# Exporting comments to Microsoft Word document

On this page

Cameo Collaborator provides two templates for generating a report. Use the CommentsReport_full.docx template, if you want generate a report with images of each commented item, including diagrams. If you don't want these details, use the CommentsReport.docx template, which generates the compact version of a comments report. Both templates can be used to get the statistical information about comments, that is, comments count, resolved comments count, etc.

Configuring Cameo Collaborator for exporting comments

To be able to export comments to a Microsoft Word document, you have to upload the desired comments report template to the Repository of Cameo Collaborator portal.

To configure Cameo Collaborator for exporting comments

1. In the main toolbar of the the Cameo Collaborator portal, click **Repository** and open the *Collaborator* folder.
2. Use the Repository toolbar to create a new folder named *Cameo_Collaborator_Template* if such folder does not already exist.
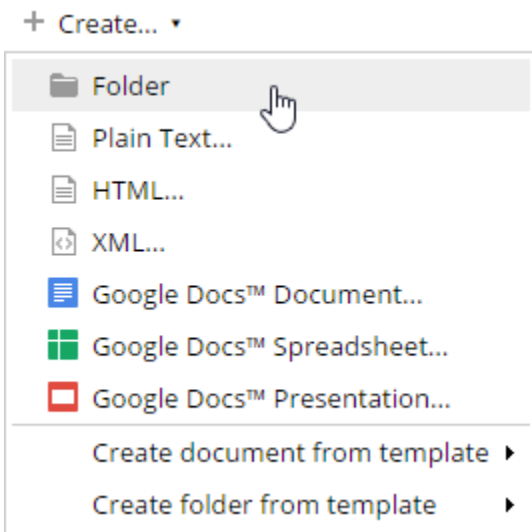
3. Download and move to that folder one of the following files:
   CommentsReport_full.docx - to generate a report with images of commented items.
   CommentsReport.docx -to generate a compact comment report without images.

> ⚠ **Important**
> Before exporting the comments, make sure that the proper template is placed in the *Repository* > *Collaborator* > *Cameo_Collaborator_Template* folder. The folder must contain only one file, otherwise the report might be generated using improper template.
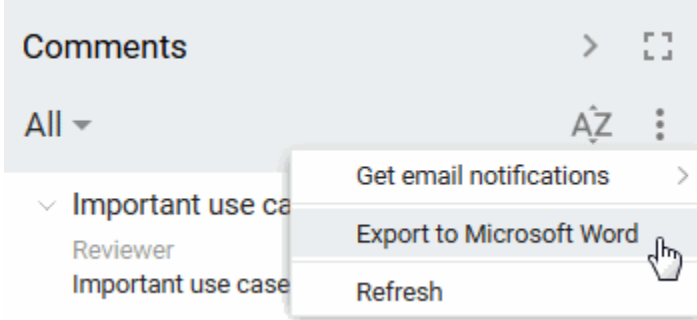
Exporting comments

The comments exported to a Microsoft Word document are filtered and sorted the same way as in the **Comments** pane.

To export comments to a Microsoft Word document

1. Filter and sort the list as you want it to have in the report.

2. Under the title bar of the **Comments** pane, click ⋮ and then select **Export to Microsoft Word**.

3. Wait until the export completes and choose whether you want to open the document or save it in your file system.

> **If images are not exported**
> If the height or width of images in a published project exceeds 5000 px, do not use Mozilla Firefox for exporting comments. Otherwise, these images are not exported.

> **For MS Office 2008 for Mac users**
> If you don't see images of some graphical comments in the document, change the page orientation to **Portrait**.

Customizing MS Word templates

You can change the contents of the report by modifying the predefined template. Both templates contain Velocity Template Language (VTL) variables and conditional statements as well as predefined bookmarks for including images of graphical comments or replies.

To modify the MS Word template, download it to your file system either from this page or from *Repository > Collaborator > Cameo_Collaborator_Template*.

> Only Manager/Coordinator can upload files to *Repository > Collaborator > Cameo_Collaborator_Template*, thus be sure, you play that role in this folder.

The following table gives the list of Cameo Collaborator specific VTL variables and reveals the values they return.

No.	VTL variable	Return value
1	$projectName	Project's name.
2	$totalComments	Number of comments in the report.
3	$totalResponses	Number of replies in the report.
4	$totalResolvedComments	Number of resolved comments in the report.
5	$totalUnresolvedComments	Number of unresolved comments in the report.
6	$totalResolvedResponses	Number of resolved replies in the report.
7	$totalUnresolvedResponses	Number of unresolved replies in the report.
8	$reporterFirstName	First name of the user, who generated the report.

9	$reporterL astName	Last name of the user, who generated the report.
10	$currentD ate	Date and time of the report generation.
11	$authors	List of users, who created at least one comment or reply included in the report. Each author (user) owns a set of properties, which are VTL variables too. To access a property value, use the following syntax: **$a.<property's name>**, where **$a** stands for the individual author (user). See VTL variables in rows 12 to 21.
12	$a. UserInfo. UserName	User name of the user, who created at least one comment or reply in the report.
13	$a. UserInfo. FirstName	First name of the user, who created at least one comment or reply in the report.
14	$a. UserInfo. LastName	Last name of the user, who created at least one comment or reply in the report.
15	$a. TotalCom ments	Number of comments in the report that are created by the user.
16	$a. TotalResp onses	Number of replies in the report that are created by the user.
17	$a. Resolved Comments	Number of resolved comments in the report that are created by the user.
18	$a. Unresolve dCommen ts	Number of unresolved comments in the report that are created by the user.
19	$a. Resolved Responses	Number of resolved replies in the report that are created by the user.
20	$a. Uresolved Responses	Number of unresolved replies in the report that are created by the user.
21	$a. LastActivit yDate	Date and time of the last edit of the comment or reply created by the user.
22	$comments	List of comments in the report. Each comment owns a set of properties, which are VTL variables too. To access a property value, use the following syntax: **$c.<property's name>**, where **$c** stands for the individual comment. See VTL variables in rows 23 to 31.
23	$c. UserInfo. UserName	User name of the comment's author.
24	$c. UserInfo. FirstName	First name of the comment's author.
25	$c. UserInfo. LastName	Last name of the comment's author.
26	$c.Subject	Comment's subject.
27	$c.Text	Comment's text.
28	$c.Priority. Priority	Comment's priority in numeric format: *1 (high)*, *2 (medium)*, or *3 (low)*.
29	$c.Priority. PriorityStri ng	Comment's priority in textual format: *low*, *medium*, or *high*.

30	$c. Resolved	Comment's resolution status:
		• *true*, if the comment is resolved • *false*, if the comments is unresolved
31	$c. Responses	List of replies to the comment. Each reply owns a set of properties, which are VTL variables too. To access a property value, use the following syntax: **$r.<property's name>**, where **$r** stands for the individual reply. See VTL variables in rows 32 to 35.
32	$r. UserInfo. UserName	User name of the reply's author.
33	$r. UserInfo. FirstName	First name of the reply's author.
34	$r. UserInfo. LastName	Last name of the reply's author.
35	$r.Text	Reply's text.

To insert the bookmark for including images of graphical comments or replies

1. Insert any image in the report template.

⚠ • If you want to include images of graphical *comments*, insert the image under **#foreach($c in $comments)**.

• If you want to include images of graphical *replies*, insert the image under **#foreach($r in $c.Responses)**.

ⓘ

You can also use the existing image   by copying and pasting it to the proper place.

2. Select the inserted image and on the **Insert** tab, click **Bookmark**. The **Bookmark** dialog opens.
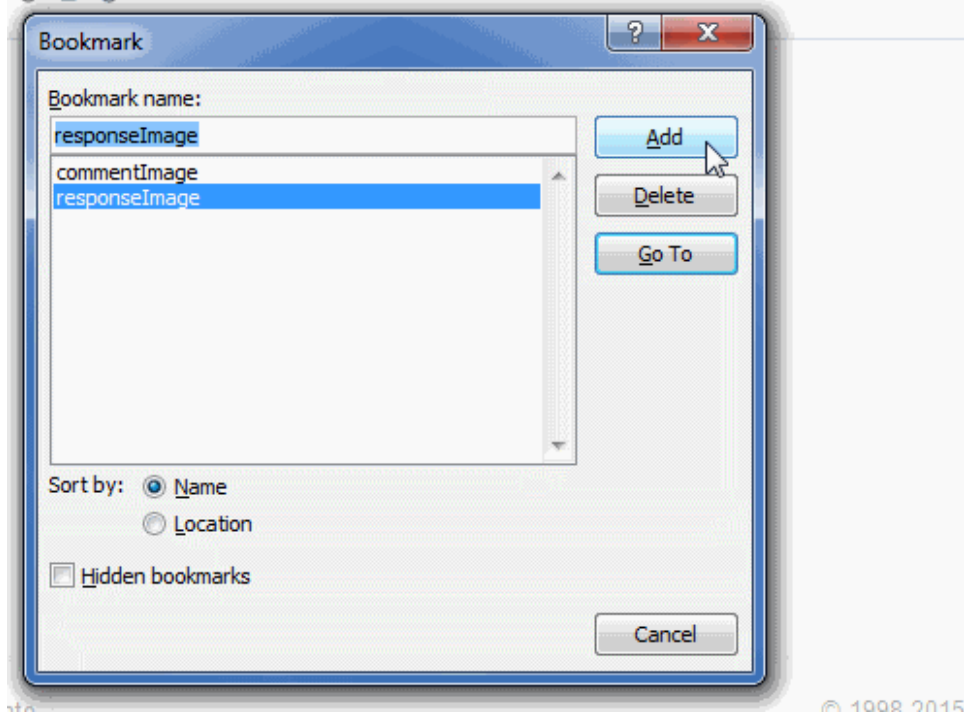
3. Select the appropriate bookmark and click the **Add** button.

#if($c.Responses != [])#foreach($r in $c.Responses)

$r.UserInfo.FirstName $r.UserInfo.LastName

$r.Text **#if($r.Resolved) (Resolved)#end**#if($r.ImageProvided)

#end#end#end

Bookmark

Bookmark name:

responseImage

commentImage
responseImage

Sort by: ● Name
         ○ Location

☐ Hidden bookmarks

Add

Delete

Go To

Cancel

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