


## Batch Printing Reports and Graphs

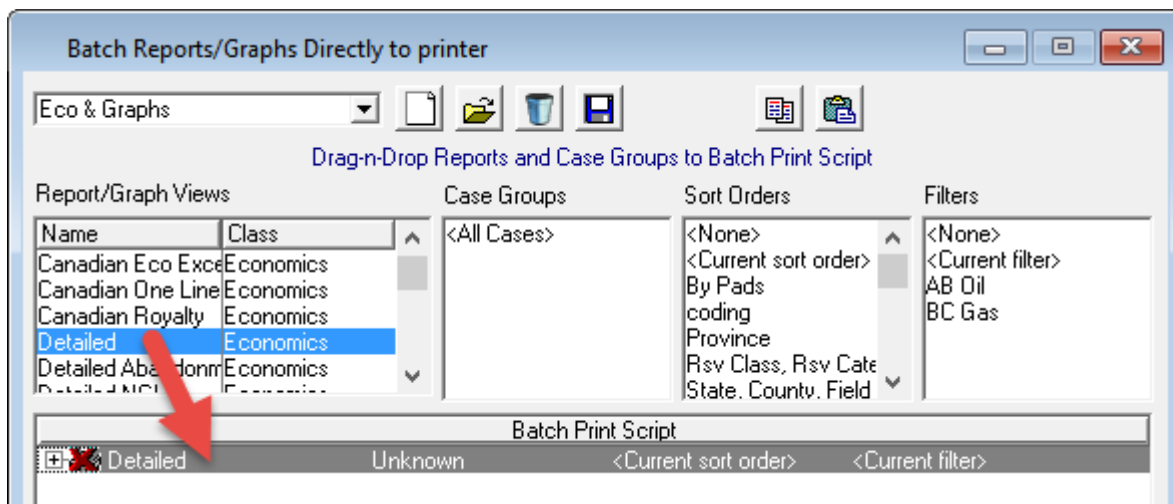
Batch printing is a way to quickly and efficiently print multiple graphs and/or reports. When a batch print is performed, the economics are calculated once, and each report in the print script is generated based on those economics. This saves time and resources, especially on larger databases, or when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

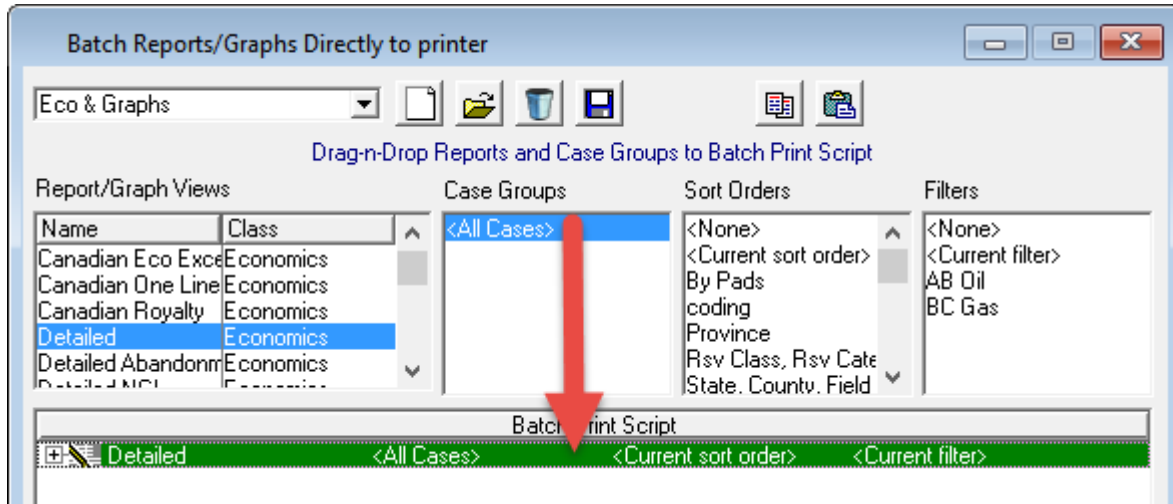
### To create a batch print script

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:

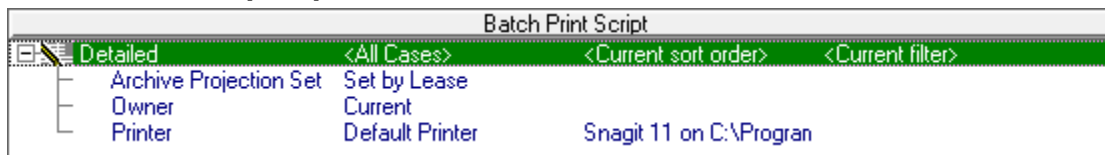


3. After dropping the View, a red X appears over the beginning of the script line until the Case Group (set of leases) that you want to print is applied.
4. Drag and drop the Case Group that you want to apply to the same script line as the View. The line should turn green and the red X should disappear, indicating that enough settings have been applied for the script to run.



5. You may also apply Sort Orders and Filters to use on the script. By default it applies the current Sort Order and Filter active on the Case List. Any saved sorts and filters are listed in the right-most columns above and can be dragged to the desired report to be applied.
  6. 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



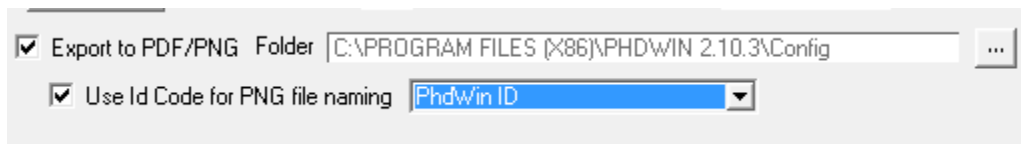
- Archive Projection Set - By default, the Active Archive on each case is printed on the graph and used to generate the reports. To select a different archive set, right-click the text and select the desired archive set from the subsequent list.
  - Owner – Allows you to select the partnership whose 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. This is also the only way to batch print graphs to a single PDF file.


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

If you check the box to Export to PDF/PNG, Reports will export to PDF files and Graphs will export to a series of PNG files, one graph per file. If you wish to print graphs to a PDF file, review Batch Print Script Options above.

To control the naming of the exported .PNG files from PHDWin, use the option at the bottom of 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 value on each case is used as the file name for each corresponding .PNG file. You can click the browse icon  next to Folder to edit the file path where the .PNG files will be created. The .PNG files are created in a subfolder that matches the Graph View selection in the batch print script, for example, “Graph Tab 1”, or “50 Years”, depending on your selection.

## Notes on ID Code values

1. Remove any special symbols so that the name uses only alphanumeric data, spaces, underscores, and dashes.
2. If ID Code values are not unique, PHDWin will add a differentiating value such as “-2”, or “-3”.  
Note: Any existing Sort Orders will be lost when this option is used.