

## Lesson 2: Editing Out of the Box Reports

When you use out of the box searches, you may have questions about the results. Or you may think, “If only this report had X in it, it would be perfect.”

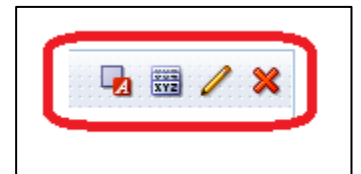
Before you learned that using out-of-the-box reports and clicking the “Open” link gave you the report. Next to the “Open” link is the “Edit” link. If you click on the “Edit” link, you will be given the chance to change the out of the box report.



Go to Shared Folders>Alma. Expand the Inventory sub-folder and click on Reports. Find the “Item Count by Material Type” report and click the “Edit” link.

When the report displays, you see additional options in the upper right-hand corner.

When you pass your cursor over the first new icon, it reads “Format Container.” The second is “View Properties”. The third is “Edit View.” The red X will remove the image.



“Format Container” is cosmetic. It will let you change the horizontal and vertical alignment, the background color, the border size, and the border color.

“View Properties” and “Edit View” are the hidden information that is constructing the table. Using “Edit View” you can also change the kind of chart.

## Activity 2-1

Click on the “Format Container” icon and change the options you find there, such as background and the border.

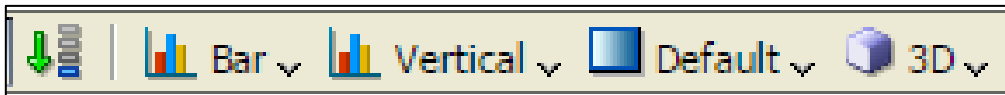


## Activity 2-2

Click the “Edit View” icon.



Look at the bar of icons over the image. Find the green arrow pointing downward. Look at the icons to the right of the green arrow.



- Click these dropdown menus and find other options for the chart, such as line, pie, and area.
- Change from a 2-dimensional chart (2D) to a 3-dimensional chart (3D) and back again.