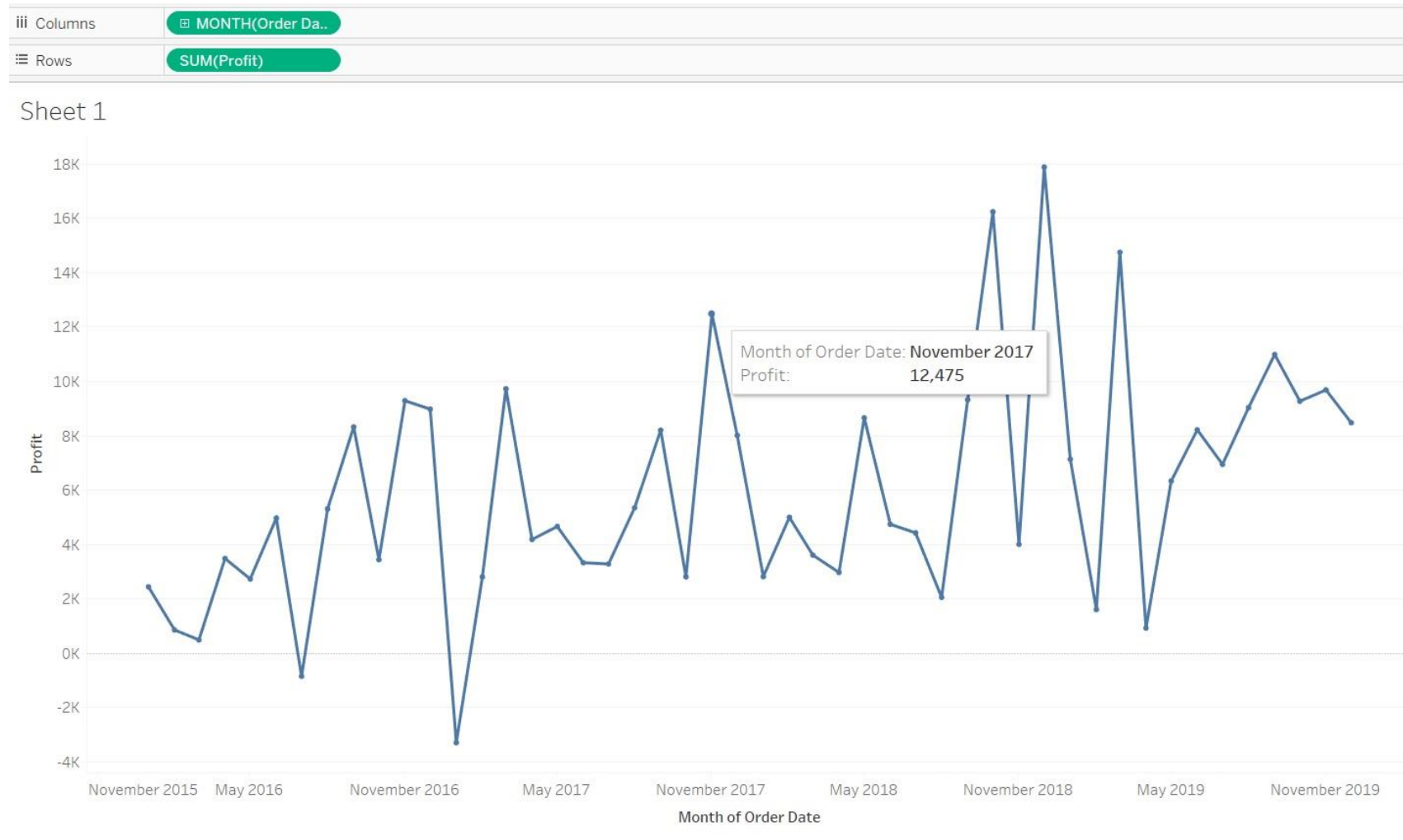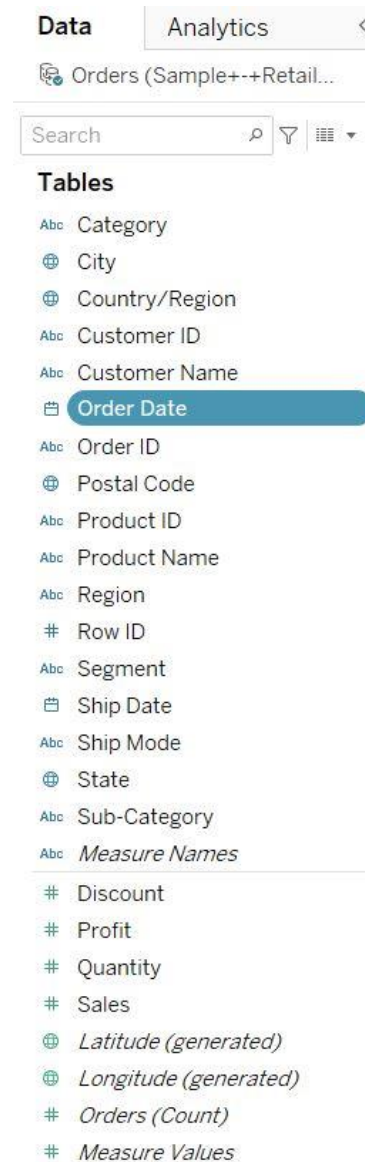# STEPS FOR CHANGING THE DEFAULT DATE FORMAT

STEP 1: By default, the Date Format will be set to "**Automatic**"

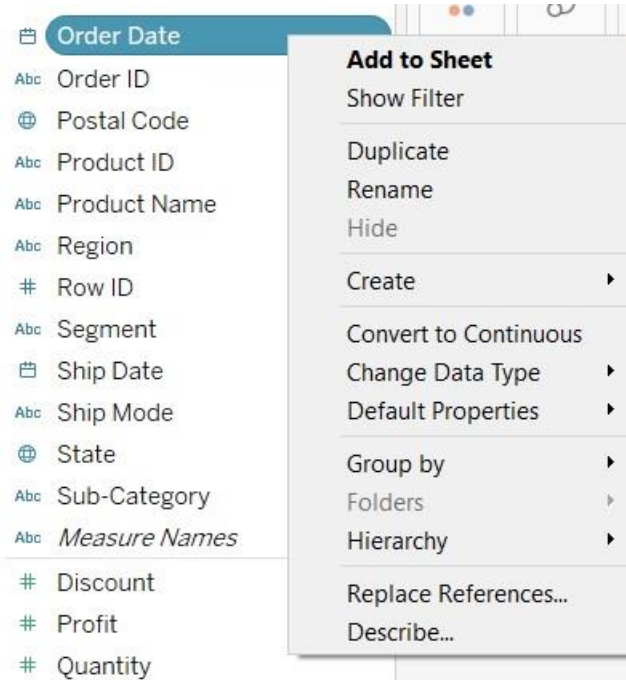e.g., Month of Order Date: **November 2017**

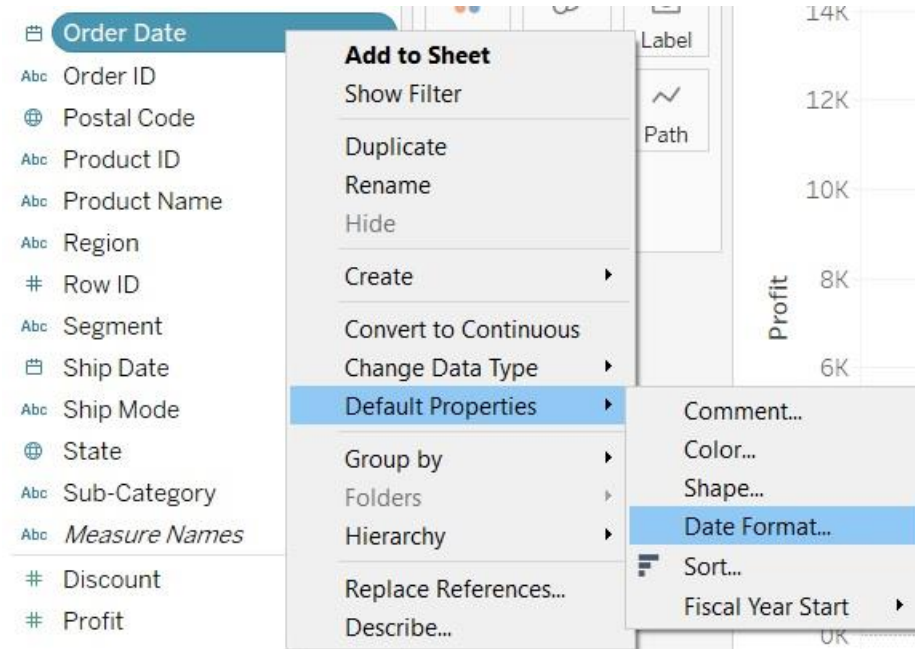This can be confirmed by hovering over any one of marks in the Line chart.

STEP 2: Select the dimension in the Data pane in this case it is **Order Date**
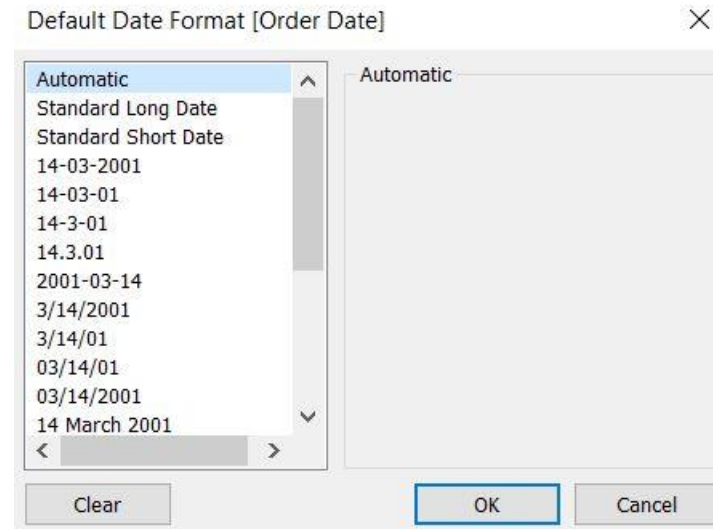
STEP 3: Right-click on **Order Date**

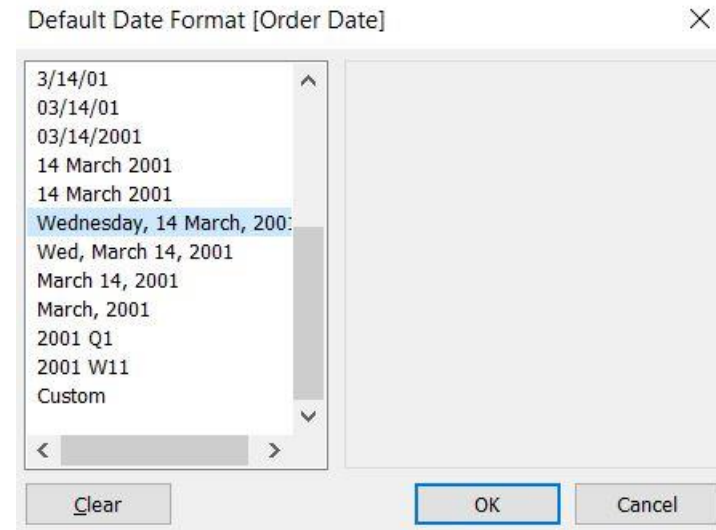# STEP 4: Click on **Default Properties** and **Date Format...**

STEP 5: Confirm that the Default Date Format is "**Automatic**"

STEP 6: Select the required **Date Format**
e.g.: "**Wednesday, 14 March, 2001**"

Default Date Format [Order Date]   ✕

3/14/01
03/14/01
03/14/2001
14 March 2001
14 March 2001
Wednesday, 14 March, 200:
Wed, March 14, 2001
March 14, 2001
March, 2001
2001 Q1
2001 W11
Custom

Clear   OK   Cancel

STEP 7: Ensure that the updated **Date Format** is being displayed. This can be confirmed by hovering over the same mark that was checked in **STEP 1**.