

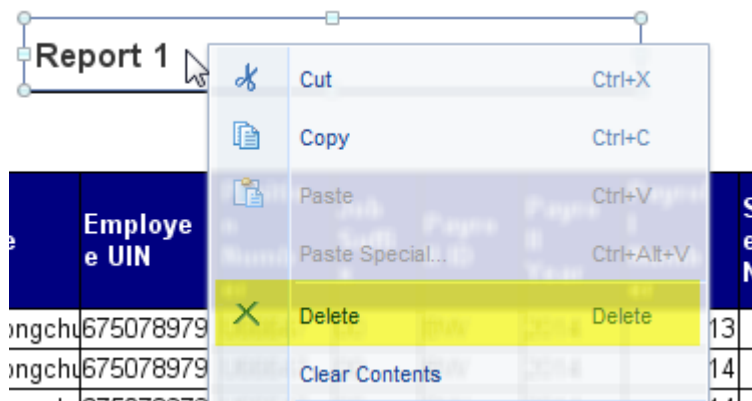
## Formatting Web Intelligence Reports to Export to Excel

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

### *Step 1: 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:

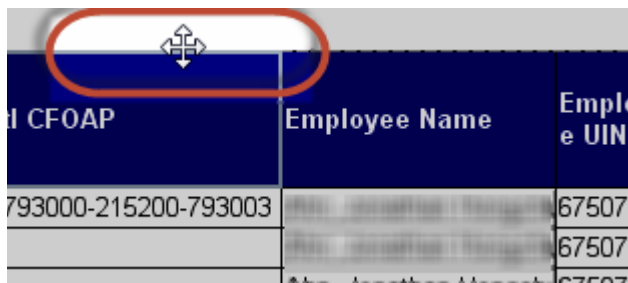
1. Right-click on the Report Title block



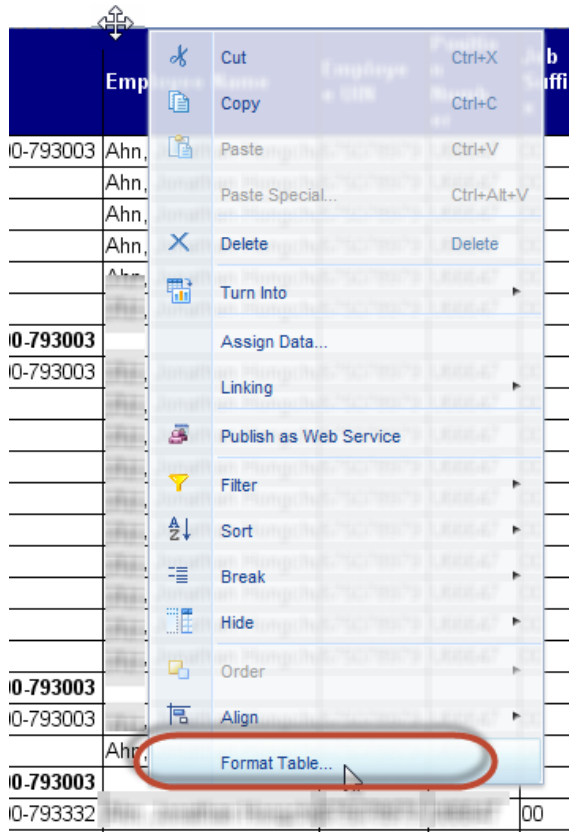
2. Select **Delete** from the right-click menu box

### *Step 2: Change the Relative Position of the Table*

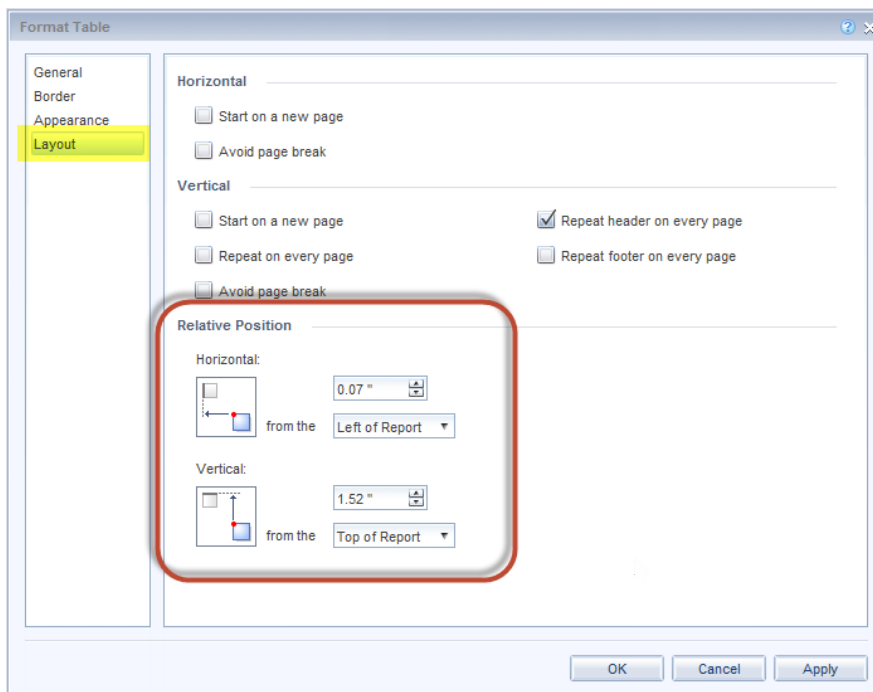
1. Hover your mouse over the border of your table. You will see the 4-arrow cursor



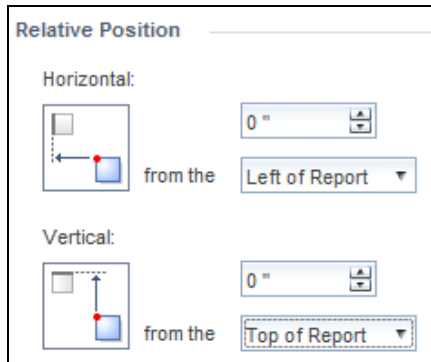
2. Right-click on the border
3. Select **Format Table** from right-click menu box



## 4. Select **Layout**



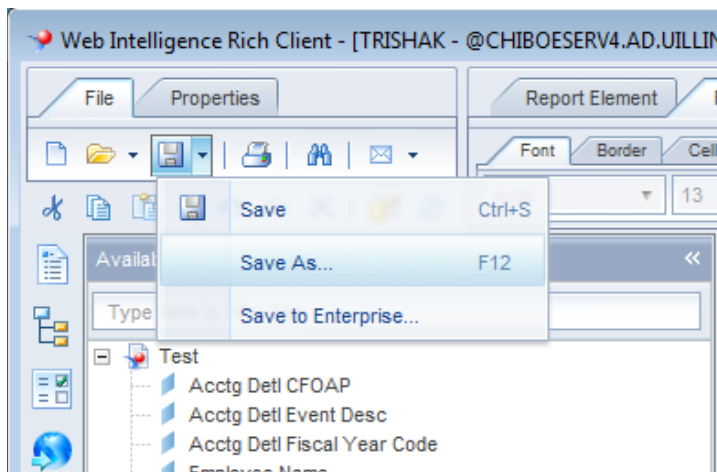
- Under Relative Position, change both the Horizontal Position and the Vertical Position to **0"**



- Click **OK**

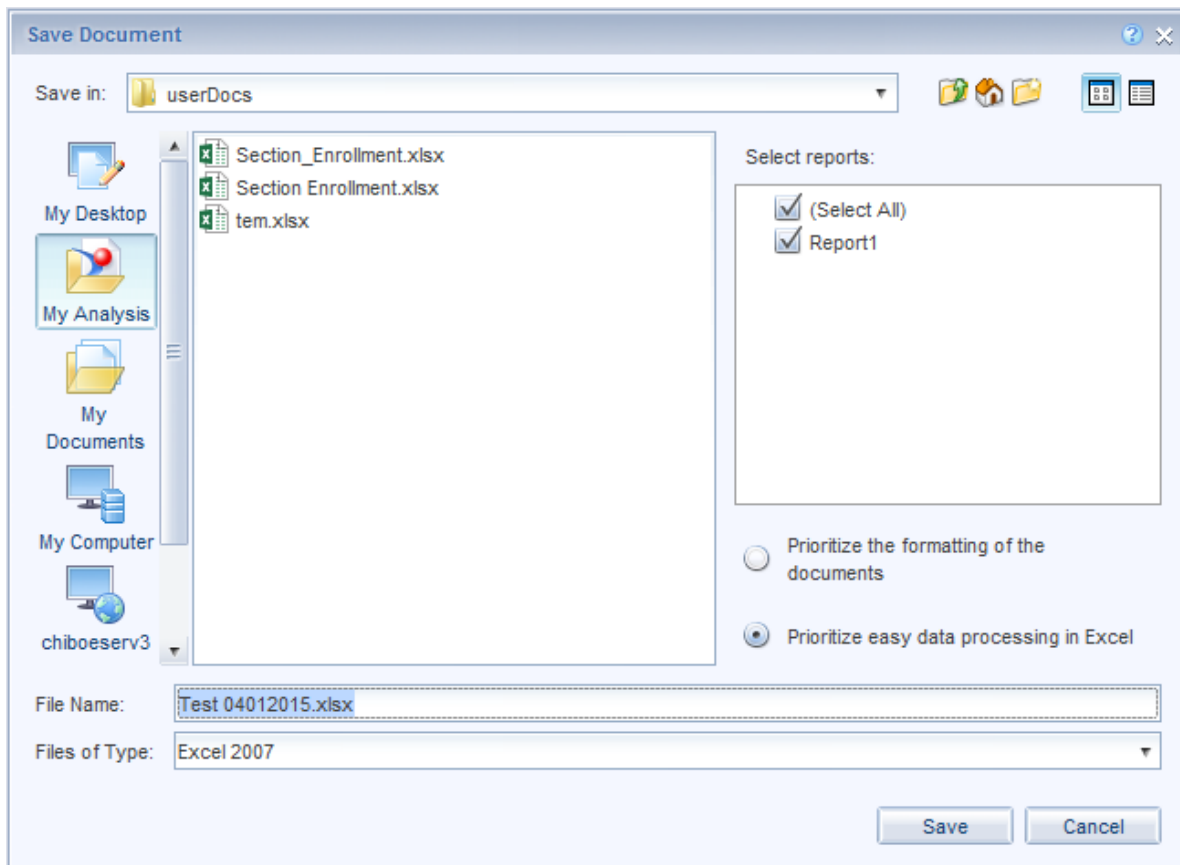
### *Step 3: Save your Report to Excel*

- Click the **Save** menu button
- Select **Save as**



- Change the **Files of Type** drop-down to **Excel 2007**
- Change the file name and save to location if desired
- Click **Save**

# Web Intelligence 4.1 Quick Tip



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

