

# BizInt Smart Charts

## Viewer

## Mini Guide

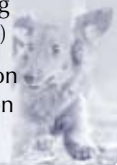
Version 3.2/3.3

**BizInt Smart Charts Viewer 3.3** is a tool for viewing, customizing, printing and exporting reports created with:

- BizInt Smart Charts for Drug Pipelines
- BizInt Smart Charts for Patents
- BizInt Web Charts for Adis Insight
- BizInt WebCharts TrialTrove Edition

**BizInt Smart Charts Viewer** provides the same features as other BizInt Smart Charts products, except:

- chart creation (File|New, File|Import)
- chart combining & updating (File|Combine, File|Update)
- tools for identifying common patent families and common drug names



## Opening charts with BizInt Smart Charts Viewer

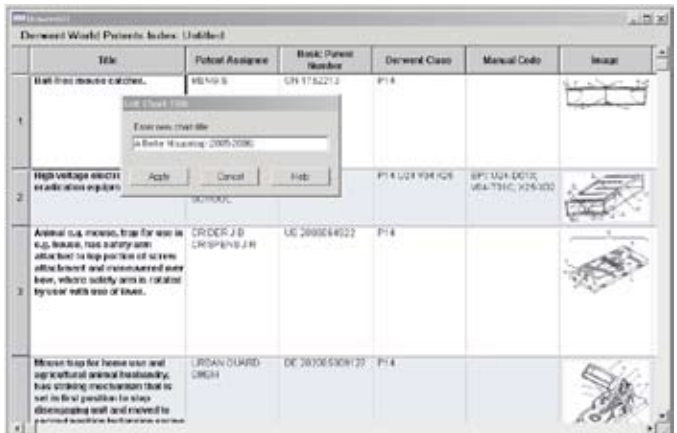
To open a chart file, use File | Open or drag the file icon into BizInt Smart Charts Viewer. You can open a chart file created with:

- BizInt Smart Charts for Drug Pipelines (.cht)
- BizInt Smart Charts for Patents (.chp)
- Adis Web Charts (.wct)
- BizInt WebCharts for TrialTrove (.tct)

### Saving and titling your report

Use File | Save or File | Save As to save your report as a .cht file (which can only be opened in BizInt Smart Charts.)

You can change the chart title by double clicking on the chart title (or the word “Untitled”) or using View | Title.



## View charts, records and images

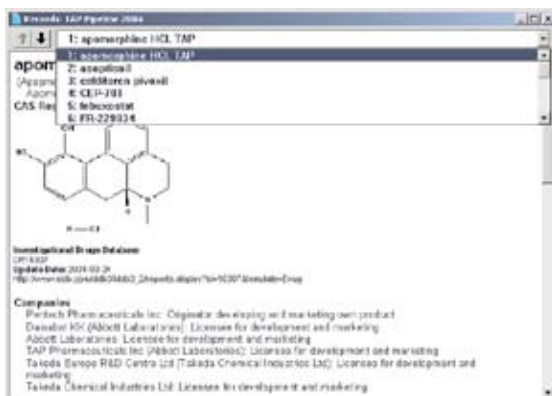
### About BizInt Smart Charts

A chart (table) in BizInt Smart Charts combines the functionality of a spreadsheet and a table. Each database record is represented by a row in the chart. A column represents a field (or elements of a field) from each record. You can edit text in any cell (including subcells) by clicking in the cell and typing.

### Viewing Records

To view the record associated with a row, double-click on the row number button, or select the row and View | Records. You can use the arrow buttons or drop-down menu to move between records. Close the Record Viewer or select View | Chart to return to the chart.

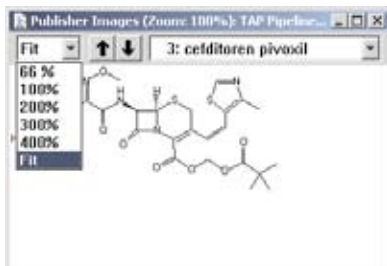
For some databases you have the option to view the related record on the publisher website by selecting View | Record on Publisher Website.



### Viewing Images

Follow the same basic steps to view associated images, e.g., select View | Images or double-click on the image in the chart. Images will automatically scale to fit the window and you can use the drop down menu to zoom the image.

You can also paste images from the Windows clipboard into any cell (except in the first column and in subtables) using Edit | Paste.

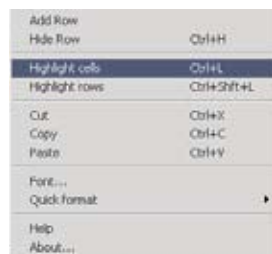


### Highlighting Text

Currently you cannot highlight (e.g. bold, colored type) individual words or phrases in the chart or records.

You can apply a color highlight to cells or rows using the Text | Highlight Cells or Text | Highlight Rows commands. You can turn highlighting on and off using View | Enable Highlights.

Highlighting will appear in both printed and exported HTML reports.



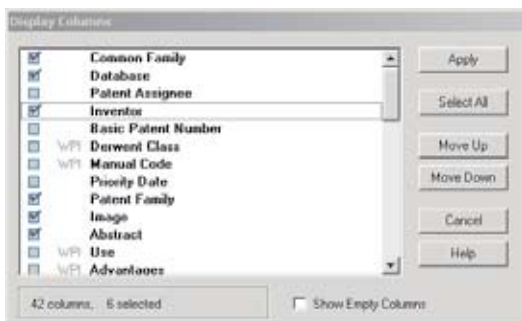
BizInt Smart Charts Viewer is a 32-bit application and is compatible with Windows 98, 2000, NT and XP.

## Customize reports

### Selecting & Hiding Columns

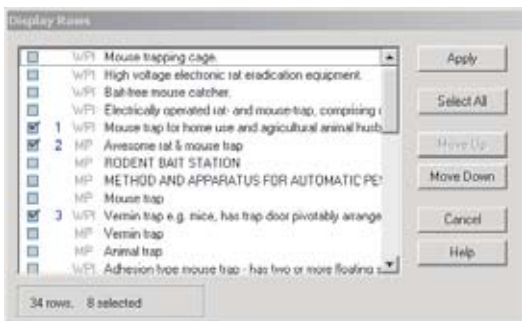
To select and rearrange columns, select View | Columns. Check the columns you wish to have visible in the chart. To rearrange columns, select the column name and drag.

To add your own columns, select Edit | Add Column. A new untitled column appears on the right side of the chart. Double-click on the column title to change the title.



### Hiding Rows

You can use BizInt Smart Charts to quickly eliminate “false hits” and duplicate information. To hide rows, use Edit | Hide Rows or de-select the rows on the View | Rows panel. You can select a range of rows and use Ctrl-H as a shortcut to hide the rows. Hidden rows will not appear in exported or printed reports.



### Sorting Rows

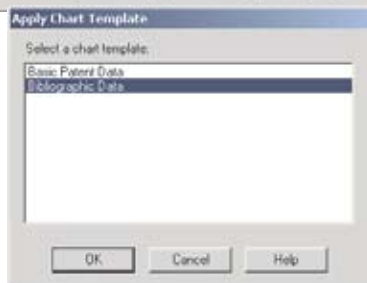
To sort the rows, select View | Sort. You can sort on multiple columns, in ascending or descending order.



### Creating and Applying Chart Templates

You can create your own chart template by creating a chart you like, then saving this template using File | Save as Template. To apply a new chart template, select View | Apply Template.

Chart templates apply to either single database charts or to combined (multi-database) charts. If you create a template for a IDdb report, for example, this template will not be visible in the templates for a combined chart.



## Print reports

You can change the print settings under File | Page Setup. Under scaling, you can specify that the chart fit on a specified number of pages.

Use File | Print to print the chart, records, and images. Records can be printed as text only, text with images, or images only, and you can print the current record, all records, or a range of records.

Use File | Print Preview to preview the appearance of a printed chart.



## Export reports

You can export reports to other formats such as HTML, MS Word and MS Excel. Use File | Export and choose the appropriate Export Format.

See [http://www.bizcharts.com/pdfs/DistributingReports\\_Web.pdf](http://www.bizcharts.com/pdfs/DistributingReports_Web.pdf) for examples, tips, and more information on exported formats.

The **HTML - for Word** format creates an HTML file with the chart (and optionally the records and images) which is opened in Word. This format is ideal for reports which will be distributed by email. You can also export the records only as an RTF file.



**Exporting to Excel:** Excel is not always a good option for reports containing subtables, images and linked records. There are two options for exporting to Excel:

- **HTML - for Excel:** creates an HTML file with the chart (and optionally the records and images) which is opened in Excel. The formatting and links are preserved but the structure of the data is often lost.
- **CSV for Excel:** exports the chart only to a comma-separated values (CSV) file. The data structure is preserved but most formatting is lost. This format is recommended for statistical analysis.

## For help or more information:

phone 1.714.289.1000

8 am - 5 pm Pacific time

email [support@bizcharts.com](mailto:support@bizcharts.com)

web [www.bizcharts.com/support](http://www.bizcharts.com/support)



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