

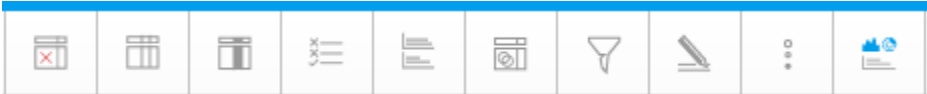
# Formatting

## Overview

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Once the data and output styles have been defined through the report wizard you can define the formatting options on the output page to create presentation quality reports.

## Menu Items



The main format menu provides you with access to all the data related formatting options. The formatting options are only visible if the report is in DRAFT mode – once ACTIVE the active menu will be displayed with additional report management features.

| Icon | Menu Item                  | Description                                                                                                                                                                                 |
|------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Hide Table                 | This allows you to hide the tabular display in the report, showing only chart(s).<br><b>Note:</b> the report must contain a report for this option to be available.                         |
|      | Show Table                 | This allows you to display a hidden table in the report output, showing chart(s) and table.<br><b>Note:</b> the report must contain a report for this option to be available.               |
|      | Report Formatting          | This menu allows you to apply formatting changes that affect the report as a whole. See <a href="#">Report Formatting</a> for more information.                                             |
|      | Column Formatting          | This menu allows you to apply formatting changes that affect a single field, rather than the whole report. See <a href="#">Column Formatting</a> for more information.                      |
|      | Conditional Formatting     | This menu allows you to apply alerts to a field based on defined conditions. See <a href="#">Conditional Formatting - old</a> for more information.                                         |
|      | Section Formatting         | This menu allows you to apply formatting changes that affect to the way sections are displayed. See <a href="#">Section Formatting</a> for more information.                                |
|      | Related Reports Formatting | This menu allows you to apply formatting changes that affect the way <a href="#">Co-Display Reports</a> are displayed. See <a href="#">Related Reports Formatting</a> for more information. |
|      | Filter Formatting          | This menu allows you to apply formatting changes that affect the way filters are displayed. See <a href="#">Filter Formatting</a> for more information.                                     |
|      | Annotation                 | This menu allows you to view and create annotations. See <a href="#">Report Annotation</a> for more information.                                                                            |
|      | KPI                        | This menu allows you to change the output to a KPI report display for use on a KPI Dashboard Tab. See <a href="#">KPI Reports</a> for more information.                                     |
|      | Summary                    | This menu allows you to create a summary of the report's key metrics and category breakdowns. See <a href="#">Report Summary</a> for more information.                                      |

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