

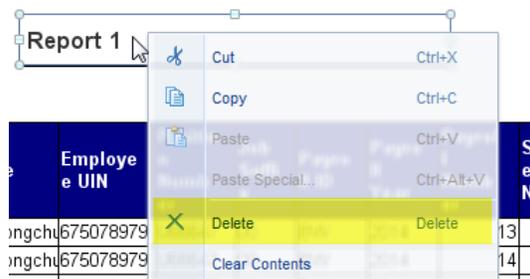
Formatting Web Intelligence Reports to Export to Excel

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.

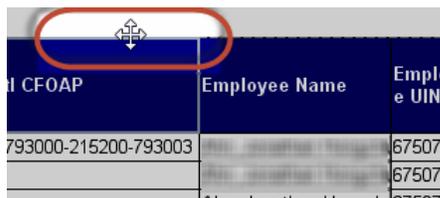
1. Right-click on the Report Title block.



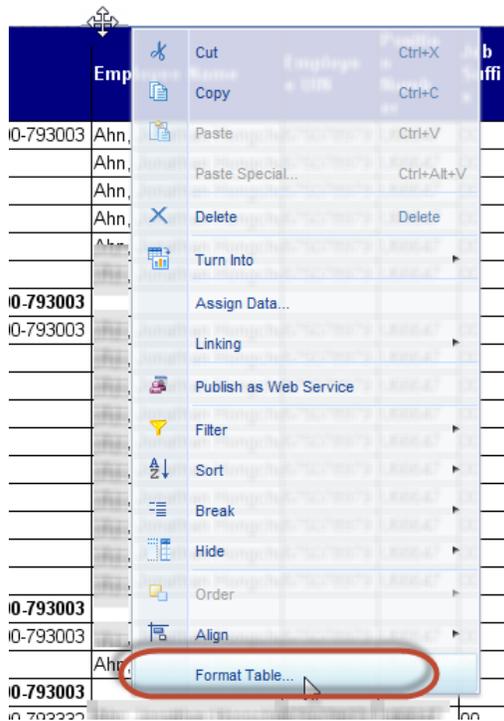
2. Select **Delete** from the right-click menu box.

Change the Relative Position of the Table

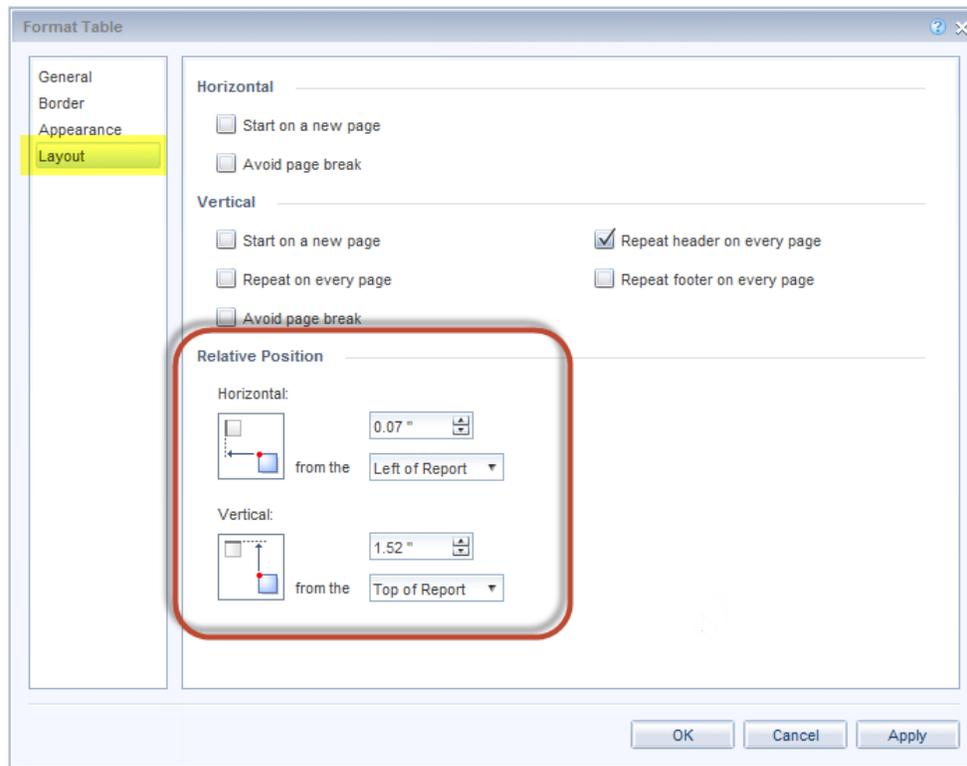
1. Hover your mouse over the border of your table. You will see the 4-arrow cursor.

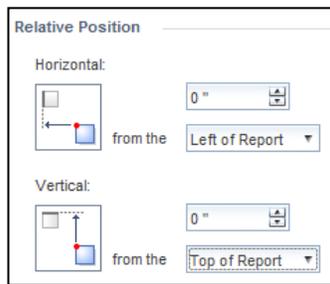


2. Right-click on the border.
3. Select **Format Table** from menu.



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

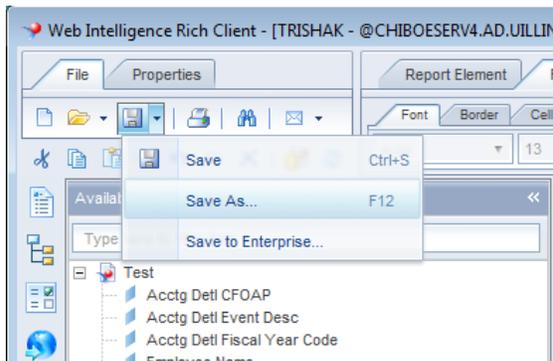




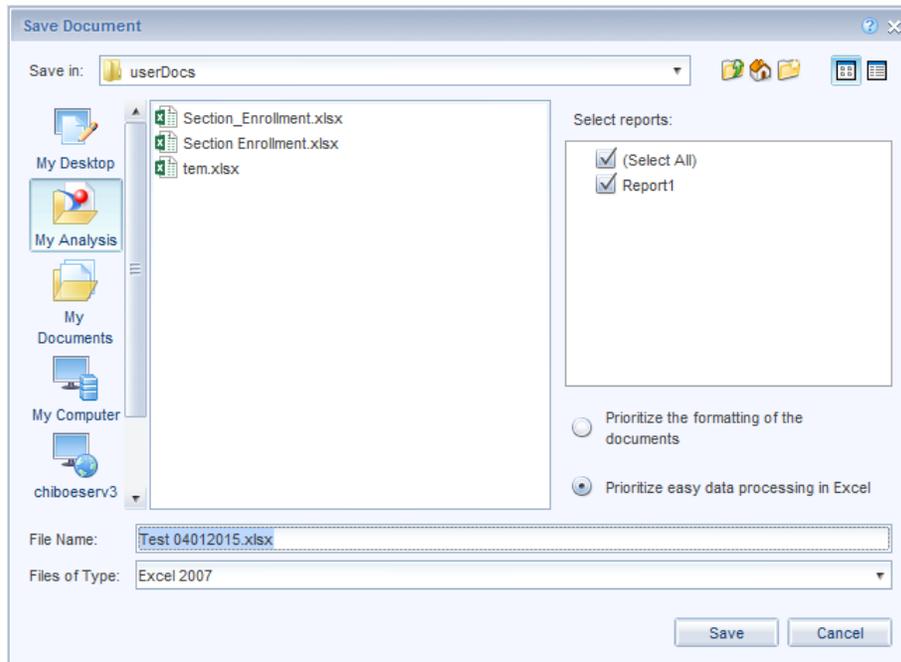
6. Click **OK**.

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.



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.

