

# M3 Report Writer Formatting Options

This is a listing of the formatting options available to each output format in M3 Report Writer.

## How to Select an Output Format

1. Once a report has been created, right-click->Properties.
2. Select the far-right tab, "Output".
3. Select an output format from the five listed in the drop-down.

## Available Formatting Options

Not every formatting option works for every output format. This is intentional. Some formatting options do not make sense for every output format. For example, overpunch would not make sense for .PDF output. The table below lists which formatting options are available to which output formats.

NOTE: When using a filter, "AND" filters must be listed before any "OR" filters. The user interface enforces this condition.

Format	Field	Heading	Length	Decimal	L/R	Fill	Show Zeroes	Total	No Punctuation	No Periods	No Commas	Over-punch	Upper-case
CSV	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
PDF	Y	Y	Y <sup>1</sup>	Y	Y	N	Y	Y <sup>2</sup>	Y	Y	Y	N	Y
PNF (same as PDF)	Y	Y	Y <sup>1</sup>	Y	Y	N	Y	Y <sup>2</sup>	Y	Y	Y	N	Y
TSV	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
TXT	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y

1: In measurement, not characters.                      2: Subtotals as well.