

Last Modified on 08/19/2019 1:05 pm EDT

# Adding Breaks, Spaces, and Lines

Tricefy's reporting templates are created within a table that consists of rows and columns.

• To add additional white space between fields (vertically)

1) Hover your mouse where you want the additional space

2) Select the + button to add a new item

3) Choose Empty from the menu, followed by Row

Note: You can also use the padding and margin settings located in the right sidebar to increase and decrease the space in between elements.

• To add a page break (contents below the page break will be shown on the next page when the report is finalized ):

1) Hover your mouse where you want the page break

2) Select the + button to add a new item

3) Choose Empty from the menu, followed by Page Break

 To add additional vertical space and a black horizontal line (shown below in the blue box):

1) Hover your mouse where you want the additional space

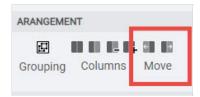
- 2) Select the + button to add a new item
- 3) Choose Empty from the menu, followed by Horizontal Rule

Section			
${f T}$ Text	>		Page Break
£ Forms	>		
Empty	>	Row	
∮ TerAlates	>	Column	
A Smart Groups	>	⊣ Page Break	
-		Horizontal Rule	

### **Moving Items Horizontally**



To move an item right or left, select the item on the template, followed by the **Move** arrows under the Arrangement Settings in the right sidebar:



## **Moving Items Vertically**

You can move items up and down to different areas of the template using either the left sidebar (to move individual items or **Containers**) or reorder mode (to move entire rows).

#### Moving using the Sidebar

All the items located on a template are populated on the left sidebar. Selecting an item on your template will highlight the corresponding item on the sidebar, making it easy to locate:

T Patient	□,					Label C 🛽
T text				1234 Main St St	uite 100	Required Field
Container	*			New York, NY Office: 123-45 Fax: 123-45	56-7890	INSERT
T DOB:		Second Tr	imester Ultrasound	10/11/2010		+ Data
💾 Date & Time	$\mathbf{\lambda}$	occond n				ARANGEMENT
	Patient	Patient Full Name	II DOB:	Patient DOB	~	
row	Patient ID	Patient ID	// Exam date:	🗡 Study Exam Date	~	Grouping Columns
Container	Ref. Practitioner	Referring Physician	// Sonographer	Sonographers	11	orouping containing
T Patient ID	LMP	🖌 LMP 🗸 🗸	Procedure	Empty	~	TEXT
I Patient ID	Indication	Indication	// Est. EDD	EDD from LMP	~	
T text	Notes	Text			1	Default <b>v B</b>
Container	General Eval	uation				

Hovering your mouse over an item in the left sidebar will display three lines. When clicking these three lines, your mouse will turn into a move arrow:



row	
T Biophysical Profile	
row	
container	
_= Γ Patient	-
F text	
empty	
container	
T DOB	
💾 Date & Time	
row	
container	
${f T}$ Patient ID	
T text	

Keeping the mouse button held down, drag the selected item up and down to move it elsewhere on the template.

Things that are grouped together into a container (such as a label and corresponding text box) should be moved together.

### **Reorder Mode**

You can also move items around your template by clicking the enable reorder mode and the rows of your template will become visible:

						R Move rows vertically
Tra					t Address Here City, MD 20872 Phone Number	
		Biophysica	al Profile			
Patient			DOB	Empty	~	
		***************************************				
Patient ID		1	Exam date	Empty	▲ ×	
Patient ID Ref. Practitioner		1. 	Sonographer		1	
Patient ID Ref. Practitioner LMP	Empty	~	Sonographer Procedure	Empty		
Patient ID Ref. Practitioner LMP	Empty		Sonographer Procedure GA by EDD	Empty	€ € € €	

Rows are shown using dashed lines. Clicking inside the row will turn the mouse arrow into a move arrow. Keeping your mouse button held down, drag the entire row to a new location.

To turn reorder more off, select  $\Leftrightarrow$  at the top of the page.