



Exporting brochure information for activities and programs
(v6)



ACTIVE Network, LLC

© 2015 Active Network, LLC, and/or its affiliates and licensors. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without prior written permission. You have limited permission to make hard copy or other reproductions of any machine-readable documentation for your own use, provided that each such reproduction shall carry this copyright notice. No other rights under copyright are granted without prior written permission. The document is not intended for production and is furnished "as is" without warranty of any kind. All warranties on this document are hereby disclaimed including the warranties of merchantability and fitness for a particular purpose.

ACTIVE Network, LLC
Dallas Corporate Office
717 N. Harwood Street, Suite 2500
Dallas, Texas 75201

About ACTIVE Network, LLC

ACTIVE Network, LLC is a technology and media company that helps millions of people find and register for things to do and helps organizations increase participation in their activities and events.

For more information about ACTIVE Network, LLC products and services, please visit ACTIVEnetwork.com.

If you have any questions about the features included in these release notes, please contact the ACTIVE Net Support team using the information below.

Phone: 1-800-663-4991

Email: activenetsupport@activenetwork.com

Website: <http://support.activenetwork.com/activenet>

Table of contents

Overview	4
Sample Brochure Export configurations	5
Sample Brochure Export for activities.....	5
Sample brochure export for programs.....	11
Exporting brochure information	17
Running the Brochure Export for activities.....	17
Running the Brochure Export for programs.....	24
Appendix A: Formatting options for fields	30
Appendix B: Examples of fields that display fees	32

Overview

If you use either Adobe InDesign or Quark XPress to publish your brochure catalog, then you can now use the new **Activity Brochure Export** and **Programs Brochure Export** pages to export your activities and programs in a format that you can then import into InDesign or XPress.

You can specify which activities to include or exclude and then choose how to categorize and group activities and programs in your brochure catalog. ACTIVE Net automatically adds the necessary tags to ensure that the export will import correctly into your publishing software.

This document includes examples that illustrate how the options on the **Brochure Export** pages correspond to the published brochure export output. It also includes instructions that describe how to run the **Brochure Export** for both activities and programs.

Sample Brochure Export configurations

Sample Brochure Export for activities

Use the following images as a reference to understand how the **Fields** that you specify on the **Brochure Export** page will translate to your published brochure output:

Sort by							
Prefix	Label	Fields	Suffix				
<ParaStyle:Heading1>	1:	Activity Category	<ParaStyle:>				
<ParaStyle:Heading2>	2:	Activity Other Category	<ParaStyle:>				

Group Activities by							
Prefix	Label	Fields	Format	Suffix	Visible		
<ParaStyle:activitynam		Activity Name		<ParaStyle:>	<input checked="" type="checkbox"/>	+	
<ParaStyle:description		Description		<ParaStyle:>	<input checked="" type="checkbox"/>	+ X	

Group Activities further by							
Prefix	Label	Fields	Format	Suffix	Visible		
<ParaStyle:ages>	Age:	Ages		<0x2003>	<input checked="" type="checkbox"/>	+	
	Fee:	Key Fees Total	\$1.00	<0x2003>	<input checked="" type="checkbox"/>	+ X	
	Classes:	Number of Dates		<ParaStyle:>	<input checked="" type="checkbox"/>	+ X	

Activities Columns							
Prefix	Label	Fields	Format	Suffix	Sort by		
<ParaStyle:activityinfo>				<ParaStyle:>			
	LOCATION	Location				<input type="radio"/>	+
	START	Start Date	Mar 14			<input type="radio"/>	+ X
	TIME	Start Time-End Time	1:30 PM			<input type="radio"/>	+ X
	DAY	Weekdays	M-Th, Sa			<input type="radio"/>	+ X
	CODE	Activity Number				<input checked="" type="radio"/>	+ X

Example: Brochure Export configuration

The image above displays a typical configuration on the **Brochure Export** page for activities.

Sort by (row 1) ————— **Sports**

Sort by (row 2) ————— **Youth Programs**

Group Activities by (row 1) — **Soccer for Beginners**

This 12-week program will help beginning soccer players to practice their skills and gain confidence on the field. Running shoes are required.

Group Activities by (row 2) —

Group Activities further by —

Age: 6Y-8Y	Fee: \$95.00	Classes: 12		
LOCATION	START	TIME	DAY	CODE
North Community Center	Mar 21	6:30 pm - 7:30 pm	Th	000001
North Community Center	Jun 01	3:00 pm - 4:00 pm	Sa	000002
North Community Center	Jul 07	3:00 pm - 4:00 pm	Su	000003
West Community Center	Apr 22	6:30 pm - 7:30 pm	M	000004

Activities Columns —

Age: 9Y-12Y	Fee: \$95.00	Classes: 12		
LOCATION	START	TIME	DAY	CODE
North Community Center	Mar 21	7:30 pm - 8:30 pm	Th	000005
North Community Center	Jun 01	4:00 pm - 5:00 pm	Sa	000006
North Community Center	Jul 07	4:00 pm - 5:00 pm	Su	000007
West Community Center	Apr 22	5:30 pm - 6:30 pm	M	000008

Age: 13Y-17Y	Fee: \$95.00	Classes: 12		
LOCATION	START	TIME	DAY	CODE
East Community Center	Apr 17	6:30 pm - 7:30 pm	W	000009
South Community Center	May 27	7:00 pm - 8:00 pm	M	000010

Example: Published brochure

The image above displays an excerpt from the published brochure that is the result of the configuration in the first image. The lines to the left of the brochure text point to the sections on the **Brochure Export** page that control different sections of the published brochure.

In this image, each activity displays on its own line with information in columns, and these activity rows are divided into groups and subgroups.

Note: The brochure output above uses multiple fonts and sizes to help distinguish different types of information. The default brochure export configuration in ACTIVE Net uses a single font in multiple sizes. Refer to the documentation for your publishing software for more information about the necessary syntax to export your brochure in multiple fonts.

▼ **Sort by**

Prefix	Label	Fields
<ParaStyle:Heading1>	1:	Activity Category ▼
<ParaStyle:Heading2>	2:	Activity Other Category ▼

Sort by configuration

Sports

Youth Programs

Sort by output

Sort by section

The two rows in the **Sort by** section correspond to the first- and second-level headings in the published brochure (“Sports” as the **Activity Category** and “Youth Programs” as the **Activity Other Category**).

▼ Group Activities by		
Prefix	Label	Fields
<ParaStyle:activityname	<input type="text"/>	Activity Name ▼
<ParaStyle:description>	<input type="text"/>	Description ▼

Group Activities by configuration

Soccer for Beginners

This 12-week program will help beginning soccer players to practice their skills and gain confidence on the field. Running shoes are required.

Group Activities by output

Group Activities by section

The rows in the **Group Activities by** section work together to group your brochure activities within the categories that you specified in the **Sort by** section.

In this example, any activities that share the same activity name and description will appear in the same group.

The first row in the **Group Activities by** section corresponds to the heading of this group ("Soccer for Beginners" as the **Activity Name**).

Fields	Format	Suffix	Visible
Activity Name ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>
Description ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>

Group Activities by configuration

If necessary, you can use the **Visible** checkboxes to specify that you want to use a field to group your activities, but that you do not want the field to actually display in your published brochure. In this example, both the **Activity Name** and **Description** rows are set to be **Visible**, and so both will appear in the brochure.

▼ **Group Activities further by**

Prefix	Label	Fields
<ParaStyle:ages>	Age:	Ages
	Fee:	Key Fees Total
	Classes:	Number of Dates

Group Activities further by configuration

Age: 6Y-8Y Fee: \$95.00 Classes: 12

Group Activities further by output

Group Activities further by section

The rows in the **Group Activities further by** section work together to create subgroups of your brochure activities within the main groups that you specified in the **Group Activities by** section above.

In this example, activities are divided into smaller subgroups based on a shared age range, fee amount, and number of classes.

See [Appendix B: Examples of fields that display fees](#) for more information about displaying fee information in your brochure.

Fields	Format	Suffix	Visible
Ages		<0x2003>	<input checked="" type="checkbox"/>
Key Fees Total	\$1.00	<0x2003>	<input checked="" type="checkbox"/>
Number of Dates		<ParaStyle:>	<input checked="" type="checkbox"/>

Group Activities further by configuration

If necessary, you can use the **Visible** checkboxes to specify that you want to use a field to group your activities, but that you do not want the field to actually display in your published brochure. In this example, the **Age**, **Fee**, and **Number of Dates** rows are set to be **Visible**, and so all three will appear in the brochure.

Note: In the images above, we have manually removed the **Prefix** from the rows for **Key Fees Total** and for **Number of Dates**. We have also changed the **Suffix** for the rows for **Ages** and **Key Fees Total** to **<0x2003>**. These changes cause the **Fields** to display next to each other in a single row rather than displaying on separate rows.

▼ **Activities Columns**

Prefix	Label	Fields
<ParaStyle:activityinfo>		
	LOCATION	Location
	START	Start Date
	TIME	Start Time-End Time
	DAY	Weekdays
	CODE	Activity Number

Activities Columns configuration

LOCATION	START	TIME	DAY	CODE
North Community Center	Mar 21	6:30 pm - 7:30 pm	Th	000001
North Community Center	Jun 01	3:00 pm - 4:00 pm	Sa	000002
North Community Center	Jul 07	3:00 pm - 4:00 pm	Su	000003
West Community Center	Apr 22	6:30 pm - 7:30 pm	M	000004

Activities Columns output

Activities Columns section

The rows in the **Activities Columns** section correspond to columns that appear within each of the groups that you have specified above. Each activity will display in its own row, with its information divided into columns.

Fields	Format	Suffix	Sort by
		<ParaStyle:>	
Location			<input type="radio"/>
Start Date	Mar 14		<input type="radio"/>
Start Time-End Time	1:30 PM		<input type="radio"/>
Weekdays	M-Th, Sa		<input type="radio"/>
Activity Number			<input checked="" type="radio"/>

Activities Columns configuration

You can use the **Sort by** column to specify which field you want to use to sort your activity rows. In this example, activity rows are sorted by **Activity Number**.

Sample brochure export for programs

Use the following images as a reference to understand how the **Fields** that you specify on the **Brochure Export** page will translate to your published brochure output:

▼ Sort by						
Prefix	Label	Fields	Suffix			
<ParaStyle:Heading1>	1:	Daycare Category	<ParaStyle:>			
<ParaStyle:Heading2>	2:	Daycare Other Category	<ParaStyle:>			

▼ Program Information						
Prefix	Label	Fields	Format	Suffix		
<ParaStyle:programmarr		Program Name		<ParaStyle:>	+	
<ParaStyle:catalogdesc		Catalog Description		<ParaStyle:>	+	✗
<ParaStyle:feesummary		Fee Summary		<ParaStyle:>	+	✗

▼ Group Sessions by						
Prefix	Label	Fields	Format	Suffix	Visible	
<ParaStyle:beginningtir	Times:	Beginning Time	1:30 PM	<0x2003>	<input checked="" type="checkbox"/>	+
		Ending Time	1:30 PM	<0x2003>	<input checked="" type="checkbox"/>	+
	Desc:	Session Description		<ParaStyle:>	<input checked="" type="checkbox"/>	+

▼ Session Columns						
Prefix	Label	Fields	Format	Suffix	Sort by	
<ParaStyle:sessioninfo>				<ParaStyle:>		
	LOCATION	Facility			<input checked="" type="radio"/>	+
	START	First Date	Mar 14		<input type="radio"/>	+
	END	Last Date	Mar 14		<input type="radio"/>	+
	DAYS	Weekdays	M-Th, Sa		<input type="radio"/>	+

Example: Brochure Export configuration

The image above displays a typical configuration on the **Brochure Export** page for programs.

Child Care

Sort by (row 1) _____

Youth

Sort by (row 2) _____

Program Information (row 1) – **Before and after school care**

Program Information (row 2) – Our qualified caretakers provide a safe environment for all children.

Program Information (row 3) – CC Program Fee: \$50.00 (discountable)

Group Sessions by _____ **Times: 6:30 AM-8:30 AM** Desc: Each session lasts 12 weeks.

Session Columns _____	LOCATION	START	END	DAYS
	East Community Center	Sep 1	Nov 21	M-F
	North Community Center	Sep 1	Nov 21	M-F
	South Community Center	Sep 1	Nov 21	M-F
	West Community Center	Sep 1	Nov 21	M-F

Times: 2:30 PM-5:30 PM Desc: Each session lasts 12 weeks.

LOCATION	START	END	DAYS
East Community Center	Sep 1	Nov 21	M-F
North Community Center	Sep 1	Nov 21	M-F
South Community Center	Sep 1	Nov 21	M-F
West Community Center	Sep 1	Nov 21	M-F

Example: Published brochure

The image above displays an excerpt from the published brochure that is the result of the configuration in the first image. The lines to the left of the brochure text point to the sections on the **Brochure Export** page that control different sections of the published brochure.

In this image, each session displays on its own line with information in columns, and these session rows are divided into groups within each program.

Note: The brochure output above uses multiple fonts and sizes to help distinguish different types of information. The default brochure export configuration in ACTIVE Net uses a single font in multiple sizes. Refer to the documentation for your publishing software for more information about the necessary syntax to export your brochure in multiple fonts.

▼ **Sort by**

Prefix	Label	Fields
<ParaStyle:Heading1>	1:	Daycare Category ▼
<ParaStyle:Heading2>	2:	Daycare Other Category ▼

Sort by configuration

Child Care

Youth

Sort by output

Sort by section

The two rows in the **Sort by** section correspond to the first- and second-level headings in the published brochure (“Child Care” as the **Daycare Category** and “Youth” as the **Daycare Other Category**).

▼ Program Information		
Prefix	Label	Fields
<ParaStyle:programnarr	<input type="text"/>	Program Name ▼
<ParaStyle:catalogdesc	<input type="text"/>	Catalog Description ▼
<ParaStyle:feesummary	<input type="text"/>	Fee Summary ▼

Program Information configuration

Before and after school care

Our qualified caretakers provide a safe environment for all children.

CC Program Fee: \$50.00 (discountable)

Program Information output

Program Information section

The rows in the **Program Information** section specify the information to display about each program within the categories that you specified in the **Sort by** section.

The first row in the **Program Information** section corresponds to the heading of this group ("Before and after school care" as the **Program Name**).

▼ **Group Sessions by**

Prefix	Label	Fields
<ParaStyle:beginningtime	Times:	Beginning Time ▼
		Ending Time ▼
	Desc:	Session Description ▼

Group Sessions by configuration

Times: 6:30 AM-8:30 AM Desc: Each session lasts 12 weeks.

Group Sessions by output

Group Sessions by section

The rows in the **Group Sessions by** section work together to create subgroups for your sessions within each program.

In this example, sessions are divided into smaller subgroups based on shared times and descriptions.

Fields	Format	Suffix	Visible
Beginning Time ▼	1:30 PM ▼	<0x2003>	<input checked="" type="checkbox"/>
Ending Time ▼	1:30 PM ▼	<0x2003>	<input checked="" type="checkbox"/>
Session Description ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>

Group Sessions by configuration

If necessary, you can use the **Visible** checkboxes to specify that you want to use a field to group your sessions, but that you do not want the field to actually display in your published brochure. In this example, the **Beginning Time**, **Ending Time**, and **Session Description** rows are set to be **Visible**, and so all three will appear in the brochure.

Note: In the images above, we have manually removed the **Prefix** from the rows for **Ending Time** and **Session Description**. We have also changed the **Suffix** for the **Beginning Time** and **Ending Time** rows to **<0x2003>**. These changes cause the **Fields** to display next to each other in a single row rather than displaying on separate rows.

Session Columns		
Prefix	Label	Fields
<ParaStyle:sessioninfo>		
	LOCATION	Facility
	START	First Date
	END	Last Date
	DAYS	Weekdays

Session Columns configuration

LOCATION	START	END	DAYS
East Community Center	Sep 1	Nov 21	M-F
North Community Center	Sep 1	Nov 21	M-F
South Community Center	Sep 1	Nov 21	M-F
West Community Center	Sep 1	Nov 21	M-F

Session Columns output

Session Columns section

The rows in the **Session Columns** section correspond to columns that appear within each of the groups that you have specified above. Each session will display in its own row, with its information divided into columns.

Fields	Format	Suffix	Sort by
		<ParaStyle:>	
Facility			<input checked="" type="radio"/>
First Date	Mar 14		<input type="radio"/>
Last Date	Mar 14		<input type="radio"/>
Weekdays	M-Th, Sa		<input type="radio"/>

Session Columns configuration

You can use the **Sort by** column to specify which field you want to use to sort your session rows. In this example, session rows are sorted by **Facility**.

Exporting brochure information

Running the Brochure Export for activities

Use the following steps to export your activity brochure:



1. Go to **Communication > Catalogs > Activities – Brochure Export**.



2. In the **File Format** section, select whether you want to export to **InDesign** or **Xpress**.
3. In the **Filters** section, specify filter criteria to narrow down the list of activities that will appear in your brochure.
 - a. Select an **Activity Site**, if applicable.
 - b. Move the **Season(s)** that you want to include in the catalog from the **Available Seasons** list to the **Selected Seasons** list.
 - c. Select a **Status**.
 - d. Select any other filters that you want to use to narrow down the activities that will appear in your brochure.

▼ **Options**

Page Header: <ASCII-WIN>
<DefineParaStyle:Heading1=<cTypeface:Bold><cSize:24.000000>>
<DefineParaStyle:Heading2=<cTypeface:Bold><cSize:20.000000>>
<DefineParaStyle:activityname=<cSize:18.000000>>
<DefineParaStyle:activitynumber=<cSize:18.000000>>

Include: Activities and Sub-Activities ▼

4. In the **Options** section, use the **Include** list to specify whether you want to include activities, sub-activities, or both in your brochure.

Page Header: <v10.05><e9>
@Normal=<Ps100p10
@Normal=[S"" , "No

Note: If you are exporting to Xpress, you may need to change the default version in the **Page Header** to match the version of Xpress that you are using. For example, if you are using Xpress version 8.00, then change the default <v10.05> tag in the page header to <v8.00>.

Apart from that, you do not need to modify any text in the **Page Header** box or in the **Prefix/Suffix** boxes in the sections below, although you can optionally do so if you want to change their content prior to exporting your brochure information. Refer to the documentation for your publishing software for more information about understanding and modifying specific syntax.

▼ **Sort by**

Prefix	Label	Fields
<ParaStyle:Heading1>	1:	Activity Category ▼
<ParaStyle:Heading2>	2:	Activity Other Category ▼

5. In the **Sort by** subsection:
 - a. Use the **Fields** lists to specify the first- and second-level headings that will be used to categorize the activities in your brochure (**Activity Category**, **Activity Other Category**, or both).
 - b. (Optional) Enter a text **Label** that will appear in front of the category headings in your brochure.

For example: To group your activities first by activity category and then by activity other category, select **Activity Category** for the **Fields** column in the first row, and select **Activity Other Category** for the **Fields** column in the second row.

▼ **Group Activities by**

Prefix	Label	Fields
<ParaStyle:activityname	<input type="text"/>	Activity Name ▼
<ParaStyle:description>	<input type="text"/>	Description ▼

6. In the **Group Activities by** subsection:
 - a. Use the **Fields** lists to specify how to group your activities *within* the categories you specified in **Sort by** above.
 - b. If you have selected a field that can be formatted in different ways (such as **Start Date**), then select a formatting option from the **Format** list.
See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear in front of each field in your brochure.

For example: If you used the **Sort by** section to specify that your first level brochure heading is the **Activity Category** and the second level brochure heading is the **Activity Other Category**, then you can use the **Group Activities by** section to specify a third level brochure heading such as **Activity Name**.

Fields	Format	Suffix	Visible
Activity Name ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>
Description ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>

- d. (Optional) Clear checkboxes in the **Visible** column for any **Fields** that you do not want to display in the report but that you still want to use to group your activities.

▼ **Group Activities further by**

Prefix	Label	Fields
<ParaStyle:ages>	Age:	Ages ▼
	Fee:	Key Fees Total ▼
	Classes:	Number of Dates ▼

7. In the **Group Activities further by** subsection:
 - a. Use the **Fields** lists to specify any additional methods you want to use to group your activities *within* the groups you specified above.
 - b. If you have selected a field that can be formatted in different ways (such as **Start Date**), then select a formatting option from the **Format** list.

See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear in front of each field in your brochure.

For example: If you have selected **Activity Name** and **Description** as your **Fields** in the **Group Activities by** section above, and if you have multiple activities with the same activity name and description, then you can use the **Group Activities further by** section to further group these activities by age within each activity name category. To do this, select **Ages** as the **Fields** value in the first row. All activities that share the same age range will appear together.

In this example, specify additional fields for any information that you want to appear next to the age ranges in the subgroup header, such as **Key Fees Total** and **Number of Dates**.

See [Appendix B: Examples of fields that display fees](#) for more information about displaying fee information in your brochure.

Fields	Format	Suffix	Visible
Ages ▼	▼	<0x2003>	<input checked="" type="checkbox"/>
Key Fees Total ▼	\$1.00 ▼	<0x2003>	<input checked="" type="checkbox"/>
Number of Dates ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>

- d. (Optional) Clear checkboxes in the **Visible** column for any **Fields** that you do not want to display in the report but that you still want to use to group your activities.

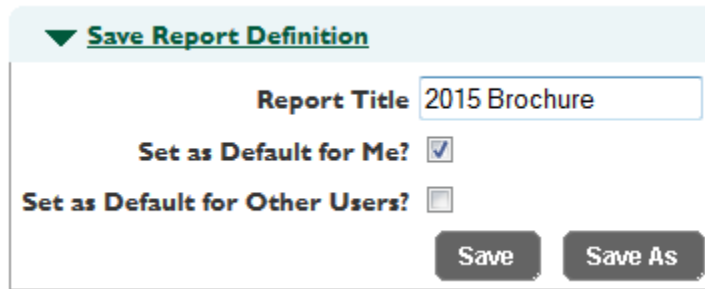
▼ Activities Columns		
Prefix	Label	Fields
<ParaStyle:activityinfo>		
	LOCATION	Location
	START	Start Date
	TIME	Start Time-End Time
	DAY	Weekdays
	CODE	Activity Number

8. In the **Activities Columns** subsection
 - a. Use the **Fields** lists to specify any further information about your activities that you want to include in your brochure. This information will be displayed in columns *within* the groups that you specified above.
 - b. If you have selected a field that can be formatted in different ways (such as **Start Date**), then select a formatting option from the **Format** list.
See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear as a column header for each field in your brochure.

For example: If row 1 = **Location**, row 2 = **Start Date**, row 3 = **Start Time-End Time**, row 4 = **Weekdays**, and row 5 = **Activity Number**, then the location will appear in the first column, followed by the start date, start time, end time, weekdays, and lastly the activity number.

Fields	Format	Suffix	Sort by
Location		<ParaStyle:>	<input type="radio"/>
Start Date	Mar 14		<input type="radio"/>
Start Time-End Time	1:30 PM		<input type="radio"/>
Weekdays	M-Th, Sa		<input type="radio"/>
Activity Number			<input checked="" type="radio"/>

Within each of the groups that you specified above, activities will be sorted alphabetically according to the field that you specify the **Sort by** option for. In this example, if you select the **Sort by** option for the **Activity Number** row, then the activity rows will be sorted alphabetically by activity number in the brochure.



The image shows a dialog box titled "Save Report Definition". It contains a text input field for "Report Title" with the value "2015 Brochure". Below this are two checkboxes: "Set as Default for Me?" which is checked, and "Set as Default for Other Users?" which is unchecked. At the bottom right are two buttons: "Save" and "Save As".

9. If you plan to run this export again in the future, then in the **Save Report Definition** section:
 - a. Enter a **Report Title**.
 - b. Specify whether or not you want to make this brochure export configuration the default for you and/or for other users.
 - c. Click **Save As**.

Note: To view your saved configuration in the future, click **Recall/Schedule** at the top of the page.



10. Click **Run Report**.

Running the Brochure Export for programs

Use the following steps to export your brochure for programs:



1. Go to **Communication** > **Catalogs** > **Programs – Brochure Export**.



2. In the **Format** section, select whether you want to export to **InDesign** or **Xpress**.
3. In the **Filters** section, specify filter criteria to narrow down the list of programs that will appear in your brochure.
 - a. Select a **Program Site**, if applicable.
 - b. Select any other filters that you want to use to narrow down the programs that will appear in your brochure.

Page Header: `<v10.05><e9>
@Normal=<Ps100p10
@Normal=[S" ", "Noi`

Note: If you are exporting to Xpress, you may need to change the default version in the **Page Header** to match the version of Xpress that you are using. For example, if you are using Xpress version 8.00, then change the default **<v10.05>** tag in the page header to **<v8.00>**.

Apart from that, you do not need to modify any text in the **Page Header** box or in the **Prefix/Suffix** boxes in the sections below, although you can optionally do so if you want to change their content prior to exporting your brochure information. Refer to the documentation for your publishing software for more information about understanding and modifying specific syntax.

Sort by		
Prefix	Label	Fields
<ParaStyle:Heading1>	1: <input type="text"/>	Daycare Category ▼
<ParaStyle:Heading2>	2: <input type="text"/>	Daycare Other Category ▼

4. In the **Sort by** subsection:
 - a. Use the **Fields** lists to specify the first- and second-level headings that will be used to categorize the programs in your brochure (**Daycare Category**, **Daycare Other Category**, or both).
 - b. (Optional) Enter a text **Label** that will appear in front of the category headings in your brochure.

For example: To group your programs first by daycare category and then by daycare other category, select **Daycare Category** for the **Fields** column in the first row, and select **Daycare Other Category** for the **Fields** column in the second row.

▼ Program Information		
Prefix	Label	Fields
<ParaStyle:programnarr	<input type="text"/>	Program Name ▼
<ParaStyle:catalogdesc	<input type="text"/>	Catalog Description ▼
<ParaStyle:feesummary	<input type="text"/>	Fee Summary ▼

5. In the **Program Information** subsection:
 - a. Use the **Fields** lists to specify what fields to display for each of your programs within the categories you specified in **Sort by** above.
 See [Appendix B: Examples of fields that display fees](#) for more information about displaying fee information in your brochure.
Note: The **Fields** in the **Program Information** section are not used to group your programs in the same way that the **Fields** in the **Group Activities by** section are used to group activities in the **Brochure Export** for activities.
 - b. If you have selected a field that can be formatted in different ways (such as **Start Date**), then select a formatting option from the **Format** list.
 See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear in front of each field in your brochure.

▼ **Group Sessions by**

Prefix	Label	Fields
<ParaStyle:beginningtir	Times:	Beginning Time ▼
		Ending Time ▼
	Desc:	Session Description ▼

6. In the **Group Sessions by** subsection:
 - a. Use the **Fields** lists to specify any additional methods you want to use to group your sessions within each program.
 - b. If you have selected a field that can be formatted in different ways (such as **First Date**), then select a formatting option from the **Format** list.
See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear in front of each field in your brochure.

For example: You can select **Beginning Time** as the **Fields** value in the first row, **Ending Time** as the **Fields** value in the second row, and **Session Description** as the **Fields** value in the third row. All sessions with the same times and description will appear together.

Fields	Format	Suffix	Visible
Beginning Time ▼	1:30 PM ▼	<0x2003>	<input checked="" type="checkbox"/>
Ending Time ▼	1:30 PM ▼	<0x2003>	<input checked="" type="checkbox"/>
Session Description ▼	▼	<ParaStyle:>	<input checked="" type="checkbox"/>

- d. (Optional) Clear checkboxes in the **Visible** column for any **Fields** that you do not want to display in the report but that you still want to use to group your sessions.

Session Columns		
Prefix	Label	Fields
<ParaStyle:sessioninfo>		
	LOCATION	Facility
	START	First Date
	END	Last Date
	DAYS	Weekdays

7. In the **Session Columns** subsection:
 - a. Use the **Fields** lists to specify any further information about your program sessions that you want to include in your brochure. This information will be displayed in columns *within* the session groups you specified above.
 - b. If you have selected a field that can be formatted in different ways (such as **First Date**), then select a formatting option from the **Format** list.
See [Appendix A: Formatting options for fields](#) for more information about formatting options.
 - c. (Optional) Enter a text **Label** that will appear as a column header for each field in your brochure.

For example: If row 1 = **Facility**, row 2 = **First Date**, row 3 = **Last Date**, and row 4 = **Weekdays**, then the facility will appear in the first column, followed by the start date, end date, and lastly the days of the week.

Fields	Format	Suffix	Sort by
		<ParaStyle:>	
Facility			<input checked="" type="radio"/>
First Date	Mar 14		<input type="radio"/>
Last Date	Mar 14		<input type="radio"/>
Weekdays	M-Th, Sa		<input type="radio"/>

Within each of the groups that you specified above, sessions will be sorted alphabetically according to the field that you specify the **Sort by** option for. In this example, if you select the **Sort by** option for the **Facility** row, then the session rows will be sorted alphabetically by facility in the brochure.

Save Report Definition

Report Title

Set as Default for Me?

Set as Default for Other Users?

8. If you plan to run this export again in the future, then in the **Save Report Definition** section:
 - a. Enter a **Report Title**.
 - b. Specify whether or not you want to make this brochure export configuration the default for you and/or for other users.
 - c. Click **Save As**.

Note: To view your saved configuration in the future, click **Recall/Schedule** at the top of the page.

9. Click **Run Report**.

Appendix A: Formatting options for fields

The following formatting options are available for different types of fields in the **Brochure Export**. If you plan to include dates, times, days of the week, fees, and/or names in your brochure, then refer to the following lists to determine which format to use when displaying them.

To format a **Field**:

1. Select a **Field** that corresponds to a date, a time, a day, a fee, or a name.

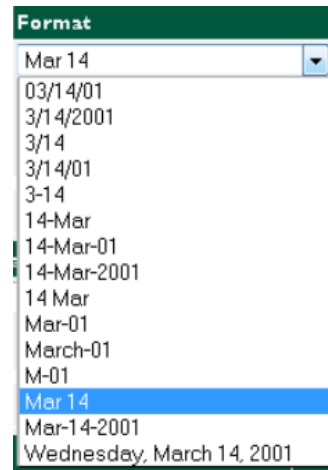
Note: The **Format** field changes to match up with the **Field** you have selected.

2. Select a formatting option from the **Format** list.

Date formats

The date of March 14, 2001 can be formatted in the following ways:

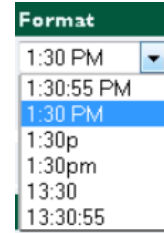
- 03/14/01
- 3/14/2001
- 3/14
- 3/14/01
- 3-14
- 14-Mar
- 14-Mar-01
- 14-Mar-2001
- 14 Mar
- Mar-01
- March-01
- M-01
- Mar 14
- Mar-14-2001
- Wednesday, March 14, 2001



Time formats

The time of 1:30 pm and 55 seconds can be formatted in the following ways:

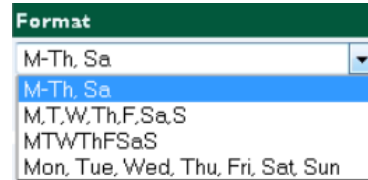
- 1:30:55 PM
- 1:30 PM
- 1:30p
- 1:30pm
- 13:30
- 13:30:55



Day formats

Days of the week can be formatted in the following ways:

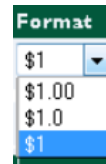
- M-Th, Sa
- M,T,W,Th,F,Sa,S
- MTWThFSaS
- Mon, Tue, Wed, Thu, Fri, Sat, Sun



Fee formats

A fee of one dollar can be formatted in the following ways:

- \$1.00
- \$1.0
- \$1

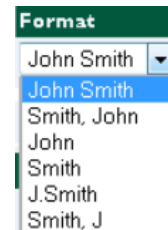


See [Appendix B: Examples of fields that display fees](#) for more information about displaying fee information in your brochure.

Name formats

The name "John Smith" can be formatted in the following ways:

- John Smith
- Smith, John
- John
- Smith
- J. Smith
- Smith, J



Appendix B: Examples of fields that display fees

There are four **Fields** that you can use to display information about fees in the **Brochure Export: Key Fees Total, Other Fees Total, Fee Description, and Fee Summary**. If you plan to include fee information in your brochure, refer to the following examples to determine which field to use when configuring your **Brochure Export**.

The image below displays a sample fee configuration for an activity.

▼ Activity Fees for -- Soccer -- #324179							
Name	Discount	Discount Order	Discount Group	Prefill	Primary Fee	Charge	Region
<u>Resident</u>	No	0	0	If Resident	Yes	\$40.00	N/A
<u>Building Improvement Fee</u>	No	0	0	Always	Yes	\$5.00	N/A
<u>Administrative Fee</u>	No	0	0	Always	No	\$10.00	N/A

Key Fees Total

The **Key Fees Total** field displays the total of all activity fees that you have specified as **Primary Fees**.

In this example, both the **Resident** (\$40) and the **Building Improvement Fee** (\$5) fees are **Primary Fees**, so the **Key Fees Total** displays as **\$45**.

Other Fees Total

The **Other Fees Total** field displays the total of all activity fees that you have *not* specified as **Primary Fees**.

In this example, the **Administrative Fee** (\$10) is the only non-**Primary Fee**, so the **Other Fees Total** displays as **\$10**.

Fee Description

The **Fee Description** field displays the name of the first activity fee in your list.

In this example, the **Resident** fee is the first listed fee, so the **Fee Description** displays as **Resident**.

Fee Summary

The **Fee Summary** field displays a summary of all your configured activity fees.

In this example, the **Fee Summary** displays as **Resident: \$40.00.**
Building Improvement Fee: \$5.00. Administrative Fee: \$10.00.

Note: If your activity fees include many pre-conditions and qualification settings, then the **Fee Summary** field's output may become long and complicated.