## Formatting Web Intelligence Reports to Export to Excel

Being able to export your reports to Excel is a great feature, but it can be frustrating when each time you export, you have to clean up unwanted columns and rows. You can eliminate this extra work by doing some simple formatting in Web Intelligence.

## Remove the Report Title block

Unless you want the report title in Excel, and the extra empty rows surrounding the title, you can remove this text block in Web Intelligence.

1. Right-click on the Report Title block.



2. Select **Delete** from the right-click menu box.

## Change the Relative Position of the Table

1. Hover your mouse over the border of your table. You will see the 4-arrow cursor.



- 2. Right-click on the border.
- 3. Select Format Table from menu.



- 4. Select Layout.
- 5. Under Relative Position, change both the Horizontal Position and the Vertical Position to **0**".

General	Horizontal	
Appearance	Start on a new page	
Layout	Avoid page break	
	Vertical	
	Start on a new page	Repeat header on every page
	Repeat on every page	Repeat footer on every page
	Avoid page break	
	Relative Position	
	Horizontal:	
	0.07 "	
	from the Left of Report 🔻	
	Vertical:	
	1.52 "	
	from the Top of Report 🔻	
		OK Cancel Apply

Web Intelligence Quick Tip

Relative Position			
Horizontal:			
	0 "		
from the	Left of Report 🔻		
Vertical:			
	0 "		
from the	Top of Report 🔻		

6. Click **OK**.

## Save your Report to Excel

- 1. Click the Save menu button.
- 2. Select Save as.



- 3. Change the Files of Type drop-down to Excel 2007.
- 4. Change the file name and location as desired.

Web Intelligence Quick Tip

Save Document ② X				
Save in: 퉬 userDocs	т 🚺 🚱 🔝 🗉			
My Desktop My Analysis My Computer	Select reports:			
chiboeserv3	<ul> <li>Prioritize easy data processing in Excel</li> </ul>			
File Name: Test 04012015.xlsx				
Files of Type: Excel 2007 T				
	Save Cancel			

5. Click Save.

Now when you open the Excel Document, your table should be start in cell A:1 with no extra rows or columns.

