Royal HaskoningDHV

Enhancing Society Together

Example PDF

An exported iReport

Table of contents

Foreword

The iReport is an easily accessible digital tool where information is visual and dynamic. Shared at the touch of button, each iReport is designed to be instantly understood. Royal HaskoningDHV has developed this innovative, next generation digital tool to enable stakeholder engagement and cut through project complexity to make information easily accessible. It benefits the entire spectrum of project reports, from initial project feasibility studies, master plans, forecasting capacity studies to final project reports and evaluation. Already deployed in many projects around the world, the iReport is pushing the frontier of project reporting and unleashing new opportunities to enhance project understanding and acceptance.

In order to be able to successfully upload a Word document into the iReport environment a few rules need to be followed.

Do:

- Make use of the Styles of Word for your headers
- Place a table of content at the beginning of your Word-file

Don't:

1. Make use of the RHDHV template[1]
2. Don't use Numbered headers (f.e. *1.1 Scoping Study*)

Footnotes, tables, images and comments can all be left in the document and will be uploaded and stored.

Click **Save & Next** to go to the next Article

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[1]   *The RHDHV Template adds a lot of unnecessary metadata to the document, this can interrupt the uploading process of the iReport.*

Page information

The page that you can see at this moment contains a lot of information. In this left ¾ of the screen you see the content of this Article. Those are all these blocks like the one this text is in. Every block has a grey outline and a grey top bar. In this grey top bar, some information is shown, and some options are present. You can see the content block type on the left in this grey bar and some clickable icons on the right. The icons do the following things:

💬 This text balloon icon allows you to leave a comment on this specific block. Comments can be directed to other colleagues or for yourself.

▲ This arrow icon allows you to move this block one up

▼ This arrow icon allows you to move this block one down

✎ This pencil icon allows you to edit this block. All options of this block are accessible through the pencil

🗑 The waste basket allows you to remove this block

On the right ¼ you see a variation of content blocks ordered by function. These blocks can be dragged and dropped into the main window on the left. When doing this a green line will show you where the block will land. Please look carefully when doing this, as some content blocks can get in each other. In this training all the 18 different content blocks on the right will be discussed and/or used.

Click **Save & Next** to go to the next Article

Lesson 1 – Text

In most of the traditional reports, text is the most dominant way of expressing our information towards clients. Using the iReport opens up many different ways of presenting information in visual ways, such as interactive visuals, maps and 3D models. In addition adding videos and photos can liven up a report as well. Apart from these ways of visualizing information, sometimes written information is needed to specify and clarify information. This is a synchronization test.

In this lesson you will learn how to make use of the various options for placing text in reports. Lesson 1 consists of four different parts. At the end of each lesson or exercise feel free to check the result of the changes we have made.

Go to Help if you are stuck with one of the assignments. This can also be found at the top right corner in the back end.

Click **Save & Next** to go to the next Article

Exercise 1.2 - Paragraph

In addition to using headers paragraphs can be placed inside your iReport. It is important to mention that written text for internet is always very short and to the point. Paragraphs often consist of three to five lines before a break comes. After two to four paragraphs in a row a visual is recommended to keep the reader interested.

- Add four new **Paragraphs** to this article, fill them up with random content. (You can place a **Paragraph** by drag-and-drop it from the content pane at the right).
- For the first **Paragraph**: Set *Specialization* to Introduction. (use: ✏)
- For the second **Paragraph**: make certain words **bold,** *italic and* underlined.
- For the third **Paragraph**: add a hyperlink to an external website.
- For the fourth **paragraph**: place an Anchor at the end of the text. Give this anchor ID: *Anchor_1.2* (Anchors can be made with the 'bookmark'-like icon.)

Anchors can be placed anywhere in your iReport. Via buttons or hyperlinks, you can jump directly to these anchors. This means you can make the reader jump to very specific parts of your iReport by clicking on a link or button. In exercise 5.2 of this training you will create a button to jump back to the anchor you just made.

Click **Save & Next** to go the next Article

Exercise 1.3 - Lists

Lists are a great way to present information. Readers can see in a glimpse the number of items presented and ordered lists can be used to prioritize items. Within the iReport ordered and unordered lists can be made. There are two ways of creating a list. One is by clicking on the **List** option inside a Paragraph. The other is by dragging and dropping a **List** from the content blocks into your article.

  ◦ this
  ◦ is
  ◦ a
  ◦ list

- Drag and drop a **List** block from the content blocks into your article.
- Create an ordered list of at least four items that is ordered by roman capitalized numerals. (use: ✏)
- Create an unordered list of at least four items with *open squares* as list symbols.

Click **Save & Next** to go the next Article

Exercise 1.4 - Footnote list (optional)

(Feel free to skip this exercise if you are not making use of Footnotes)
Sometimes it is necessary to give additional information such as sources, clarification or disclaimers when writing certain statements. This kind of information can be placed in **Footnote lists**. These lists can be placed anywhere on the page but are most[**] often placed at the bottom of the page.

- Drag and drop a **Footnote list** from the content blocks into the article
- Create three footnotes one by one in this block (use the blue ⊕ **Footnote** button).
- Set the labels like '*, **, ***' (use: ✎)
- Edit (✎) the first **Paragraph** of this Article
- Create three links to your footnotes, next to three different words. Place the *insertion point* (the blinking vertical black line) next to a word. Do not select a word, as the footnote will replace the selected text in that case.
- Click on the *chain* icon in the bar, it opens up a pop-up. Click on the folder with the magnifying glass on it, it opens a pop-up. Click on the 'Footnotes (3)' at the top. Select the right footnote.
- Click **Save** to go back to Article Management and refresh the website's front-end to view the results.

Click **Save & Next** to go the next Article

     * *A*

     ** *source: www.nos.nl*

Lesson 2 – Media

Exercise 2.1 – Image

Making use of images is a great way to make your iReport look better. They can be *decorative* or *informative*. It is important to realise that in some cases clients expect your iReport to be in line with the guidelines for web writing (in the Netherlands: https://www.rijksoverheid.nl/toegankelijkheid). In case of *informative* images this means that a textual description is needed that can be read by the browser. These can be added to images.

- Add an **Image** block to this article
- Upload an image from your PC
- Give the **Image** a *Title*
- Tick the *Show title as caption* box
- Select Role as *Informative*
- Write a short description

Click **Save & Next** to go the next Article

Exercise 2.2 – Video

Using videos can be a great way of presenting information. Videos work perfectly when connected to the internet. However, in some cases it is preferred to have a static and offline version of the report as well, **videos** don't go well in these cases. The iReport has a unique way to tackle this problem.

- Add the **Video** block to this article
- Paste a link to YouTube or Vimeo in the **Video** block

Example video links:
YouTube: youtube:WNdR808jMSA
Vimeo: vimeo:69009277
Downloads: download:MovieABC.mp4

- Click on PDF in the **Video** block
- Tick the *Hide in this channel* box
- Add a **Paragraph** to this article
- Add the text: 'Watch this video [insert hyperlink here]'
- Click on LARGE in the **Paragraph** block
- Tick the 'Hide in this channel' box
- Click on MEDIUM in the **Paragraph** block
- Tick the 'Hide in this channel' box
- Click on SMALL in the **Paragraph** block
- Tick the 'Hide in this channel' box

Click **Save & Next** to go the next Article

Exercise 2.3 – Autodesk (optional)

(Feel free to skip this exercise if you are not making use of Autodesk)

The autodesk plug-in enables 3D content from the entire suite of Autodesk. This contains files suitabale for Revit, Navisworks, Infraworks, Autocad and such. In order to use the Autodesk plug-in, a connection with BIM360 on the forge platform of Autodesk is required. If this connection between the iReport and BIM360 is not made, the AutoDesk block will not be visible

An AutoDesk model has already been uploaded to this iReport. We can use it in every publication.

- Add an **Autodesk** block to the article
- Untick the ***Only current publication*** option
- Click ***Show all*** (this might take a bit of time, or requires a second try)
- Select the Autodesk model called ***Office Building.nwc (Tom)***

If you want to work with Autodesk features in your projects, please contact your key-user to discuss the details of this feature.

Exercise 2.4 – Compare Images

The Compare Images feature is a powerful way of comparing two different situations. It requires two pictures with the same dimensions of the same object or area. For this exercise those two images have already been prepared.

- Drag and drop a **Compare images** block into this article
- Open the first **Image** and change it
- Using the dropdown option on the right will allow you to use images from different publications
- Select the publication 'Training Material'
- Select the 'Image_comparison_before' image (without the buildings.jpg)
- Repeat the same steps for the second image, but select the image with the buildings (Image_comparison_after.jpg)

Using the pencil of the **Compare images** block itself gives a couple of options in terms of having a horizontal or vertical comparison slider and the initial position of this slider.

Play with the options and check your result in the front-end of this iReport, once you are done click **Save & Next** to go the next Article.

Exercise 2.5 – Genially

Geniallies are interactive visuals which can be created on https://www.genial.ly. Several colleagues within Royal HaskoningDHV are familiar with this software and can help you with creating these interactive visuals. In order to use a Genially block the visual needs to be downloaded from the Genially Website (Only licensed users can download Genially visuals).

- Download a zipped **Genially** (Advanced_Training_Genially.zip) from the Training Material publication, in the File Exchange (internal)
- Upload the downloaded Genially into the the Downloads section (Files > Downloads) of your own publication
- Add a Genially block from the content pane to this article
- Use the Choose .zip-file to select the Genially package (via Browse)

Geniallies do not work in the PDF of an iReport.

- Make sure that the **Genially** is hidden in the PDF
- Add a **Paragraph** that is only visible in the PDF that explains readers of the PDF that they miss a **Genially** and should view it in te online iReport.

Click **Save & Next** to go the next Article

Exercise 2.6 – Hero

The hero plug-in is rarely used. Therefore this exercise does not contain any instructions yet. It can be used to put multiple elements such as paragaphs, buttons and images on top of each other.

Exercise 2.7 – Slider

Sliders are a great way to provide the reader with some visual content and the ability to scroll through these visuals.

- Add a **Slider** from the Content blocks to this article
- Create two slides (Use the blue ⊕ **Add slide**) with an image and a H2 text

It is also possible to add a button to a slider. You haven't used this block yet. Feel free to try it now, or come back later. In excersise 6.1 you will learn how to make use of the Button.

Lesson 3 – Structure

Do not forget to frequently check your results in the front end of your iReport by clicking on the 🌐 **Website** icon at the top rights.

In Lesson 3 you will learn how to make use of the various options for structure blocks. Lesson 3 consists of four different parts.

Go to Help if you are stuck with one of the assignments.

Click **Save & Next** to go to the next Article

Exercise 3.1 - Group

Groups can be used inside articles to set a background color. The options for this are in line with the company brand book colors. For the **Group** currently the following colors are available:

- Primary colours: Dark Blue, Light Blue and Light Green
- Secondary colours: Orange, Red, Purple, Yellow, Dark Green, Light Purple
- Grey and white

Most of the content blocks are supported when using inside groups. However, the following content blocks cannot be placed inside a **Group**: Columns, Slider, Hero, Compare images Genially, Hero, AutoDesk, HTML application,Map

- Add a **Group** to this article
- Add a **Paragraph** to the Group
- Write a random text inside the **Paragraph** block
- Change the *ColorScheme* of the **Group** to any colour of your preference

Click **Save & Next** to go the next Article

Exercise 3.2 - Quote

"Text can be put in special Quote to give more importance to it."

—Moekotte, 2022

- Add a Q**uote** from the content menu to this article.
- Add a **Paragraph** block to the **Quote**
- Type a random text inside the **Paragraph** block
- Set the *Caption* of the **Quote** to your own name and include the date (f.e. *Tom Moekotte (2020)*)

Click **Save & Next** to go the next Article

Exercise 3.3 - Columns

Columns can be used to split content. When doing this you typically split the content over two or three columns. The width of each individual columns can be set.

- Add a **Columns** block to this article (Note: it automatically gives you twice a **Column** inside the **Columns)**
- In this article two dummy **Headers** and **Paragraphs** are placed (down below) drag-and-drop these into the two **Column**s you just created.
- Set the *Row layout* of the **Columns** to '[ ] []'

DUMMY: C1

DUMMY: *Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, puris lectus malesuada libero, sit amet commodo magna eros quis urna. Fusce posuere, posuere, magna sed pulvinar ultricies, puris lectus malesuada libero, puris lectus malesuada libero, sit amet commodo magna eros quis urna. Fusce posuere, magna sed pulvinar ultricies, puris lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Puris lectus malesuada libero.*

DUMMY: C2

DUMMY: *Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.*

Exercise 3.4 – Accordion

The accordion block is the ideal option to hide additional, in-depth or lengthy parts of your page. It is best to use this block when you are going into details or off topic and do not want to bother every reader with this additional information.

The following blocks are not supported in a Accordion: Slider, Autodesk, Hero, HTML-Application, Feedback Map.

arfgsdfhjkhldjshragf

- Add a Accordion to the article
- Edit the existing H2-block with a relevant title for your first Accordion-Section
- Add a block of your choice to the **Accordion-Section**
- Add a second accordion section by clicking on ⊕ **Add section**
- Edit the existing H2-block with a relevant title for your second Accordion-Section
- Add a block of your choice to the second **Accordion-Section**
- Change the colorscheme of the entire Accordion to one of your own preference

Lesson 4 - Data

The Data block in the Content window enables the user to use data that has been uploaded through Excel files. These Excel files have been downloaded with the trainingsmaterial file. When uploaded in the right order (Excel first, then Word) and when linked properly to each other, the iReport platform will recognize the links and will enable easy synchronization between new Excel sheets. In addition to uploading tables, also data for charts can be uploaded.

Exercise 4.1a - Table 1

The table seen below was also present in Word. Therefore it was automatically added here.

- Click *Edit design* in the table below to go to the editing design page

Play around with the styling options and click *Save* when you are satisfied with your design

	Color	Units	Sales
East	Red	3	€ 9,00
East	Blue	4	€ 8,00
West	Blue	3	€ 6,00
North-East	Green	2	€ 10,00
South	Red	4	€ 12,00
South-West	Green	3	€ 15,00
South-West	Blue	5	€ 10,00

Click **Save & Next** to go the next Exercise

Exercise 4.1b - Table 2

- Click *Edit content* in the table below to go to the editing content menu

- Double-click on a field of preference, a small Paragraph block should appear under 'Selected cell'
- Change content of this **Paragraph** block
- Click *Save* in the upper-right corner
- Navigate back to this Article

Region	Manager	Units	Price
East	Joey	7	€ 17,00
North	Marcel	3	€ 6,00
North-East	Monica	2	€ 10,00
South	Ross	4	€ 12,00
South-West	Rachel	8	€ 25,00
West	Chandler	0	€ 0,00

Click **Save & Next** to go the next Exercise
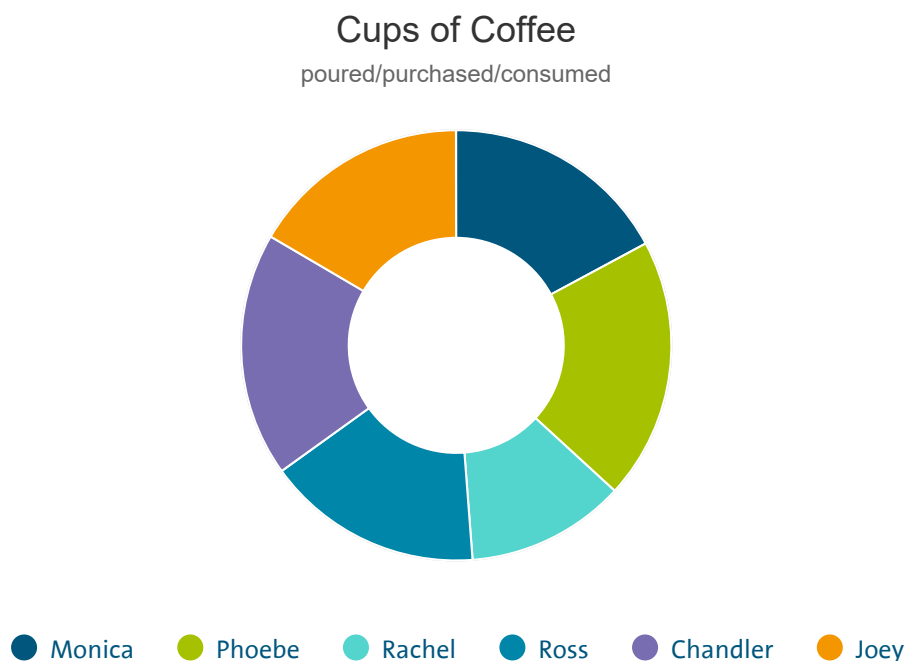
Exercise 4.1c - Table 3

In this chapter a third table was expected, but was apparently missing in the word file. This table can be added to the Excel sheet so it can be synchronized in a later stadium. The total revenue for the month July is estimated to be € 10,00

One	Two	Three	
	5	4 € 10,00	
	6	5	11
	5	4	€ 9.00

- Go to 'Tables'
- Select both existing tables
- Click *Export to edit content (suitable for reimportation)*
- Add a third sheet to the downloaded excel table and create a random table
- Click *Import* in the *Tables* menu
- Select the edited Excel sheet from your pc.
- Make sure that in *2 Options* in the upload process the *Action for Excel file(s)* is set to *Sync with Training_Material_1*
- Go back to Articles and click on *Exercise 4.3 – Table 3*
- Add a **Table** block to the article and select the newly uploaded Excel table.

Click **Save & Next** to go the next Exercise

Exercise 4.2a - Chart 1

Cups of Coffee
poured/purchased/consumed



● Monica ● Phoebe ● Rachel ● Ross ● Chandler ● Joey

- Go to *Charts* in the top blue bar
- Hover over *Add* in the green top bar and click on *Chart and* click on *Upload new data*
- Select Charts_v*.xlsx from your laptop, or drag and drop the file.
- Click on 'Charts_v*.xlsx – Coffee' under *Available data*
- Click next step, follow all next steps and name your chart 'Coffee Chart'

- Add a **Chart** from the content block to this article and select 'Coffee Chart' from the dropdown list
- Add a **Columns** from the content blocks to this article and insert the chart into the right **Column**
- Add a **Paragraph** to the left **Column** and write some text in the **Paragraph**

Click **Save & Next** to go the next Exercise

Exercise 4.2b - Chart 2

Repeat the process as described in Exercise 4.1a. Create a second chart and name this one 'Spoken Lines Chart'
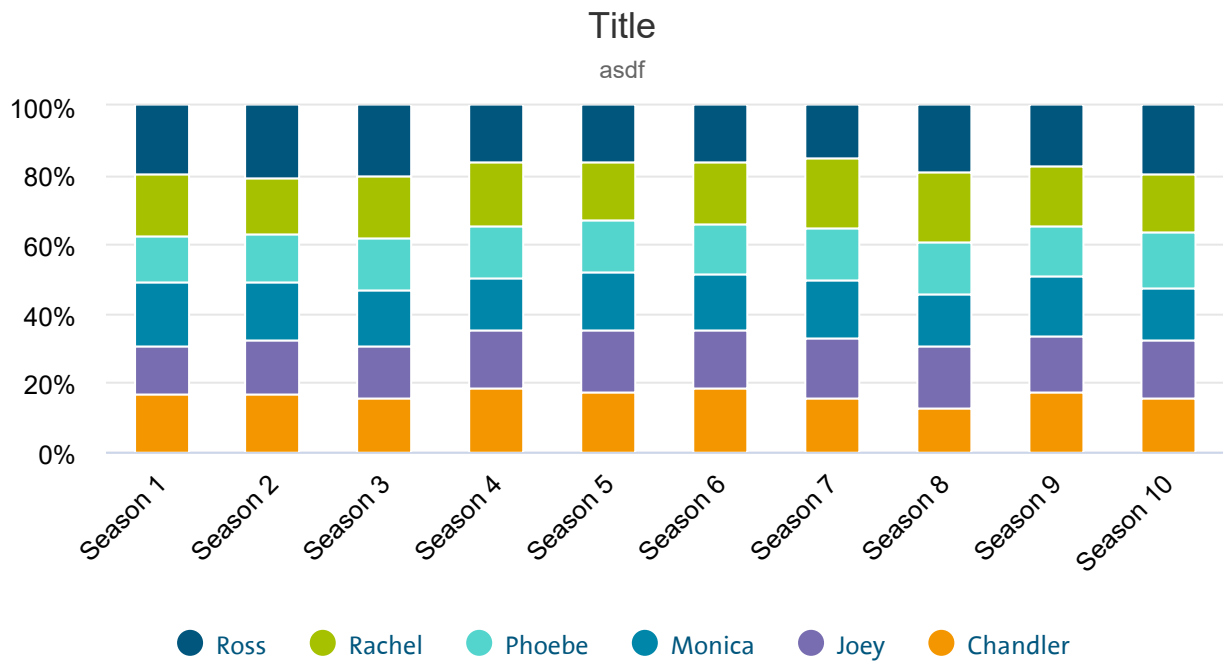
- Add a Chart from the content block to this article
- Select 'Spoken Lines Chart' from the dropdown list
- Click LARGE in the Chart menu
- Tick the Use channel specific settings box
- Set Height to 1200px

Click **Save & Next** to go the next Exercise

Exercise 4.3 – HTML Application

Graphic designers often use different applications and programs to create their interactive visuals. These visualizations can also be imported and embedded in your articles. In order to make use this feature a .zip file of the visualisation needs to be stored in the Downloads section of your publication. In the Internal exchange of the publication Training Material such a .zip file is already created.

- Leave this article
- Switch your publication to 'Training Material'
- Go to the 'Files' and 'File Exchange (Internal)'
- Download the file 'LinkedInPost.zip'
- Switch back to your own publication
- Upload the file in the 'Downloads' section of your own publication
- Go back to article 'Exercise 4.3 – HTML Application'
- Drag and drop the HTML APPLICATION content block
- Select the .zip file you just uploaded (Choose .zip-file > Browse)

Lesson 5 – eParticipation

This module has its own masterclass of 2 hours to fully understand the functionalities. You can sign up via the Digital Academy.

Lesson 6 – Other

Exercise 6.1 – Button

Buttons can be used to make links to other (internal and external) website possible. In addition to that it is possible to link button's to downloadable items inside the iReport.

- Add a **Button** from the content blocks to the article
- Give the **Button** a *Link (extern)* to an external website
- Write down a *Label* (information in the hover)
- Set *Pick a color* to a color of your choice

For the next few steps you need to leave the article management windows.

- Go to *Files* in the top blue bar
- Click on *Downloads*
- Click on *Select Files* and add a small document from your laptop
- Head back to *Articles* in the top blue bar
- Go back to the *Article* **Exercies 6.1 - Button**

Now that a file has been added to the download section, this file can be 'attached' to a button, so the reader of the page can download your file.

- Add a **Button** from the content block to the article
- Click on 'Browse' to find your downloadable content

Finally it is also possible to link a button to an achor point in the iReport. In **Exercise 1.2 - Paragraph** we have created such an Anchor.

- Add a **Button** from the content block to the article
- Click on 'Browse' to find your Anchor
- Click on the Article 'Exercise 1.2 – Paragraph'
- Select the Anchor

Click **Save & Next** to go the next exercise

Exercise 6.2 – Card

Cards combine the functionalities of a button and a picture and eneable to create clicable tiles that can bring you to internal and external places. Card can form a nice closing part of your page directing the users into articles that are closely related to the article they just read.
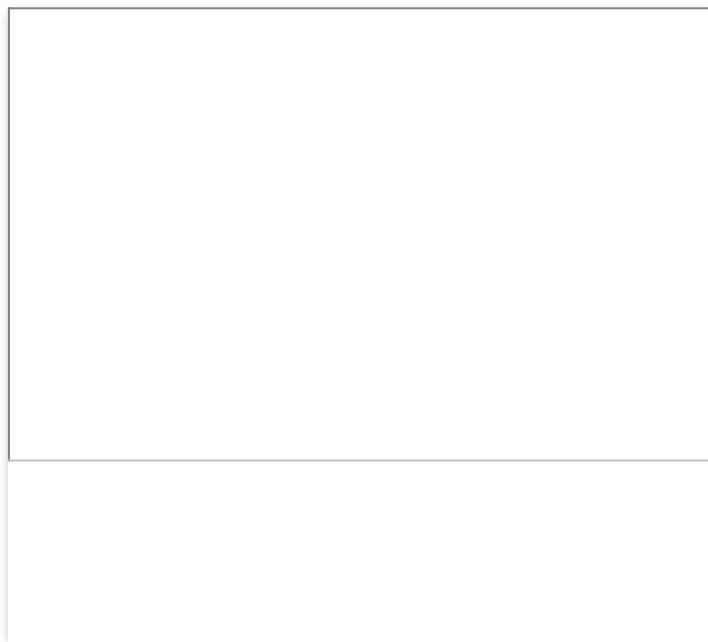
- Add a **Card** from the content blocks to the article
- Edit the **Image** and select and existing or upload a new image
- Write a short line of text in the available **Paragraph**, for example '*Read more about waste water treatment*'
- Use the pencil of the **Card** itself to select where this card should bring you.

Click **Save & Next** to go the next exercise

Exercise 6.3 – Map

Maps created on ArcGIS Online can add great visual information to your iReport. Several colleagues within Royal HaskoningDHV are familiar with this software and can help you with creating these Maps.

- Add a **Map** block from the Content blocks to this article
- Copy this code (cdc7d0b837fd4f529a70097103ce3cf9) in the *Portal item id* in the **Map** block

Maps do not work in the PDF of an iReport.

- Make sure that the **Map** is hidden in the PDF
- Add a **Paragraph** that is only visible in the PDF that tells the reader a Map is used here.

Click **Save & Next** to go the next exercise

Exercise 6.4 – Timeline

The Timeline shares a couple of similarities with the slider. They both are a larger container that can filled up with individual items. In the slider these were called slides and could contain pictures, text and buttons. In case of the Timeline these are called 'Events' and they can have pictures, video's and text. Apart from that there are a couple of special settings for timelines possible.

- Drag and drop a **Timeline** block into the article

At the start you can fill out a H2, which will be the title of your timeline and a Paragraph block, which can include some introduction text

- Give your **Timeline** a name by writing text in the H2 Block
- Provide a description in the **Paragraph** block

Events can be added one by one clicking on the + **Add Event**. **Events** can have a single moment in time when giving only a start date, and a duration when both start and end date are filled out.

- Add three **Events** to the **Timeline**.
- Make different combination with the start and end date.
- Give each **Event** a *title* in the **Header** (H2) and add an **Image** to the **Event**.
- Optional: It is possible to remove the **Image** block in an event and replace it with an **Video** block.

Click **Save & Next** to go the next exercise

Lesson 7 - Clipboard

It is possible to select several content blocks in articles and copy or cut these, so that you can easily gather or distribute specific content over several articles quickly. Selecting content blocks goes in the same way as selecting documents in a folder. Holding the *Shift* key makes it possible to select a series of articles at once, holding the *Ctrl* key enables selecting articles one by one.

- Select some Contents blocks from a different article
- Copy the selected articles
- Paste, by clicking on the *Clipboard* below the Content blocks, the copied content into this article.

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