

# CAST Report Generator - Components documentation -1.8.0

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## Configuring a Report Generator component for Microsoft Word and PowerPoint

The **Alt Text** field provided in Microsoft Office is used to configure the Report Generator "components":

- Report Generator will search within the Office document for text boxes, graphs and tables
- When one of these items is located, it will read the **Alt Text** value that is used for declaring the component

The syntax for configuring a placeholder is as follows:

```
<COMPONENT_TYPE>; <COMPONENT_ID>; <PARAM1NAME>=<PARAM1_VALUE>, <PARAM2_NAME>=<PARAM2_VALUE>, . . .
```



- No carriage return is accepted in this syntax, as this can cause errors
  - COMPONENT\_TYPE : can be TEXT, GRAPH or TABLE
  - COMPONENT\_ID : see the one you need in the components list
- Some parameters are mandatory others are not. Refer to the [components list](#) to see which parameters are expected for which component

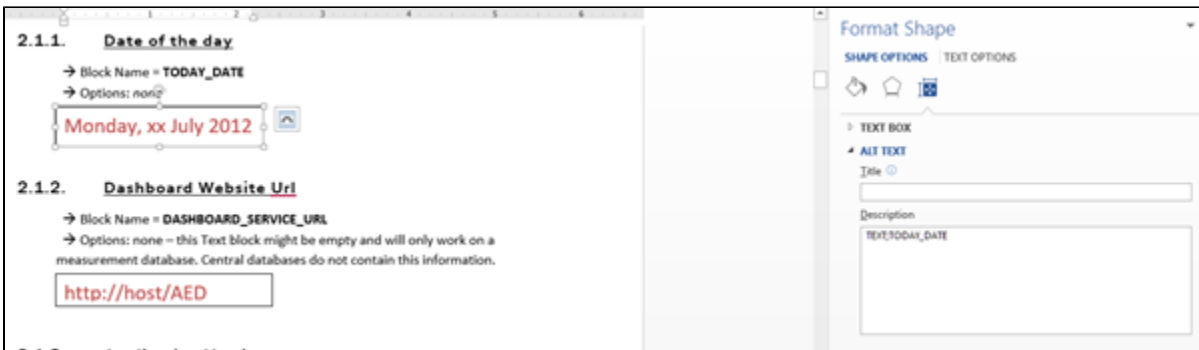
## How to access component definitions in Microsoft Word

You can copy/paste each object placeholder by selecting the full content, then you just have to modify Alt Text configuration to fit to your needs.

### Text placeholders

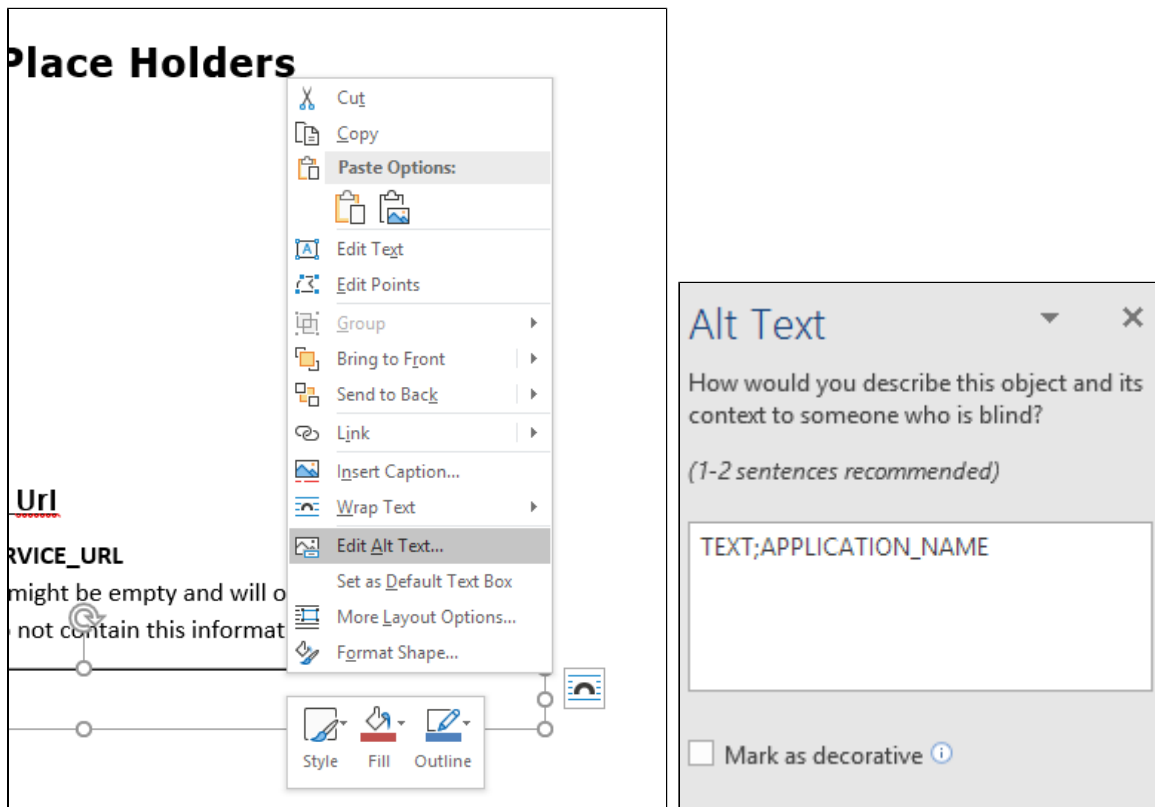
#### Versions prior to Office 365

Select the text box and right click to access the contextual menu. Then select **Format Shape**. In the **Format Shape** menu: **Shape Options > Layout & Properties > Alt Text**: fill in the **Description** field with the component options.



## Office 365 versions

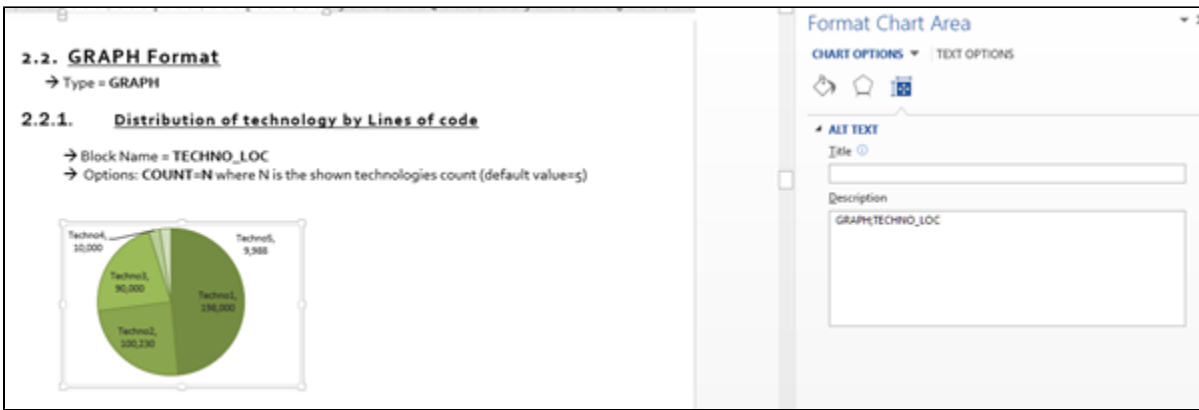
Select the text box and right click to access the contextual menu. Then select **Edit Alt Text**. If you can't find this command, you can search for **Display the Alt Text Pane** after having selected the text box. This command can be added to the Quick Access toolbar in Word.



## Graph placeholders

### Versions prior to Office 365

Select the chart, and right click to access the contextual menu. Then select **Format Chart Area**. In the **Format Chart Area** menu: **Chart Options > Layout & Properties > Alt Text**: fill in the Description field with the component options.



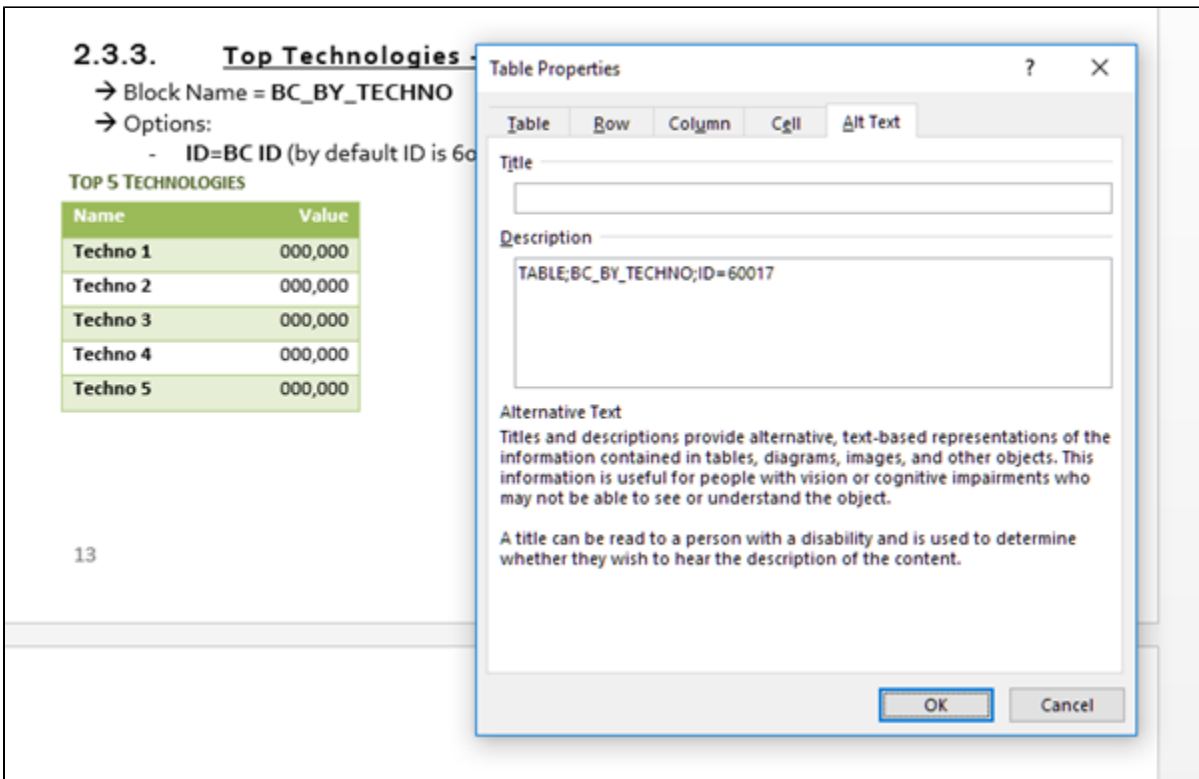
## Office 365 versions

Similar to text placeholders, select the chart and right click to access the contextual menu. Then select **Edit Alt Text**. If you can't find this command, you can search for **Display the Alt Text Pane** after having selected the chart.



## Table placeholders

Select the table and right click to access the contextual menu. Then select **Table Properties**. In the **Alt Text** tab, fill in the Description field.



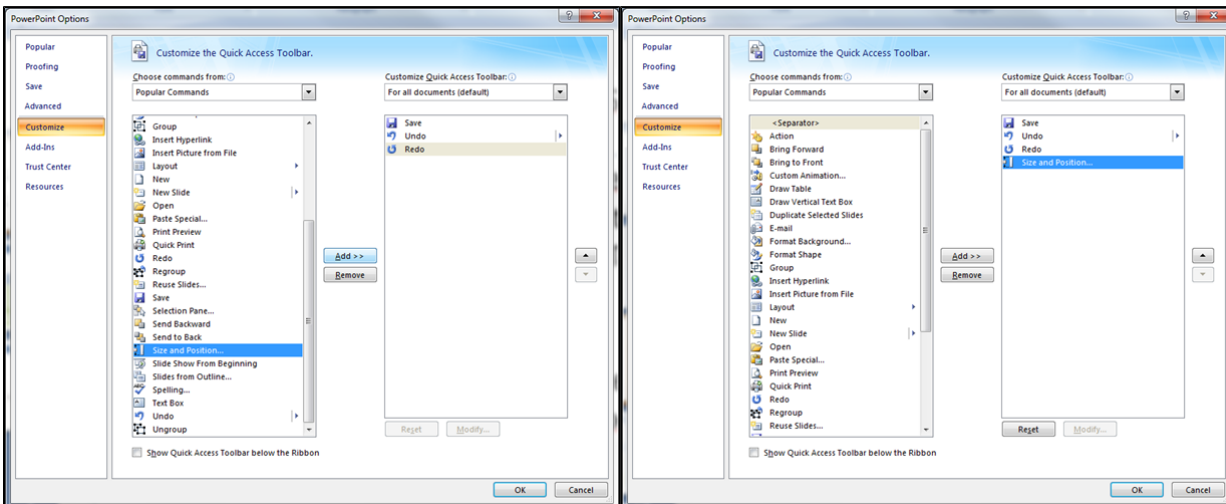
## How to access component definitions in Microsoft PowerPoint

In Microsoft PowerPoint, Text, Graph and Tables are configured in the same way as in Microsoft Word.

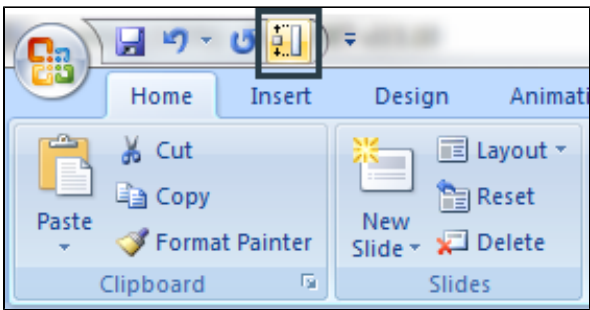
### Versions prior to Office 365

To see the alternative text property of all components, you should activate the **Size and Position** button in PowerPoint properties:

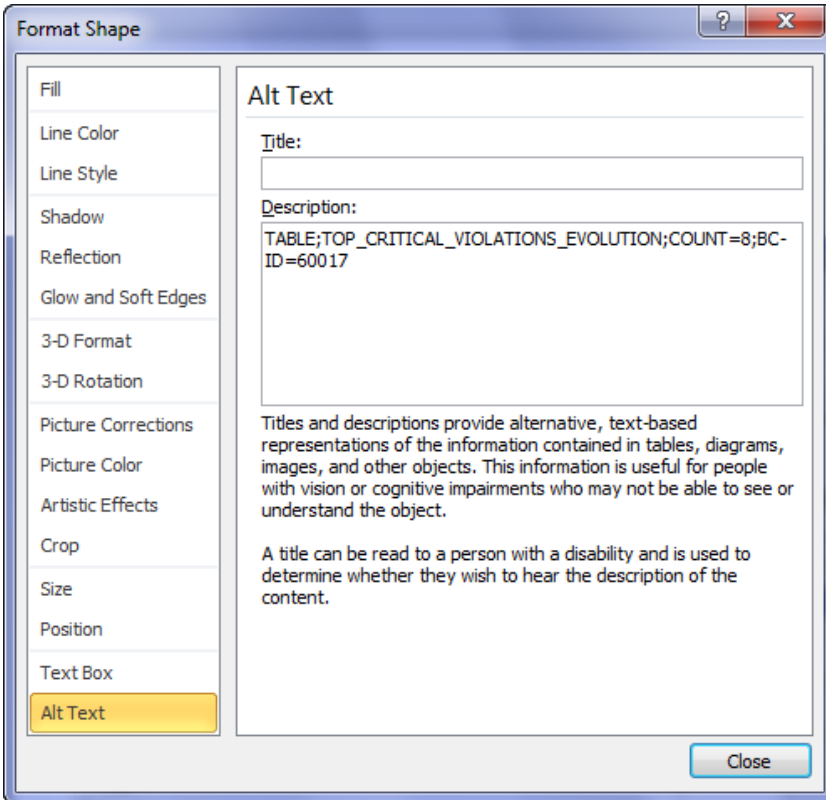
*Click to enlarge*



A new button will now be available alongside the Save and Undo/Redo buttons as shown below. This button gives you the possibility to access to the alternative text property of all components:

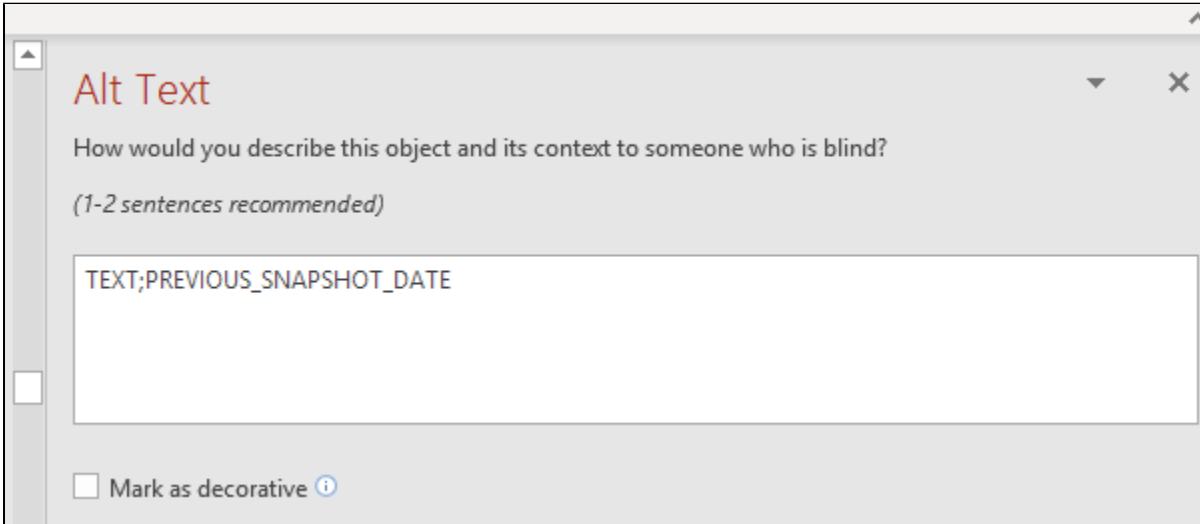
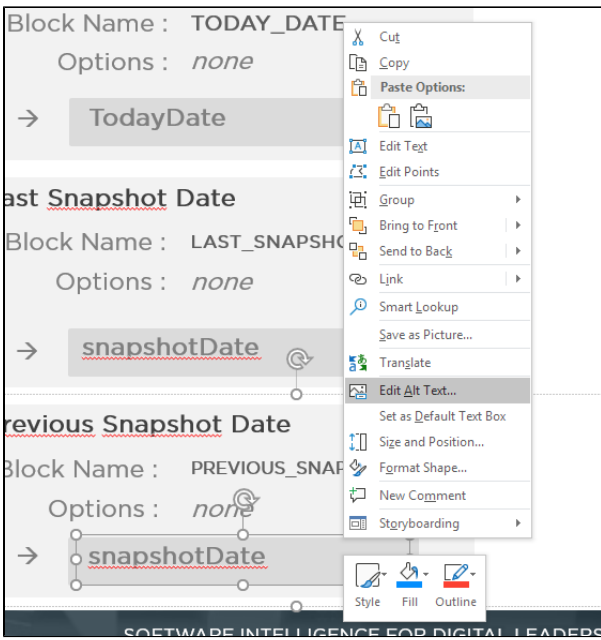


Now you can select a Shape and edit the alternative text property value:

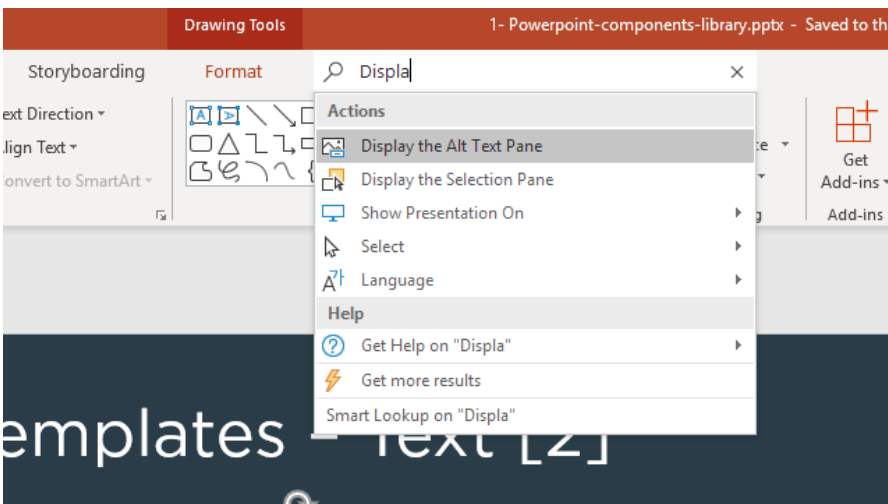


## Office 365 versions

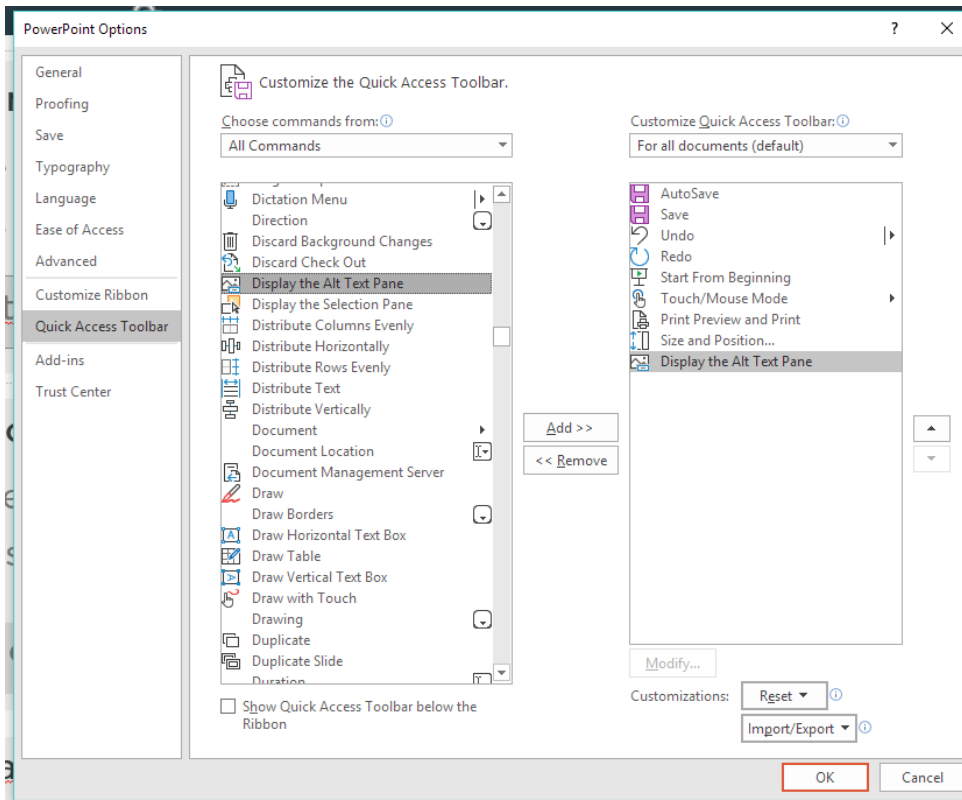
As with Microsoft Word, in Office 365, the Alt Text is no longer displayed in the **Size and Positions** pane. To access it, select the object and in the **right-click contextual menu**, select **Edit Alt Text**:



If you can't find the **Edit Alt Text** command in the contextual menu, you can search for **Display the Alt Text Pane** after having selected the object:



You can also customize the quick access toolbar with this command:



## How to configure components in Microsoft Excel

The general syntax for placeholders in Microsoft Excel is:

```
"RepGen:" prefix + block type (TEXT or TABLE, GRAPH is not supported) + block name and parameters
```

For instance, the application name can be retrieved using:

```
"RepGen:TEXT;APPLICATION_NAME"
```

## Components list

<b>Text components</b>	<a href="#">CAST Report Generator - Text components - 1.8.0</a>
<b>Graph components</b>	<a href="#">CAST Report Generator - Graph components - 1.8.0</a>
<b>Table components</b>	<a href="#">CAST Report Generator - Table components - 1.8.0</a>
<b>Generic components</b>	<a href="#">CAST Report Generator - Generic components - 1.8.0</a> All the "fantastic" things you can do with generic components for graphs and tables (GENERIC_GRAPH and GENERIC_TABLE)

## Where to find some examples in Word - Powerpoint - Excel to create your own reports

All components are available in example "library" templates and sample reports delivered with the Report Generator. See [CAST Report Generator - Templates and output options](#).