **File** main menu to see a print preview and then choose **Print** to print out the report. Printer settings can be adjusted if necessary.

Default header and footer information will also be printed. Additionally, with a project, it is possible to add text to the header and footer. In Project Management, right click on a project and select **Properties**. Select the **Dictionary** and enter the required text for the **Print Header** and **Print Footer**.

Zooming

In the **View / Edit** tab view of a project, it is possible to zoom in and out and to view all data using the toolbar buttons shown below.



However it is also often useful to centre on a particular point and then zoom in and out quickly using the keyboard.

Select the point of interest from the list box and then press the **Scroll to Selected Point** button. This will centre the view to this point.



To quickly zoom in or out just hold down the **+** or the **-** key on the keyboard. **Scroll** the screen using the cursor keys. Press **Home** to zoom to the complete extent of the data including kinematic chains or press **Ctrl** and then **Home** to zoom to the extents of the points only.

Remember...

- Projects can be created during import. Any number of projects can be open at the same time.
- Useful printouts can be easily created.
- Use the keyboard (+, -) to zoom in and out quickly in **View / Edit**.

