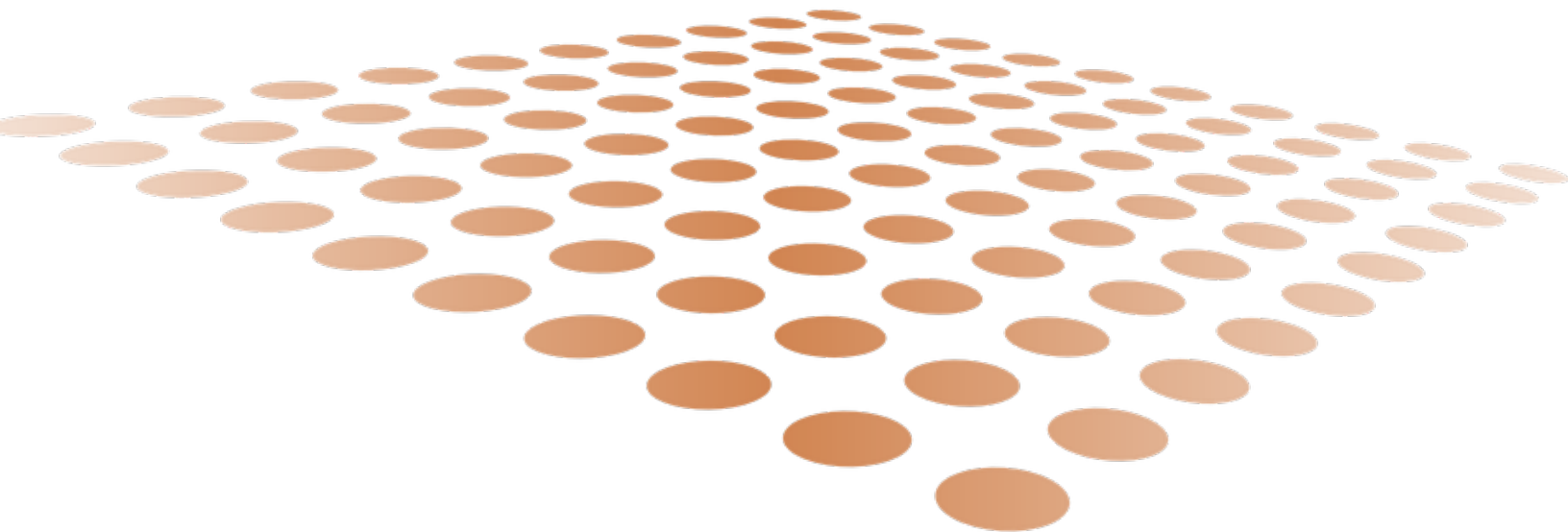


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: REPORT DEVELOPER – FORMATTING FOR EXPORT





Report Developer – Formatting for Export

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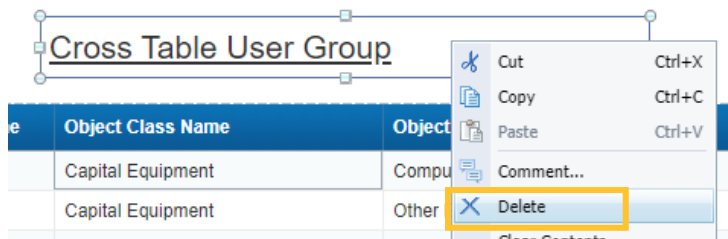
FORMATTING WEB INTELLIGENCE REPORTS

Excel

The ability to export reports to Excel is a great feature, but it can be frustrating when end users have to clean up unwanted columns and rows. Report Developers can eliminate these issues with a few extra formatting steps in Web Intelligence.


Remove Report Title(s)

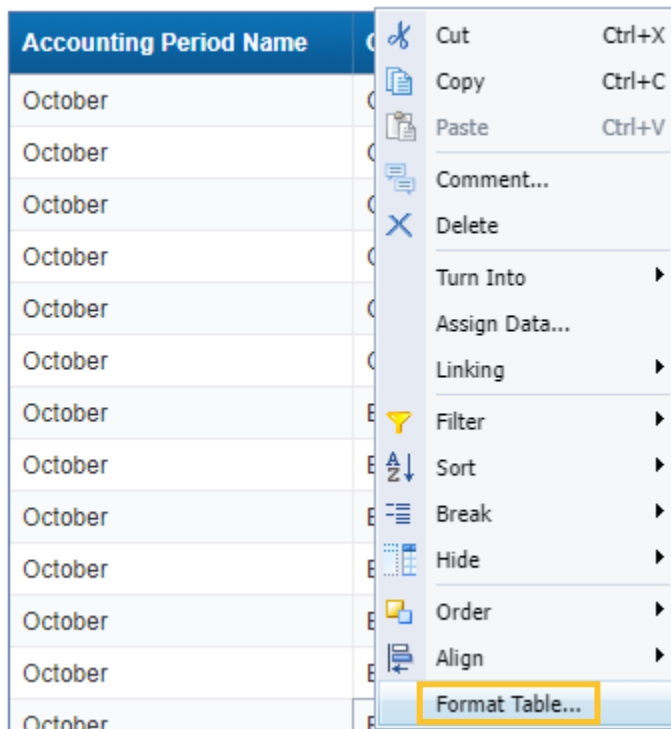
1. Right click the **Title block**



2. Select delete from the shortcut menu

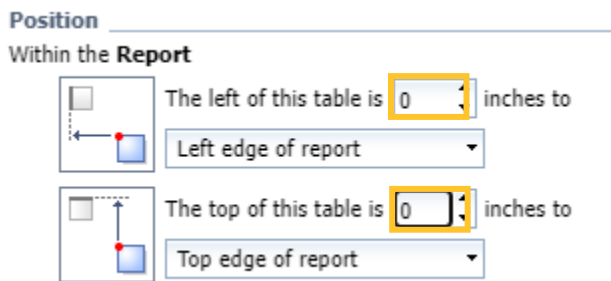
Adjust the Table Position

1. Hover over the border of the table until you see the 4-arrow cursor 
2. Right click on the border
3. Next, select **Format Table**





4. The format table dialog box will open
5. Select **Layout** from the left navigation pane
6. Under the *Position* section, change both the horizontal position and the vertical position to **0"**



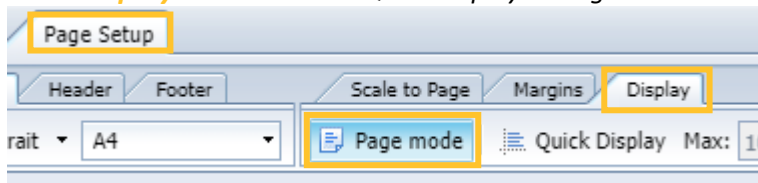
7. Select *OK* to apply the updates and save the report
8. Export when ready

PDF

The output to a PDF document in Web Intelligence retains the page setup of the document

Page Setup

1. Navigate to the **Page Setup** tab in the upper navigation pane
2. Select **Display** to switch from *Quick Display* to *Page mode*



3. The *Page mode* option will adjust the entire screen as it would look when exported to PDF
4. Adjust the formatting to the desired look and feel. For Example:
 - a. Adjust table location and column width to ensure all the columns fit the view
 - b. Adjust margins to better align the table within the view
5. Once completed save the report
6. Export when ready