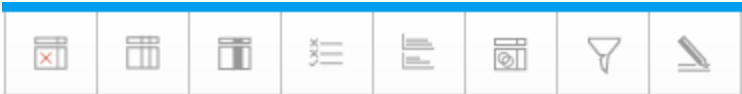


# Formatting

## Overview

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). <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. <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</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.