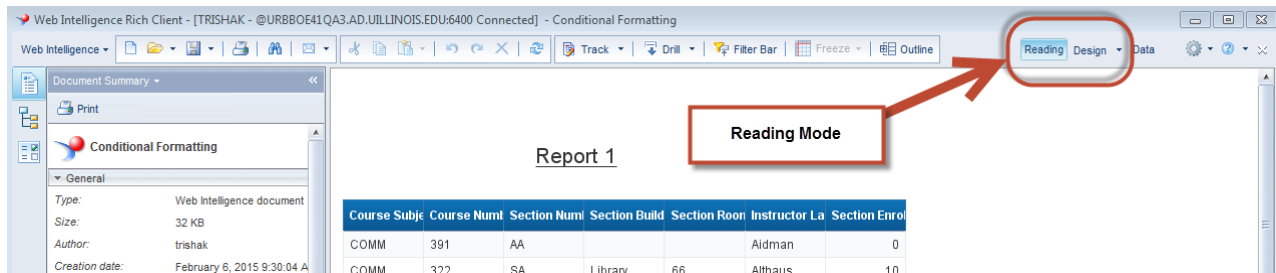


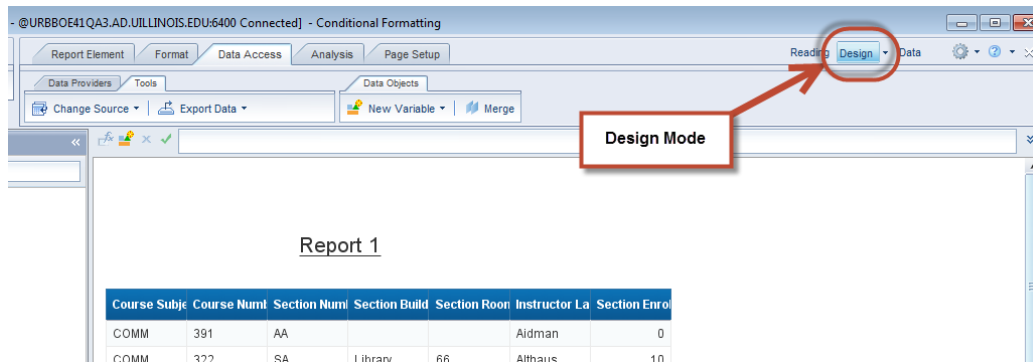
## *Document Opens in Reading Mode. Cannot Edit/Refresh. Toolbars missing*

If you open a Web Intelligence document and it looks like the example below, you are in Reading Mode. Both versions of Web Intelligence (HTML and Rich Client) have Reading Mode and Design Mode. The Rich Client also has Data Mode. Reading mode is a read-only mode used to view, refresh, save, and print reports, but does not allow access to make changes.



## *To switch to Design mode:*

1. Click the **Design** button.



The editor is now in Design mode. You can make changes to the queries and the reports.

