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Common Activities

This section describes the common capabilities of all ASP.NET controls:

- [Touch Support](#)

Touch Support

DevExpress ASP.NET controls have an ability to work properly in touch device browsers. Touch is supported on the iOS browser, the default browser of Android 3+ and Internet Explorer 10+ on Windows 8+ and Windows Phone 8.

The following is a list of DevExpress ASP.NET controls with touch support (along with what can be executed using gestures):

- **Callback Panel** - scrolling;
- **Calendar** - swipe-to-page gesture, slide paging animation;
- **Combo Box** - scrolling;
- **Data View** - swipe-to-page gesture, slide paging animation;
- **Dock Panel** - dragging, resizing, scrolling;
- **File Manager** - scrolling;
- **Grid View** - record scrolling, column header dragging, column resizing, swipe-to-page gesture, slide paging animation;
- **Image Slider** - swipe-to-page gesture, slide paging animation, optional fade animation when the swipe-to-page gesture is turned off;
- **List Box** - scrolling;
- **Menu** - scrolling;
- **News Control** - swipe-to-page gesture; slide paging animation;
- **Panel** - scrolling;
- **Pivot Grid** - record scrolling, column header dragging, swipe-to-page gesture, slide paging animation, customization window resizing;
- **Popup Control** - dragging, resizing, scrolling;
- **Scheduler** - scrolling, appointment dragging, swipe-to-page gesture, slide paging animation;
- **Splitter** - pane resizing, pane scrolling;
- **Tree List** - record scrolling, column header dragging, swipe-to-page gesture, column resizing.

Card View

This section describes the Card View control's capabilities. It represents data in cards, supports data editing, sorting, filtering, summary calculation, paging, scrolling, cards selection and data exporting.

Customization

	First Name: Nancy Last Name: Davolio Title: Sales Representative
	First Name: Andrew Last Name: Fuller Title: Vice President, Sales
	First Name: Janet Last Name: Leverling Title: Sales Representative
	First Name: Margaret Last Name: Peacock Title: Sales Representative

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Data Editing

- [Add and Delete Cards](#)
- [Switching a CardView to Edit Mode](#)
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Selection and Navigation

- [Page Navigation](#)
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- [Sorting](#)

Filtering

- [Header Filter](#)
- [Date Range Header Filter](#)
- [Search Panel](#)
- [Creating Complex Filter Criteria with the Filter Control](#)

Exporting

- [Exporting](#)

Add and Delete Cards

Add a Card

To create a new card:

- Click **New**.



First Name: Nancy Last Name: Davolio
Position: Sales Representative Home Phone: (206) 555-9857
Hire Date: 01-May-92 00:00:00 Birth Date: 08-Dec-48 00:00:00
Notes:
Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.

[Edit New](#)



First Name: Andrew Last Name: Fuller
Position: Vice President, Sales Home Phone: (206) 555-9482
Hire Date: 14-Aug-92 00:00:00 Birth Date: 19-Feb-52 00:00:00
Notes:
Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

[Edit New](#)

Page 1 of 5 (9 items) 1 2 3 4 5 < >

- Specify cell values.
- Click **Update**.



First Name: Last Name:
Position: Home Phone:
Hire Date: Birth Date:

Notes:

Janet has a BS degree in chemistry from Boston College (1984). She has also completed a certificate program in food retailing management. Janet was hired as a sales associate in 1991 and promoted to sales representative in February 1992.

[Update](#) [Cancel](#)



First Name: Last Name:
Position: Home Phone:
Hire Date: Birth Date:

Notes:

Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.

[Edit](#) [New](#)



First Name: Last Name:
Position: Home Phone:
Hire Date: Birth Date:

Notes:

Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

[Edit](#) [New](#)

Page 1 of 5 (9 items)

Delete a Card

To delete a card, click **Delete** in the card to be deleted.



First Name: Nancy

Last Name: Davolio

[Delete](#)

Position: Sales Representative

Home Phone: (206) 555-9857

Hire Date: 01-May-92 00:00:00

Birth Date: 08-Dec-48 00:00:00

Notes:

Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.



First Name: Andrew

Last Name: Fuller

[Delete](#)

Position: Vice President, Sales

Home Phone: (206) 555-9482

Hire Date: 14-Aug-92 00:00:00

Birth Date: 19-Feb-52 00:00:00

Notes:

Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

Page 1 of 5 (9 items)



1

2

3

4

5



Note

Cards management links may be unavailable in your application. This is the choice of the application vendor.

Switching a CardView to Edit Mode

To edit cell values, switch to the edit mode by clicking **Edit**.



First Name: Nancy Last Name: Davolio
Position: Sales Representative Home Phone: (206) 555-9857
Hire Date: 01-May-92 00:00:00 Birth Date: 08-Dec-48 00:00:00
Notes:
Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.

[Edit New](#)



First Name: Andrew Last Name: Fuller
Position: Vice President, Sales Home Phone: (206) 555-9482
Hire Date: 14-Aug-92 00:00:00 Birth Date: 19-Feb-52 00:00:00
Notes:
Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

[Edit New](#)

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Note

In-place editing links may be unavailable in your application. This is up to the application vendor.

Save or Discard Changes

Save Changes

To save the changes made, click **Update**.



First Name: Last Name:
Position: Home Phone:
Hire Date: Birth Date:

Notes:

Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.

[Update](#) [Cancel](#)



First Name: Last Name:
Position: Home Phone:
Hire Date: Birth Date:

Notes:

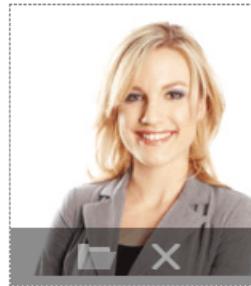
Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

[Edit](#) [New](#)

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Discard Changes

To cancel the changes made, click **Cancel**.



First Name:

Last Name:

Position:

Home Phone:

Hire Date:

Birth Date:

Notes:

Education includes a BA in psychology from Colorado State University in 1970. She also completed "The Art of the Cold Call." Nancy is a member of Toastmasters International.

[Update](#) [Cancel](#)



First Name:

Last Name:

Position:

Home Phone:

Hire Date:

Birth Date:

Notes:

Andrew received his BTS commercial in 1974 and a Ph.D. in international marketing from the University of Dallas in 1981. He is fluent in French and Italian and reads German. He joined the company as a sales representative, was promoted to sales manager in January 1992 and to vice president of sales in March 1993. Andrew is a member of the Sales Management Roundtable, the Seattle Chamber of Commerce, and the Pacific Rim Importers Association.

[Edit](#) [New](#)

Page 1 of 5 (9 items)



1

2

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4

5



Batch Editing

The **Card View** allows you to edit a group of records (on a single page) and save these changes with one click. In this view, you can create new cards, delete existing cards and edit individual cell values.

- To create a new card, click the **New** button and specify the field values.
- To delete a card, click the **Delete** button in the card to be deleted.
- To edit a cell value, click (or double-click) the cell and edit the value.

The cells that were modified are highlighted in a different color. To save all changes, click the **Save changes** button. To cancel all changes, click the **Cancel changes** button.

Product Name: Chai Category Name: Beverages Quantity Per Unit: 10 boxes x 20 bags Unit Price: \$20.00 Units In Stock: 37 Discontinued: <input type="checkbox"/>	Product Name: Chang Category Name: Beverages Quantity Per Unit: 24 - 12 oz bottles Unit Price: \$19.00 Units In Stock: 17 Discontinued: <input checked="" type="checkbox"/>
Product Name: Aniseed Syrup Category Name: Produce Quantity Per Unit: 12 - 550 ml bottles Unit Price: \$10.00 Units In Stock: 13 Discontinued: <input type="checkbox"/>	Product Name: Chef Anton's Cajun Seasoning Category Name: Condiments Quantity Per Unit: 48 - 7 oz jars Unit Price: \$22.00 Units In Stock: 53 Discontinued: <input type="checkbox"/>

Page 1 of 20 (77 items) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [18](#) [19](#) [20](#) [Next](#)

[Save changes](#) [Cancel changes](#)

If a **Card View** contains unsaved data, a confirmation message is displayed before the data is lost (e.g., when sorting the data, changing the page or closing the web page). You can choose whether to proceed and lose changes or cancel the action.

Windows Internet Explorer

Are you sure you want to leave this page?

Message from webpage:

Are you sure you want to perform the action? All unsaved grid data will be lost.

[Leave this page](#) [Stay on this page](#)

Message from webpage

Are you sure you want to perform the action? All unsaved grid data will be lost.

[OK](#) [Cancel](#)

Page Navigation

To switch between pages, use the CardView's pager:

The screenshot shows a CardView component displaying four data items in a grid. Each item is a card containing product details: Product Name, Category Name, Quantity Per Unit, Unit Price, Units In Stock, and Discontinued status. Each card has 'New' and 'Delete' buttons in the top right corner.

Product Name	Category Name	Quantity Per Unit	Unit Price	Units In Stock	Discontinued
Chai	Beverages	10 boxes x 20 bags	\$18.00	39	<input type="checkbox"/>
Chang	Beverages	24 - 12 oz bottles	\$19.00	17	<input type="checkbox"/>
Aniseed Syrup	Condiments	12 - 550 ml bottles	\$10.00	13	<input type="checkbox"/>
Chef Anton's Cajun Seasoning	Condiments	48 - 6 oz jars	\$22.00	53	<input type="checkbox"/>

At the bottom, there is a pager with buttons for navigating between pages. The current page is 1. The pager also includes 'Save changes' and 'Cancel changes' buttons.

To change the number of data items (cards) displayed on one page, click the page size selector and select the required number of

The screenshot shows a CardView component displaying four data items in a grid. Each item is a card containing contact details: Contact Name, Company Name, City, Region, and Country. The 'Rows per page' selector is open, showing options 2, 3, 5, 10, and 20, with 5 selected.

Contact Name	Company Name	City	Region	Country
Maria Anders	Alfreds Futterkiste	Berlin		Germany
Ana Trujillo	Ana Trujillo Emparedados y helados	México D.F.		Mexico
Antonio Moreno	Antonio Moreno Taquería	México D.F.		Mexico
Thomas Hardy	Around the Horn	London		United Kingdom

At the bottom, there is a pager with buttons for navigating between pages. The current page is 1. The pager also includes 'Save changes' and 'Cancel changes' buttons.

rows per page.

Select Cards

If multiple card selection is allowed by the application vendor, you can select multiple cards by doing one of the following.

- Click a card while holding the CTRL key. This toggles a card's selected state without affecting other cards.
- If selection check boxes are visible, check cards that need to be selected.

To select all cards between the clicked card and the previously focused card, click a card while holding the SHIFT key. In this case, the previous selection is cleared.



First Name:
Nancy
 Last Name:
Davolio
 Title:
Sales Representative



First Name:
Andrew
 Last Name:
Fuller
 Title:
Vice President, Sales



First Name:
Janet
 Last Name:
Leverling
 Title:
Sales Representative



First Name:
Margaret
 Last Name:
Peacock
 Title:
Sales Representative

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Sorting

- To sort data, click a column header. If sorting against this column hasn't been applied, the header click will apply sorting in ascending order. If sorting has already been applied, subsequent clicks reverse the current sort order.

Baths	Beds	House Size	Price
	2	8356	\$350,000.00
	2	7980	\$455,000.00
	2	5600	\$250,000.00
	2	5770	\$310,000.00

Page 1 of 7 (25 items) 1 2 3 4 5 6 7 >

- A click on a column header clears the sort settings on any other columns. To sort against multiple columns, hold the SHIFT key down while clicking.
- To clear a column's sorting, click its header while pressing the CTRL key.

Creating Complex Filter Criteria with the Filter Control

To build complex filter criteria with an unlimited number of filter conditions, combined by logical operators, use the built-in **Filter Control**.

To open the **Filter Control**, click the filter image displayed within the filter bar or the filter expression link.

The screenshot shows a grid of four product details boxes. Each box contains the following information:

- Product Name:** Chai
- Category Name:** Beverages
- Company Name:** Exotic Liquids
- Contact Name:** Charlotte Cooper
- Unit Price:** \$18.00
- Units In Stock:** 39
- Total:** \$702.00

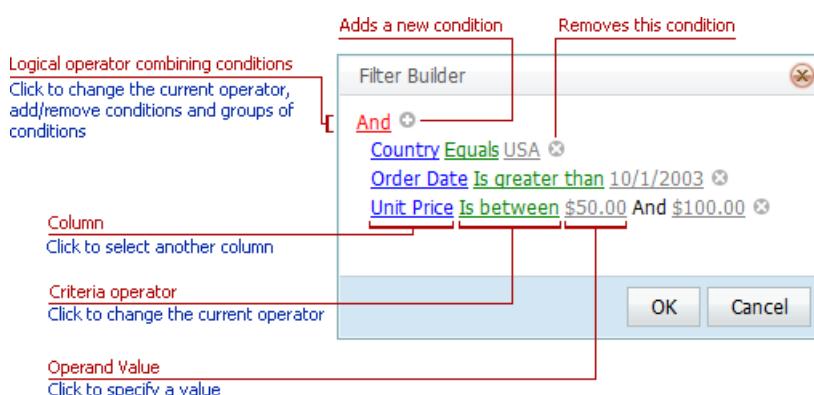
- Product Name:** Chang
- Category Name:** Beverages
- Company Name:** Exotic Liquids
- Contact Name:** Charlotte Cooper
- Unit Price:** \$19.00
- Units In Stock:** 17
- Total:** \$323.00

- Product Name:** Aniseed Syrup
- Category Name:** Condiments
- Company Name:** Exotic Liquids
- Contact Name:** Charlotte Cooper
- Unit Price:** \$10.00
- Units In Stock:** 13
- Total:** \$130.00

- Product Name:** Chef Anton's Cajun Seasoning
- Category Name:** Condiments
- Company Name:** New Orleans Cajun Delights
- Contact Name:** Shelley Burke
- Unit Price:** \$22.00
- Units In Stock:** 53
- Total:** \$1,166.00

Below the boxes is a navigation bar with the text "Page 1 of 20 (77 items)" followed by a set of numbered links from 1 to 20. A "Create Filter" button is located at the bottom left of the page.

To create and customize filter criteria, use the **+** and **×** buttons embedded into the control.



To learn more, see the [Filter Editor](#) topic.

Header Filter

To filter data or change the filter conditions in the CardView, you can use the **Header Filter**.

Click a filter button to invoke the filter dropdown, which lists unique values in a column.

If the dropdown displays check boxes, check them to select the required values, and click **OK** to apply the filter criteria.

The screenshot shows a CardView interface with a header row containing filter buttons for Company Name, Country, City, Unit Price, Quantity, Discount, and Total. The 'Country' filter is active, displaying a dropdown menu with the title '(Select All)'. The dropdown lists several company names as checkboxes, with 'Alfreds Futterkiste' and 'Ana Trujillo Emparedados' checked. Other options include 'Antonio Moreno Taquería', 'Around the Horn', 'Berglunds snabbköp', 'Blauer See Delikatessen', and 'Blondesdsl père et fils'. Below the dropdown are two card items. The first card item shows details for 'Blondesdsl père et fils': Company Name: Blondesdsl père et fils, Country: France, City: Strasbourg, Unit Price: \$12.00, Quantity: 20, Discount: 0 %, Total: \$240.00. The second card item shows details for 'Morgenstern Gesundkost': Company Name: Morgenstern Gesundkost, Country: Germany, City: Leipzig, Unit Price: \$39,40, Quantity: 12, Discount: 0 %, Total: \$472.80. At the bottom of the dropdown, there are 'OK' and 'Cancel' buttons, with a cursor pointing to the 'OK' button. The footer of the page shows navigation links: Page 1 of 539 (2155 items), a left arrow, page numbers 1 through 539, and a right arrow.

Company Name	Country	City	Unit Price	Quantity	Discount	Total
Alfreds Futterkiste	France	Strasbourg	\$12.00	20	0 %	\$240.00
Ana Trujillo Emparedados	Spain	Sevilla	\$10.00	20	0 %	\$200.00
Antonio Moreno Taquería	Mexico	México D.F.	\$26.00	20	0 %	\$520.00
Around the Horn	Norway	Oslo	\$23.90	20	0 %	\$478.00
Berglunds snabbköp	Sweden	Älvängen	\$18.00	20	0 %	\$360.00
Blauer See Delikatessen	Germany	Bremen	\$12.00	20	0 %	\$240.00
Blondesdsl père et fils	France	Strasbourg	\$12.00	20	0 %	\$240.00
Bólido Comidas preparadas	Portugal	Lisboa	\$18.00	20	0 %	\$360.00
Morgenstern Gesundkost	Germany	Leipzig	\$39,40	12	0 %	\$472.80

If the dropdown does not display check boxes, click the required value to apply the filter criteria.

Company Name	Country	City	Unit Price	Quantity	Discount	Total
(All)						
Company Name	(Blanks)					
Country:	(Non-blanks)					
City:	Alfreds Futterkiste					
Unit Price:	Ana Trujillo Emparedados y helados					
Quantity:	Antonio Moreno Taquería					
Discount:	Around the Horn					
Total:	Berglunds snabbköp					
Company Name	Blondesdsl père et fils					
Country:	Blauer See Delikatessen					
City:	Bólido Comidas preparadas					
Unit Price:	Bon app'					
Quantity:	Germany					
Discount:	Leipzig					
Total:	Morgenstern Gesundkost					
Company Name	Leipzig					
Country:	\$36.40					
City:	\$39.40					
Unit Price:	20					
Quantity:	12					
Discount:	\$472.80					
Total:						

Page 1 of 539 (2155 items)

1 2 3 4 5 6 7 ... 537 538 539

If filtering is applied, the filter dropdown only displays values that match the filter criteria. To remove the filter, click **(All)**.

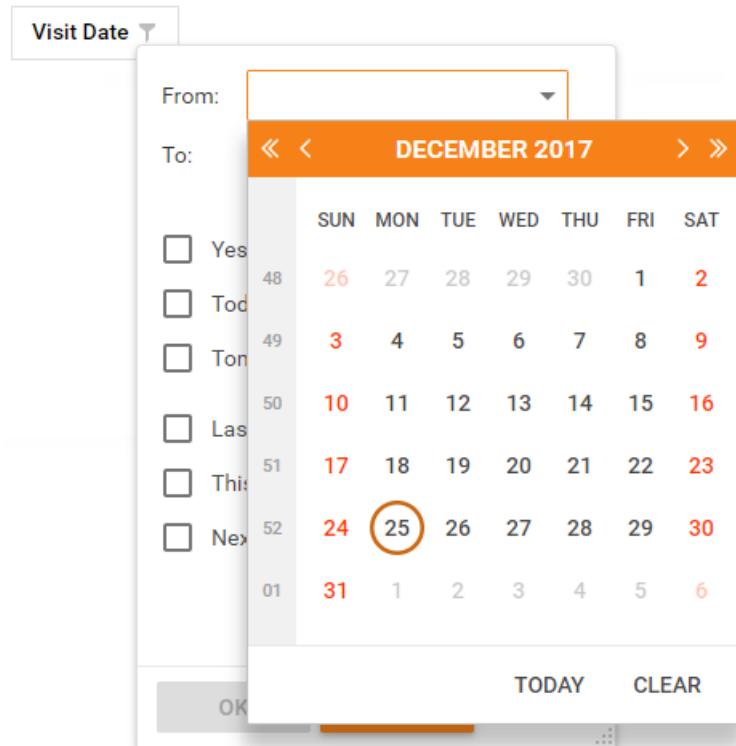
Date Range Header Filter

Columns containing date and time data display a drop-down date range header filter.

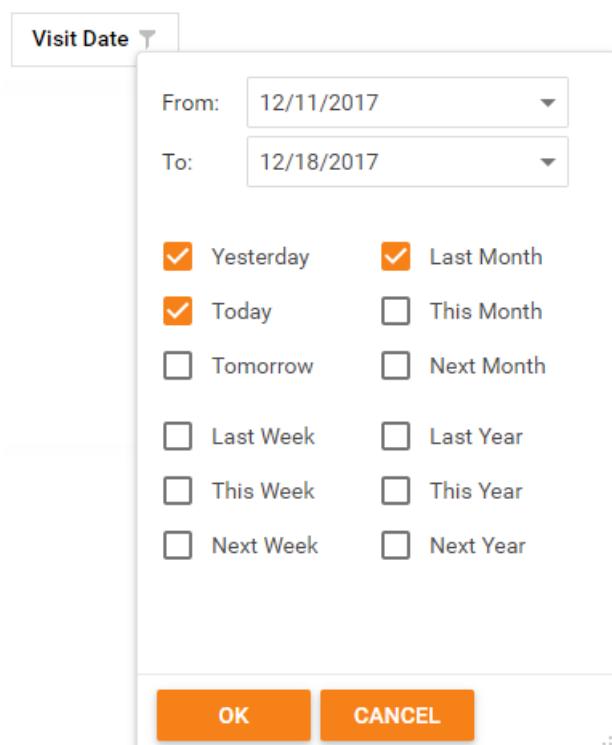
Date Range Picker

Click a filter button to invoke the filter dropdown which contains a date range picker and a set of predefined periods.

Click the drop-down button in the **From** text box to display a calendar. You can select the first date in a date range or type the date in the text box.



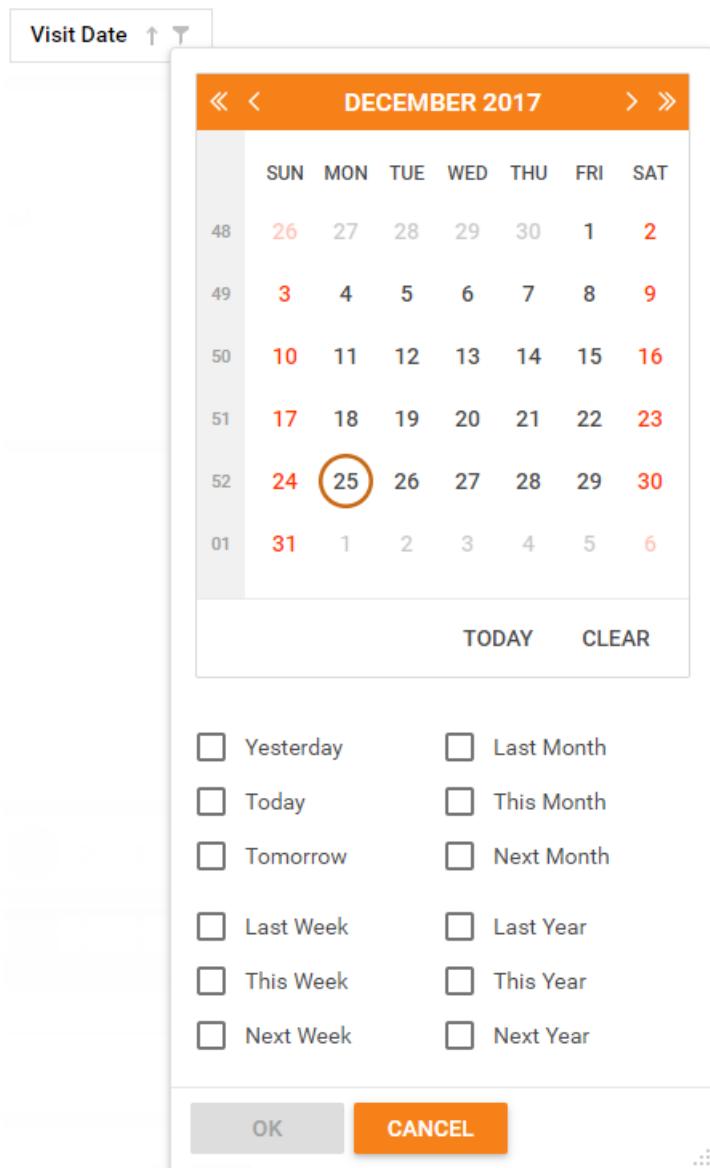
Click the drop-down button in the **To** text box to display a calendar. You can select the last date in a date range or type the date in the text box.



Select the required date periods and click **OK** to apply the filter criteria.

Date Range Calendar

Click a filter button to invoke the filter dropdown which contains a calendar and a set of predefined periods.



Select the required date(s) in the calendar and date periods. Then, click **OK** to apply the filter criteria.

Search Panel

To filter data and highlight search results, type a filter criterion in the search panel.

The screenshot shows a search panel with a search bar containing the text "ander". Below the search bar are four search results, each consisting of two columns of contact information:

Contact Name:	Company Name:
Maria Anders	Alexander Feuer
Alfreds Futterkiste	Morgenstern Gesundkost
Obere Str. 57	Heerstr. 22
Berlin	Leipzig
12209	04179
Germany	Germany
030-0074321	0342-023176

Contact Name:	Company Name:
Art Braunschweiger	Rita Müller
Split Rail Beer & Ale	Die Wandernde Kuh
P.O. Box 555	Adenauerallee 900
Lander	Stuttgart
82520	70563
USA	Germany
(307) 555-4680	0711-020361

Applying the Search Panel Filter Criterion

To apply a filter criterion typed in the search panel, press the ENTER key or click the **Search** button. Otherwise, a filter is automatically applied in 1.2 seconds.

Clearing the Search Panel Filter Criterion

To clear the search panel filter criterion, do one of the following.

- Press DELETE or BACKSPACE.
- Click the **Clear** button.
- Click the clear button, which is displayed within the editor when the editor is focused and is not empty.



Search syntax

In its simplest form, a search criterion consists of a single word. However, the search panel allows you to create composite criteria.

- **Mask:** criterion

Example: carlos

<input type="text" value="carlos"/> X	
Contact Name:	Carlos Hernández
Company Name:	HILARION-Abastos
Address:	Carrera 22 con Ave. Carlos Soublette #8-35
City:	San Cristóbal
Postal Code:	5022
Country:	Venezuela
Phone:	(5) 555-1340
Contact Name:	Carlos González
Company Name:	LILA-Supermercado
Address:	Carrera 52 con Ave. Bolívar #65-98 Llano Largo
City:	Barquisimeto
Postal Code:	3508
Country:	Venezuela
Phone:	(9) 331-6954

Example description: selects records that contain the "carlos" string in any search column.

- **Mask:** column:criterion

Example: city:san

<input type="text" value="city:san"/> X	
Contact Name:	Carlos Hernández
Company Name:	HILARION-Abastos
Address:	Carrera 22 con Ave. Carlos Soublette #8-35
City:	San Cristóbal
Postal Code:	5022
Country:	Venezuela
Phone:	(5) 555-1340
Contact Name:	Jaime Yorres
Company Name:	Let's Stop N Shop
Address:	87 Polk St. Suite 5
City:	San Francisco
Postal Code:	94117
Country:	USA
Phone:	(415) 555-5938

You can search against a specific column by preceding a search string with the column's caption and a colon character. Instead of the complete caption, it is possible to use the initial characters of the caption. A search will be performed against the first column whose name starts with the specified substring. If you want to search against a column whose caption contains space characters, specify the column's display caption in quotation marks.

If the search string contains multiple conditions separated by space characters, and at least one condition defines a search against a specific column, only records that match all of these conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain "san" in the column that starts with "city".

- **Mask:** criterion1 criterion2

Example: carlos venezuela

Option 1

carlos venezuela

Contact Name: Carlos Hernández	Contact Name: Carlos González
Company Name: HILARION-Abastos	Company Name: LILA-Supermercado
Address: Carrera 22 con Ave. Carlos Soublette #8-35	Address: Carrera 52 con Ave. Bolívar #65-98 Llano Largo
City: San Cristóbal	City: Barquisimeto
Postal Code: 5022	Postal Code: 3508
Country: Venezuela	Country: Venezuela
Phone: (5) 555-1340	Phone: (9) 331-6954

Option 2

carlos venezuela

Contact Name: Carlos Hernández	Contact Name: Carlos González
Company Name: HILARION-Abastos	Company Name: LILA-Supermercado
Address: Carrera 22 con Ave. Carlos Soublette #8-35	Address: Carrera 52 con Ave. Bolívar #65-98 Llano Largo
City: San Cristóbal	City: Barquisimeto
Postal Code: 5022	Postal Code: 3508
Country: Venezuela	Country: Venezuela
Phone: (5) 555-1340	Phone: (9) 331-6954

Based on conditions provided by your application vendor, the search panel can search words separated by space characters in one of the following ways.

Option AND

Only records that match all of the conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain both "carlos" AND "venezuela" strings in any search column.

Option OR

If there is no column specification, records that match at least one of these conditions are shown (i.e., the conditions are combined by the OR logical operator). If at least one condition defines a search against a specific column, only records that match all of these conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain either "carlos" OR "venezuela" strings in any search column.

- **Mask:** "criterion with spaces"

Example: "maria anders"

"maria anders"

Contact Name:	Maria Anders
Company Name:	Alfreds Futterkiste
Address:	Obere Str. 57
City:	Berlin
Postal Code:	12209
Country:	Germany
Phone:	030-0074321

If you want to search for a string containing a space character, specify this string in quotation marks.

Example description: selects records that contain "maria anders" in any search column.

- **Mask:** criterion1 -criterion2

Example: maria -anders

maria -anders

Contact Name:	Maria Larsson
Company Name:	Folk och fä HB
Address:	Åkergratan 24
City:	Bräcke
Postal Code:	S-844 67
Country:	Sweden
Phone:	0695-34 67 21

Precede a condition with "-" to exclude records that match this condition from the resulting set. There should be no space between the "-" sign and the condition.

Example description: selects records that contain "maria", excluding records that contain "anders".

- **Mask:** criterion1 +criterion2

Example: Spain +Madrid

Spain +Madrid

X

Contact Name: Martín Sommer
Company Name: Bólido Comidas preparadas
Address: C/ Araquil, 67
City: **Madrid**
Postal Code: 28023
Country: **Spain**
Phone: (91) 555 22 82

Contact Name: Diego Roel
Company Name: FISSA Fabrica Inter. Salchichas S.A.
Address: C/ Moralzarzal, 86
City: **Madrid**
Postal Code: 28034
Country: **Spain**
Phone: (91) 555 94 44

Contact Name: Alejandra Camino
Company Name: Romero y tomillo
Address: Gran Vía, 1
City: **Madrid**
Postal Code: 28001
Country: **Spain**
Phone: (91) 745 6200

Precede a condition with "+" to display only records that match this condition. The "+" specifier allows you to implement the logical AND operator. There should be no space character between the "+" sign and the condition.

Example description: selects records that contain both "Spain" AND "Madrid" in search columns.

Exporting

Click on a corresponding toolbar item to export the card view data.

Export to PDF Export to XLS Export to XLSX Export to DOCX Export to RTF

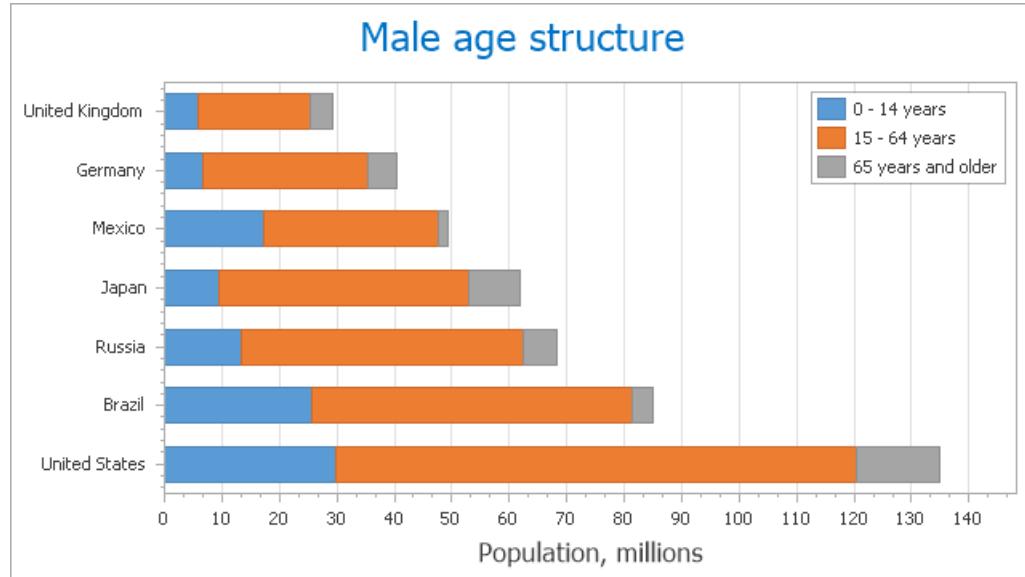


PRODUCT Name: Chai Category Name: Beverages DETAILS Unit Price: \$18.00 Quantity Per Unit: 10 boxes x 20 bags Discontinued: <input type="checkbox"/>	PRODUCT Name: Chang Category Name: Beverages DETAILS Unit Price: \$19.00 Quantity Per Unit: 24 - 12 oz bottles Discontinued: <input type="checkbox"/>
PRODUCT Name: Aniseed Syrup Category Name: Condiments DETAILS Unit Price: \$10.00 Quantity Per Unit: 12 - 550 ml bottles Discontinued: <input type="checkbox"/>	PRODUCT Name: Chef Anton's Cajun Seasoning Category Name: Condiments DETAILS Unit Price: \$22.00 Quantity Per Unit: 48 - 6 oz jars Discontinued: <input type="checkbox"/>

Page 1 of 20 (77 items) < 1 2 3 4 5 6 7 ... 18 19 20 >

Charting

This section describes the capabilities provided by Charts.

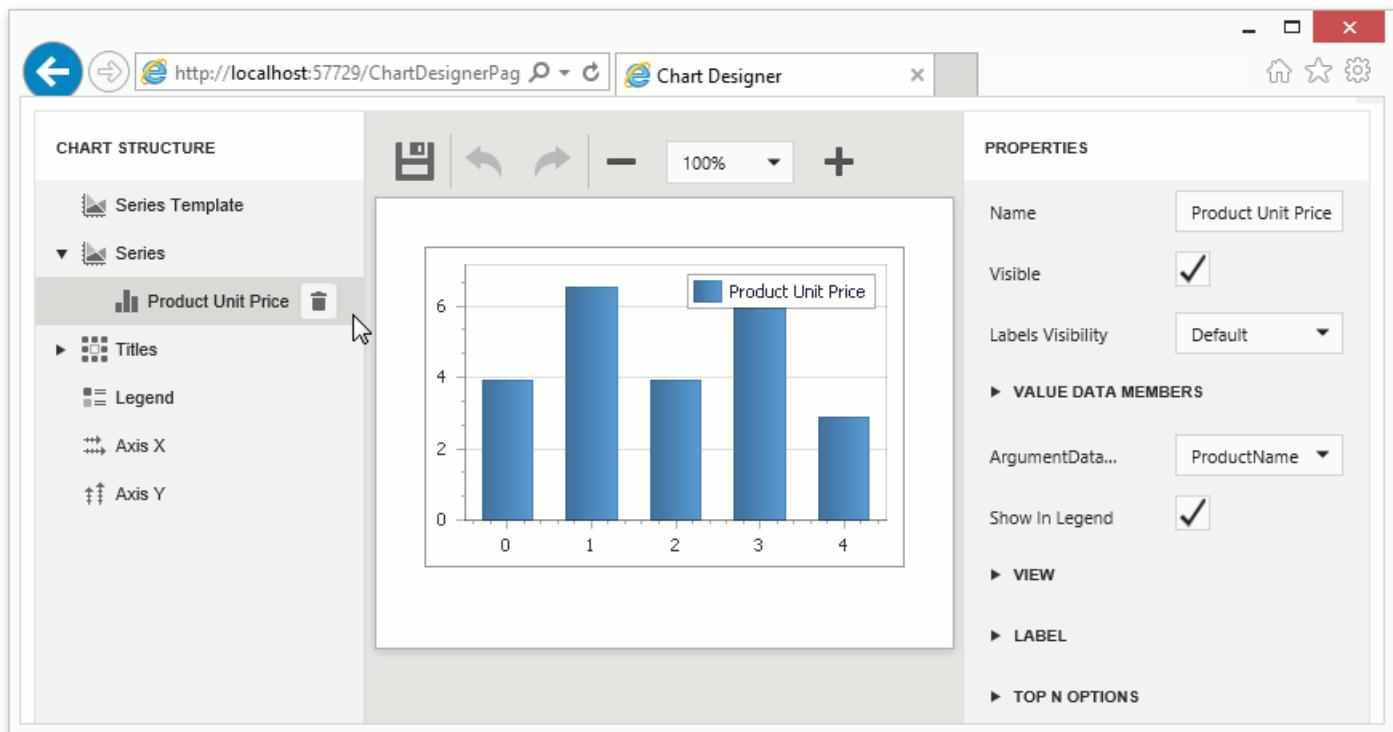


Topics in this section:

- [Chart Designer](#)
- [Series Selection](#)

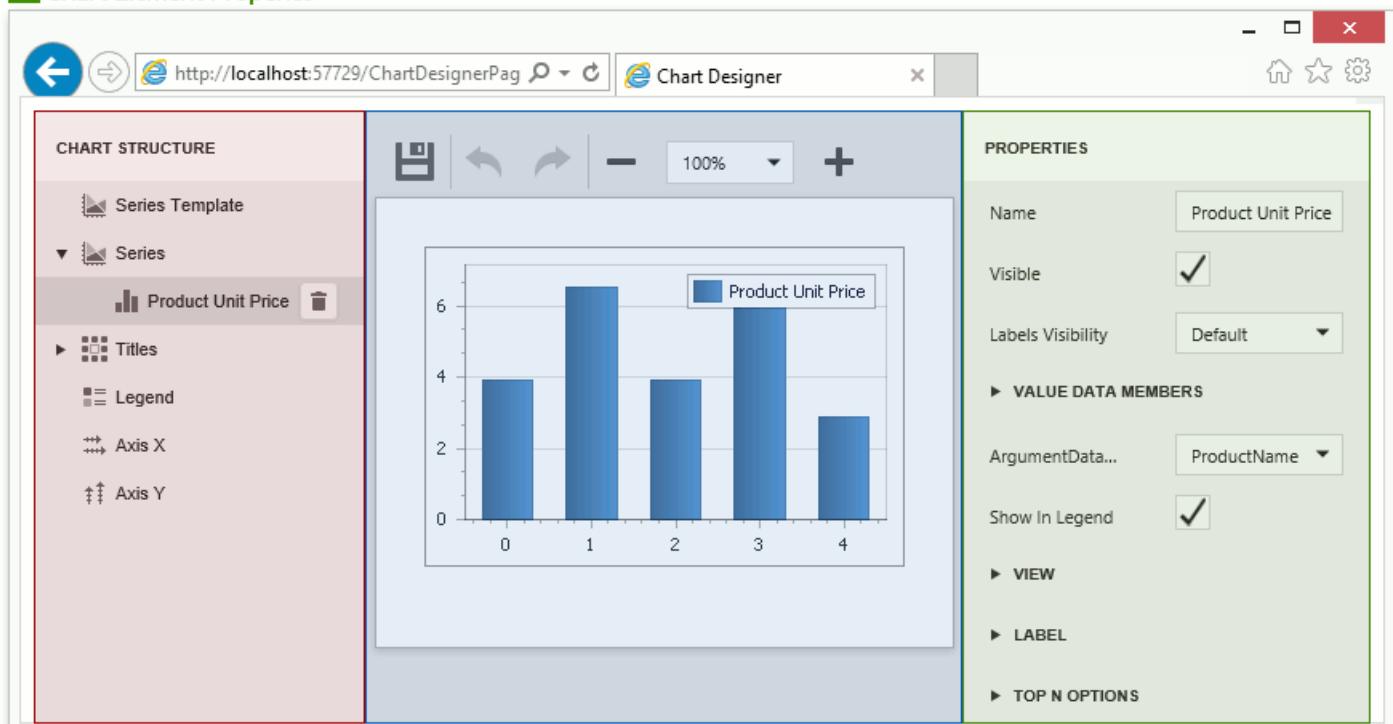
Chart Designer

Use the Chart Designer page to quickly and easily customize a chart or create a new one.

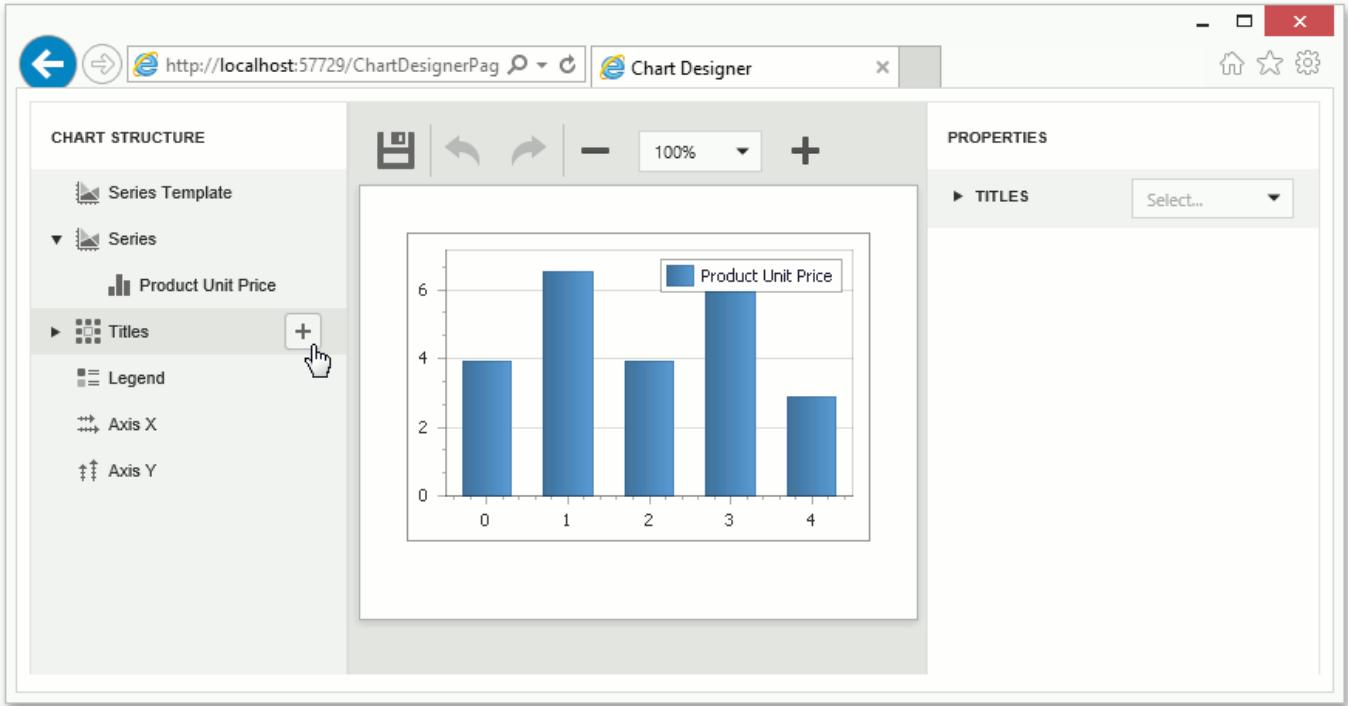


The Chart Designer is organized into three main areas, which are represented below.

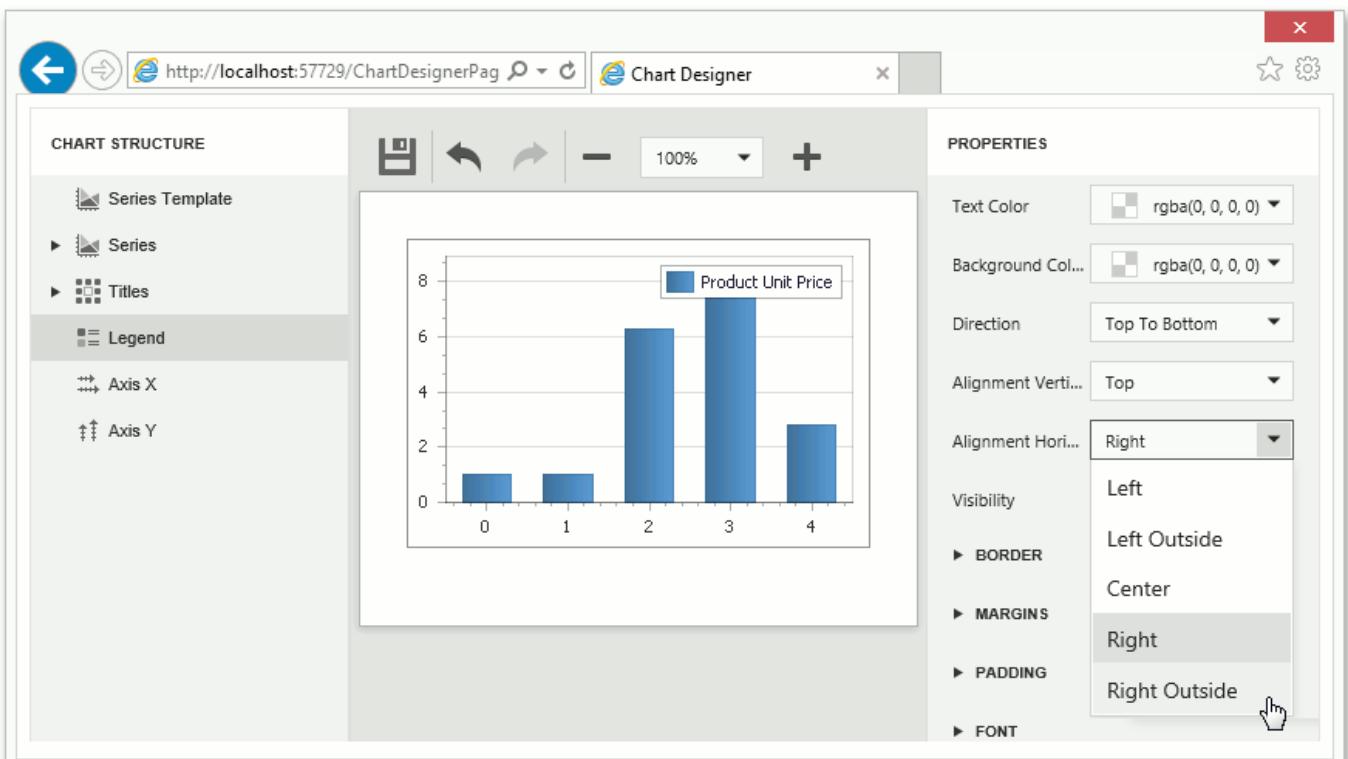
- **Chart Structure Tree**
- **Chart Layout**
- **Chart Element Properties**



- The **Chart Structure Tree** allows you to quickly select chart elements, change the structure of a chart (add or delete elements) and also represent chart structure. When you click an element, its settings will be displayed in the **Chart Element Properties** area.



- The **Chart Layout** area allows you to overview the chart's layout.
- The **Chart Element Properties** area allows you to customize a chart element's commonly used properties.



Series Selection

If you are working with 2D charts, you can select different series or chart elements using the mouse or different gestures on your touchscreen device.

To select a particular chart element, tap it on a device supporting touchscreen or click this element using the left mouse button. The following image demonstrates how a single series is painted if it is selected using the mouse pointer.

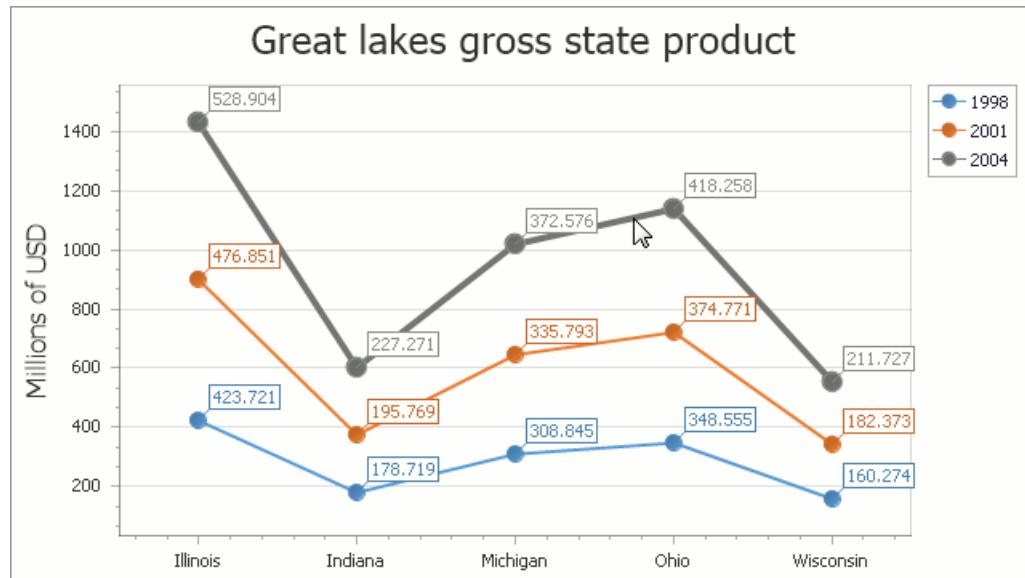
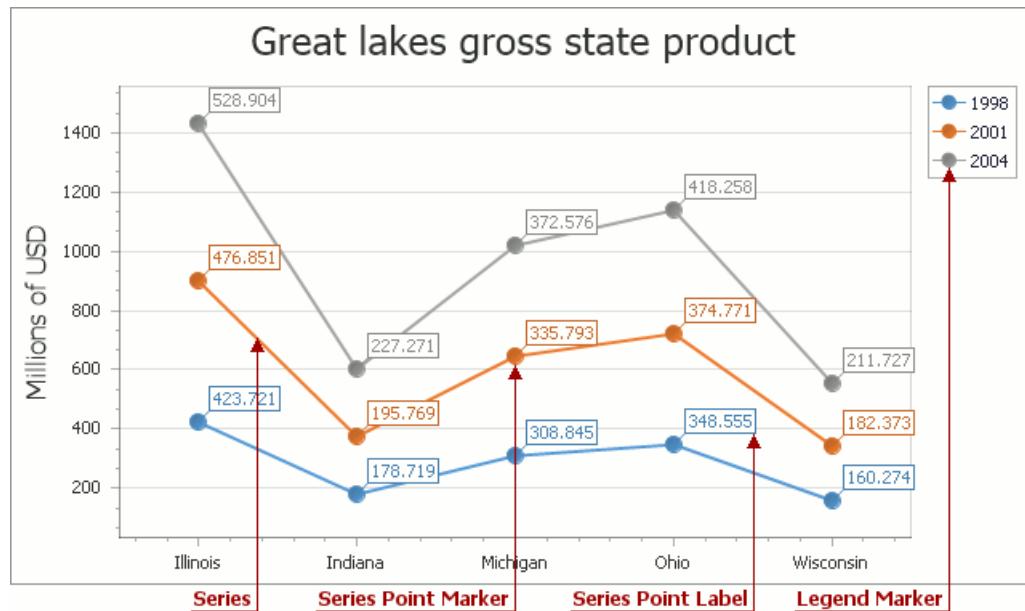
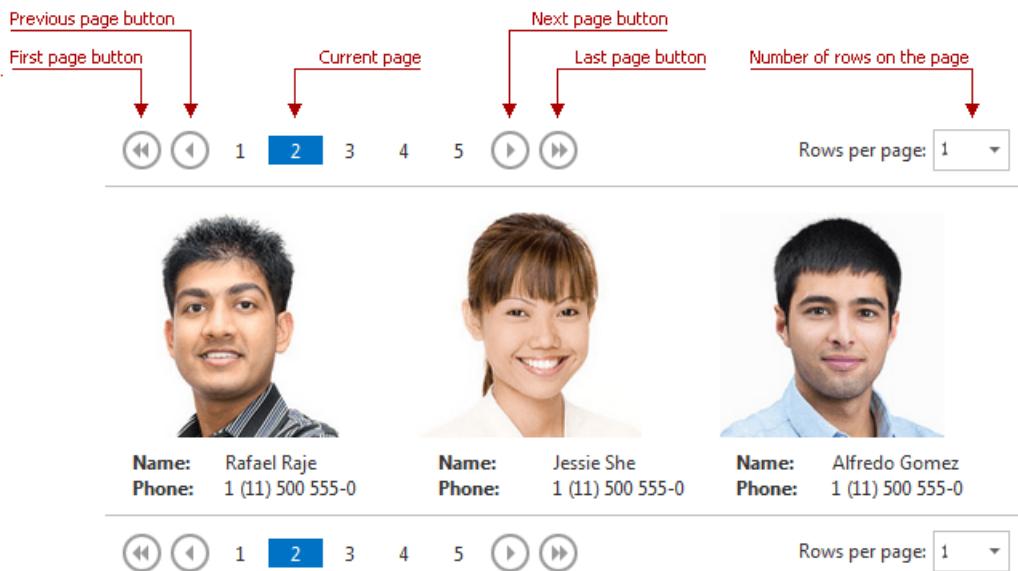


Chart elements, which can be selected, are shown in the following illustration.



Data View

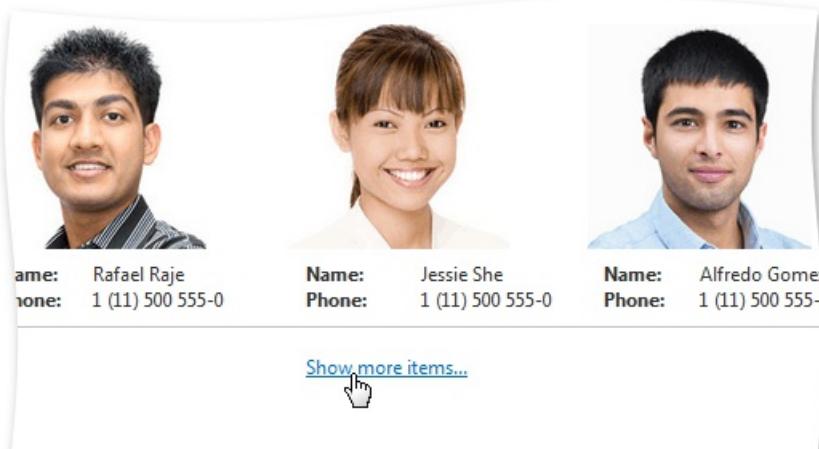
The **Data View** displays data in a card or list-based view.



Data View Pager

The Data View pager allows you to navigate through data pages. It can be displayed at the top, bottom, or top and bottom of the Data View. To navigate to a specific page, click its number in the pager. Additionally, you can use the pager buttons to navigate to the next, previous, first or last page. The current page is highlighted.

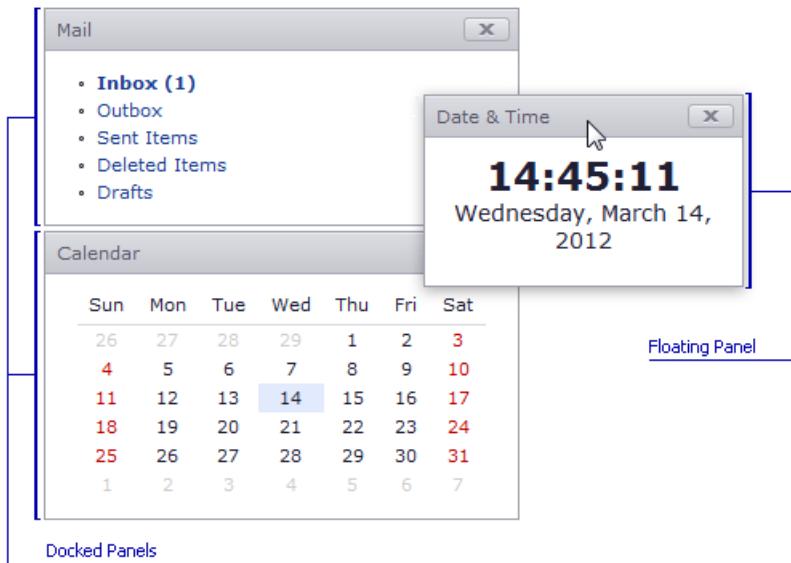
The **Rows per page** drop-down menu allows you to select the number of rows to be displayed on the page.



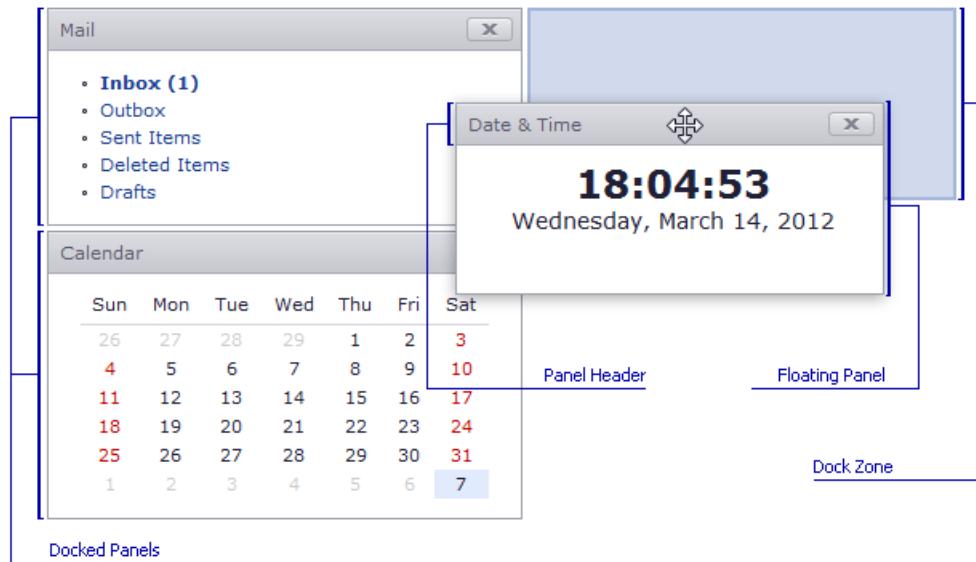
If a **Show more items...** link is displayed, click it to load more items to the Data View.

Docking Panel

The panel can be docked to the dock zone or can be floated. To switch panel state to docked or back to float mode, double-click the panel's header.



To change the dock panel position, capture it's header, drag it and drop to the required place.



To close the dock panel, click the **Close** button.



Document Viewer

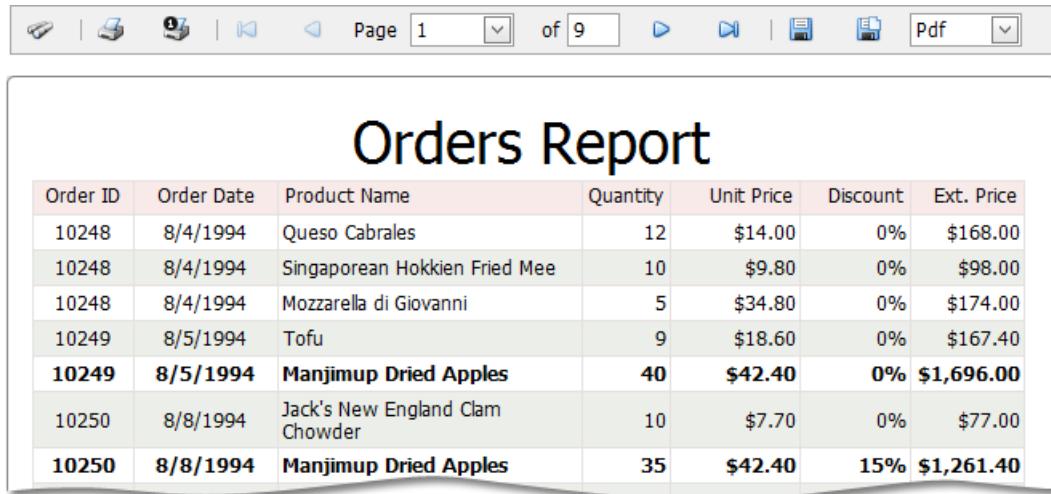
This documentation section contains information about Document Viewers used to display an interactive document preview on Web pages.

The following Web Document Viewers are available.

- [Classic Document Viewer](#)
- [HTML5 Document Viewer](#)

Classic Document Viewer

This section describes the capabilities provided by the Document Viewer, which is used to display, navigate, save and export report documents on the web.



The screenshot shows a classic document viewer interface with a toolbar at the top containing icons for print, refresh, search, and navigation. Below the toolbar is a title 'Orders Report'. A table displays seven rows of order data:

Order ID	Order Date	Product Name	Quantity	Unit Price	Discount	Ext. Price
10248	8/4/1994	Queso Cabrales	12	\$14.00	0%	\$168.00
10248	8/4/1994	Singaporean Hokkien Fried Mee	10	\$9.80	0%	\$98.00
10248	8/4/1994	Mozzarella di Giovanni	5	\$34.80	0%	\$174.00
10249	8/5/1994	Tofu	9	\$18.60	0%	\$167.40
10249	8/5/1994	Manjimup Dried Apples	40	\$42.40	0%	\$1,696.00
10250	8/8/1994	Jack's New England Clam Chowder	10	\$7.70	0%	\$77.00
10250	8/8/1994	Manjimup Dried Apples	35	\$42.40	15%	\$1,261.40

Navigation

- [Navigate to a Specific Report Page](#)
- [Navigate using Report Bookmarks](#)
- [Search for a Specific Text within a Report](#)

Parameters

- [Passing Parameter Values](#)

Printing

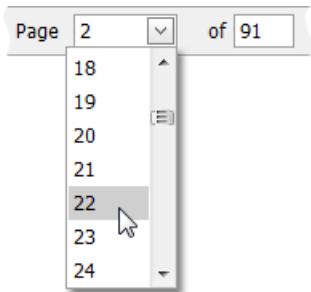
- [Print a Report Using the PDF Web Browser Plug-In](#)
- [Install and Activate the Adobe Reader Plug-In for Printing in a Web Browser](#)
- [Print Reports Using the Native Functionality of a Web Browser](#)

Exporting

- [Export a Report and Save It to the Disk](#)
- [Export a Report and Show It in a New Window](#)

Navigate to a Specific Report Page

To navigate to a specific page of a document, open the **Page** list on the report toolbar, and select the required page.



Also, use the buttons on the report toolbar to navigate to the first, previous, next or last page respectively.

Navigate using Report Bookmarks

If it is provided by your application, you can use the **Document Map** for navigation purposes.

To navigate using bookmarks, click the required bookmark on the Document Map. Then, the appropriate report page will be shown. Also you will see a dotted rectangle on the report page, which corresponds to this bookmark.

The screenshot shows a web browser window with a blue header bar. The address bar displays "localhost:51312". The main content area shows a report table with data from the Northwind database. A dotted rectangle highlights the row for "Pavlova". To the right of the report is a "Report" document map pane. The "Category ID: 3" node is expanded, and its child node "Pavlova" is selected, indicated by a mouse cursor icon over the link text.

Product Name	Supplier ID	Unit Price
Louisiana Fiery Hot Pepper S	76	\$21.05
Louisiana Hot Spiced Okra	4	\$17.00
Original Frankfurter grüne So	32	\$13.00
Category ID: 3		
Pavlova	29	\$17.45
Teatime Chocolate Biscuits	25	\$9.20
Sir Rodney's Marmalade	40	\$81.00

- Report
 - + Category ID: 1
 - + Category ID: 2
 - Category ID: 3**

Search for a Specific Text within a Report

To locate specific text within a report, click the **Display the search window**  button on the toolbar. This will activate the Search dialog.



To initiate a search, enter the text you wish to locate, specify additional search options (such as case matching, whole word matching, and search direction), then press the **Find Next** button.

Note

If you use a web browser other than the Microsoft® Internet Explorer, the **Match whole word only** option is not available, and the corresponding checkbox is disabled in the **Search** dialog.

Print a Report Using the PDF Web Browser Plug-In

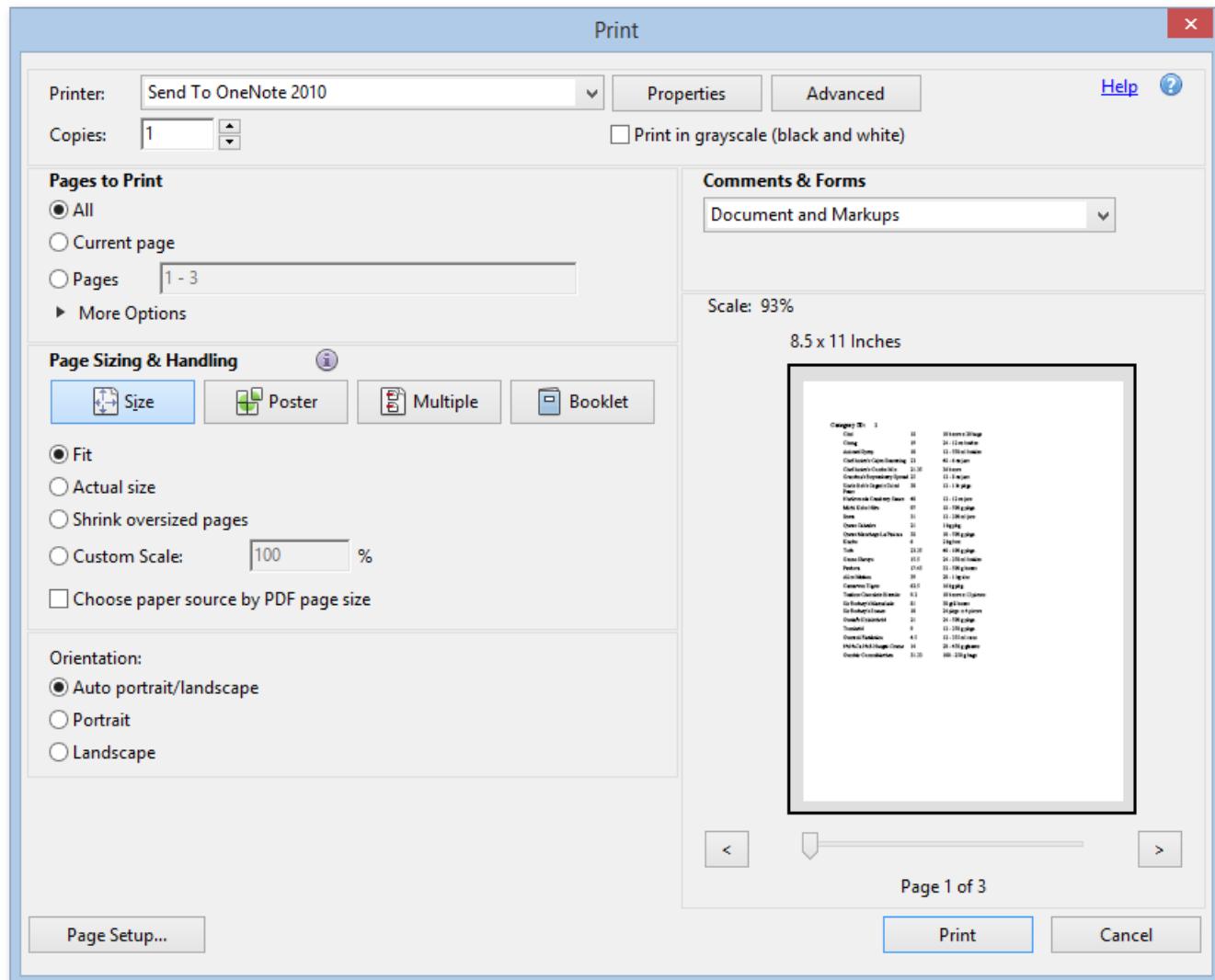
If the PDF plug-in is not installed in your web browser, the default browser printing approach is used to print report documents. For details and issues related to this approach, see [Print Reports Using the Native Functionality of a Web Browser](#).

A web browser that supports the PDF plug-in allows you to secure consistent report printing results, and frees you from having to routinely evaluate print settings prior to each printing operation. This plug-in is available with the installation of **Adobe Reader®**. Refer to the [Install and Activate the Adobe Reader Plug-In for Printing in a Web Browser](#) topic for information on installing and configuring this plug-in in your browser.

To print the entire report document, click the **Print the report**  button on the Document Viewer's toolbar. You can also print the currently displayed document page by clicking the **Print the current page**  button.

When you click any of these buttons, the Document Viewer converts the report document to PDF. After this, the dedicated **Print** dialog is initiated to print the resulting PDF file. Converting a document to PDF preserves its layout, thus the document printed using the PDF plug-in will look on paper exactly as it was designed (pixel perfect printing).

The following image shows the **Print** dialog of the **Adobe Reader®** plug-in.



Install and Activate the Adobe Reader Plug-In for Printing in a Web Browser

To download and install the **Adobe Reader®** plug-in, use the following link: <http://get.adobe.com/reader/>. No software other than the **Adobe Reader®** should be installed on a machine for printing purposes. After finishing the installation, the plug-in should automatically be enabled in appropriate web browsers. To learn how to manually setup your browser to use this plug-in, refer to the [Display PDF in browser](#) document. For the changes to take effect, you may need to close and reopen the browser.

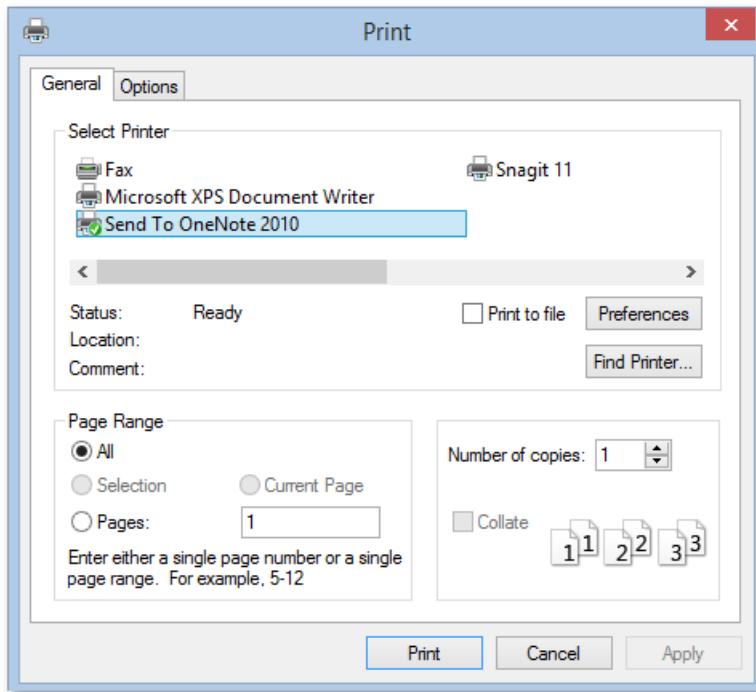
Note that many modern web browsers include their own PDF plug-ins, which automatically replace the **Adobe Reader®** plug-in. If you need to revert to the **Adobe** plug-in, refer to the [Configure browser to use the Adobe PDF plug-in](#) document.

For more information on printing report documents using this plug-in, see [Print a Report Using the PDF Web Browser Plug-In](#).

Print Reports Using the Native Functionality of a Web Browser

If the PDF plug-in is not installed or is disabled in your web browser, the report document is printed using the native functionality of this browser.

When you click either the **Print the report**  or **Print the current page**  button, the browser invokes its **Print** dialog and prints the document's layout as it is displayed by the Document Viewer without converting it to PDF. The following image illustrates the **Print** dialog of Microsoft® Internet Explorer.



The printing engine of a web browser can affect report printing by assigning custom print settings (such as kind of paper, margins, etc.) to a document. This makes it impossible to guarantee consistent report printing. To properly print the report in this case, you need to manually specify all print settings. Moreover, since the Document Viewer displays one report page at a time, a web browser only prints the currently displayed page along with the rest of the irrelevant web page content.

To secure consistent printing results, as well as avoid routinely evaluating print settings prior to each printing operation, [install the Adobe Reader plug-in](#).

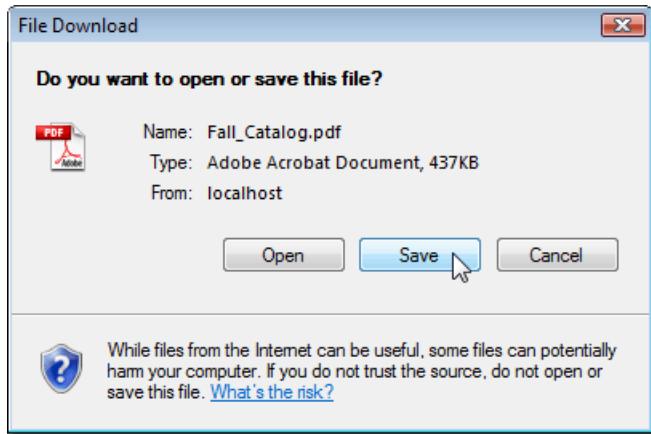
Export a Report and Save It to the Disk

To export a document, first choose the required format for export from the list on the report toolbar. The available formats are PDF, XLS, XLSX, RTF, MHT, Text, Image and CSV.



Then, click the **Export a report and save it to the disk**  button on the report toolbar.

Click **Save** on the invoked web browser's **File Download** dialog.



Define a path for the exported document in the invoked **Save As** dialog, and click **Save**.

Export a Report and Show It in a New Window

If your web browser supports the appropriate document format, it is possible to export a report and immediately show it in a new web browser's window.

First, choose the required format for a document for export from the list on the report toolbar. The available formats are PDF, XLS, XLSX, RTF, MHT, Text, Image and CSV.



Then, click the **Export a report and show it in a new window** button on the report toolbar.

Passing Parameter Values

Some documents or reports allow you to control what data is to be displayed by specifying parameter values.

To do this, enter the required values in the Parameters panel and click **Submit**. After changing the current values, you can revert back the previously selected values by clicking **Reset**.

The screenshot shows a web browser window with a blue header bar. The address bar displays "localhost:49977". Below the address bar is a toolbar with various icons for file operations like Open, Save, Print, and PDF. A page navigation bar indicates "Page 1 of 1". On the right side of the browser, there is a sidebar titled "Category ID" with a dropdown menu set to "1". Below this are two buttons: "Reset" and "Submit", with a cursor pointing over the "Submit" button. The main content area displays a table titled "Category ID: 1" with 11 rows of product information:

Product Name	Units in Stock	Unit Price
Chai	39	\$18.00
Chang	17	\$19.00
Guaraná Fantástica	20	\$4.50
Sasquatch Ale	111	\$14.00
Steeleye Stout	20	\$18.00
Côte de Blaye	17	\$263.50
Chartreuse verte	69	\$18.00
Ipoh Coffee	17	\$46.00
Laughing Lumberjack Lager	52	\$14.00
Outback Lager	15	\$15.00
Rhönbräu Klosterbier	125	\$7.75
Lakkalikööri	57	\$18.00

HTML5 Document Viewer

The documents in this section provide information on the capabilities of the **Web Document Viewer**, which is based on the HTML5/JS technology and is used to display an interactive document preview on web pages.

This Viewer provides a toolbar that contains commands related to document viewing, navigating, exporting and printing. It also provides the **Document Map** for navigating throughout a document using bookmarks, the **Parameters** panel for editing report parameters, the **Export Options** panel for viewing and editing format-specific options, and the **Search** panel for locating required data.

The screenshot shows the HTML5 Document Viewer interface. At the top is a toolbar with navigation buttons (back, forward, search), a page number (1 of 5), zoom controls (100%), and various document management icons (print, export, etc.). To the right of the toolbar is a vertical sidebar with icons for settings, search, and parameters. The main content area displays a document titled "Suppliers". The document header includes the title "Suppliers" and the date "Current Date: Friday, 20 January 2017". Below the header, there is a section for a company named "Exotic Liquids" with contact information: Charlotte Cooper (Purchasing Manager), UK, London, EC14SD. There is also a table showing product details for "Chai", including a sub-table for order details.

Product Name	Product ID	Category	Quantity per Unit	Unit Price	Discontinued
Chai	1	Beverages	10 boxes x 20 bags	18	<input type="checkbox"/>
OrderID	Quantity	Discount	Sub Total		
Unit price:	\$14.4				
10285	45	0.20	\$648.0		
10294	18	0.00	\$259.2		

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Navigate Between Pages

To navigate to a specific page of a document, select the required page in the dedicated dropdown list on the Document Viewer's toolbar.

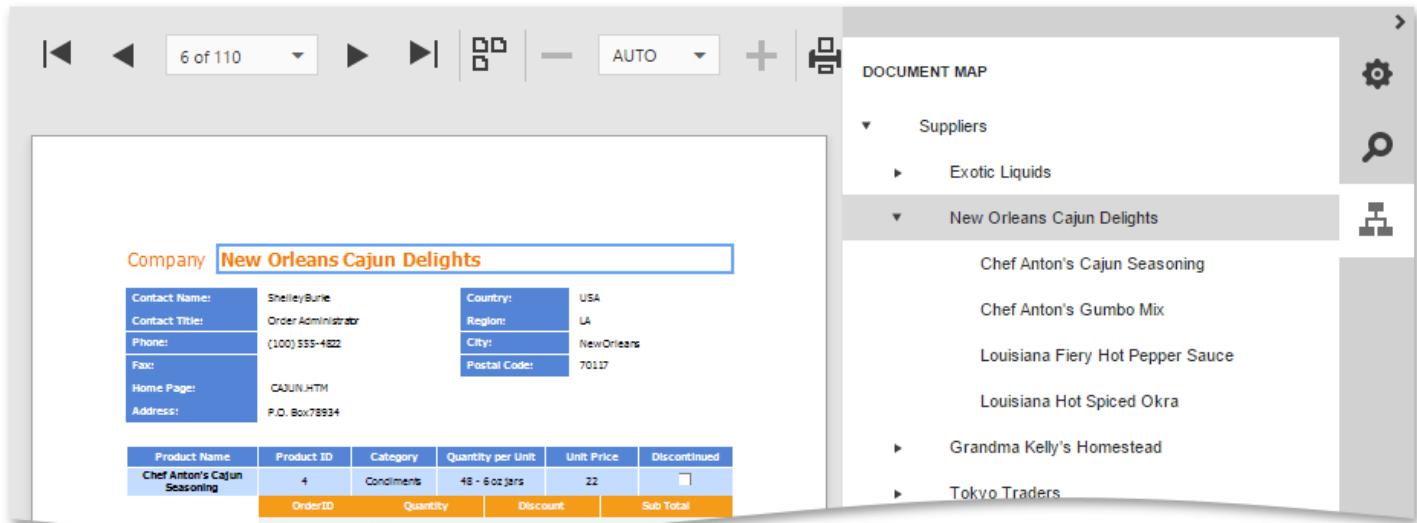


You can also use the |◀◀▶▶| buttons on the viewer toolbar to navigate to the first, previous, next or last page, respectively.

Navigate Using Bookmarks

If a document contains bookmarks, you can use the **Document Map** panel for navigation purposes.

To switch to this panel, click the **Document Map**  button on the right side of the Document Viewer. To go to a specific bookmark, click it in the Document Map. As a result, an appropriate document page will be shown, and a document element associated with the bookmark will be highlighted.



Company **New Orleans Cajun Delights**

Contact Name:	Shelley Burke	Country:	USA
Contact Title:	Order Administrator	Region:	LA
Phone:	(100) 555-4822	City:	New Orleans
Fax:		Postal Code:	70117
Home Page:	CAJUN.HTM		
Address:	P.O. Box 78934		

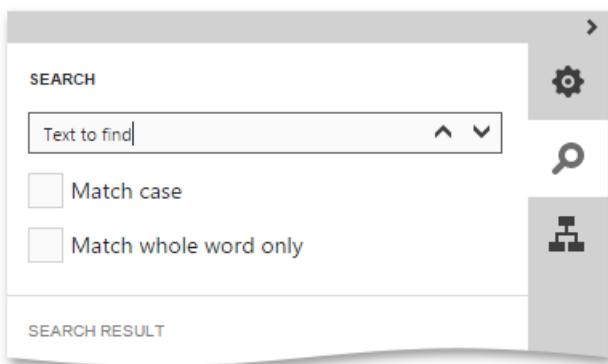
Product Name	Product ID	Category	Quantity per Unit	Unit Price	Discontinued
Chef Anton's Cajun Seasoning	4	Condiments	48 - 6oz jars	22	<input type="checkbox"/>
OrderID	Quantity	Discount	Sub Total		
			\$17.6		

DOCUMENT MAP

- Suppliers
 - Exotic Liquids
 - New Orleans Cajun Delights**
 - Chef Anton's Cajun Seasoning
 - Chef Anton's Gumbo Mix
 - Louisiana Fiery Hot Pepper Sauce
 - Louisiana Hot Spiced Okra
 - Grandma Kelly's Homestead
 - Tokyo Traders.

Search for a Specific Text

To search for a specific text throughout a document, click the **Search**  button on the right side of the Document Viewer or on the Viewer's toolbar. This switches to the **Search** panel.



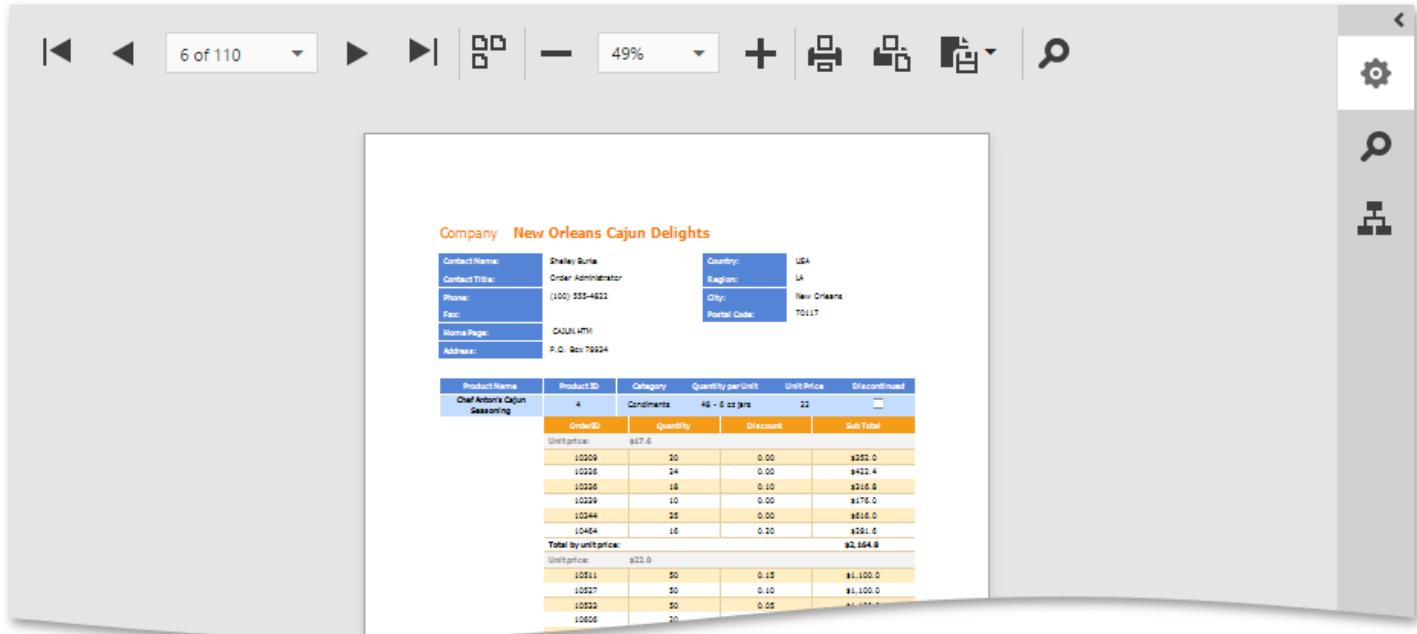
In this panel, you can input the text to find and specify whether or not to use case-sensitive search and whether it is required to match the whole word during the search. To start searching or search again, press ENTER. You can also use the   buttons to continue searching backward or forward, respectively.

In addition, the **Search** panel displays the search result. So, you can quickly locate the required text within a document by selecting the corresponding item in the **Search Result** list.

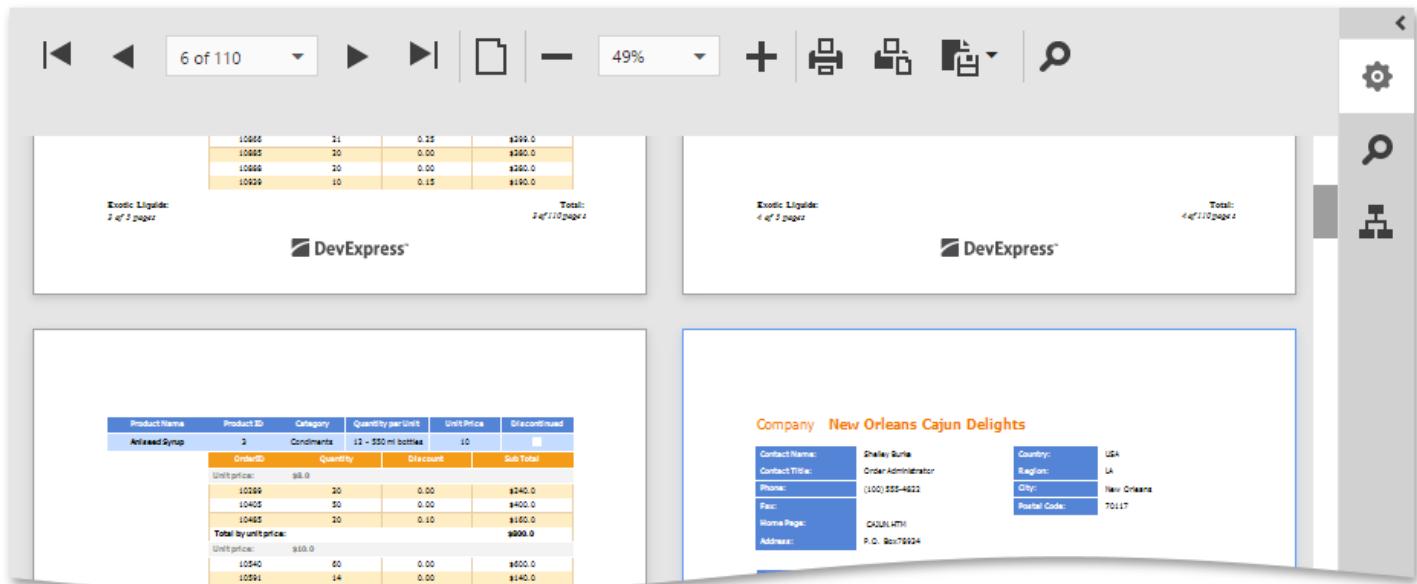
Switch Display Mode

You can switch between the Document Viewer's display modes by clicking the **Toggle Multipage Mode**  button on the Viewer's toolbar.

In the default single page mode, document pages are displayed in the Document Viewer one at a time, thus allowing you to preserve an entire page view. You can navigate between document pages using the navigation buttons and dedicated dropdown list (see [Navigate Between Pages](#)).



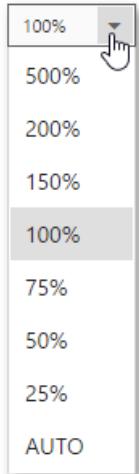
In the multipage mode, several document pages can be simultaneously displayed in the Viewer if it has sufficient space, and pages can be partially visible. In addition to the standard navigation functionality, a vertical scroll bar appears, allowing you to continuously scroll a page layout view.



Zooming

To zoom in or out of a document, click the **Zoom In**  or **Zoom Out**  button on the Document Viewer toolbar. These buttons change the document's current zoom factor by 1 percent.

You can also zoom the document to a specific zoom factor. To do this, click the dedicated dropdown list button and choose one of the zoom factor presets from the invoked list.

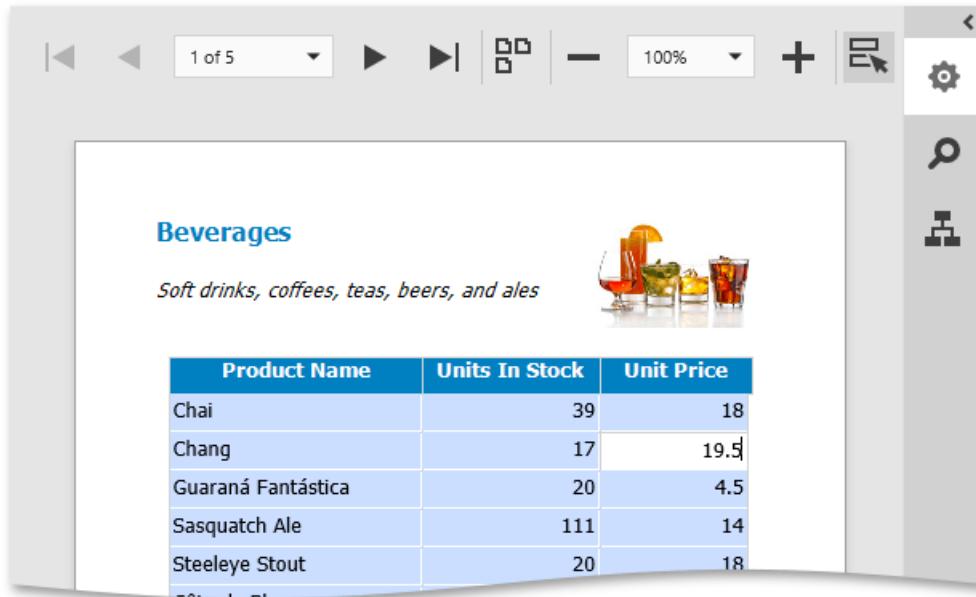


Content Editing

If content editing is enabled for document elements, it is possible to customize the corresponding field values in the Document Viewer.

To highlight all editing fields available in the document, click the **Editing Fields**  button on the toolbar. This button is not available when there are no such fields in the document.

Clicking a field will invoke an appropriate editor. In addition to editing text, you can switch check box states.



The screenshot shows the 'Beverages' section of a document. The title 'Beverages' is in blue, and the subtitle 'Soft drinks, coffees, teas, beers, and ales' is in italicized black. Below the subtitle is a small image of various beverages. A table follows:

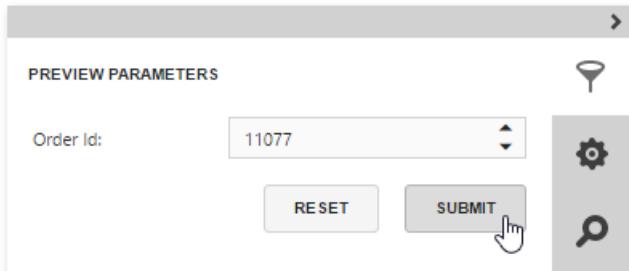
Product Name	Units In Stock	Unit Price
Chai	39	18
Chang	17	19.5
Guaraná Fantástica	20	4.5
Sasquatch Ale	111	14
Steeleye Stout	20	18

Passing Parameter Values

Some documents or reports allow you to control what data is to be displayed by specifying parameter values.

To switch to the **Preview Parameters** panel, click the **Parameters**  button on the right side of the Document Viewer. This panel allows you to specify parameter values before document preview generation is started.

Enter the required values using the corresponding parameter editors and click **Submit**. After changing the current values, you can revert back the previously selected values by clicking **Reset**.



Printing

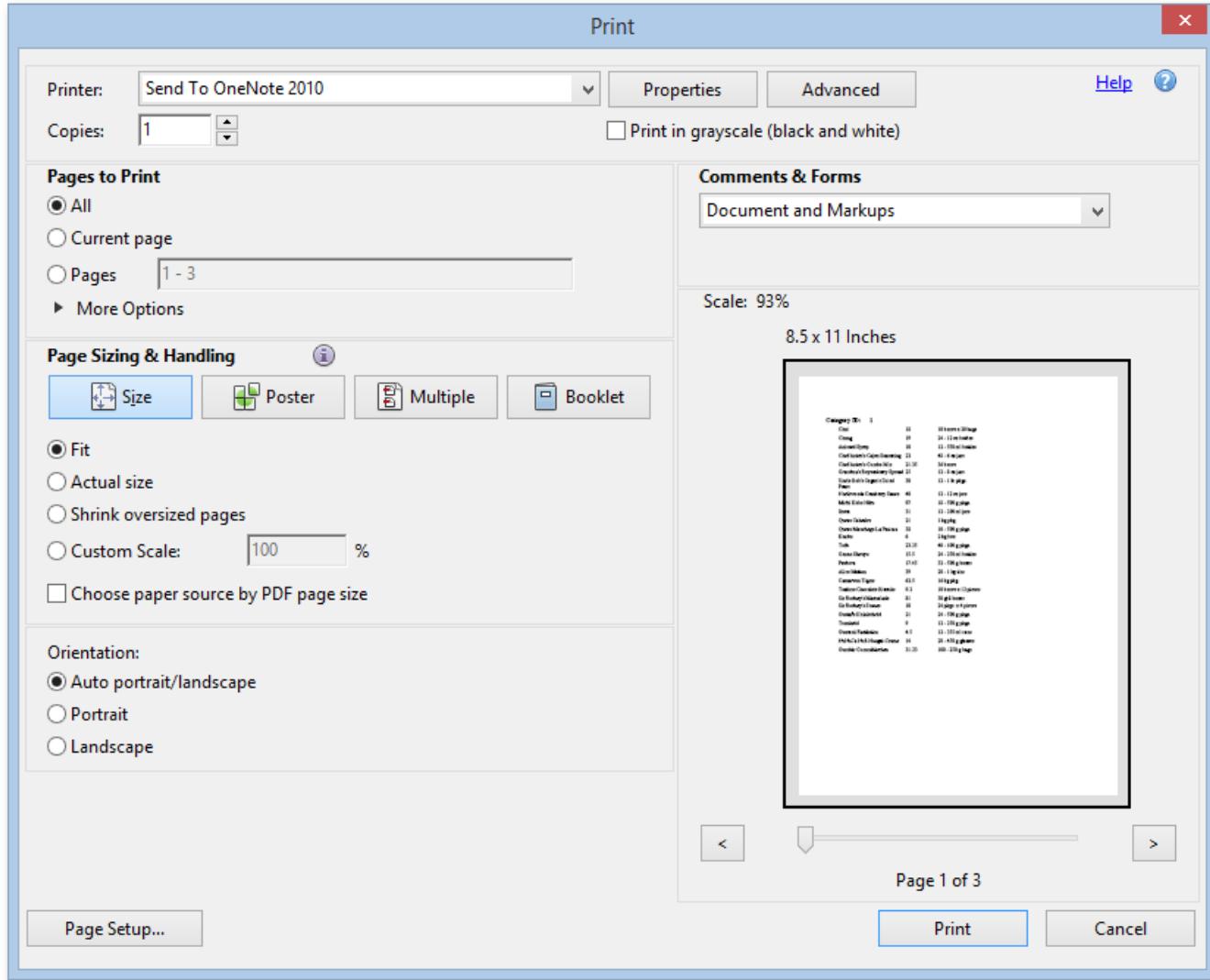
The Web Document Viewer supports pixel perfect document rendering, i.e., displays a report document exactly how it will appear on paper. The printing functionality of this Viewer is based on rendering the report in PDF with special settings and invoking the PDF plug-in's **Print** dialog.

To print the entire document, click the **Print**  button on the Viewer's toolbar. You can also print the currently displayed document page by clicking the **Print Page**  button.

When you click any of these buttons, the Document Viewer tries to use the PDF plug-in of the web browser for printing. Depending on the plug-in detection result, there are two possible scenarios.

- If the PDF plug-in is installed and enabled, its **Print** dialog is invoked. To print the document, specify the required settings in this dialog and click **Print**.
- If the PDF plug-in is disabled or is not installed, the Document Viewer exports the report document to a PDF file, and initiates its download instead of printing. The resulting PDF file contains a script that starts printing the document immediately after it is opened in a compatible viewer.

The following image shows the **Print** dialog of the **Adobe Reader®** plug-in.



To download and install the **Adobe Reader®** plug-in, use the following link: <http://get.adobe.com/reader/>. No software other than the **Adobe Reader®** should be installed on the machine for printing purposes. After finishing the installation, the plug-in should automatically be enabled in appropriate web browsers. To learn how to manually setup your browser to use this plug-in, refer to the [Display PDF in browser](#) document. For the changes to take effect, you may need to close and reopen your browser.

Note that many modern web browsers include their own PDF plug-ins, which automatically replace the **Adobe Reader®** plug-in. If you need to revert to the **Adobe** plug-in, refer to [Configure browser to use the Adobe PDF plug-in](#).

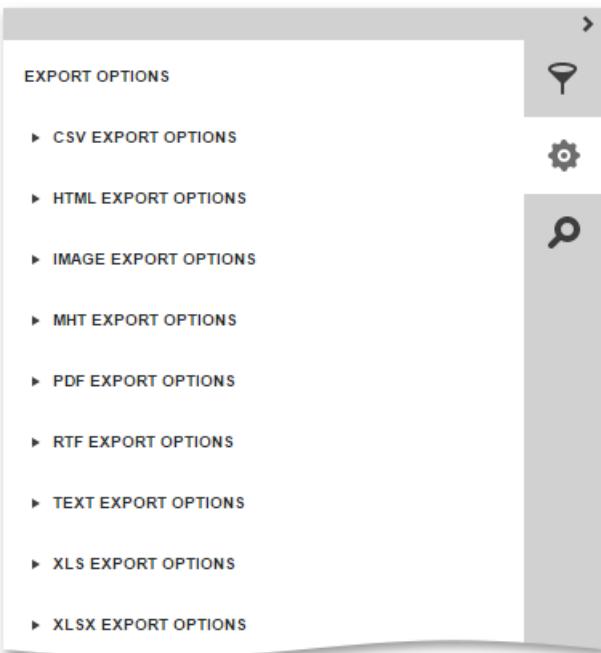
Export a Document

To export a document to one of the supported third-party formats, click the **Export To** button on the Document Viewer toolbar and select a required format from the invoked list. The available formats are PDF, XLS, XLSX, RTF, MHT, HTML, Text, CSV and Image.



Download of the resulting document will be initiated. Depending on your web browser's configuration, a dedicated dialog can be invoked prompting you to specify whether to only save the exported file to a disk or save the file and then open it in an appropriate application. You can also be asked to specify a path for saving the file.

In addition, the Document Viewer allows you to view and edit format-specific options required to export a document in the dedicated **Export Options** panel. To switch to this panel, click the **Export Options** button on the right side of the Document Viewer.



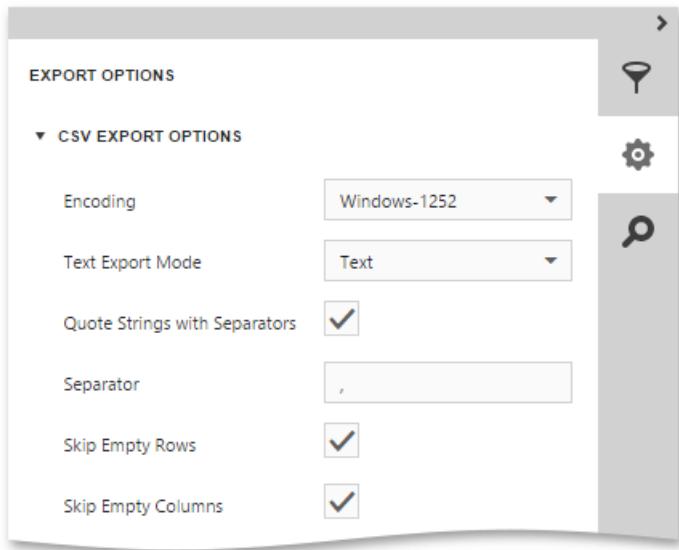
The options are allocated in groups by the export format to which they are applied. You can expand the required options group by clicking on its header. Refer to the following documents to learn more about format-specific options.

- [CSV-Specific Export Options](#)
- [HTML-Specific Export Options](#)
- [Image-Specific Export Options](#)
- [MHT-Specific Export Options](#)
- [PDF-Specific Export Options](#)

- [RTF-Specific Export Options](#)
- [Text-Specific Export Options](#)
- [XLS-Specific Export Options](#)
- [XLSX-Specific Export Options](#)

CSV-Specific Export Options

Before [exporting a document](#) to CSV format, you can specify CSV-specific options in the dedicated **Export Options** panel.



- **Encoding**

Specifies the encoding used in the exported document.

- **Text Export Mode**

Specifies whether to use the formatting of data fields in the bound data source for cells in the exported document. If this option is set to **Text**, all data fields are exported to the CSV file as strings with the corresponding formatting embedded into those strings. If the option is set to **Value**, all formatting will be lost in the resulting document.

- **Quote Strings with Separators**

Specifies whether strings with separators should be placed in quotation marks in the exported document.

- **Separator**

Specifies a symbol used to separate text elements (comma by default).

- **Skip Empty Rows**

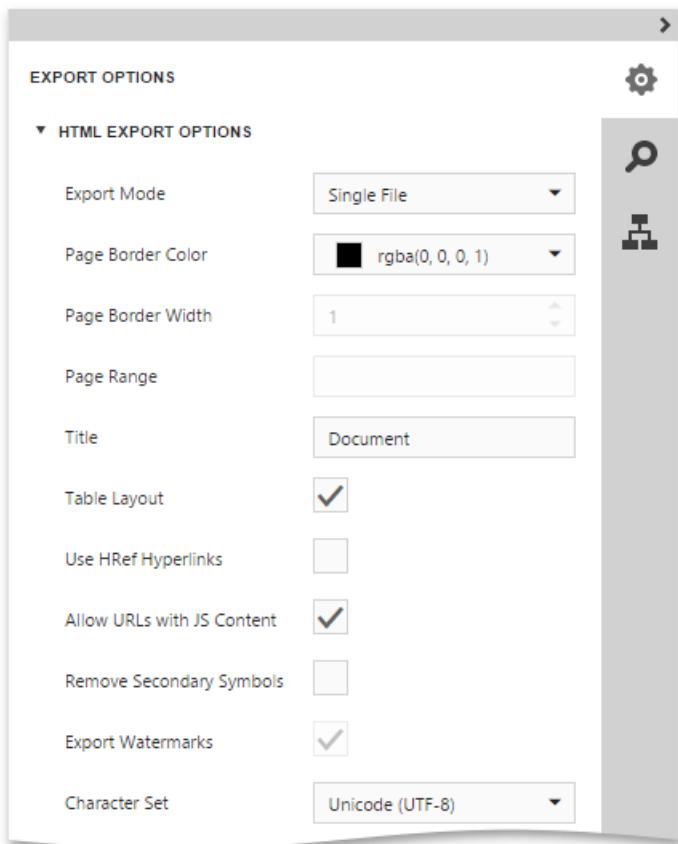
Specifies whether to include empty rows into the resulting file.

- **Skip Empty Columns**

Specifies whether to include empty columns into the resulting file.

HTML-Specific Export Options

Before [exporting a document](#) to HTML format, you can specify HTML-specific options in the dedicated **Export Options** panel.



• Export Mode

Specifies how a document is exported to HTML. The following modes are available.

- The **Single File** mode allows exporting a document to a single file, without preserving the page-by-page breakdown.
- The **Single File PageByPage** mode allows exporting a document to a single file, while preserving the page-by-page breakdown. In this mode, the **Page Border Color**, **Page Border Width** and **Page Range** options are available.

• Page Border Color

Specifies the color of page borders.

• Page Border Width

Specifies the width (in pixels) of page borders.

• Page Range

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

• Title

Specifies the title of the created document.

• Table Layout

Specifies whether to use table or non-table layout in the resulting document.

• Use HRef Hyperlinks

Specifies whether to enable the use of standard HTML link references in document navigation.

- **Allow URLs with JS Content**

Specifies whether the JavaScript code can be placed in URLs in the resulting HTML document.

- **Remove Secondary Symbols**

Specifies whether to remove all secondary symbols (for instance, **Space**, **Carriage Return**, etc.) in the resulting document to reduce its size.

- **Export Watermarks**

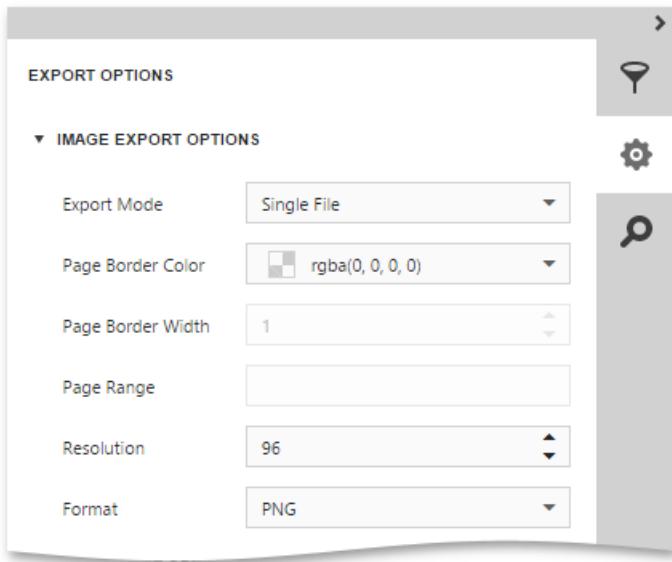
Specifies whether to export watermarks to HTML along with the rest of the document content.

- **Character Set**

Specifies the character set for the HTML document.

Image-Specific Export Options

Before [exporting a document](#) to an image, you can specify Image-specific options in the dedicated **Export Options** panel.



- **Export Mode**

Specifies how a document is exported to an image. The following modes are available.

- The **Single File** mode allows exporting a document to a single file, without preserving the page-by-page breakdown.
- The **Single File PageByPage** mode allows exporting a document to a single file, while preserving the page-by-page breakdown. In this mode, the **Page Border Color**, **Page Border Width** and **Page Range** options are available.

- **Page Border Color**

Specifies the color of page borders.

- **Page Border Width**

Specifies the width (in pixels) of page borders.

- **Page Range**

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

- **Resolution**

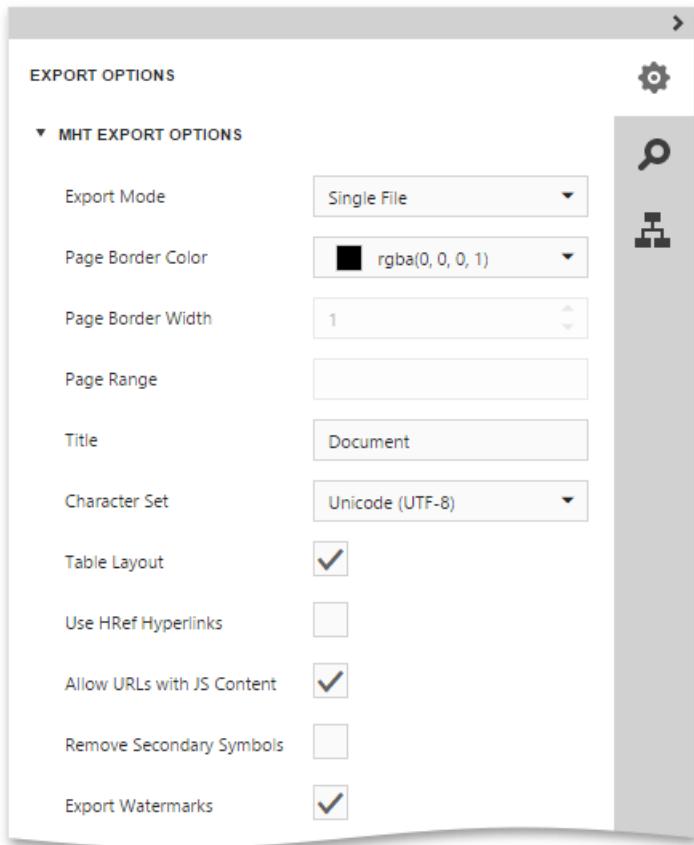
Specifies the required image resolution (in dpi).

- **Format**

Specifies an image format to export a document. Available formats are BMP, GIF, JPEG, PNG, EMF, WMF and TIFF.

MHT-Specific Export Options

Before [exporting a document](#) to MHT format, you can specify MHT-specific options in the dedicated **Export Options** panel.



• Export Mode

Specifies how a document is exported to MHT. The following modes are available.

- The **Single File** mode allows exporting a document to a single file, without preserving the page-by-page breakdown.
- The **Single File PageByPage** mode allows exporting a document to a single file, while preserving the page-by-page breakdown. In this mode, the **Page Border Color**, **Page Border Width** and **Page Range** options are available.

• Page Border Color

Specifies the color of page borders.

• Page Border Width

Specifies the width (in pixels) of page borders.

• Page Range

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

• Title

Specifies a title of the created MHT file.

• Character Set

Specifies the encoding name used in the exported document.

• Table Layout

Specifies whether to use table or non-table layout in the resulting document.

- **Use HRef Hyperlinks**

Specifies whether to enable the use of standard HTML link references in document navigation.

- **Allow URLs with JS Content**

Specifies whether the JavaScript code can be placed in URLs in the resulting HTML document.

- **Remove Secondary Symbols**

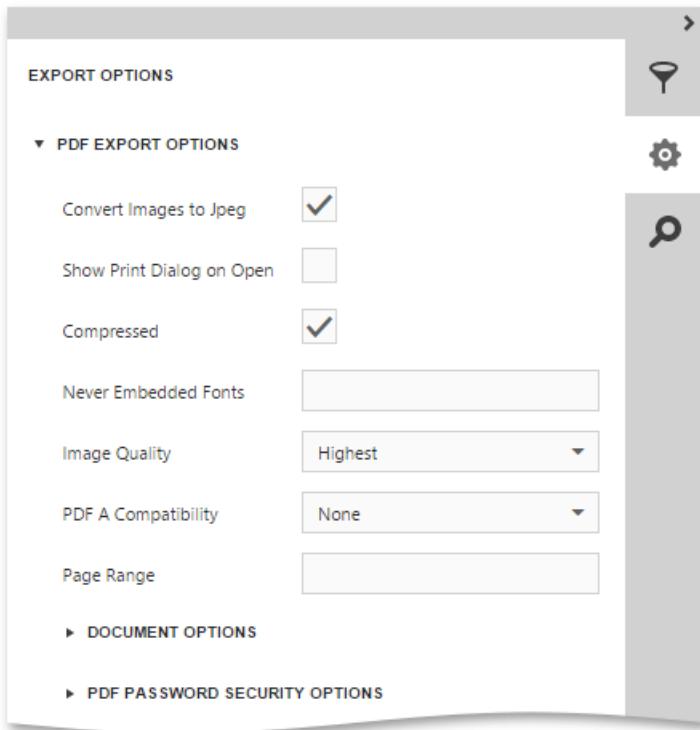
Specifies whether to remove all secondary symbols (for instance, **Space**, **Carriage Return**, etc.) in the resulting document to reduce its size.

- **Export Watermarks**

Specifies whether to export watermarks to HTML along with the rest of the document content.

PDF-Specific Export Options

Before [exporting a document](#) to PDF, you can specify PDF-specific options in the dedicated **Export Options** panel.



General Options

- **Convert Images to Jpeg**

Specifies whether all bitmaps contained in the document should be converted to JPEG format during export to PDF.

- **Show Print Dialog on Open**

Specifies whether the **Print** dialog should be displayed when the resulting PDF file is opened in an appropriate application.

- **Compressed**

Specifies whether the resulting file should be compressed.

- **Never Embedded Fonts**

Specifies font names which should not be embedded into the resulting file. To separate fonts, use semicolons.

- **Image Quality**

Specifies the document's image quality level. The higher the quality, the bigger the file, and vice versa.

- **PDF A Compatibility**

Specifies document compatibility with the **PDF/A** specification.

- **Page Range**

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

Document Options

The **Document Options** complex property contains options which specify the **Document Properties** of the created PDF file. Click the complex property's header to access its nested options.

This screenshot shows the 'DOCUMENT OPTIONS' configuration panel. It contains five input fields: 'Author' (My name), 'Application' (My application), 'Title' (My title), 'Subject' (My subject), and 'Keywords' (key, words). Each field has a placeholder text inside it.

PDF Password Security Options

This complex property allows you to adjust the security options of the resulting PDF file.

This screenshot shows the 'PDF PASSWORD SECURITY OPTIONS' configuration panel. It includes two password fields: 'OpenPassword' and 'PermissionsPassword'. Below this is a section titled 'PDF PERMISSIONS OPTIONS' containing four items: 'PrintingPermissions' (set to 'LowResolution'), 'ChangingPermissions' (set to 'InsertingDeletingRotating'), 'EnableCopying' (unchecked), and 'EnableScreenReaders' (checked).

- **OpenPassword**

Specifies the password for opening the exported PDF document.

- **PermissionsPassword**

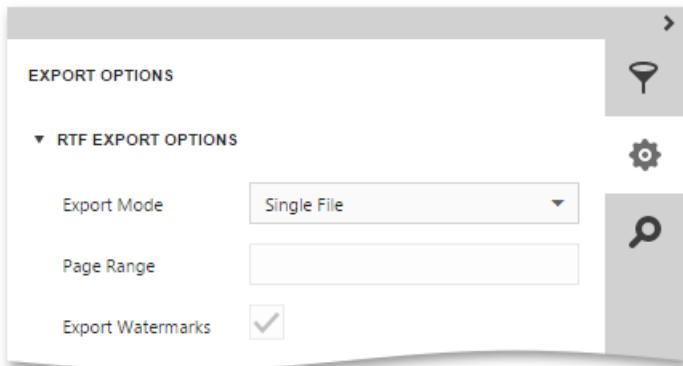
Specifies the PDF permissions password for the document.

- **PDF Permissions Options**

Provides access to the options which specify the permissions for printing, changing, copying and accessing the exported document.

RTF-Specific Export Options

Before [exporting a document](#) to RTF, you can specify RTF-specific options in the dedicated **Export Options** panel.



- **Export Mode**

Specifies how a document is exported to RTF. The following modes are available.

- The **Single File** mode allows exporting a document to a single file, without preserving the page-by-page breakdown.
- The **Single File PageByPage** mode allows exporting a document to a single file, while preserving the page-by-page breakdown. In this mode, the **Page Range** and **Export Watermark** options are available.

- **Page Range**

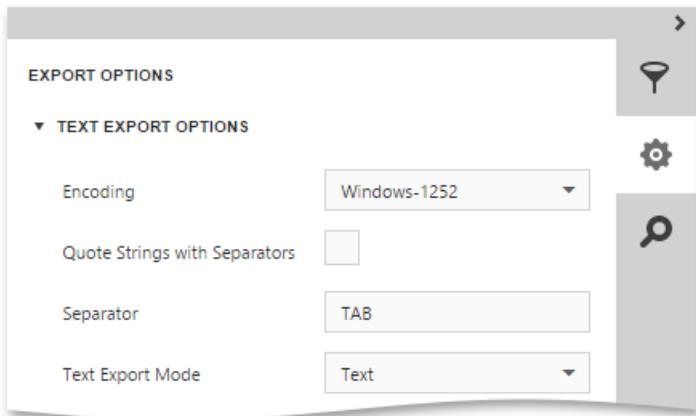
Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

- **Export Watermarks**

Specifies whether watermarks (if they exist) should be included into the resulting file.

Text-Specific Export Options

Before [exporting a document](#) to TXT format, you can specify TXT-specific options in the dedicated **Export Options** panel.



- **Encoding**

Specifies the encoding used in the exported document.

- **Quote Strings with Separators**

Specifies whether strings with separators should be placed in quotation marks in the exported document.

- **Separator**

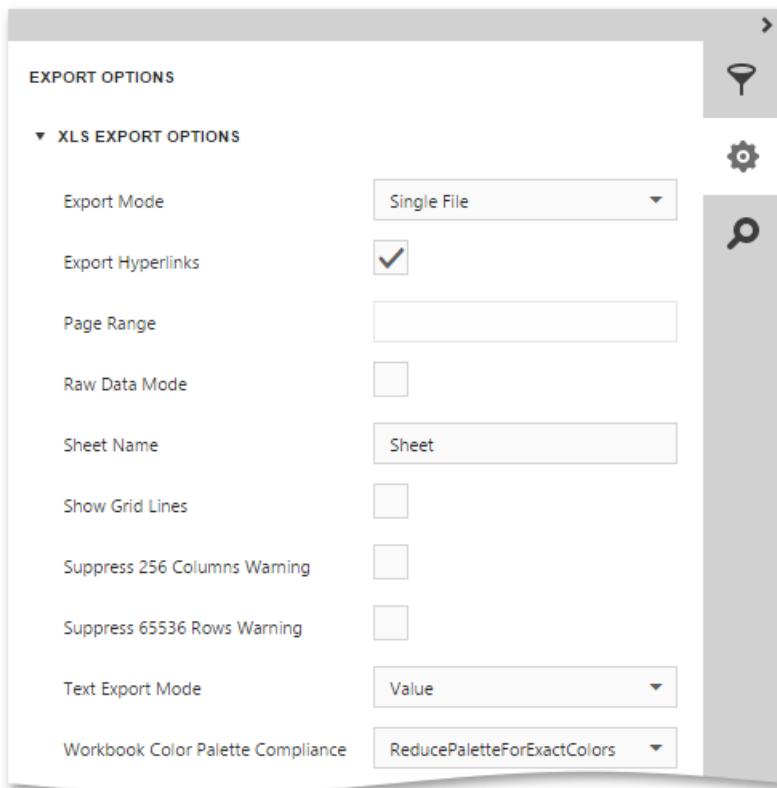
Specifies a symbol to separate text elements (TAB by default).

- **Text Export Mode**

Specifies whether to use the formatting of data fields in the bound data source for cells in the exported document. If this option is set to **Text**, all data fields are exported to the text file as strings with the corresponding formatting embedded into those strings. If the option is set to **Value**, all formatting will be lost in the resulting document.

XLS-Specific Export Options

Before [exporting a document](#) to XLS format, you can specify XLS-specific options in the dedicated **Export Options** panel.



- **Export Mode**

Specifies how a document is exported to XLS.

- **Export Hyperlinks**

Specifies whether hyperlinks should be exported to the XLS document.

- **Page Range**

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

- **Raw Data Mode**

Specifies whether to enable the raw data export mode. In this mode, only a document's actual data is exported to XLS, ignoring non-relevant elements, such as images, graphic content, font and appearance settings.

- **Sheet Name**

Specifies the name of the sheet in the created XLS file.

- **Show Grid Lines**

Specifies whether grid lines should be visible in the resulting XLS file.

- **Suppress 256 Columns Warning**

Specifies whether to suppress the warning that appears if the resulting XLS file has more than **256** columns.

- **Suppress 65536 Rows Warning**

Specifies whether to suppress the warning that appears if the resulting XLS file has more than **65,536** rows.

- **Text Export Mode**

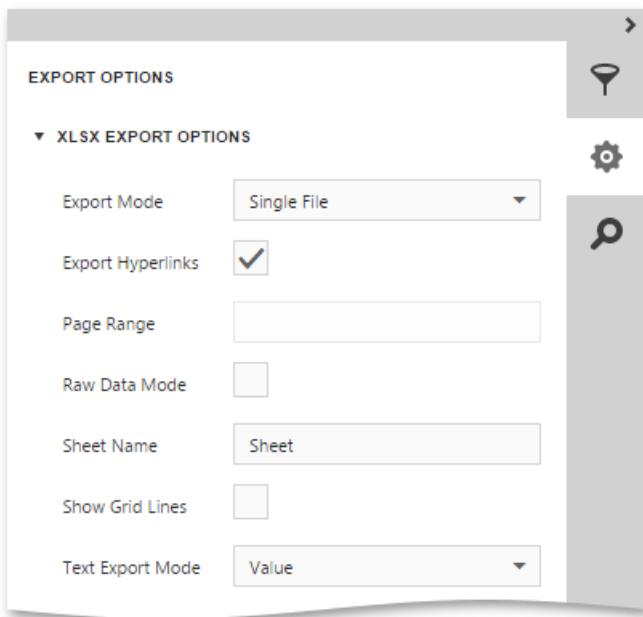
Specifies whether value formatting should be converted to the native XLS format string (if it is possible), or embedded into cell values as plain text.

- **Workbook Color Palette Compliance**

Specifies the color palette compatibility mode with different workbook versions. The workbook palette can store no more than **56** colors. If you select the **ReducePaletteExactColors** value, original color values are kept, but only the first **56** colors are included in the palette. Choose **AdjustColorsToDefaultPalette** to degrade the color values to match the **56** standard colors of the default workbook palette.

XLSX-Specific Export Options

Before [exporting a document](#) to XLSX format, you can specify XLSX-specific options in the dedicated **Export Options** panel.



- **Export Mode**

Specifies how a document is exported to XLSX. The following modes are available.

- The **Single File** mode allows exporting a document to a single file, without dividing it into pages.
- The **Single File PageByPage** mode allows exporting a document to a single file, while preserving the page-by-page breakdown. In this mode, the **Page Range** option is available.

- **Export Hyperlinks**

Specifies whether to include hyperlinks into the resulting file.

- **Page Range**

Specifies a range of pages which will be included in the resulting file. To separate page numbers, use commas. To set page ranges, use hyphens.

- **Raw Data Mode**

Specifies whether to enable the raw data export mode. In this mode, only a document's actual data is exported to XLSX, ignoring non-relevant elements, such as images, graphic content, font and appearance settings.

- **Sheet Name**

Specifies the name of the sheet in the created XLSX file.

- **Show Grid Lines**

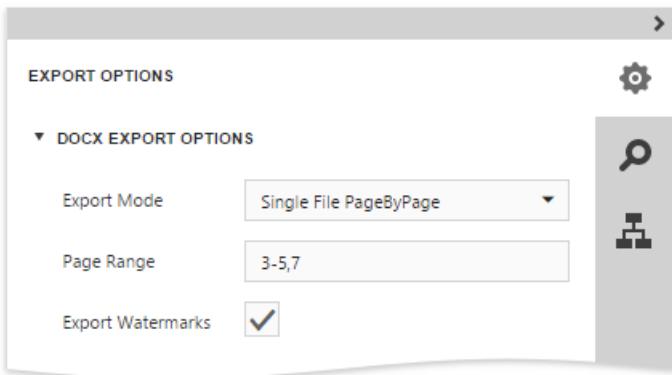
Specifies whether grid lines should be visible in the resulting XLSX file.

- **Text Export Mode**

Specifies whether value formatting should be converted to the native XLSX format string (if it is possible), or embedded into cell values as plain text.

DOCX-Specific Export Options

Before [exporting a document](#) to DOCX format, you can specify DOCX-specific options in the dedicated **Export Options** panel.



- **Export mode**

Specifies how a document is exported to DOCX. The following modes are available.

- The **Single file** mode allows export of a document to a single file without dividing it into pages.
- The **Single file page-by-page** mode allows export of a document to a single file divided into pages. In this mode, the **Page range** option is available.

- **Page range**

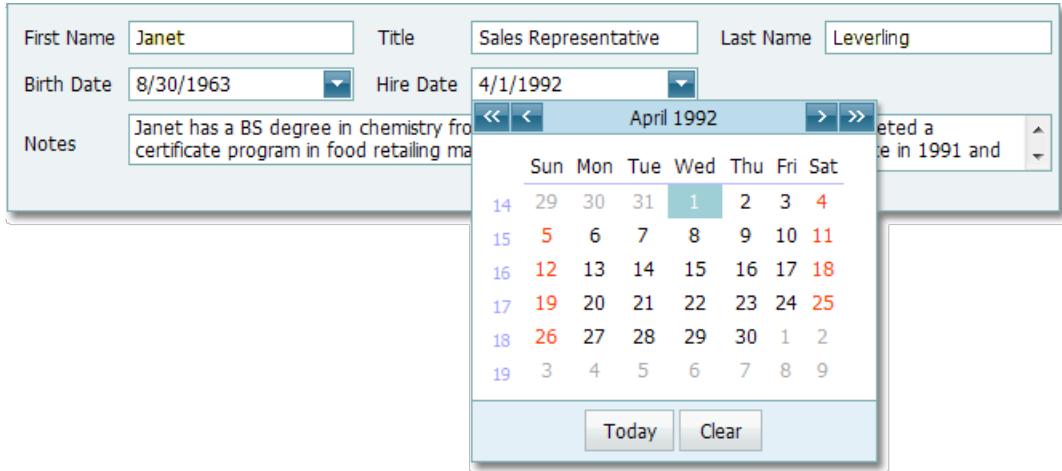
Specifies a range of pages which will be included in the resulting file. Use commas to separate page numbers. Use hyphens to set page ranges.

- **Export watermarks**

Specifies whether the exported document should include watermarks (if they exist).

Editors

This section describes the capabilities provided by the editor controls:



- [Work with Dropdown Editors](#)
- [Editing Values, Selecting Text and Using the Clipboard](#)
- [Editor Context Menu](#)
- [Masked Input](#)
- [Calendar](#)
- [Captcha](#)
- [Color Edit](#)
- [Token Box](#)
- [Track Bar](#)
- [Validation Summary](#)

Work with Dropdown Editors

Open Editor's Dropdown

- Focus the editor and press ALT+DOWN ARROW or ALT+UP ARROW .
- Click the editor's dropdown button.



Close Editor's Dropdown

For all editors providing a dropdown, you can close the dropdown by pressing ALT+DOWN ARROW, ALT+UP ARROW or ESC.

Dropdowns displaying lists of items can be closed by clicking on an item with a mouse, or by selecting an item with a keyboard and pressing ENTER.

Filter Editor's Dropdown Content

To filter data within a dropdown, type the filter condition within an editor. Note that the filter is used after the minimum number of characters has been typed within an editor.

ale		
First Name	Last Name	Phone
Alexia	Adams	1 (525) 208-2441
Dale	Adams	1 (525) 418-3761
Alexia	Adams	1 (526) 153-9709
Dale	Adams	1 (526) 199-2846
Kaitlin	Alexander	1 (528) 486-8371
Monica	Alexander	1 (526) 269-1028
Jason	Alexander	1 (528) 155-7298

Editing Values, Selecting Text and Using the Clipboard

Select and Deselect Editor's Contents

To select all the text within an editor, invoke the control's [Editor Context Menu](#) and choose **Select All**. To select a part of the editor's content, click on the position where the selection should start, drag the pointer to the end position, and then release the mouse button.

Additionally, the following keyboard shortcuts allow you to manage selections.

Shortcut	Description
CTRL+A	Select all the text within an editor.
SHIFT+ARROW	Extends or shrinks the selection by one character.
CTRL+SHIFT+ARROW	Extends or shrinks the selection by one word.

Clipboard Operations

Clipboard operations are represented by copying, cutting and pasting operations.

To copy selected text into the clipboard, do the following.

- Press CTRL+C or CTRL+INSERT.
- Open the [Editor Context Menu](#) and select **Copy**.

To paste text from the clipboard, do the following.

- Press CTRL+V or SHIFT+INSERT.
- Open the [Editor Context Menu](#) and select **Paste**.

To cut text from an editor into the clipboard, do the following.

- Press CTRL+X or SHIFT+DELETE.
- Open the [Editor Context Menu](#) and select **Cut**.

Delete Selected Text

To delete the selected text within an editor, do one of the following:

- Press DELETE or BACKSPACE.
- Open the [Editor Context Menu](#) and select **Delete**.
- Click the clear button, which is displayed when an editor is focused and is not empty.



Undo and Redo

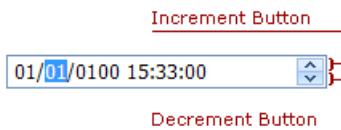
To undo the last text editing operation, do one of the following:

- Press CTRL+Z.
- Open the [Editor Context Menu](#) and select **Undo**.

To redo a canceled operation, press CTRL+Y.

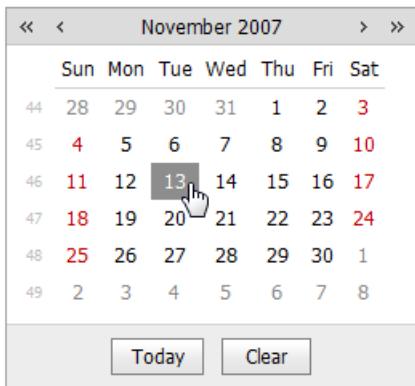
Change Date Values within a Edit Box

To change the date value within the edit box, click the required part of the date value (month, day, year, etc.) and press the **Increment** or **Decrement** button. Alternatively, you can use the Up and Down Arrows.

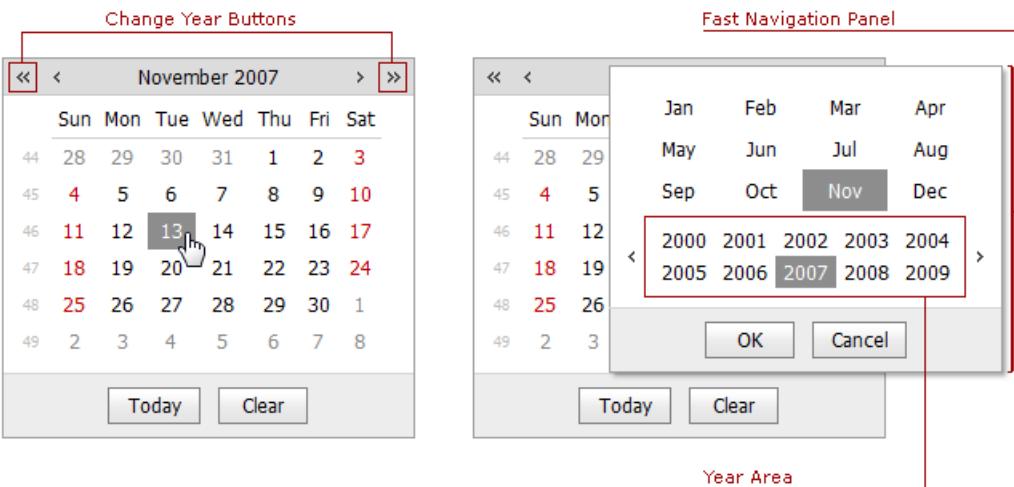


Change Date Values within a Calendar

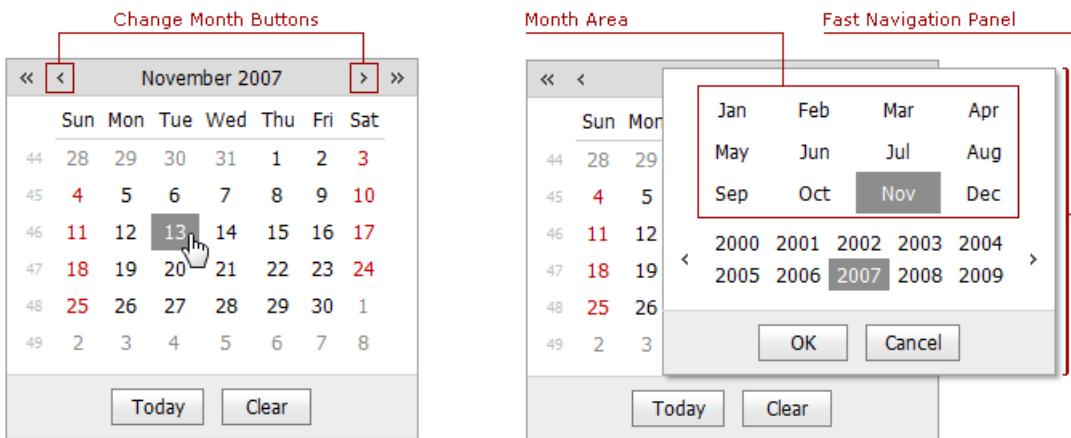
- Click a date to set a new edit value.



- To change the year value use the **<<** and **>>** calendar buttons. Also, you can click the current date within the control header and specify the year within the opened fast navigation panel.

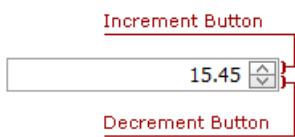


- To change the month value, use the **<** and **>** calendar buttons. Also, you can click the current date within the control header and specify the month within the opened fast navigation panel.



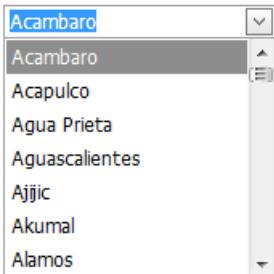
The arrow keys can also be used for navigating within the calendar.

Change Numeric Values



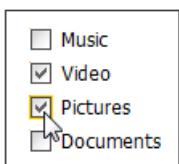
To increment a value, press the UP ARROW or increment button. To decrement the value, press the DOWN ARROW or decrement button. Or, use the mouse wheel.

Change Values of Editors That Display Items in the Dropdown



To select the previous or the next value, press the UP or DOWN ARROW. Or, use the mouse wheel.

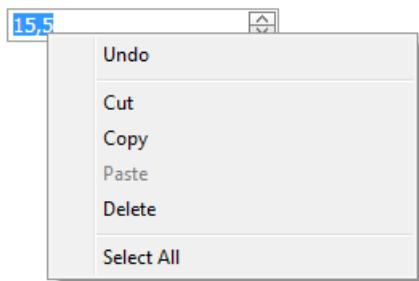
Items Selection in Check Box List



To select required items in the check box list, just click the items or the respective check boxes.

Editor Context Menu

Text editors support a context menu. To open the menu, right-click an editor.



Masked Input

Masked input functionality is available for the text and date editors. It allows end users to enter the string in the specified format. For instance, a text editor shall accept date/time values in the 24-hour format only, or only numeric values, or a phone number that only allows an end-user to enter digits into automatically constructed placeholders.

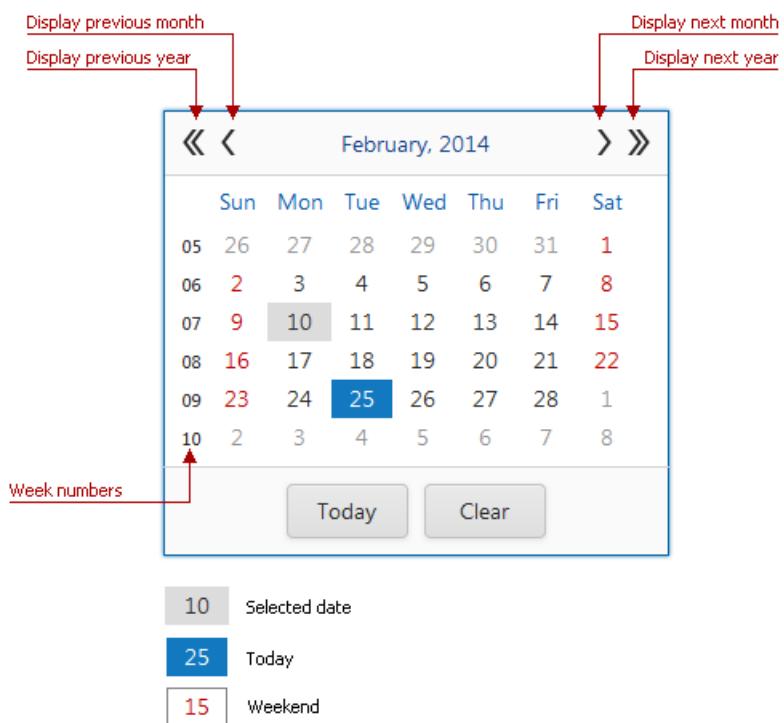
The screenshot shows a user interface for managing dates and numbers. On the left is a calendar for April 2009, with the date April 09, 2009 selected. Below the calendar are two text input fields: 'Zip Code' and 'Telephone'. The 'Zip Code' field contains a single digit '1'. The 'Telephone' field contains the prefix '+1 (' followed by a space and a hyphen '-' followed by another space. To the right of the telephone field is a placeholder '\$0.00' in a text input field. At the bottom of the interface are two buttons: 'Today' and 'Clear'.

Note

The keyboard and mouse wheel can be used to incrementally modify portions of the edit value.

Calendar

The **Calendar** is used to [select dates](#), and allows you to navigate through months and years.



The header buttons in the Calendar allow you to navigate through months and years. Click the header text (i.e., the current month and year) to display the [Fast Navigation Window](#).

Keyboard Support

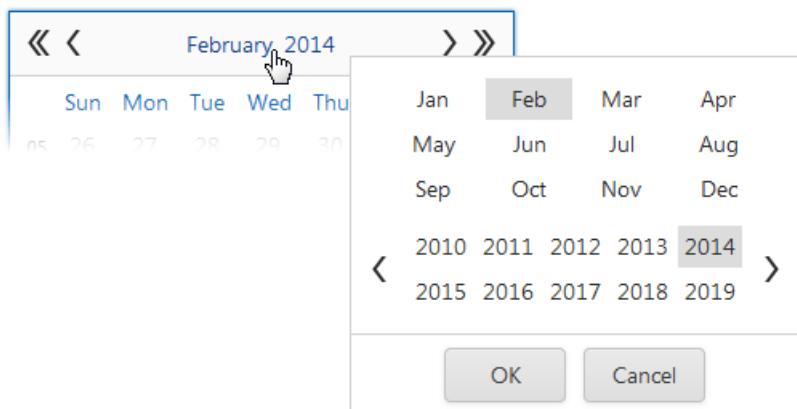
KEY COMBINATION	ACTION (WHEN NO DATE IS SELECTED)	ACTION (WHEN A DATE IS SELECTED)
LEFT ARROW	Selects the current day	Moves selection to the previous day
RIGHT ARROW	Selects the current day	Moves selection to the next day
UP ARROW	Selects the current day	Moves selection one week back
DOWN ARROW	Selects the current day	Moves selection one week forward
PAGE UP	Selects the current day	Moves selection one month back
PAGE DOWN	Selects the current day	Moves selection one month forward
END	Selects the last day of the current month	Moves selection to the last day of the month
HOME	Selects the first day of the current month	Moves selection to the first day of the month
ENTER	Applies changes	Applies changes
ESC	Cancels changes and closes the calendar	Cancels changes and closes the calendar

This section consists of the following topics.

- [Fast Navigation Window](#)
- [Date Selection](#)

Fast Navigation Window

The **Fast Navigation** window allows you to easily select a month and year to be displayed in the calendar. To display the Fast Navigation window, click the calendar header text. To hide the window, click the **OK** or **Cancel** button, click outside the window, or press the **ESC** key.

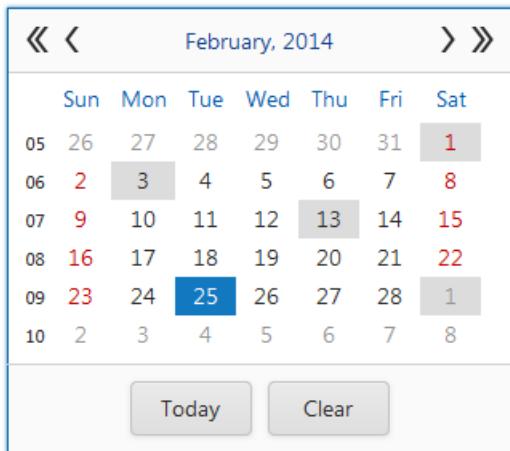


Keyboard Support

KEY COMBINATION	ACTION
LEFT ARROW	Moves the selected year one year back
RIGHT ARROW	Moves the selected year one year forward
UP ARROW	Moves the selected year five years back
DOWN ARROW	Moves the selected year five years forward
SHIFT+LEFT ARROW	Moves the selected month one month back
SHIFT+RIGHT ARROW	Moves the selected month one month forward
SHIFT+UP ARROW	Moves the selected month four months back
SHIFT+DOWN ARROW	Moves the selected month four months forward
PAGE UP	Moves the selected year ten years back
PAGE DOWN	Moves the selected year ten years forward
ENTER	Applies changes
ESC	Cancels changes and closes the Fast Navigation window

Date Selection

Click a date to select it in the calendar. To select today's date, click the **Today** button. To clear the selection, click the **Clear** button.



Multiple Date Selection

If multiple date selection is allowed by the application vendor, you can select dates in the following ways.

- Focus a date while holding the **CTRL** key to select or deselect the date without changing the other selection(s).
- Move focus using either the **ARROW** keys or the mouse while holding down the **SHIFT** key.
- Press and hold the left mouse button while moving it.

Captcha

Captcha is used to distinguish human input from machine input.

Enter the code displayed within the challenge image into the text box.

If the code seems unreadable, refresh it clicking the refresh button.

Challenge Image



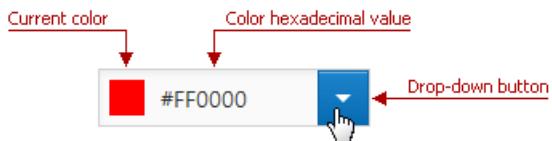
[]

Type the code shown:

Refresh Button Text Box

Color Edit

A **Color Edit** is used to specify a color. The editor displays the current color and its hexadecimal value.



Click the drop-down button to display the drop-down color palette.



Specifying a color in the Color Edit

Using the **Color Edit**, you can specify a color in the following ways.

Using the color palette

To select a color, click it in the drop-down color palette.

Using the text edit

You can specify the color by typing it directly in the editor's text box. Note that in this case you can specify custom colors that are not displayed in the drop-down palette. You can specify a color in the following color formats.

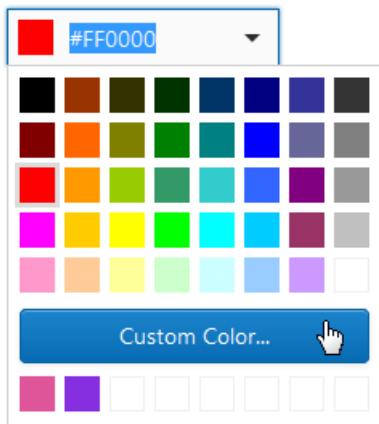
FORMAT	EXAMPLES	IMAGE	DESCRIPTION
HTML color name	RED, aquamarine, DarkViolet	green	Standard HTML color names.
Longhand hexadecimal notation	#00FFFF, 2fa135, #abcdef	#FFFF00	#RRGGBB, where RR is red, GG is green, and BB is blue. These hexadecimal integers specify the components of the color. All values must be between 0 and FF. The hash (#) sign can be skipped.
Shorthand hexadecimal notation	#OFF, 21f, #afa	#F0F	#RGB, where R is red, G is green, and B is blue. These hexadecimal integers specify the components of the color. All values must be between 0 and F. The hash (#) sign can be skipped.
RGB format	rgb(143,26,225), RGB(255,255,0), rgb(0,0,0)	rgb(255,0,0)	RGB(red, green, blue). Each parameter (red, green, and blue) defines the intensity of the color and must be an integer between 0 and 255.

Note

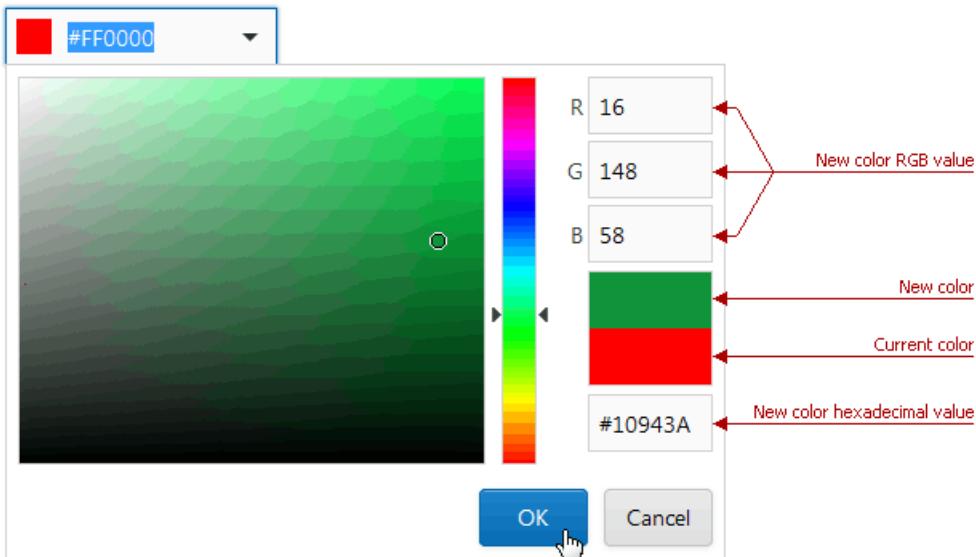
If you specify the wrong value, the editor returns the last correct value.

Custom Color Picker

The **Custom Color Picker** allows you to select a custom color using a graphical interface.



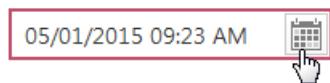
To display the color picker, click the **Custom Color...** button.



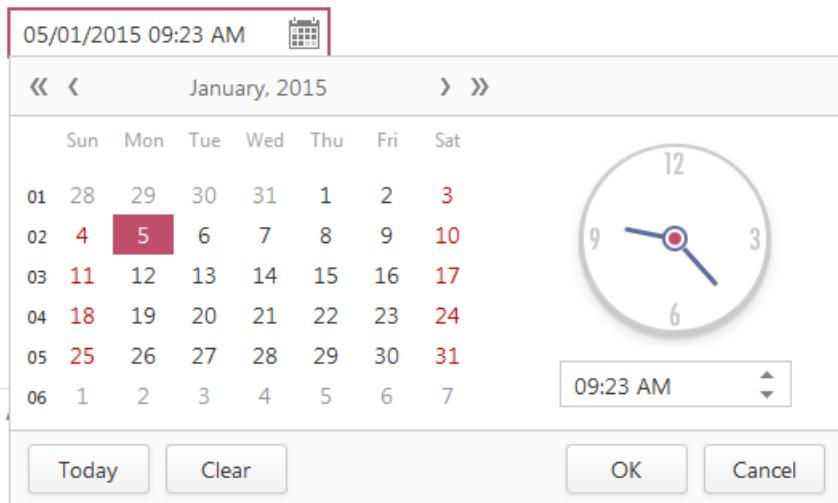
In the invoked drop-down window, select a color and click **OK**. The color will be added to the custom color palette, which is displayed under the **Custom Color...** button.

Date Edit

The **Date Edit** is used to specify a date and time.



Click the drop-down button to display a drop-down window containing a [calendar](#) and time section.



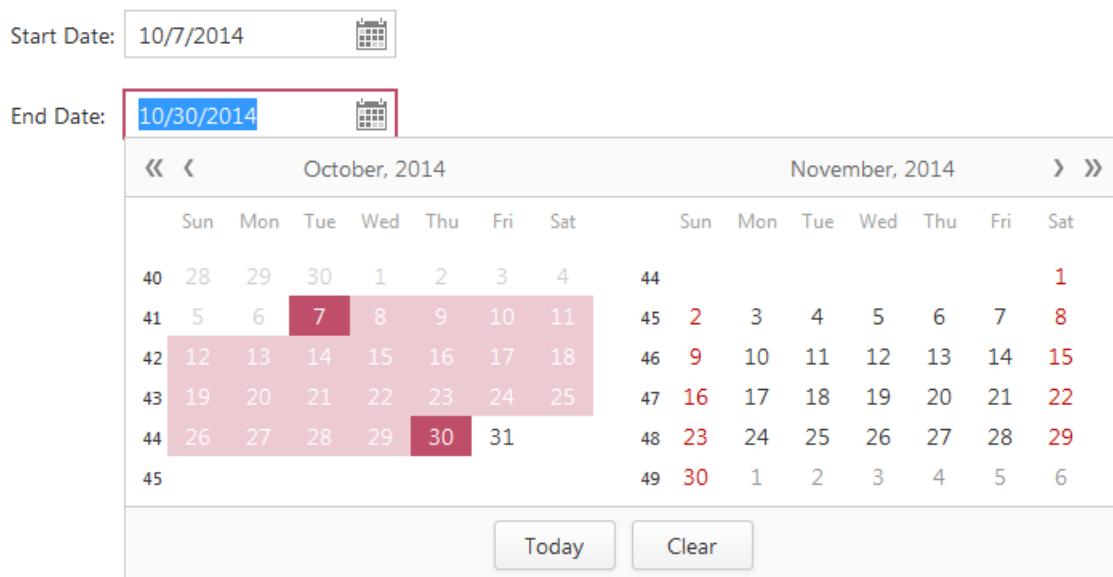
Specifying a date in the Date Edit

To specify a date in the **Date Edit**, do one of the following.

- Click a date in the drop-down [calendar](#).
- Type a date directly in the editor's text box.

Date Range Picker

A date range picker is used to specify a date range. The picker is implemented by two Date Edits.



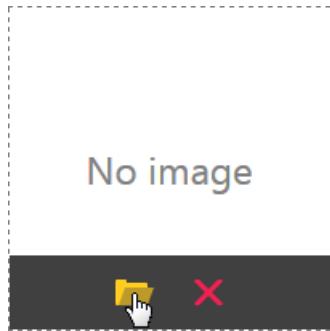
To specify a date range, do the following.

- Select a start range date in "Start Date".

- Select an end range date in "End Date".

Image Uploading

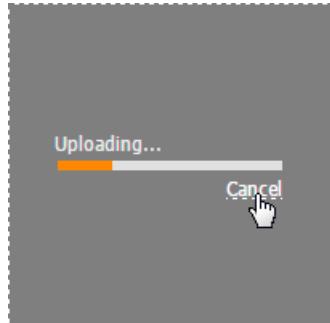
Click the **Upload Image** button to invoke the **File Upload** dialog. In the dialog, select an image to be uploaded and click **Open**.



You can upload image by dropping it to the image area as well.



You can cancel file uploading process by clicking the **Cancel** button.

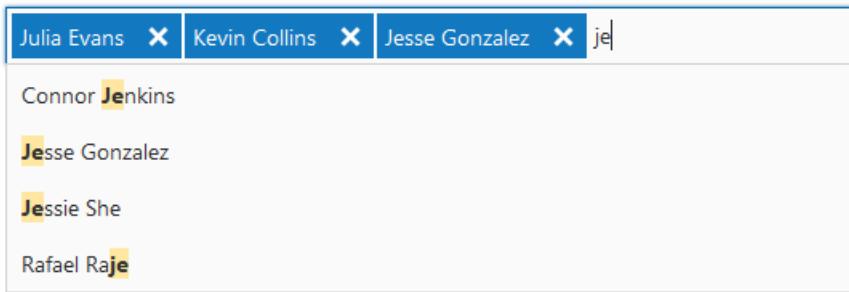


To change the current image, click the **Upload Image** button. To remove the image, click the **Clear** button.



Token Box

The **Token Box** allows you to select values using a predefined value list.



How to Add a Token

You can add a token in the following ways.

- Type the token name in the **Token Box**. To end a token input, type a comma (,) or semicolon (;) character, press the **ENTER** key, or click an area outside of the **Token Box**.
- Select a token from the predefined token list in the drop-down window. Start typing a token name to filter the list of values according the typed text. You can navigate through values using the **UP** and **DOWN ARROW** keys, or by using the mouse scroll wheel. To select a token press the **ENTER** key or click the desired value.

Note that tokens must be unique, so you cannot add the same tokens twice.

How to Remove a Token

To remove a token, click the **Remove** button.



You can remove the last token by pressing the **BACKSPACE** key when the **Token Box** is focused. The last token will be displayed as the selected text, and you can remove it by pressing the **DELETE** key.



Track Bar

You can select a value within the **Track Bar** by positioning the drag handle within a range of values limited by a developer. The drag handle position can be changed in the following manner:

- **By clicking on the track or scale**

You can click the track or scale in the desired place in order to change the track bar value.

[See animation.](#)

- **By clicking on decrement and increment buttons**

You can click increment and decrement buttons in order to change the drag handle position.

[See animation](#)

- **Via the mouse wheel**

If a track bar is in focus, you can scroll the mouse wheel in order to change a drag handle position.

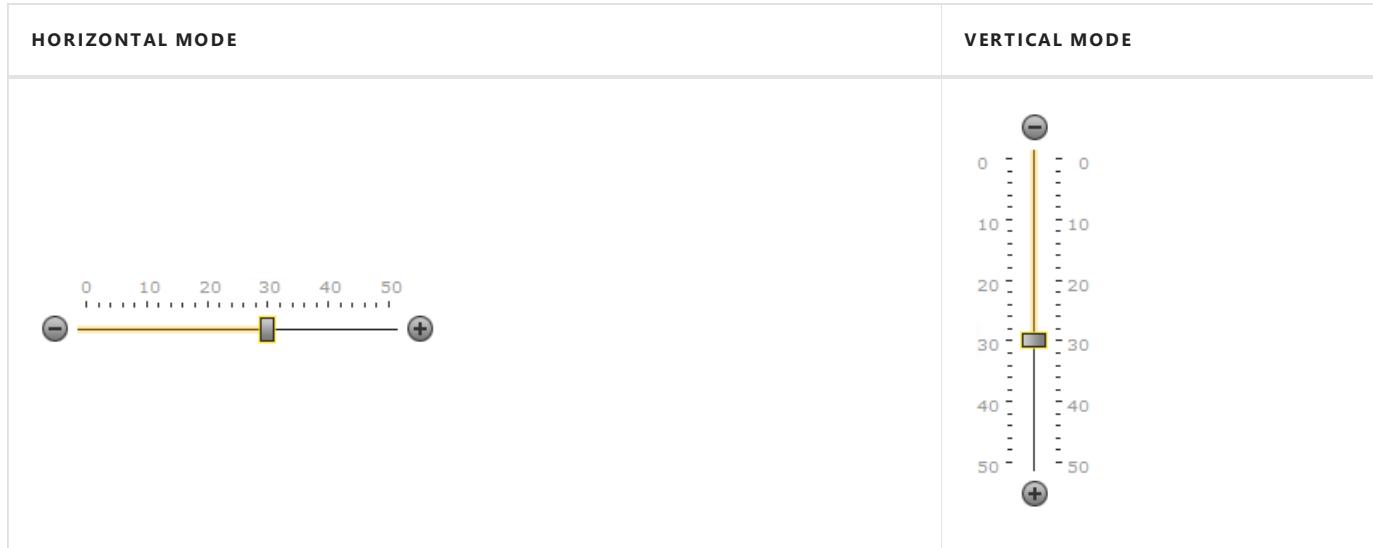
- **By dragging the handles**

You can drag the handle and drop it at the required position.

[See animation.](#)

- **By pressing arrow keys**

If the track bar is in a horizontal orientation mode, end-users can use left/right arrows to change the track bar value, if in a vertical orientation mode - up/down arrows.



- **Bar Highlight moving**

If the track bar is in a range selection mode, you can select a range of values instead of a single value. The track bar control provides you with the ability to move the selected range along the track by dragging the track highlighted part called bar highlight.

[See animation.](#)

Note that the track bar control automatically marks the last clicked handle as focused and highlights it by default. You can change its position using arrow keys, increment/decrement buttons and the scroll wheel. Note that a click on the track or a scale changes the position of the nearest drag handle.

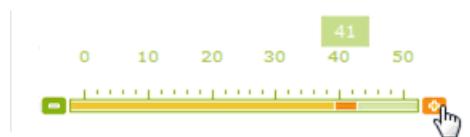
Track and Scale Clicks

The following image demonstrates how you can change track bar values by clicking on the track or a scale.



Change Buttons Clicks

The following image demonstrates how you can change track bar values by clicking the change buttons.



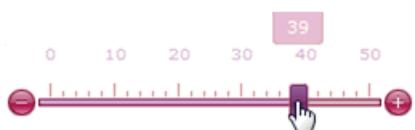
Dragging Bar Highlight

The following image demonstrates how you can move a selected range (bar highlight).



Drag Handle Drag-n-Drop

The following image demonstrates how you can change track bar values by dragging the handle and dropping it on the required position.



Validation Summary

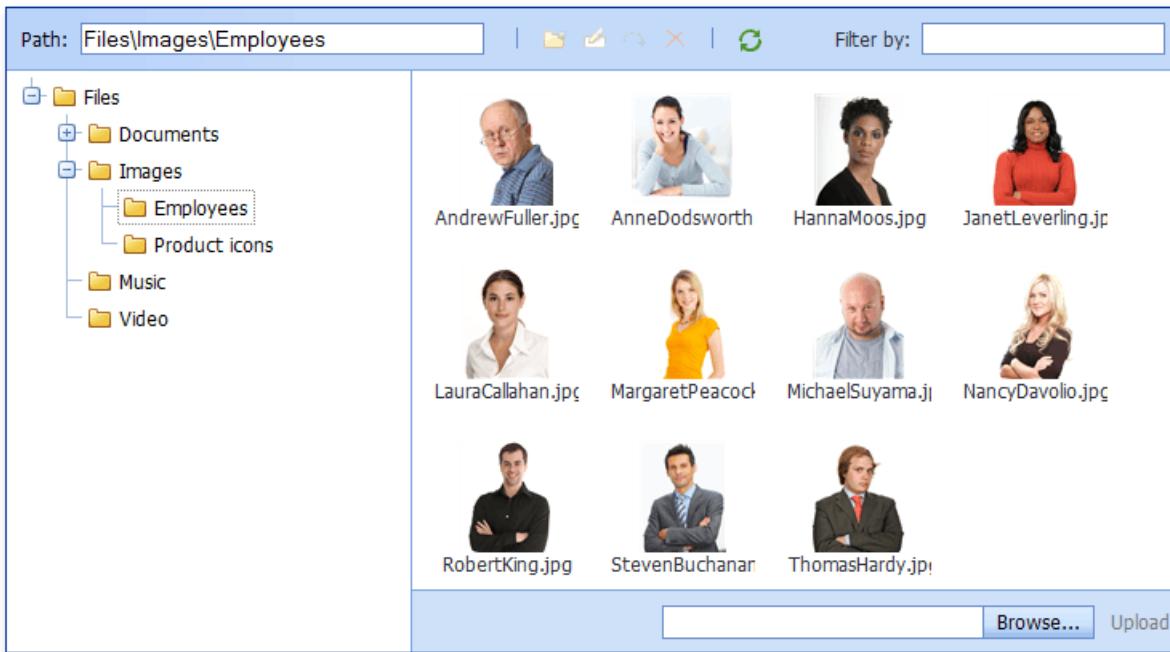
Editors validate input values. If a value doesn't pass validation, the explanatory notes are displayed in red. If allowed by the application vendor, the notes can serve as links. Clicking a link in this case, moves focus to the corresponding invalid editor.

Name:	<input type="text" value="Rachel"/>
Birthday:	<input type="text"/>
Occupation:	<input type="text" value="Administrative"/>
Email:	<input type="text" value="MyMail@com"/>

- [Birthday is required](#)
- [Invalid e-mail](#)

File Manager

This section describes the **File Manager**'s features.



- [File and Folder Editing](#)
- [Filtering Files](#)
- [Multiple File Selection](#)
- [Uploading Files](#)
- [Downloading Files](#)
- [Details View](#)
- [Access Control](#)
- [Adaptive Layout](#)

File and Folder Editing

Create a Folder

To create a new folder:

- Select the folder in which you wish to create a child folder.
- Click the **Create** button () or press **F7**.
- Type the new folder name.



Rename Files and Folders

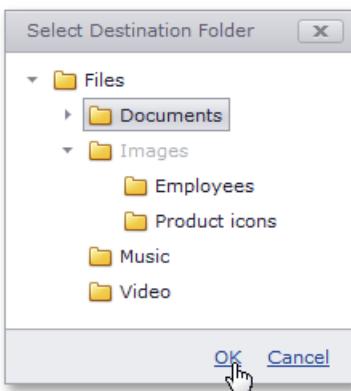
To rename a file or folder:

- Select the file/folder you wish to rename.
- Click the **Rename** button () or press **F2**.
- Type the new folder name.

Move Files and Folders

To move a file or folder:

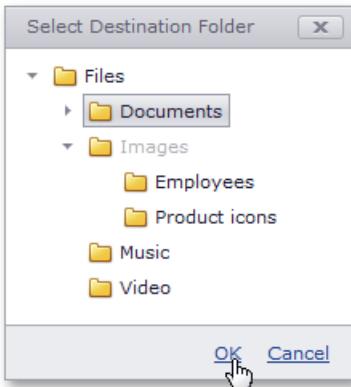
- Select the file/folder you wish to move.
- Click the **Move** button () or press **F6**.
- Select the folder in which you wish to move the file/folder and click **OK**.



Copy Files and Folders

To copy a file or folder:

- Select the file/folder you wish to copy.
- Click the **Copy** button ()
- Choose the folder to which you wish to copy the file/folder and click **OK**.



Delete Files and Folders

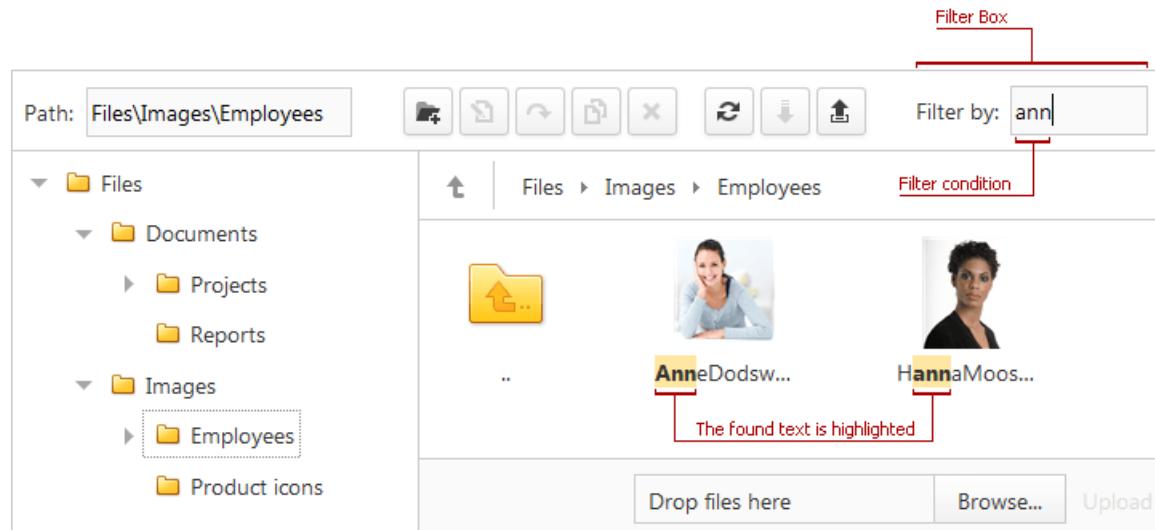
To delete a file or folder:

- Select the file/folder you wish to delete.
- Click the **Delete** button () or press the **Delete** key.

Filtering Files

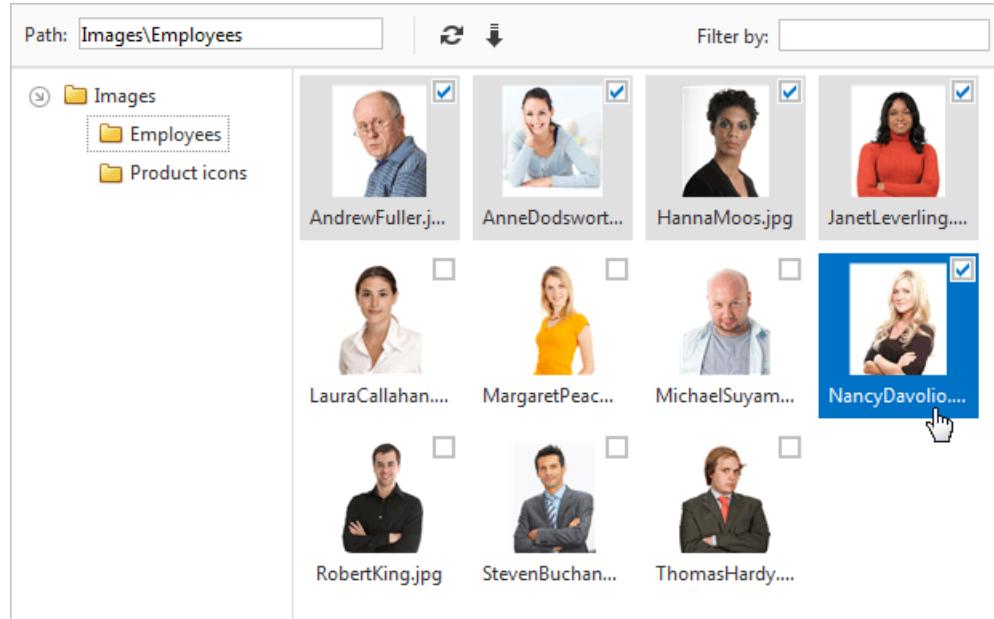
You can filter file manager items within the current folder and subfolders.

- Type text in the Filter Box to filter files or change the filter conditions.
- Clear the text from the **Filter Box** to remove a filter.



Multiple File Selection

File Manager allows you to choose multiple files and perform actions on them simultaneously.



You can select multiple files by doing one of the following.

- Use the **ARROW** keys to move focus and the **SPACE** key to mark a focused file as either selected or unselected.
- Focus a file while holding the **CTRL** key to select or deselect a file without changing the other selection.
- Use the **ARROW** keys or the mouse while holding down the **SHIFT** key to move focus.
- Click a file's check box to select or deselect a file without changing the other selection.

Uploading Files

To upload files by a file manager do the following.

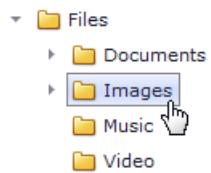
- Click on the **Browse** button.



- Select a file you want to upload. Its name is shown in an editor.



- Select a folder into which you want to upload the file.



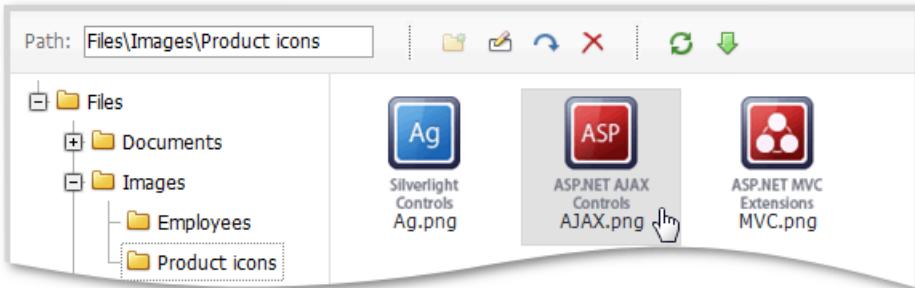
- Click on the **Upload** button.



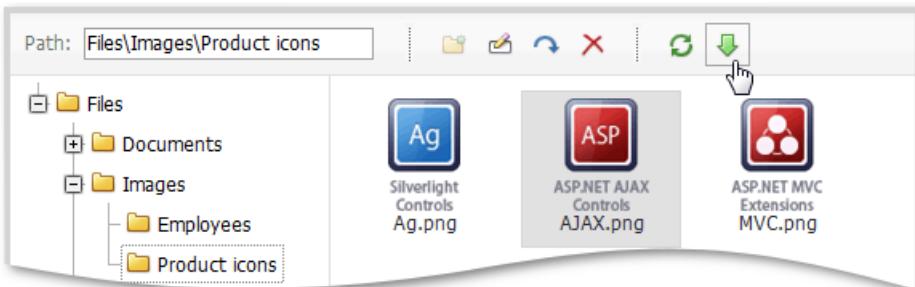
Downloading Files

To download files from the **File Manager**, do the following.

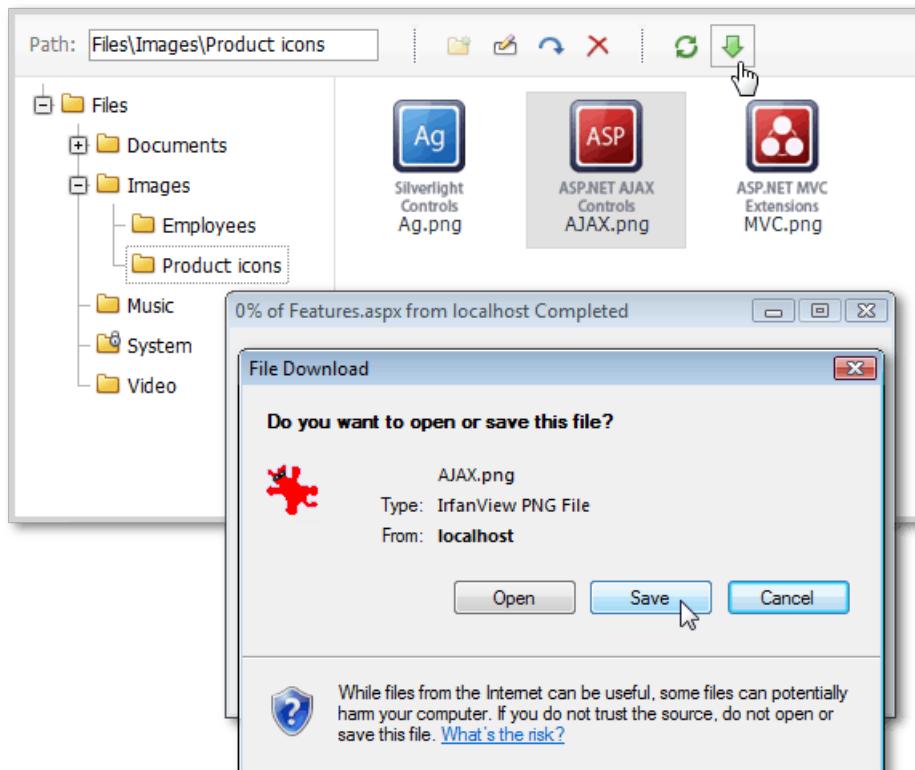
- Select the files you wish to download.



- Click the **Download Button**.



- Click the **Save** button in the dialog invoked by your browser.



Details View

File Manager allows you to perform the following actions in the details view.

- Resize a column
- Drag-and-drop a column
- Sort files by column values

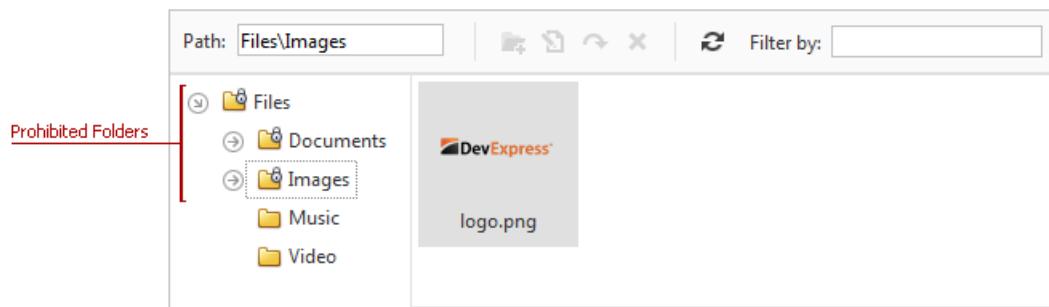
Path: Arts\Leonardo Da Vinci\1471 - 1480

Filter by:

	Name	Date modified	Size
⌚ Arts	Ginevra de' Benci.jpg	1/26/2011 3:46:58 PM	24.83 KB
⌚ Leonardo Da Vinci	Madonna of the Carnation.jpg	1/26/2011 3:47:03 PM	32.06 KB
⌚ 1471 - 1480	The Baptism of Christ.jpg	1/26/2011 3:47:08 PM	34.12 KB
⌚ 1481 - 1490			
⌚ 1491 - 1500			
⌚ Raphael			
⌚ Salvador Dali			
⌚ Van Gogh			

Access Control

If a folder is displayed with a lock, it means that all file/folder modifications and file uploads to this folder are prohibited.

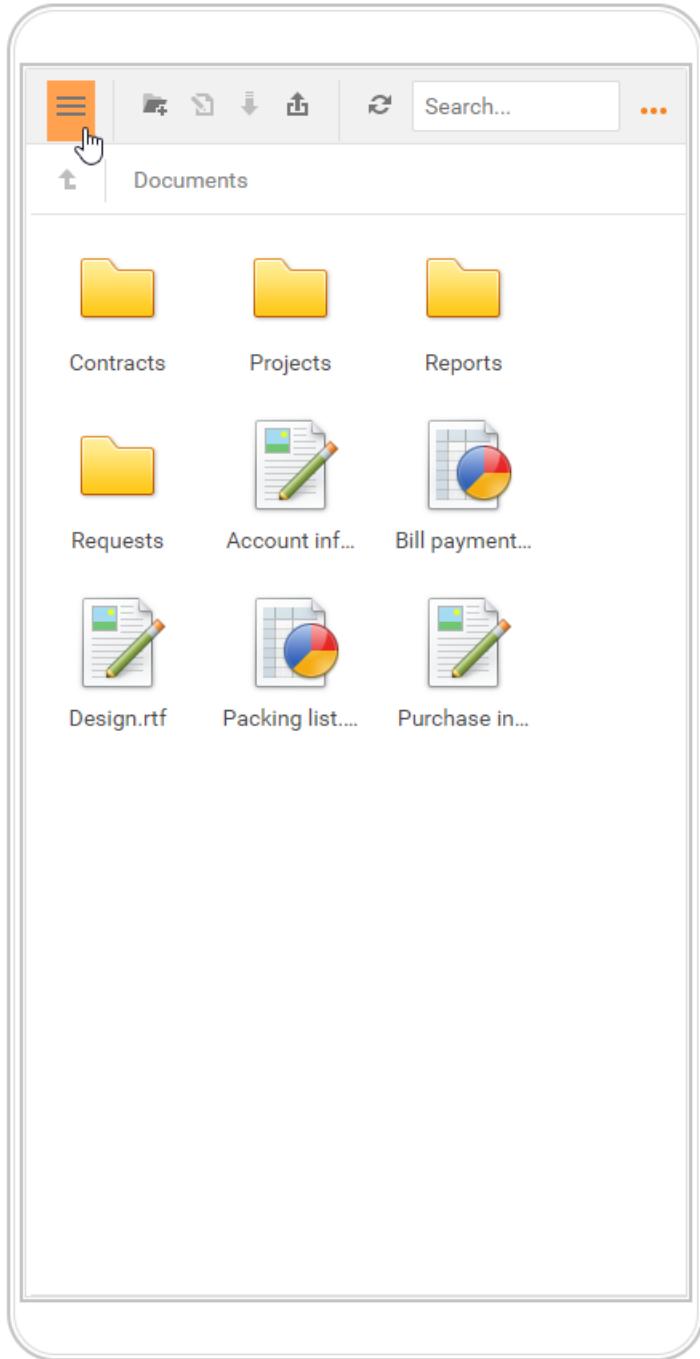


Adaptive Layout

The file manager's elements are automatically rearranged when the browser window is resized.

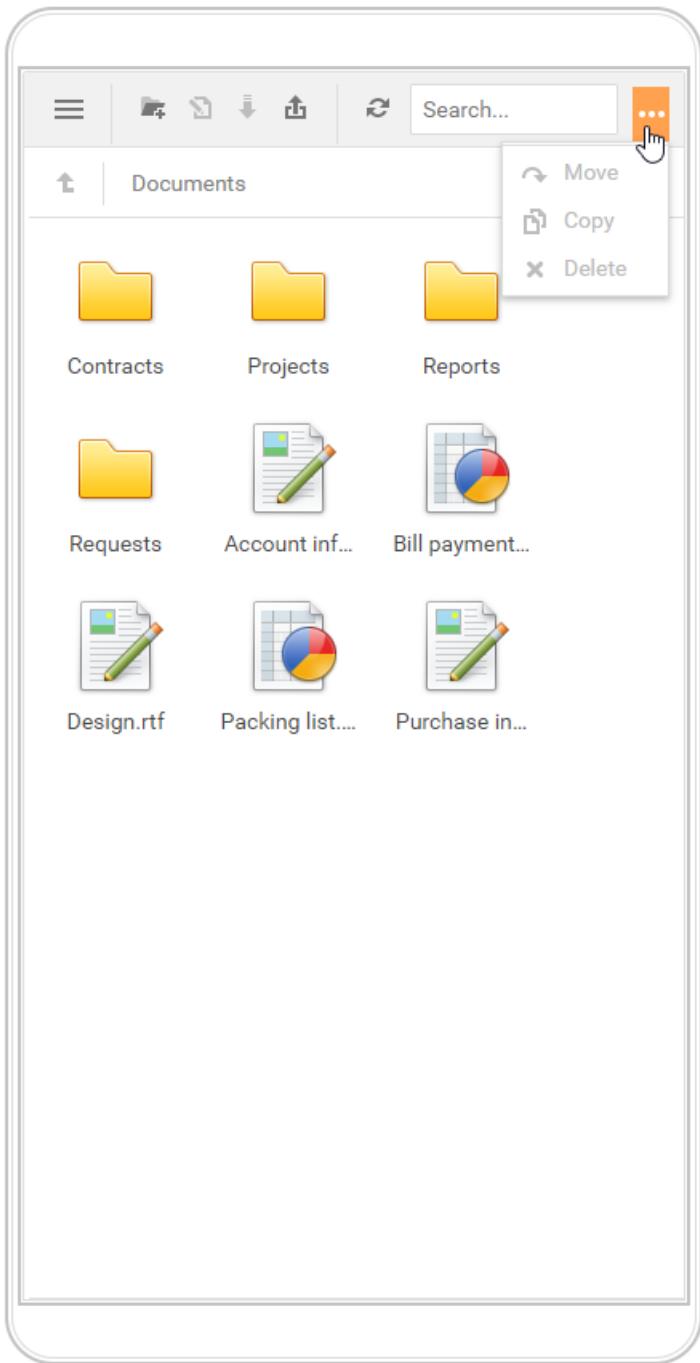
Folder Container

Click the hamburger button to expand/collapse the folder container in the toolbar's left side.



Toolbar

The file manager automatically resizes or hides the toolbar items in the popup menu hidden under the ellipse button. Click the ellipsis button to show the hidden items.



File Container

The file container grid automatically hides columns one by one when the browser window is resized.

Filter by:

	Name	Date	Size
	CrepuscularOldMan.jpg
	Ginevra de' Benci.jpg
	LandscapeNearFigueras.jpg
	Madonna of the Carnation.jpg
	The Baptism of Christ.jpg
	Voyeur.jpg

File Upload Control

This section describes the capabilities provided by the File Upload element.



- [Uploading a Single File](#)
- [Uploading Multiple Files](#)
- [Canceling File Uploading](#)
- [Multi-File Selection](#)

Uploading a Single File

To select a file, click the **Browse** button or the input area, and select a file within the invoked **Choose File** dialog.

Click here to browse files... 

Allowed image types: jpeg, gif
Maximum file size: 4Mb

[Upload](#)

As a result, the selected file's name is placed into the edit box. Then, click **Upload** to upload the selected file to the server.

MyImage1.gif 

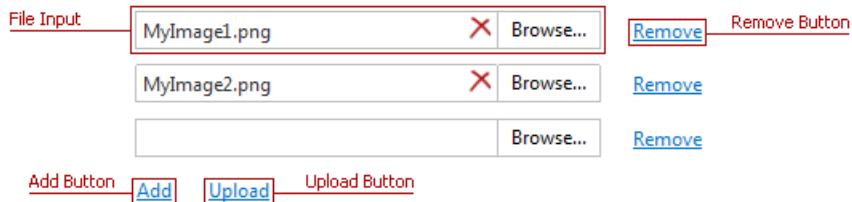
Allowed image types: jpeg, gif
Maximum file size: 4Mb

[Upload](#) 

Uploading Multiple Files

To upload multiple files, do one of the following.

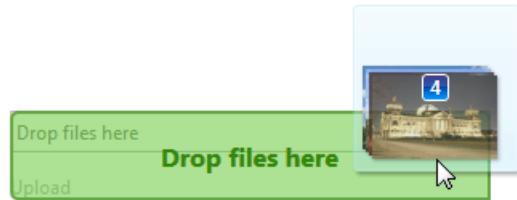
- Select a file for upload within a file input using the **Browse** button.



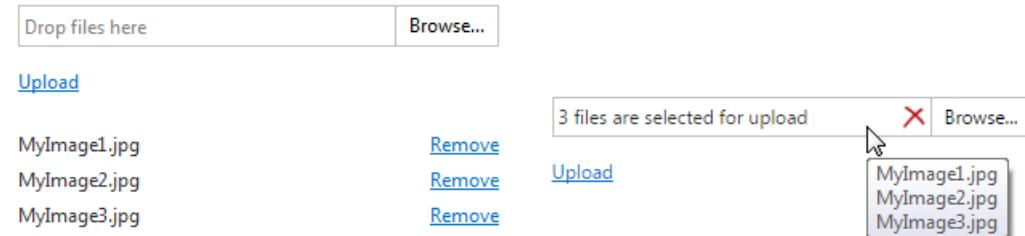
Use the **Add** button to add a file input to the File Upload.

Use the **Remove** button to delete a file input from the File Upload.

- Click the **Browse** button and select **multiple files**, or drag the required files to File Upload.



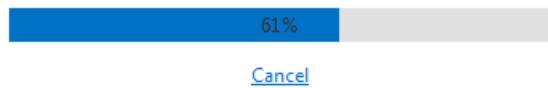
The selected files will be displayed in a file list or within the file input tooltip.



Then, click **Upload** to upload the selected files to the server.

Canceling File Uploading

File uploading can be cancelled by using the specific **Cancel** button.



Multi-File Selection

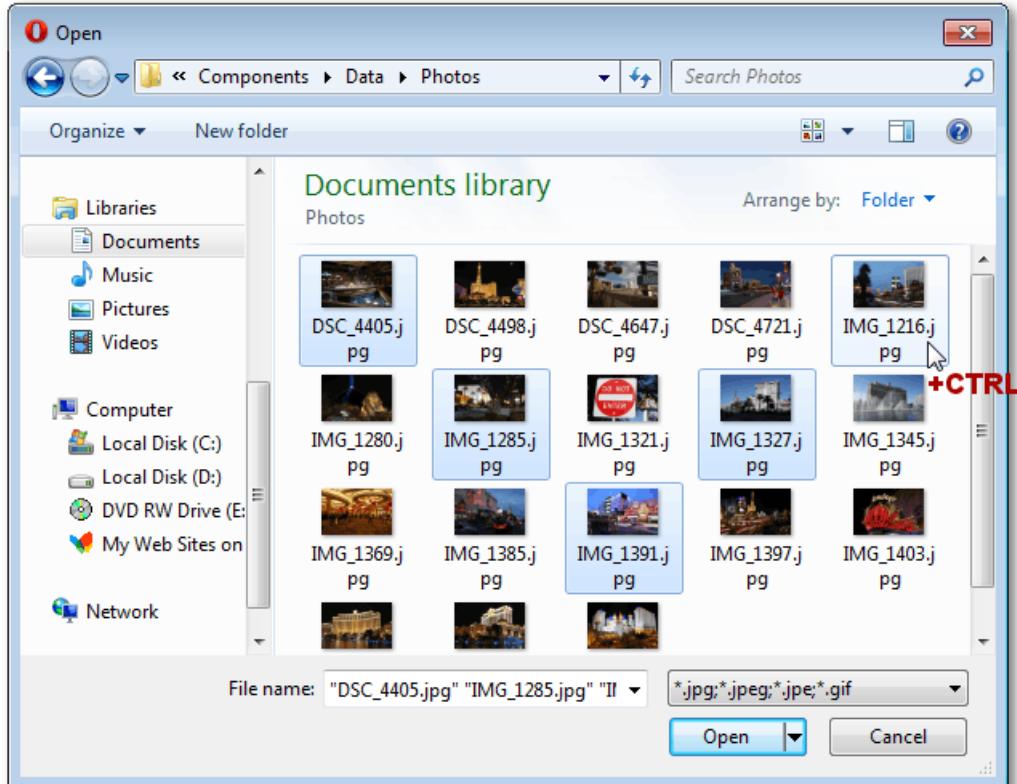
You can upload several files at once if multiple file selection is allowed by the application vendor.

Click the **Browse** button to invoke the file chooser.

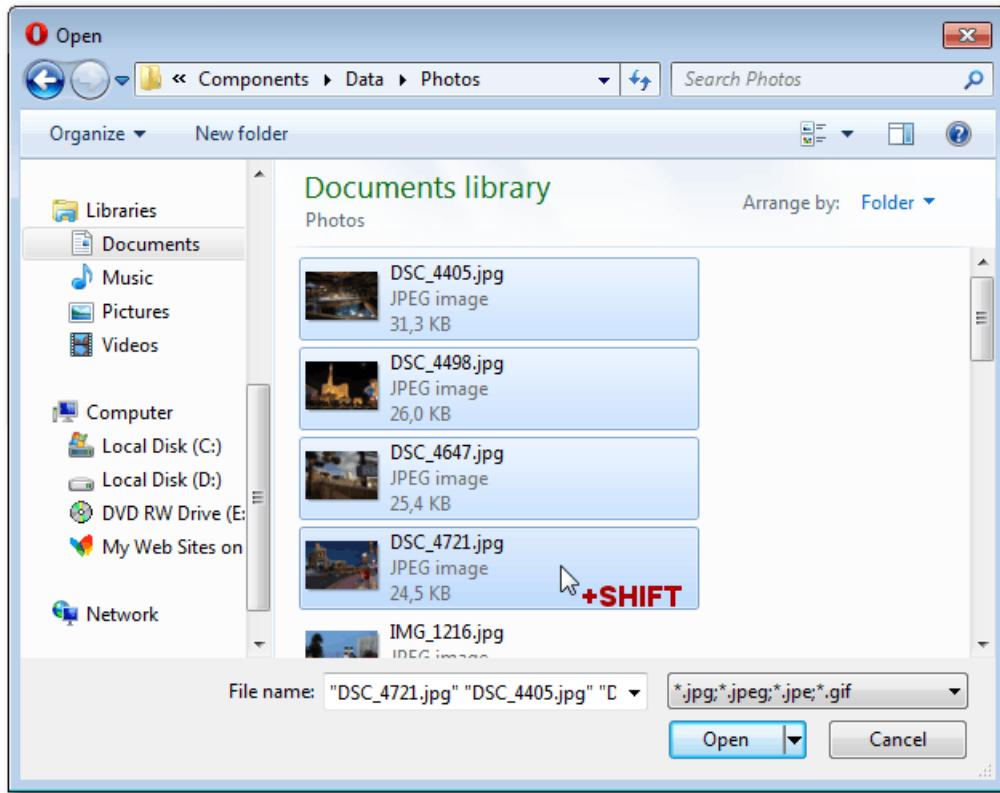


You can select multiple files by doing one of the following.

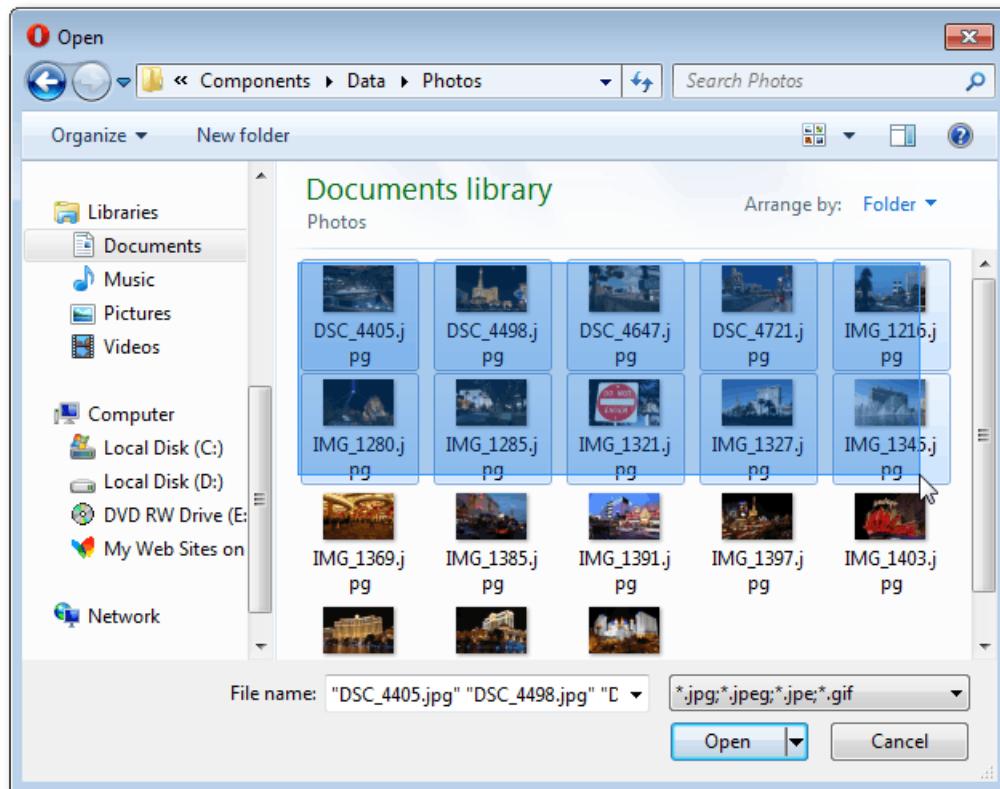
- Click a file while holding the CTRL key. This toggles a file's selected state without affecting other files.



- To select all files between the clicked file and the previously focused file, click a file while holding the SHIFT key. In this case, the previous selection is cleared.



- To select a consecutive group of files without using the keyboard, drag the mouse pointer around the outside of all the files you want to include to create a selection.



After required files are selected, click the **Open** button to add them to file upload list.

Filter Editor

The **Filter Editor** is used to edit filter criteria. To create and customize filter criteria, use the **+** and **-** buttons, embedded into the control and context menus supported by the editor's elements.

Filter

Visual Text

Logical operator combining conditions
Click to change the current operator,
or add/remove conditions or
groups of conditions

And **Add a new condition**

Filter conditions combined into a group

Column
Click to select a column

Criteria operator
Click to change the current operator

Operand value
Click to specify a value

Category.Category Name Equals Beverages **Remove this condition**

Discontinued Equals Checked **Compare to a value
or another field's value**

Unit Price Is less than 150.0

Apply

This screenshot shows the 'Visual' tab of the Filter Editor. It displays two filter conditions: 'Category.Category Name Equals Beverages' and 'Discontinued Equals Checked', which are combined by the logical operator 'And'. The 'Visual' tab is highlighted in blue. A red box highlights the 'And' operator, and a red arrow points to the 'Add a new condition' button. Another red box highlights the 'Category.Category Name Equals Beverages' condition, with a red arrow pointing to the 'Remove this condition' button. A red box also highlights the 'Compare to a value or another field's value' link. The 'Text' tab is shown below the 'Visual' tab.

To edit filter criteria in text view, switch to the **Text** tab.

Filter

Visual Text

[Category.CategoryName] = 'Beverages' And
[Discontinued] = True And [UnitPrice] < 150.0m

Apply

This screenshot shows the 'Text' tab of the Filter Editor. It contains the filter criteria: '[Category.CategoryName] = 'Beverages' And [Discontinued] = True And [UnitPrice] < 150.0m'. The 'Text' tab is highlighted in blue. An 'Apply' button is located at the bottom right.

In the following sections you will learn how to add, change and delete filter conditions.

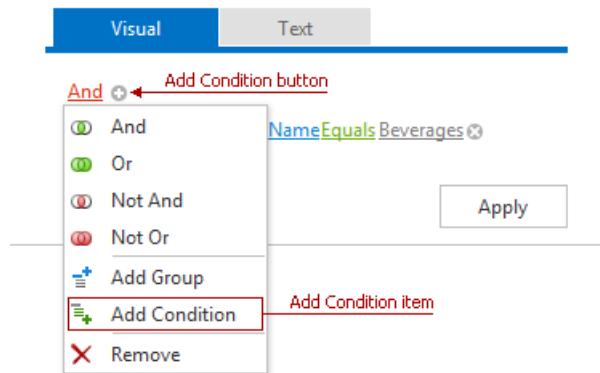
- [Create New Conditions in Filter Editor](#)
- [Change Conditions in Filter Editor](#)
- [Delete Conditions in Filter Editor](#)

Create New Conditions in Filter Editor

To add a condition to a logical group, do one of the following:

- Click the  button for the group.
- Click the group's logical operator and select **Add Condition**.

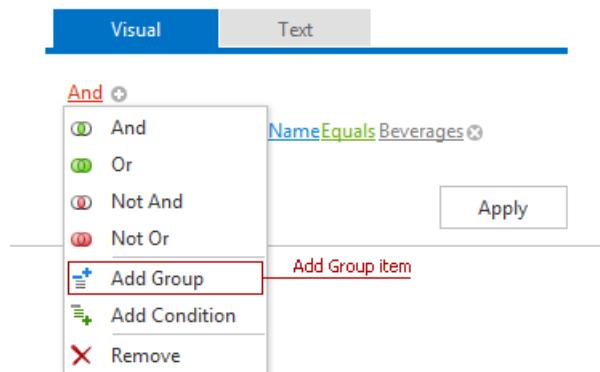
Filter



To add a group of conditions to another group, do one of the following:

- Click the group's logical operator and select **Add Group**.

Filter



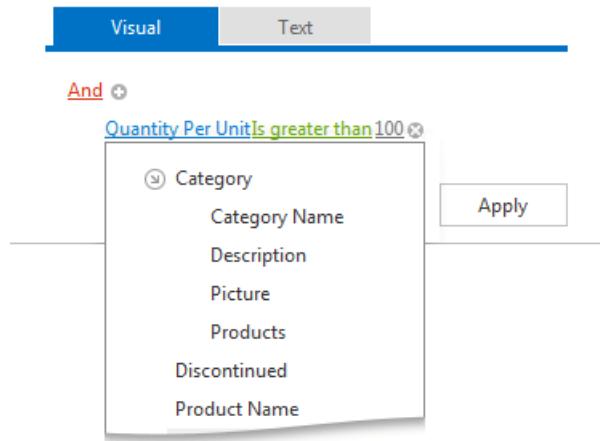
Change Conditions in Filter Editor

You can modify the manner that filter conditions change the columns in a filter.

Change a Column in a Filter Condition

To change a condition's column, invoke the column list by clicking the current column. Then, choose the required column from the list that will be invoked.

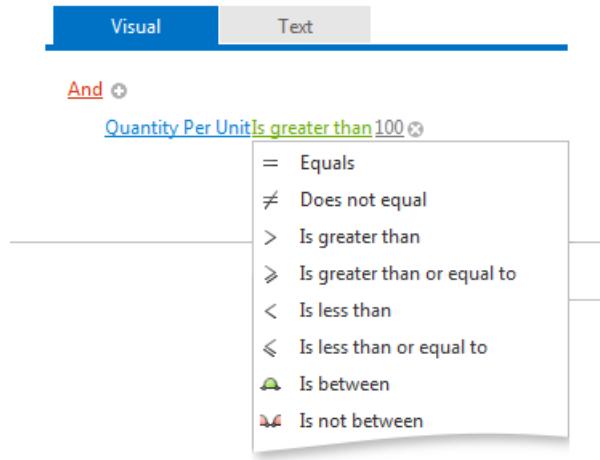
Filter



Change an Operator in a Filter Condition

To change a condition's operator, invoke the operator list by clicking the condition's current operator. Then, choose the required operator from the list that will be invoked.

Filter



Edit a Condition's Value

To edit a condition's value, click the operand value and type text. To discard changes to the value and close the active edit box, press ESC.

Filter

Visual Text

And +

Product Name Equals X

Filter

Visual Text

And +

Category.Category Name Equals X

Beverages

Condiments

Confections

Dairy Products

Grains/Cereals

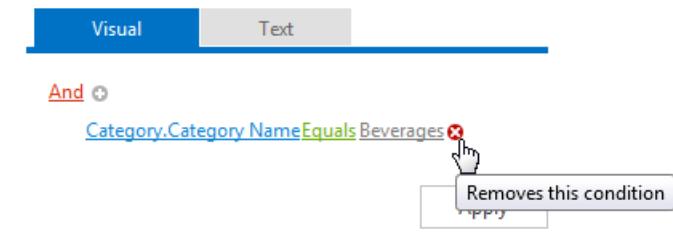
Meat/Poultry

Produce

Delete Conditions in Filter Editor

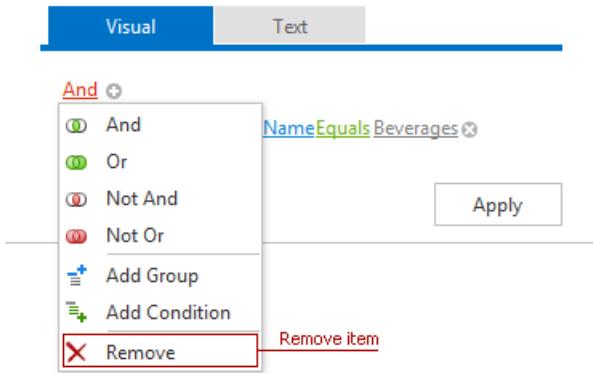
To delete a condition, click the  button..

Filter



To delete a group, click the logical operator and select **Remove**

Filter



Grid

This section describes the Grid control's capabilities. It represents data in a tabular form, supports data editing, sorting, grouping, filtering, summary calculation, column resizing, data exporting and using data cell bands.

The screenshot shows a grid control with the following data:

Category Name		Description			
ID	Product Name	Quantity Per Unit	Unit Price	Units On Order	Discontinued
1	Chai	10 boxes x 20 bags	18	0	<input type="checkbox"/>
2	Chang	24 - 12 oz bottles	19	40	<input type="checkbox"/>
24	Guaraná Fantástica	12 - 355 ml cans	4.5	0	<input checked="" type="checkbox"/>
34	Sasquatch Ale	24 - 12 oz bottles	14	0	<input type="checkbox"/>
35	Steeleye Stout	24 - 12 oz bottles	18	0	<input type="checkbox"/>

Page navigation: Page 1 of 3 (12 items) [1] 2 3 >

Below the grid, there are four collapsed group rows:

- Condiments: Sweet and savory sauces, relishes, spreads, and seasonings
- Confections: Desserts, candies, and sweet breads
- Dairy Products: Cheeses
- Grains/Cereals: Breads, crackers, pasta, and cereal

Page navigation: Page 1 of 2 (8 items) [1] 2 >

Data Editing

- Add and Delete Grid Rows
- Save or Discard Changes when Editing Grid Rows
- Switch a Grid to Edit Mode
- Batch Editing

Selection and Navigation

- Page Navigation in Grids
- Select Grid Rows
- Keyboard Navigation

Expand and Collapse Group Rows

- Expand and Collapse Group Rows

Sorting

- Sort Grid Rows

Grouping

- Group Grid Rows

Filtering

- Filtering Grid Data
- Date Range Header Filter
- Search Panel
- Creating Complex Filter Criteria with the Filter Control

Context Menu

- Context Menu

Layout Customization

- [Hide and Display Grid Columns](#)
- [Reorder Grid Columns](#)

Responsive Layout

- [Responsive Layout](#)

Grid Lookup

- [Grid Lookup](#)
- [Filter Grid Lookup Data](#)
- [Select Grid Lookup Rows](#)

Add and Delete Grid Rows

Add a Record

To create a new record:

- Click **New**.

#	First Name	Last Name	Birth Date	Title	Hire Date
Edit New	Nancy	Davolio	12/8/1948	Sales Representative	5/1/1992
Edit New	Andrew	Fuller	2/19/1952	Vice President, Sales	8/14/1992
Edit New	Janet	Leverling	8/30/1963	Sales Representative	4/1/1992

- Specify cell values.

- Click **Update**.

#	First Name	Last Name	Birth Date	Title	Hire Date
Edit New	Nancy	Davolio	12/8/1948	Sales Representative	5/1/1992
Edit New	Andrew	Fuller	2/19/1952	Vice President, Sales	8/14/1992
	Janet	Leverling	8/30/1963	Sales Representative	4/1/1992

First Name Title Last Name
Birth Date Hire Date

[Update](#) [Cancel](#)

Delete a Record

To delete a record, click **Delete** within the row to be deleted.

#	First Name	Last Name	Birth Date	Title	Hire Date
Delete	Nancy	Davolio	12/8/1948	Sales Representative	5/1/1992
Delete	Andrew	Fuller	2/19/1952	Vice President, Sales	8/14/1992
Delete	Janet	Leverling	8/30/1963	Sales Representative	4/1/1992

Note

Records management links may be unavailable in your application. This is the choice of the application vendor.

Save or Discard Changes when Editing Grid Rows

Save Changes

To save the changes made, click **Update**.

#	First Name	Last Name	Birth Date	Title	Hire Date
Edit New	Nancy	Davolio	12/8/1948	Sales Representative	5/1/1992
Edit New	Andrew	Fuller	2/19/1952	Vice President, Sales	8/14/1992
	Janet	Leverling	8/30/1963	Sales Representative	4/1/1992

First Name Title Last Name
Birth Date Hire Date

[Update](#) [Cancel](#) 

Discard Changes

To cancel the changes made, click **Cancel**.

#	First Name	Last Name	Birth Date	Title	Hire Date
Edit New	Nancy	Davolio	12/8/1948	Sales Representative	5/1/1992
Edit New	Andrew	Fuller	2/19/1952	Vice President, Sales	8/14/1992
	Janet	Leverling	8/30/1963	Sales Representative	4/1/1992

First Name Title Last Name
Birth Date Hire Date

[Update](#) [Cancel](#) 

Switch a Grid to Edit Mode

To edit cell values, switch to the edit mode. To do this, click **Edit**.

#	Contact Name	Company Name	City
Edit	Maria Anders	Alfreds Futterkiste	Berlin
Edit	Ana Trujillo	Ana Trujillo Emparedados y helados	México D.F.
Edit	Antonio Moreno	Antonio Moreno Taquería	México D.F.
Edit	Thomas Hardy	Around the Horn	London
Edit	Christina Berglund	Berglunds snabbköp	Luleå
Edit	Hanna Moos	Blauer See Delikatessen	Mannheim

Note

In-place editing links may be unavailable in your application. This is up to the application vendor.

Batch Editing

The **Grid View** allows you to edit a group of grid records (on a single page) and save these changes with one click. In this view, you can create new rows, delete existing rows and edit individual cell values.

- To create a new row, click the **New** button and specify the field values.
- To delete a row, click the **Delete** button within the row to be deleted.
- To focus a cell and edit the value of a cell, use one of following approaches available depending on settings made by your application vendor.
 - Click on the cell to focus it and edit its value.
 - Click on the cell to focus it. Double-click on the focused cell to edit it.
 - Click on the cell to focus it. Click on the focused cell to edit it.

You can navigate through cells and edit cell values using the keyboard.

Navigation

- Use the TAB and SHIFT+TAB keys to move focus forward and backward. The edit state will be preserved for the next cell.
- Use the ARROW keys to move focus between cells.

Editing

- Use the ENTER key to edit the focused cell.
- Use the ESC key to finish editing of the focused cell.
- Use the ENTER key to move focus ahead of the edited cell. The edit state will be preserved for the next cell.

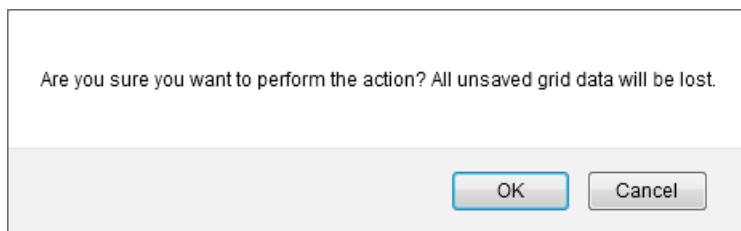
The cells that were modified are highlighted in a different color. To save all changes, click the **Save changes** button. To cancel all changes, click the **Cancel changes** button.

New	Product Name	Quantity Per Unit	Unit Price	Units In Stock	Discontinued
Delete	Chai	10 boxes x 20 bags	\$18.00	39	<input type="checkbox"/>
Delete	Chang	24 - 12 oz bottles	\$19.00	17	<input checked="" type="checkbox"/>
Delete	Aniseed Syrup	12 - 550 ml bottles	\$10.00	13	<input checked="" type="checkbox"/>
Delete	Chef Anton's Cajun Seasoning	48 - 6 oz jars	\$22.00	53	<input type="checkbox"/>
Delete	Chef Anton's Gumbo Mix	26	\$21.35	0	<input checked="" type="checkbox"/>
Recover	Grandma's Boysenberry Spread	12 - 8 oz jars	\$25.00	120	<input type="checkbox"/>
Recover	Uncle Bob's Organic Dried Pears	12 - 1 lb pkgs.	\$30.00	15	<input type="checkbox"/>

Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 ▶

[Save changes](#) [Cancel changes](#)

If a **Grid View** contains unsaved data, a confirmation message is displayed before the data is lost (e.g., when sorting the data, changing the grid page or closing the web page).



Click the **OK** button to cancel all data changes and proceed with the action, or click the **Cancel** button to cancel the action.

Page Navigation in Grids

To switch between pages, use the grid's Pager:

Contact Name	Company Name	Country	City
Aria Cruz	Familia Arquibaldo	Brazil	São Paulo
Diego Roel	FISSA Fabrica Inter. Salchichas S.A.	Spain	Madrid
Martine Rancé	Folies gourmandes	France	Lille
Maria Larsson	Folk och fä HB	Sweden	Bräcke
Peter Franken	Frankenversand	Germany	München
Carine Schmitt	France restauration	France	Nantes
Paolo Accorti	Franchi S.p.A.	Italy	Torino
Lino Rodriguez	Furia Bacalhau e Frutos do Mar	Portugal	Lisboa
Eduardo Saavedra	Galería del gastrónomo	Spain	Barcelona
José Pedro Freyre	Godos Cocina Típica	Spain	Sevilla

Page 3 of 10 (91 items) 1 2 3 4 5 6 7 8 9 10 >

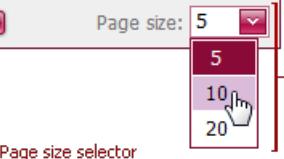
When data is grouped, rows that belong to one group may be displayed on different pages. This occurs when the number of rows contained within a group exceeds the maximum number of rows that can be displayed on a page. In this instance, to indicate that rows belong to a group, the image is displayed within the top data row(s). Hovering over this image displays parent group rows.

Country ▾			
Country: Brazil	Company Name	City	Region
Aria Cruz	Familia Arquibaldo	São Paulo	SP
André Fonseca	Gourmet Lanchonetes	Campinas	SP
Mario Pontes	Hanari Carnes	Rio de Janeiro	RJ
Bernardo Batista	Que Delícia	Rio de Janeiro	RJ
Lúcia Carvalho	Queen Cozinha	São Paulo	SP
Janete Limeira	Ricardo Adocicados	Rio de Janeiro	RJ
Anabela Domingues	Tradição Hipermercados	São Paulo	SP
Paula Parente	Wellington Importadora	Resende	SP
Country: Canada (Continued on the next page)			
Elizabeth Lincoln	Bottom-Dollar Markets	Tsawwassen	BC

Page 2 of 11 (110 items) 1 2 3 4 5 6 7 ... 9 10 11 >

To change the number of data items (rows) displayed within a grid, click a page size selector and select the needed number of rows per page.

Contact Name	Company Name	City
Aria Cruz	Familia Arquibaldo	São Paulo
Diego Roel	FISSA Fabrica Inter. Salchichas S.A.	Madrid
Martine Rancé	Folies gourmandes	Lille
Maria Larsson	Folk och fä HB	Bräcke
José Pedro Freyre	Godos Cocina Típica	Sevilla



Select Grid Rows

If multiple row selection is allowed by the application vendor, you can select multiple rows by doing one of the following.

- Click a row while holding the CTRL key. This toggles a row's selected state without affecting other rows.
- If selection check boxes are visible, check rows that need to be selected.

#	Contact Name	Company Name	City
<input checked="" type="checkbox"/>	Maria Anders	Alfreds Futterkiste	Berlin
<input checked="" type="checkbox"/>	Ana Trujillo	Ana Trujillo Emparedados y helados	México D.F.
<input type="checkbox"/>	Antonio Moreno	Antonio Moreno Taquería	México D.F.
<input checked="" type="checkbox"/>	Thomas Hardy	Around the Horn	London
<input type="checkbox"/>	Christina Berglund	Berglunds snabbköp	Luleå
<input type="checkbox"/>	Hanna Moos	Blauer See Delikatessen	Mannheim

To select all rows between the clicked row and the previously focused row, click a row while holding the SHIFT key. In this case, the previous selection is cleared.

#	Contact Name	Company Name	City
<input type="checkbox"/>	Maria Anders	Alfreds Futterkiste	Berlin
<input checked="" type="checkbox"/>	Ana Trujillo	Ana Trujillo Emparedados y helados	México D.F.
<input checked="" type="checkbox"/>	Antonio Moreno	Antonio Moreno Taquería	México D.F.
<input checked="" type="checkbox"/>	Thomas Hardy	Around the Horn	London
<input checked="" type="checkbox"/>	Christina Berglund	Berglunds snabbköp	Luleå
<input checked="" type="checkbox"/>	Hanna Moos	Blauer See Delikatessen	Mannheim
<input checked="" type="checkbox"/>	Frédérique Citeaux	Blondel père et fils	Strasbourg
<input type="checkbox"/>	Martín Sommer	Bólido Comidas preparadas	Madrid
<input type="checkbox"/>	Laurence Lebihan	Bon app'	Marseille

Keyboard Navigation

If keyboard support is enabled within the GridView, its primary navigation operations (such as accessing the grid within the form, moving focus through grid rows, row selection, row expanding/collapsing, paging) can be quickly and effectively performed, using a keyboard as an alternative to a pointing device.

The enabled keyboard navigation activates the following grid features:

- **Access Key** - The grid control can be easily accessed (focused) by using a keyboard shortcut. This shortcut combines the preset CTRL+SHIFT combination with a single character string specified by an application developer. For example, setting the access key of a grid control to the string "G" indicates that an end-user can navigate to the grid by pressing CTRL+SHIFT+G.
- **Focused Row** - Focus can be moved between rows by using the UP and DOWN ARROW keys. The LEFT and RIGHT ARROW keys can also be used to move row focus, but these keys initially try to collapse/expand a row and, if it's impossible, only then do they move focus. Moving focus from the ultimate (first or last) row within a page changes the page within the grid, if possible.
- **Row Selection** - The SPACE key can be used to mark a focused row as selected/unselected. This works if selection can be applied to a row - that is, if it's not a group or detail row, the multiple row selection mode is enabled, or the row contains a selection check box or button. Multiple rows can be easily selected, by moving row focus using the ARROW keys (UP/DOWN or LEFT/RIGHT) while holding down the SHIFT key.
- **Expanding/Collapsing Rows** - The PLUS and MINUS keys can be used respectively, to expand and collapse group and detail rows. In addition, row collapsing and expanding can be performed using the LEFT and RIGHT ARROW keys.
- **Paging** - The SHIFT+PAGE UP and SHIFT+PAGE DOWN key combinations can be used to go to the next/previous grid page.

Expand and Collapse Group Rows

To expand or collapse a group, click this row's expand button.

Title ▲				
#	First Name	Last Name	Birth Date	
+	Title: Inside Sales Coordinator			
+	Title: Sales Manager			
+	Title: Sales Representative			
	 Edit New	Nancy	Davolio	12/8/1948
	 Edit New	Robert	King	5/29/1960
	 Edit New	Anne	Dodsworth	1/27/1966
+	Title: Vice President, Sales			

Sort Grid Rows

- To sort data, click a column header. If sorting against this column hasn't been applied, a header click will apply sorting in ascending order. If sorting has already been applied, subsequent clicks reverse the current sort order.

Contact Name	Company Name	Country	City
Alejandra Camino	Romero y tomillo	Spain	Madrid
Alexander Feuer	Morgenstern Gesundkost	Germany	Leipzig
Ana Trujillo	Ana Trujillo Emparedados y helados	Mexico	México D.F.
Anabela Domingues	Tradição Hipermercados	Brazil	São Paulo
André Fonseca	Gourmet Lanchonetes	Brazil	Campinas

- A click on a column header clears the sort settings on any other columns. To sort against multiple columns, hold the SHIFT key down while clicking.
- To clear a column's sorting, click its header while pressing the CTRL key.

Group Grid Rows

- To group data, drag a column header from the column header panel to the group panel.



- To change the group order, move a column header within the group panel.



- To ungroup data, drag a column header(s) from the group panel to the column header panel.

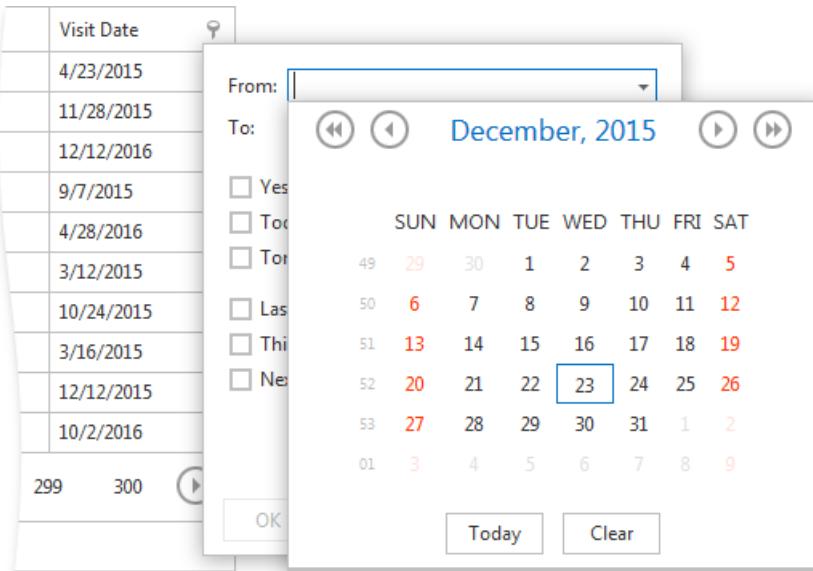
Date Range Header Filter

For columns containing date and time data, the dropdown displays a date range header filter.

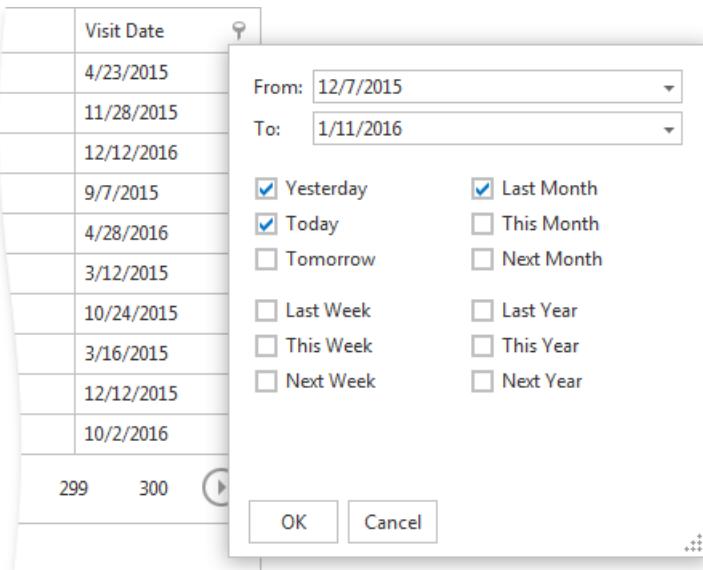
Date Range Picker

Click a filter button to invoke the filter dropdown, which contains a date picker and a set of date range periods.

Click the drop-down button in the **From** text box to display a calendar. Select the first date in a required date range. You can also type the date in the text box.



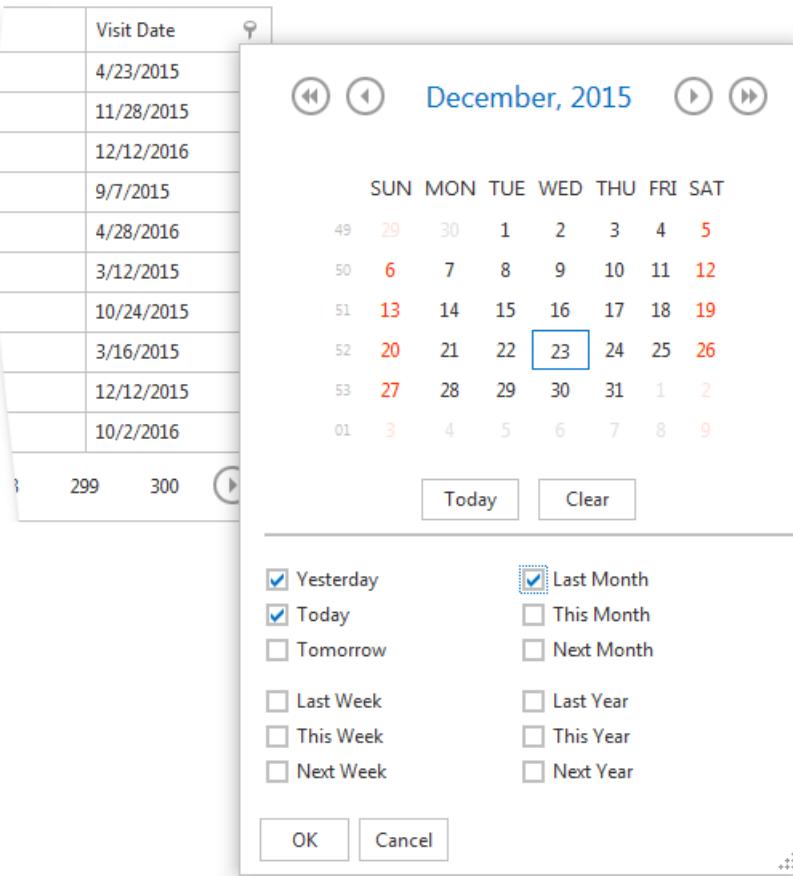
Click the drop-down button in the **To** text box to display a calendar. Select the last date in a required date range. You can also type the date in the text box.



Select the required date periods and click **OK** to apply the filter criteria.

Date Range Calendar

Click a filter button to invoke the filter dropdown, which contains a calendar and a set of date range periods.



Select the required date(s) in the calendar and date periods. Then, click **OK** to apply the filter criteria.

Filtering Grid Data

To filter data or change the filter conditions in the grid, use one of the following.

Filter Buttons

Click a filter button to invoke the filter dropdown, which lists unique values in a column.

If the dropdown displays check boxes, check them to select the required values, and click **OK** to apply the filter criteria.

A screenshot of a grid interface. The grid has columns: Country, City, Company Name, and Total. A filter dropdown is open over the 'City' column, listing unique values: (Select All), Montréal, Tsawwassen, and Vancouver. Below the dropdown are 'OK' and 'Cancel' buttons. At the bottom of the grid, it shows 'Count=75' and 'Sum=\$50,196.29'. The footer shows page navigation: 'Page 1 of 8 (75 items)' with links for pages 1 through 8.

Country	City	Company Name	Total
Canada	Tsawwassen		\$300.00
Canada	Tsawwassen		\$930.00
Canada	Tsawwassen		\$234.00
Canada	Tsawwassen		\$2,958.00
Canada	Tsawwassen		\$600.00
Canada	Tsawwassen		\$414.00
Canada	Tsawwassen		\$200.00
Canada	Tsawwassen		\$1,700.00
Canada	Tsawwassen		\$1,218.00
Canada	Tsawwassen		\$1,170.00
Canada	Tsawwassen		\$1,170.00
Bottom-Dollar Markets			
		Count=75	Sum=\$50,196.29
Page 1 of 8 (75 items) < [1] 2 3 4 5 6 7 8 >			

If the dropdown does not display check boxes, click the required value to apply the filter criteria.

A screenshot of a grid interface. The grid has columns: Company Name, City, Region, Country, and Unit Price. A filter dropdown is open over the 'City' column, listing unique values: (All), Alfreds Futterkiste, Ana Trujillo Emparedados y helados, Antonio Moreno Taquería, Around the Horn, and Reggiani Caseifici. The value 'Reggiani Caseifici' is highlighted with a blue selection bar. To the right of the dropdown, there is a list of rows corresponding to the selected city: Isle of Wight, UK, \$19.00; Isle of Wight, UK, \$40.00; Isle of Wight, UK, \$6.00; Isle of Wight, UK, \$34.00; Italy, \$12.50; Italy, \$34.80; Italy, \$13.00.

Company Name	City	Region	Country	Unit Price
(All)		Isle of Wight	UK	\$19.00
Alfreds Futterkiste		Isle of Wight	UK	\$40.00
Ana Trujillo Emparedados y helados		Isle of Wight	UK	\$6.00
Antonio Moreno Taquería		Isle of Wight	UK	\$34.00
Around the Horn			Italy	\$12.50
			Italy	\$34.80
			Italy	\$13.00
Reggiani Caseifici	Reggio Emilia			

If filtering is applied, the filter dropdown only displays values that match the filter criteria. To remove the filter, click **(All)**.

Note that if a filter is applied to a column, other column header filters display unique values of the sorted rows. To show the full list of values (include values of rows hidden by sorting), hold down SHIFT and click a header filter button.

For columns containing date and time data, the dropdown displays a [date range header filter](#).

Filter Row

Type text within the **Filter Row**. A filter condition is automatically created based on the value entered, and this is applied to the corresponding column.

A screenshot of a grid interface. The grid has columns: #, Contact Name, Company Name, City, Region, and Country. A filter row is present above the data rows. The 'Contact Name' cell contains 'm', and the 'Clear' link is visible. The data rows show: Mario Pontes, Hanari Carnes, Rio de Janeiro, RJ, Brazil; Maurizio Moroni, Reggiani Caseifici, Reggio Emilia, , Italy.

#	Contact Name	Company Name	City	Region	Country
Clear	m		r		
	Mario Pontes	Hanari Carnes	Rio de Janeiro	RJ	Brazil
	Maurizio Moroni	Reggiani Caseifici	Reggio Emilia		Italy

If the **Apply** button is displayed, the filter is applied on button click.

#	Contact Name	Company Name	City	Region	Country
	Apply	Clear			
	m		r		
	Mario Pontes	Hanari Carnes	Rio de Janeiro	RJ	Brazil
	Maurizio Moroni	Reggiani Caseifici	Reggio Emilia		Italy

To remove the column filter, clear the text in the auto-filter row. To remove the grid's entire filter, click **Clear**.

#	Contact Name	Company Name	City	Region	Country
	Clear				
	m		r		
	Mario Pontes	Hanari Carnes	Rio de Janeiro	RJ	Brazil
	Maurizio Moroni	Reggiani Caseifici	Reggio Emilia		Italy

Search Panel

To filter data and highlight search results, use the [Search Panel](#).

Filter Control

To create complex filter criteria, use the [Filter Control](#).

Search Panel

To filter data and highlight search results, type a filter criterion in the search panel.

Company Name		Address	City	Country
Ana Trujillo Emparedados y helados		Avda. de la Constitución 2222	México D.F.	Mexico
Antonio Moreno Taquería		Mataderos 2312	México D.F.	Mexico
Centro comercial Moctezuma		Sierras de Granada 9993	México D.F.	Mexico
Océano Atlántico Ltda.		Ing. Gustavo Moncada 8585 Piso 20-A	Buenos Aires	Argentina
Pericles Comidas clásicas		Calle Dr. Jorge Cash 321	México D.F.	Mexico
Tortuga Restaurante		Avda. Azteca 123	México D.F.	Mexico

Applying the Search Panel Filter Criterion

To apply a filter criterion typed in the search panel, press the ENTER key or click the **Search** button. Otherwise, a filter is automatically applied in 1.2 seconds.

Clearing the Search Panel Filter Criterion

To clear the search panel filter criterion, do one of the following.

- Press DELETE or BACKSPACE.
- Click the **Clear** button.
- Click the clear button, which is displayed within the editor when the editor is focused and is not empty.



Search syntax

In its simplest form, a search criterion consists of a single word. However, the search panel allows you to create composite criteria.

- **Mask:** criterion

maria

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Hanna Anders	Santa Maria	USA
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Example description: selects records that contain the "maria" string in any search column.

- **Mask:** column:criterion

contact:maria

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden

You can search against a specific column by preceding a search string with the column's caption plus a colon character. Instead of the complete caption, it is possible to use the initial characters of the caption. A search will be performed against the first column whose name starts with the specified substring. If you want to search against a column whose caption contains space characters, specify the column's display caption in quotation marks.

If the search string contains multiple conditions separated by space characters, and at least one condition defines a search against a specific column, only records that match all of these conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain "maria" in the column that starts with "contact".

- **Mask:** criterion1 ciretention2

maria anders

Option AND

Contact Name	City	Country
Maria Anders	Berlin	Germany
Hanna Anders	Santa Maria	USA

Option OR

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Hanna Anders	Santa Maria	Germany
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Based on conditions provided by your application vendor, the search panel can search words separated by space characters in one of the following ways.

Option AND

Only records that match all of the conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain both "maria" AND "anders" strings in any search column.

Option OR

If there is no column specification, records that match at least one of these conditions are shown (i.e., the conditions are combined by the OR logical operator). If at least one condition defines a search against a specific column, only records that match all of these conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain either "maria" OR "anders" strings in any search column.

- **Mask:** "criterion with spaces"

"maria anders"

<input type="text" value="maria anders"/> X	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Anders	Berlin	Germany

If you want to search for a string containing a space character, specify this string in quotation marks.

Example description: selects records that contain "maria anders" in any search column.

- **Mask:** criterion1 -criterion2

maria -anders

<input type="text" value="maria -anders"/> X	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Precede a condition with "-" to exclude records that match this condition from the result set. There should be no space between the "-" sign and the condition.

Example description: selects records that contain "maria", excluding records that contain "anders".

- **Mask:**

criterion1 +criterion2

maria +sweden

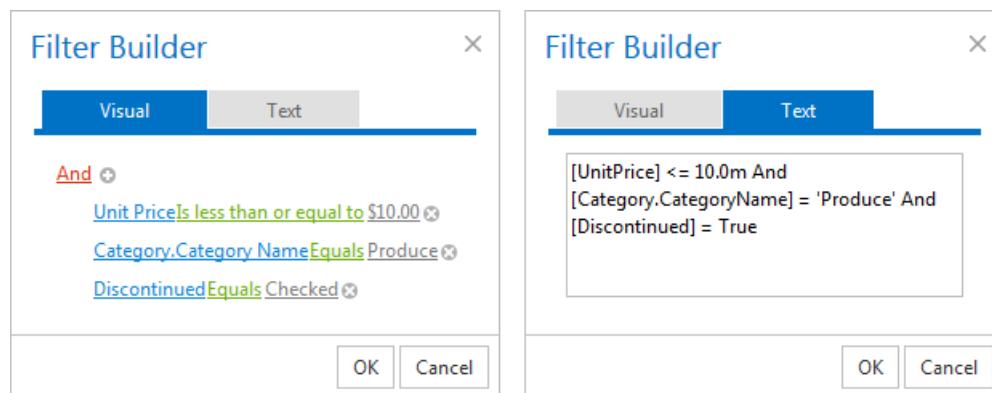
<input type="text" value="maria +sweden"/> X	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden

Precede a condition with "+" to display only records that match this condition. The "+" specifier allows you to implement the logical AND operator. There should be no space character between the "+" sign and the condition.

Example description: selects records that contain both "maria" AND "sweden" in search columns.

Creating Complex Filter Criteria with the Filter Control

To build complex filter criteria with an unlimited number of filter conditions, combined by logical operators, use the built-in **Filter Control**.



To open the **Filter Control**, click one of the following.

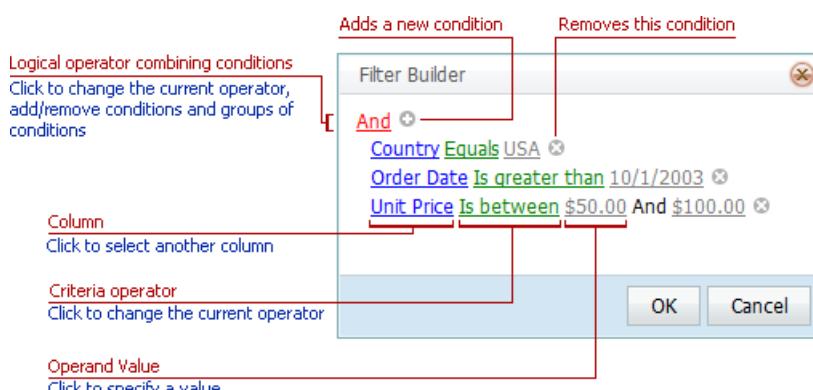
- the filter image displayed within the filter bar.

Tunnbröd	Grains/Cereals	PB Knäckebröd AB	Lars Peterson	\$9.00	61	\$549.00
Singaporean Hokkien Fried Mee	Grains/Cereals	Leka Trading	Chandra Leka	\$14.00	26	\$364.00
Page 5 of 8 (77 items) ◀ 1 2 3 4 5 6 7 8 ▶						
Create Filter						

- the filter expression link.

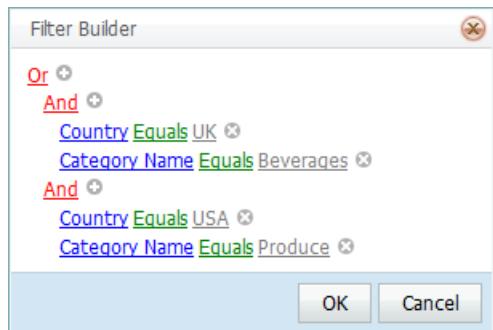
Perth Pasties	Meat/Poultry	G'day, Mate	Wendy Mackenzie	\$32.80	0	\$0.00
Rössle Sauerkraut	Produce	Plutzer Lebensmittelgroßmärkte AG	Martin Bein	\$45.60	26	\$1,185.60
<input checked="" type="checkbox"/> [Unit Price] Is less than or equal to '\$10.00' And [Category Name] Equals 'Grains/Cereals' Or [Unit Price]...						Clear

To create and customize filter criteria, use the **⊕** and **⊖** buttons embedded into the control:



Remarks

A filter condition group is a set of conditions combined by the same logical operator. The following filter expression contains two groups combined by the logical **OR** operator: "(Country Equals 'UK' And Category Equals 'Beverages') Or (Country Equals 'USA' And Category Equals 'Produce')". In the **Filter Control**, it is represented as follows.



To learn more, see the [Filter Editor](#) topic.

Context Menu

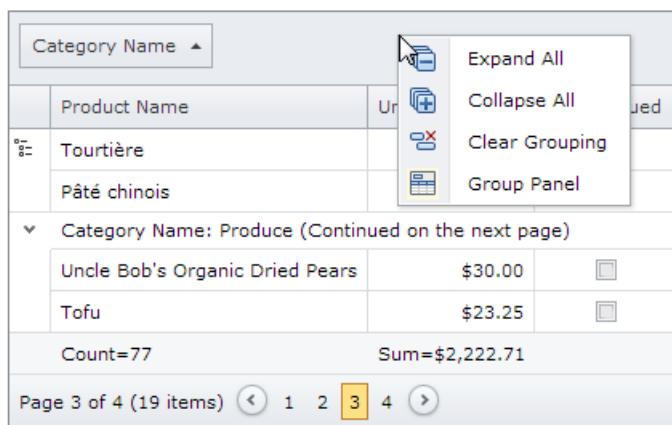
The **context menu** is a popup menu displayed when you right-click a grid element.

A context menu can be displayed for the following elements: [group panel](#), [column header](#), [row](#), and [footer](#).

Context menu commands can be hidden or unavailable, based on the current grid settings.

Group Panel Menu

To display the group panel menu, right-click a group panel.

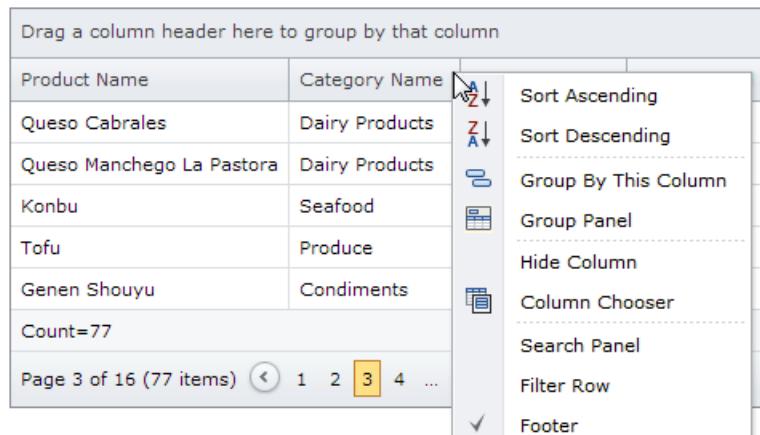


The table below lists the group panel menu commands.

COMMAND	DESCRIPTION
Expand All	Expands all group rows.
Collapse All	Collapses all group rows.
Clear Grouping	Clears grouping in the group panel.
Group Panel	Shows and hides the group panel.

Column Header Menu

To display the column header menu, right-click the column header.

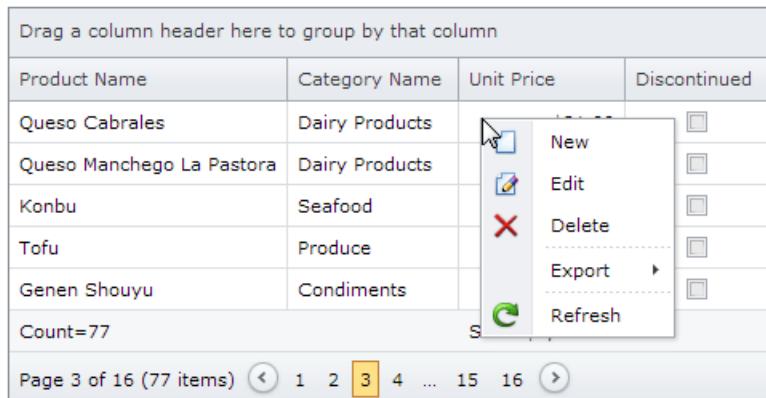


The table below lists the column header menu commands.

COMMAND	DESCRIPTION
Clear Filter	Clears the current column filter.
Clear Sorting	Clears the current column sorting.
Collapse All	Collapses all group rows.
Expand All	Expands all group rows.
Group by This Column	Groups grid data by the current column.
Hide Column	Hides the current column.
Show Column	Shows a column in the grid.
Column Chooser	Shows and hides the column chooser.
Filter Builder...	Shows and hides the filter builder.
Filter Row	Shows and hides the filter row.
Filter Row Menu	Shows and hides the filter row menu.
Footer	Shows and hides the footer.
Group Panel	Shows and hides the group panel.
Search Panel	Shows and hides the search panel.
Sort Ascending	Sorts grid data by the current column ascending.
Sort Descending	Sorts grid data by the current column descending.
Ungroup	Ungroups grid data by the current column.

Row Menu

To display the row menu, right-click a row.



The table below lists the row menu commands.

COMMAND	DESCRIPTION
Collapse Detail	Collapses the current detail row.
Collapse	Collapses the current group row.
Delete	Deletes the current data row.
Edit	Turns the edit mode on for the current row.
Expand Detail	Expands the current detail row.
Expand	Expands the current group row.
New	Creates a new row.
Refresh	Refreshes grid data.

Footer Menu

To display the footer menu, right-click a footer.

The screenshot shows a data grid with columns for Product Name, Category Name, Unit Price, and Discontinued. The footer displays summary information: Count=77 and Sum=\$2,222.71. Below the footer are page navigation controls: Page 3 of 16 (77 items) with pages 1 through 16. A context menu is open over the footer area, listing five options: Sum, Min, Max, Count, and Average. Each option has a small icon next to it.

Drag a column header here to group by that column			
Product Name	Category Name	Unit Price	Discontinued
Queso Cabrales	Dairy Products	\$21.00	<input type="checkbox"/>
Queso Manchego La Pastora	Dairy Products	\$38.00	<input type="checkbox"/>
Konbu	Seafood	\$6.00	<input type="checkbox"/>
Tofu	Produce	\$23.25	<input type="checkbox"/>
Genen Shouyu	Condiments	\$15.50	<input type="checkbox"/>

Count=77 Sum=\$2,222.71

Page 3 of 16 (77 items) 1 2 3 4 ... 15 16 >

- Σ Sum
- Min Min
- Max Max
- N Count
- Σ/n Average

The table below lists the footer menu commands.

COMMAND	DESCRIPTION
Average	Shows and hides the average cell value in the current column.
Count	Shows and hides the count of the current column cell values.
Max	Shows and hides the maximum cell value in the current column.
Min	Shows and hides the minimum cell value in the current column.
Sum	Shows and hides the sum of the current column cell values.
None	Hides every summary item.

Hide and Display Grid Columns

- To hide a column, invoke the Field Chooser, and drag the column's header onto it.

Contact Name	Company Name	City	Country
Maria Anders	Alfreds Futterkiste	Berlin	Germany
Ana Trujillo	Ana Trujillo Emparedados y helados	México D.F.	Mexico
Antonio Moreno	Antonio Moreno Taquería	México D.F.	Mexico
Thomas Hardy	Around the Horn	London	UK
Christina Berglund	Berglunds snabbköp	Luleå	Sweden
Hanna Moos	Blauer See Delikatessen	Mannheim	Germany
Frédérique Citeaux	Blondel père et fils	Strasbourg	France
Martín Sommer	Bólido Comidas preparadas	Madrid	Spain
Laurence Lebihan	Bon app'	Marseille	France
Elizabeth Lincoln	Bottom-Dollar Markets	Tsawassen	Canada

Page 1 of 10 (91 items) < [1] 2 3 4 5 6 7 8 9 10 >

- To make a column visible, drag its header from the Field Chooser and drop it onto the column header panel.

Note

Depending on the application vendor's preferences, the Field Chooser may be unavailable in your application.

Reorder Grid Columns

To reorder columns, drag a column header to a new position within the column header panel.

Drag a column header here to group by that column

Contact Name	Company Name	City	Country	City
Maria Anders	Alfreds Futterkiste		Germany	Berlin
Ana Trujillo	Ana Trujillo Emparedados y helados		Mexico	México D.F.
Antonio Moreno	Antonio Moreno Taquería		Mexico	México D.F.
Thomas Hardy	Around the Horn		UK	London

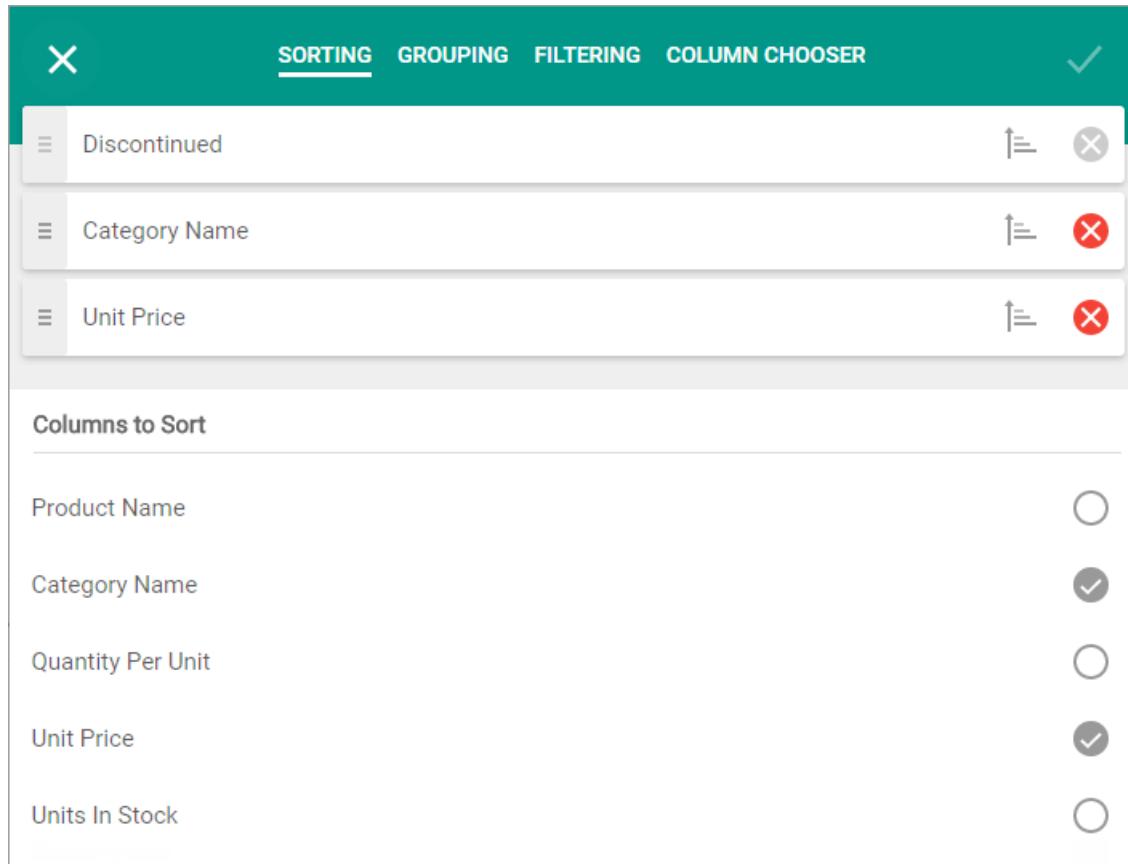
Drag a column header here to group by that column

Contact Name	City	Company Name	Country
Maria Anders	Berlin	Alfreds Futterkiste	Germany
Ana Trujillo	México D.F.	Ana Trujillo Emparedados y helados	Mexico
Antonio Moreno	México D.F.	Antonio Moreno Taquería	Mexico
Thomas Hardy	London	Around the Horn	UK

Sorting Page

Select a column from the "Columns to Sort" list to sort grid data against this column in ascending order. The grid can be sorted more than by one column, and a list of the sorted columns is displayed at the top of the **Sorting** page.

- Use  to drag the columns in this list and change the sorting priority.
- Use  to reverse a column's current sort order.
- Use  to remove a column from the sorting list.



The screenshot shows a user interface for managing sorting settings. At the top, there are tabs for 'SORTING', 'GROUPING', 'FILTERING', and 'COLUMN CHOOSER'. On the far right is a green checkmark button. Below the tabs, three columns are listed with sorting icons and remove buttons:

Column	Sort Order	Action
Discontinued		
Category Name		
Unit Price		

Below this section is a heading 'Columns to Sort' followed by a list of five items, each with a radio button:

Column	Selected
Product Name	<input type="radio"/>
Category Name	<input checked="" type="radio"/>
Quantity Per Unit	<input type="radio"/>
Unit Price	<input checked="" type="radio"/>
Units In Stock	<input type="radio"/>

Click the "Apply" or "Close" button to apply or discard the changes, respectively.

Grouping Page

Select a column in the "Columns to Group" list to group grid data. The grid data can be grouped by more than one column, and a list of the grouped columns is displayed at the top of **Grouping** page.

- Use to drag the columns in this list and change the grouping priority.
- Use to remove a column from the list of selected columns.

The screenshot shows a modal window titled "GROUPING". At the top, there are tabs for "SORTING", "GROUPING" (which is underlined), "FILTERING", and "COLUMN CHOOSER". On the far right are "X" and checkmark buttons. Below the tabs is a list of columns with red "X" remove icons: "Discontinued", "Category Name", and "Product Name". A section titled "Columns to Group" lists other columns with checkboxes: "Product Name" (checked), "Category Name" (checked), "Quantity Per Unit" (unchecked), "Unit Price" (unchecked), "Units In Stock" (unchecked), and "Discontinued" (checked).

Column	Status
Product Name	<input checked="" type="checkbox"/>
Category Name	<input checked="" type="checkbox"/>
Quantity Per Unit	<input type="radio"/>
Unit Price	<input type="radio"/>
Units In Stock	<input type="radio"/>
Discontinued	<input checked="" type="checkbox"/>

Click the "Apply" or "Close" button to apply or discard the changes, respectively.

Filtering Page

The "Filtering" page allows you to create and change the filter conditions. For each column, select the criteria operator and specify the operand value.

XSORTINGGROUPINGFILTERINGCOLUMN CHOSER✓

Product Name	Contains	an
Category Name		
Quantity Per Unit		
Unit Price	Equals	25
Units In Stock		
Discontinued		

Column Chooser

Click / to show/hide a column in a grid, respectively. Use  to drag columns and change their order in the grid.

X SORTING GROUPING FILTERING COLUMN CHOSER ✓

☰ Product Name	
☰ Category Name	
☰ Quantity Per Unit	
☰ Unit Price	
☰ Units In Stock	
☰ Discontinued	

Responsive Layout

The grid automatically hides columns one by one when the browser window is resized. When a grid has hidden columns, an ellipsis button (**Show Adaptive Detail** button) is displayed for every row.

New	Product Name	Unit Price	Units In Stock	...
Edit Delete	Chai	\$18.00	39	...
Edit Delete	Chang	\$19.00	17	...
Edit Delete	Aniseed Syrup	\$10.00	13	

Category Name: Condiments X

Quantity Per Unit: 12 - 550 ml bottles

Discontinued:

Adaptive Detail Row

Adaptive Column

Show Adaptive Detail Buttons

Hide Adaptive Detail Button

You can see hidden data in the adaptive detail row. Click the ellipsis button (**Show Adaptive Detail** button) to expand a detail row. To hide a detail row, click the **Hide Adaptive Detail** button.

Grid Lookup

GridLookup is used to easily locate and select values from a dropdown grid.

Adam Khan		
First Name	Last Name	Phone
Lindsay	Hayes	1 (524) 213-8821
Nicole	Kapoor	1 (528) 601-4000
Madison	Keiser	1 (523) 774-9244
Jerry	Trenary	1 (528) 678-0518
Adam	Khan	1 (527) 476-7505
Jonathon	Munoz	1 (525) 829-5226
Dwayne	Suri	1 (524) 151-9652
Brooke	Chande	1 (524) 178-7004
Oscar	Roberts	1 (525) 904-4168
Kelli	Reed	1 (524) 455-1295
Page 1 of 2000 (20000 items)		
<	[1]	2 ... 2000 >

Topics in this section:

- [Filter Grid Lookup Data](#)
- [Select Grid Lookup Rows](#)

Filter Grid Lookup Data

Type text within the editor to filter data. A filter condition is automatically created based upon the value entered.

First Name	Last Name	Phone
Lisa	Jai	1 (528) 940-2847
Isabel	Baker	1 (525) 293-5341
Lisa	Ferrier	1 (524) 892-2426
Isabelle	Vance	1 (528) 429-5491
Isabel	Belli	1 (523) 710-0554
Isabel	Coleman	1 (526) 822-7838
Isabel	Schmidt	1 (528) 550-6112
Lisa	Scott	1 (526) 153-0017
Lisa	Jai	1 (526) 825-8718
Isabel	Michaels	1 (524) 802-1854

Page 1 of 23 (228 items) [\[<\]](#) [\[1\]](#) [2](#) ... [23](#) [\[>\]](#)

Select Grid Lookup Rows

If multiple row selection is allowed by the application vendor, you can select multiple rows by doing one of the following.

- Click a row to toggle its selected state.
- If selection check boxes are visible, check rows that need to be selected.

php, jquery, python, sql		
#	Tag Name	Rank
<input type="checkbox"/>	c#	111055
<input type="checkbox"/>	java	69087
<input checked="" type="checkbox"/>	php	60724
<input type="checkbox"/>	.net	53376
<input type="checkbox"/>	javascript	52387
<input type="checkbox"/>	asp.net	49338
<input checked="" type="checkbox"/>	jquery	43561
<input type="checkbox"/>	c++	42524
<input checked="" type="checkbox"/>	python	35044
<input checked="" type="checkbox"/>	sql	27736

Page 1 of 4 (38 items) < [1] 2 3 4 >

HTML Editor

This section describes the capabilities provided by the HTML Editor (Rich Text Editor), which provides a wide range of capabilities for HTML content editing.

HTML Editor User Interface

- [View Modes](#)
- [Toolbar](#)
- [Ribbon](#)
- [Search Panel](#)
- [Context Menu](#)
- [Tag Inspector](#)

Formatting Text

- [Make Text Bold in HTML Editor](#)
- [Apply Italic Formatting in HTML Editor](#)
- [Underline Text in HTML Editor](#)
- [Apply Strikethrough Formatting in HTML Editor](#)
- [Change Foreground Color in HTML Editor](#)
- [Change Background Color in HTML Editor](#)
- [Change Font Type in HTML Editor](#)
- [Change Font Size in HTML Editor](#)
- [Make Text Superscript or Subscript in HTML Editor](#)
- [Remove Formatting in HTML Editor](#)

Formatting Paragraphs

- [Text Indentation in HTML Editor](#)
- [Text Alignment in HTML Editor](#)
- [Paragraph Styling in HTML Editor](#)
- [Ordered and Bullet Lists in HTML Editor](#)

Paste Formatting

- [Paste Formatting](#)

Find and Replace Dialog

- [Find and Replace Dialog](#)

Working with Hyperlinks

- [Create a Hyperlink in HTML Editor](#)
- [Modify a Hyperlink in HTML Editor](#)
- [Remove a Hyperlink in HTML Editor](#)

Working with Tables

- [Create a Table in HTML Editor](#)
- [Modify a Table in HTML Editor](#)
- [Remove a Table in HTML Editor](#)

Working with Images

- [Insert an Image in HTML Editor](#)

- [Modify an Image's Settings in HTML Editor](#)
- [Image Settings](#)

Working with Audio Files

- [Insert an Audio Into HTML Editor](#)
- [Modify Audio Settings in HTML Editor](#)
- [Audio Settings](#)

Working with Flash Files

- [Insert a Flash Into HTML Editor](#)
- [Modify Flash Settings in HTML Editor](#)
- [Flash Settings](#)

Working with Video Files

- [Insert a Video Into HTML Editor](#)
- [Modify Video Settings in HTML Editor](#)
- [Video Settings](#)

Working with YouTube Video Files

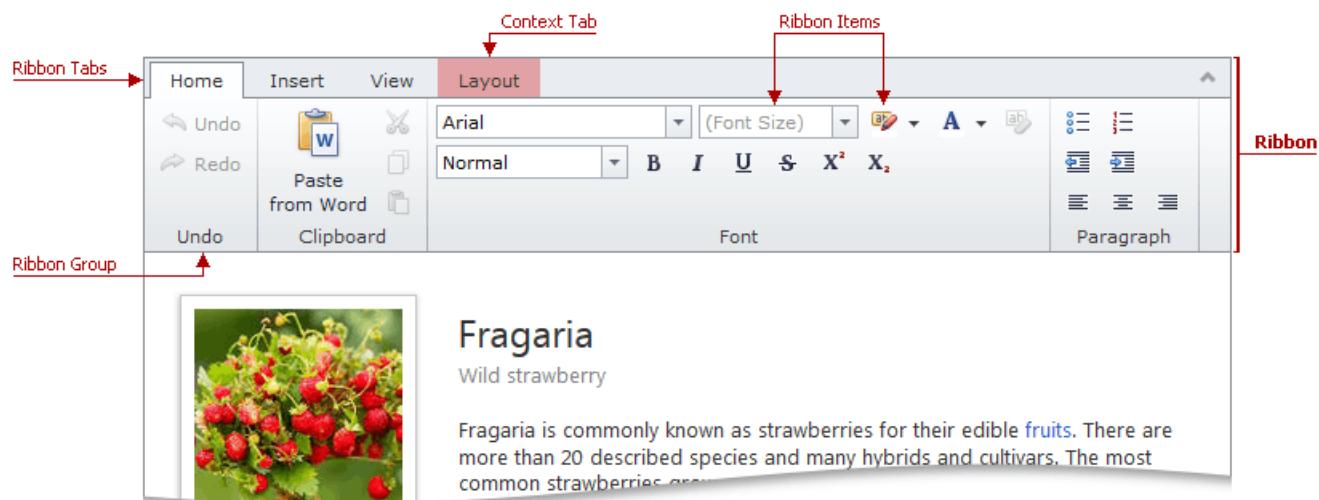
- [Insert a YouTube Video Into HTML Editor](#)
- [Modify YouTube Video Settings in HTML Editor](#)
- [YouTube Video Settings](#)

Miscellaneous Operations

- [Repeat and Undo Actions in HTML Editor](#)
- [Printing HTML Editor Content](#)
- [Clipboard Operations in HTML Editor](#)
- [Check Spelling in HTML Editor](#)
- [Sizing and Full-Screen Mode](#)
- [Export HTML Editor Content to Various Documents Formats](#)
- [Shortcuts](#)

Ribbon

The **ribbon** is a set of items which perform common tasks in HTML content editing and formatting, grouped by functionality. Most ribbon items work in the same manner as in Microsoft Word.



HTML Editor provides the following ribbon tabs that contain predefined sets of ribbon items, grouped by functionality.

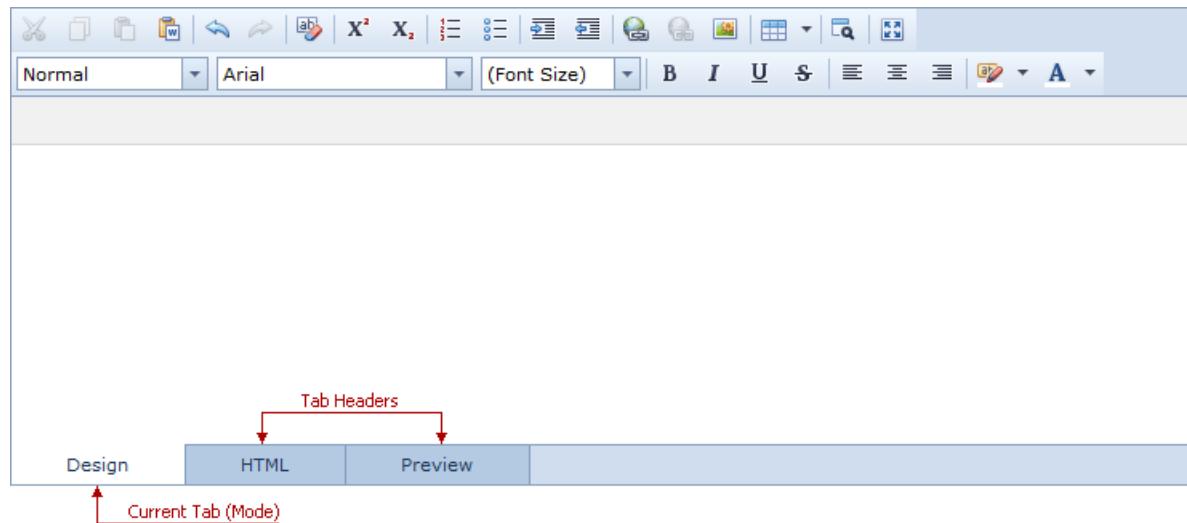
- **Home** tab contains items that provide quick shortcuts to many frequently used operations (such as clipboard operations, undo/redo operations, changing the text's font and style, etc.)
- **Insert** tab contains items that provide access to the link dialogs, image dialogs, and insert table button.
- **View** tab contains an item allowing you to switch the editor to full-screen mode.
- **Layout** context tab contains table-related items and is displayed when a selection is in a table.

Note

Some buttons and functionality may be unavailable in your application. This is the choice of the application vendor.

View Modes

The HTML Editor can operate in three modes: [Design mode](#), [HTML mode](#), and [Preview mode](#). You can switch between modes by using the tab headers.

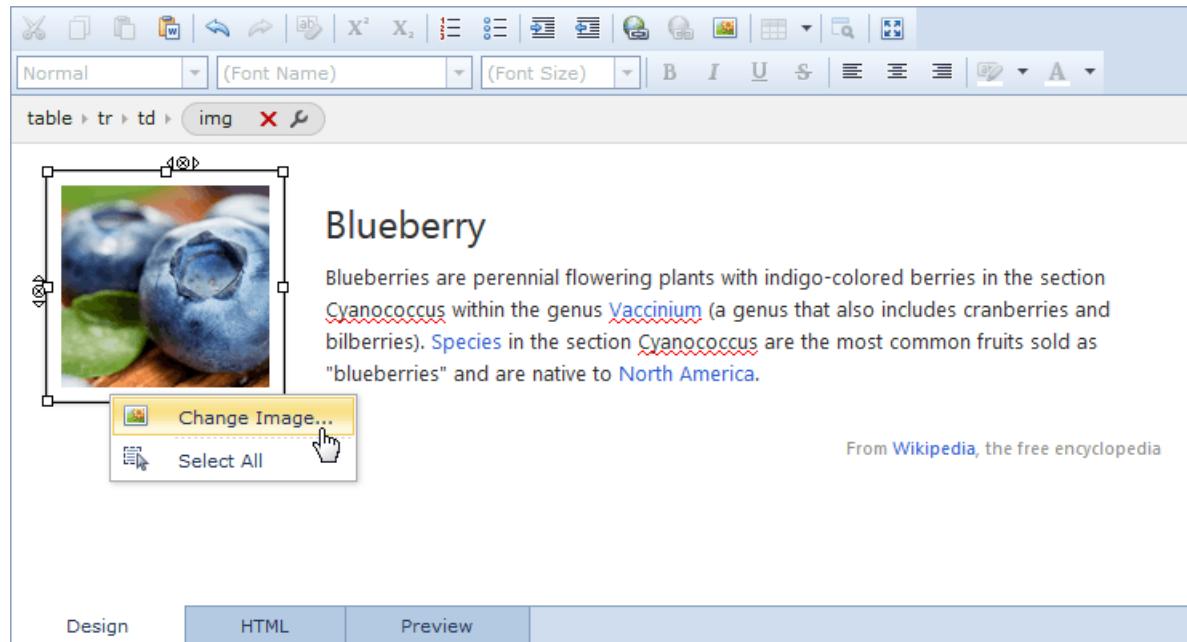


Design Mode

Design Mode allows you to modify editor content using various design tools, and instantly see the results.

In this view, the editor can display the following elements.

- [Toolbar or Ribbon](#)
- [Context Menu](#)
- [Tag Inspector](#)



HTML Mode

HTML Mode allows you to modify editor content using HTML markup.

```
1  - <table cellpadding="1" cellspacing="0">
2  -   <tbody><tr>
3  +     <td style="width: 170px; vertical-align: top; border: 1px solid #ffcccc;"> ...
4  -   <td style="vertical-align: top; border: 1px solid #ffcccc;">
5  -     <div style="font-family: 'Segoe UI'; color: #303030;">
6  -       <p>
7  -         <span style="font-size: 18pt;">Blueberry</span>
8  -       </p>
9  +     <p style="margin-top: -10px;">
10 +       <span style="font-size: 10pt; line-height: 1.5; erries in the section Cyanococcus within the genus <a href="https://en.wikipedia.org/wiki/Vaccinium" style="text-decoration: inherit; color: #2B5ED1;">Vaccinium</a> (a genus that also includes cranberries and bilberries). <a href="http://en.wikipedia.org/wiki/North_America" style="text-decoration: inherit; color: #2B5ED1;">North America</a>.</span><br />
11 +     </p>
12 +   </td>
13 + </tr>
14 + </tbody></table>
15 + <p style="text-align: right;"> ... </p>
```

Design

HTML

Preview

Preview Mode

Preview Mode allows you to view editor content as a regular webpage.



Blueberry

Blueberries are perennial flowering plants with indigo-colored berries in the section Cyanococcus within the genus [Vaccinium](#) (a genus that also includes cranberries and bilberries). [Species](#) in the section Cyanococcus are the most common fruits sold as "blueberries" and are native to [North America](#).

From [Wikipedia](#), the free encyclopedia

Design

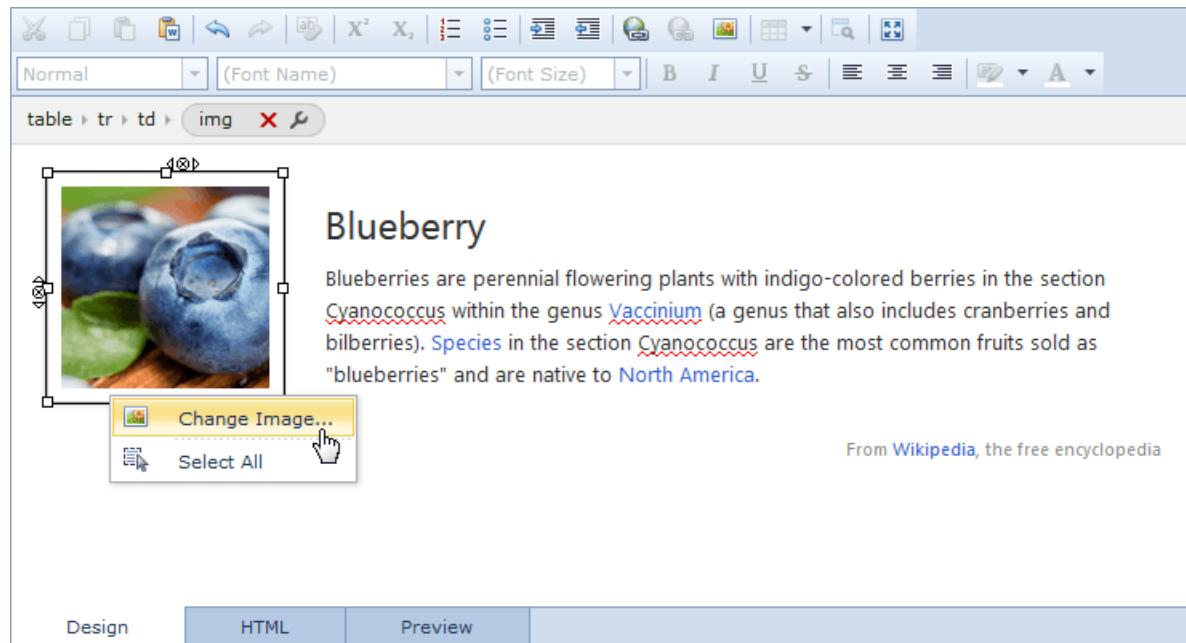
HTML

Preview

Context Menu

A **context menu** is displayed when you right-click the content (text, image, table, etc.) in the editor.

A context menu can be invoked only in the editor's Design and HTML [view modes](#).



Context Menu Commands

The context menu contains the following commands.

COMMAND	DESCRIPTION
Commands available in Design view	
Cut	Cuts the selection to the clipboard. (See the note below the table)
Copy	Copies the selection to the clipboard. (See the note below the table)
Paste	Pastes content from the clipboard to the current cursor position. (See the note below the table)
Select All	Selects all editor content.
Unlink	Removes the current link element.
Change Link...	Invokes the Change Link dialog for the current link.
Change Image...	Invokes the Change Image dialog for the current image.
Change Audio...	Invokes the Change Audio dialog for the current audio element.
Change Video...	Invokes the Change Video dialog for the current video element.
Change Flash...	Invokes the Change Flash dialog for the current flash element.

COMMAND	DESCRIPTION
Change YouTube Video...	Invokes the Change YouTube Video dialog for the current YouTube video element.
Change Placeholder...	Invokes the Change Placeholder dialog for the current placeholder.
Table Properties...	Invokes the Table Properties dialog for the current table.
Row Properties...	Invokes the Row Properties dialog for the current row.
Column Properties...	Invokes the Column Properties dialog for the current column.
Cell Properties...	Invokes the Cell Properties dialog for the current cell.
Insert Table	Insert a new table
Insert Row Above	Inserts a table row above the current one.
Insert Row Below	Inserts a table row below the current one.
Insert Column to the Left	Inserts a table column to the left of the current one.
Insert Column to the Right	Inserts a table column to the right of the current one.
Split Horizontally	Splits the current cell horizontally into two cells.
Split Vertically	Splits the current cell vertically into two cells.
Merge Right	Merges the current table cell with the right one.
Merge Down	Merges the current table cell with the bottom one.
Delete Table	Deletes the current table.
Delete Row	Deletes the current table row.
Delete Column	Deletes the current table column.
Commands available in the HTML view	
Outdent	Decrease an indent for the current paragraph.
Indent	Increase an indent for the current paragraph.
Comment	Comments the selected code lines.
Uncomment	Uncomments the selected HTML.
Format Document	Formats the HTML document.
Collapse Tag	Collapses the current tag.

COMMAND	DESCRIPTION
Expand Tag	Expands the current tag.

Default command visibility is switched based on the currently selected element.

Note

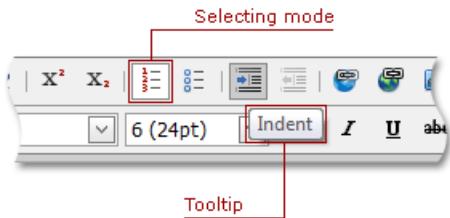
Some browsers (e.g., Firefox, Chrome) do not allow scripts to work with the clipboard for security reasons. Therefore, the Cut, Copy, and Paste commands are removed from the context menu for these browsers.

Toolbar

The **toolbar** is a set of toolbar buttons, which perform common tasks in HTML content editing and formatting. Most toolbar buttons work in the same manner as in Microsoft Word.



Each standard toolbar button has its own tooltip, invoked while the button is hovered with the mouse cursor. Some buttons have a selected mode, which indicates the active state of the button.



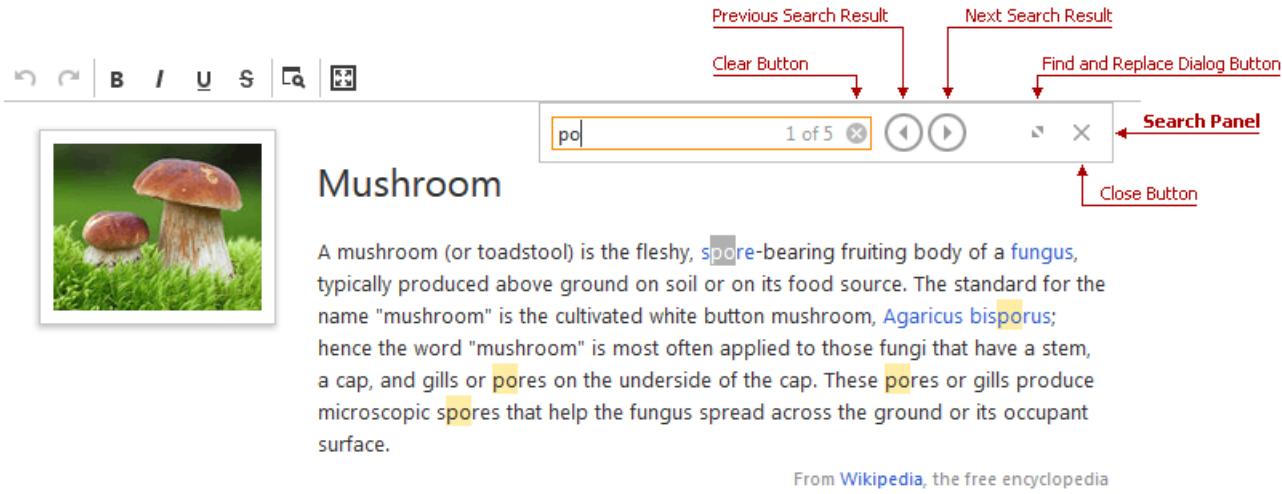
■ Note

Some buttons and functionality may be unavailable in your application. This is the choice of the application vendor.

Search Panel

The **Search Panel** allows you to search text and navigate through search results.

To invoke the panel, press the CTRL+F keys.



Type the search text in the edit box. The search panel automatically searches the text and highlights the results. You can clear the search text by clicking the **Clear Button**.

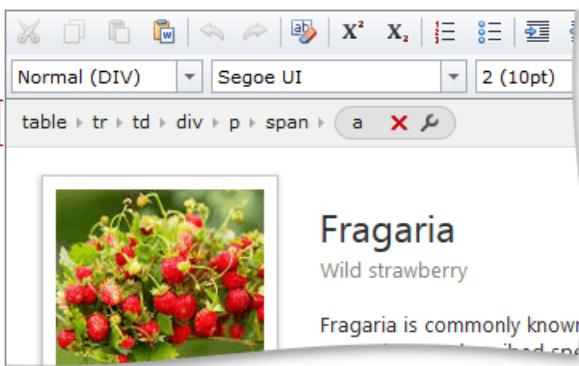
The number of search results is displayed in the edit box near the **Clear Button**. You can navigate through the results using the **Previous Search Result** and **Next Search Result** buttons.

To close the **Search Panel**, click the **Close Button**.

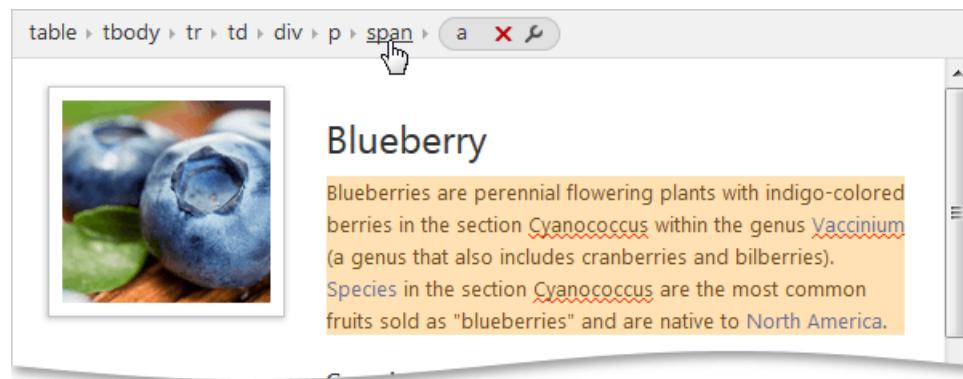
The **Find and Replace Dialog Button** invokes the [Find and Replace Dialog](#) that allows you to replace the search results with a custom text.

Tag Inspector

The **Tag Inspector** allows you to navigate through a tag hierarchy, remove tags, and customize tag properties using the **Tag Properties Editor**.

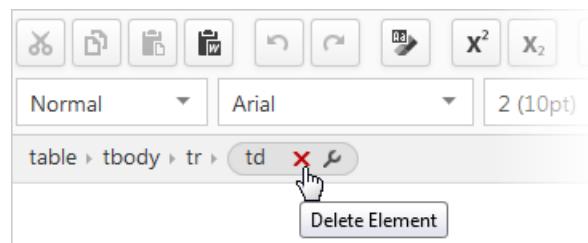


Hover a tag in the **Tag Inspector** to highlight the corresponding tag in the editor content.

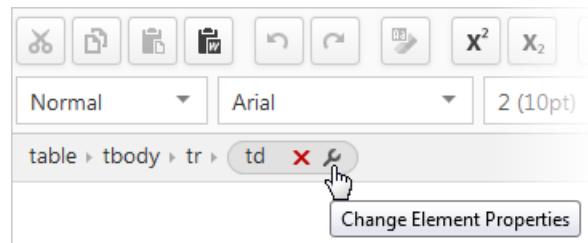


Click a tag in the **Tag Inspector** to select the corresponding tag in the editor content.

Click the **Delete Element** button to delete the current element in the editor's content.



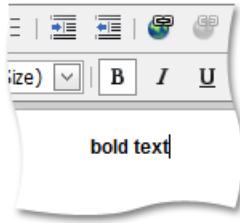
Click the **Change Element Properties** button to invoke a dialog that will allow you to change the properties of the current element.



Make Text Bold in HTML Editor

To apply bold formatting to a specific portion of the text, do the following:

1. Select the text that you want to make bold.
2. Click the **B** button or press **Ctrl+B**.



Note

Note that if you want to remove bold formatting from the text, select the required bold-formatted part of the text, and repeat the actions described above.

Note

To type bold formatted text, press the **B** button. To stop bold formatting, press the button again.

Apply Italic Formatting in HTML Editor

To apply italic formatting to a specific portion of the text, do the following.

1. Select the text you want to format.
2. Click the **I** button or press **Ctrl+I**.



Note

Note that if you want to remove italic formatting from the text, select the desired italic-formatted part of the text, and repeat the actions described above.

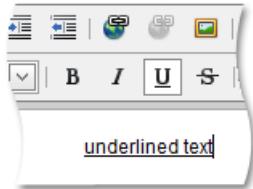
Note

To type italic formatted text, press the **I** button. To stop italic formatting, press the button again.

Underline Text in HTML Editor

To apply underlined formatting to a specific portion of the text, do the following:

1. Select the required part of the text (or the whole text).
2. Click the **U** button.



Note

Note that if you want to remove underline formatting from the text, select the required part of the text (which is already underlined) and repeat the actions described above.

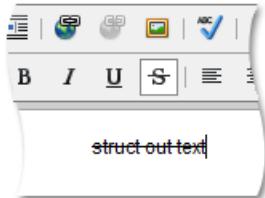
Note

To type underlined text press the **U** button. To stop underlining, press this button again.

Apply Strikethrough Formatting in HTML Editor

To apply strikethrough formatting to a specific portion of the text, do the following:

1. Select the required part of the text (or the whole text).
2. Click the  button.



Note

Note that if you want to remove strikethrough formatting from the text, select the desired part of the text (which is already strikethrough-formatted) and repeat the actions described above.

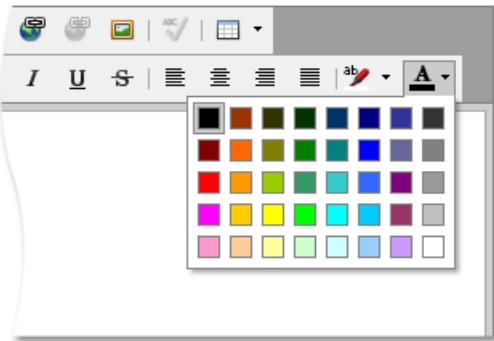
Note

To type strikethrough formatted text, press the  button. To stop formatting, press the button again.

Change Foreground Color in HTML Editor

To change the text color, do the following.

1. Select a portion of the text you are going to process.
2. Click the  button, and select the color from the invoked color selector.



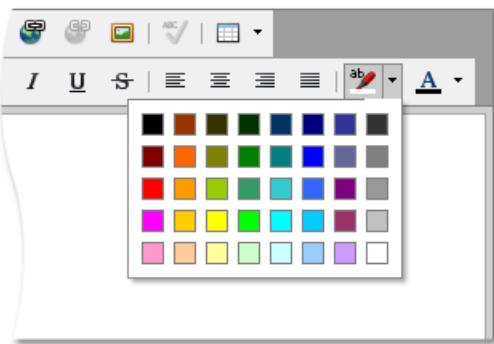
Note

To type text with the specified fore color, select the color via the  button. To stop formatting, select another color.

Change Background Color in HTML Editor

To apply a specific background color to the text, do the following.

1. Select the portion of the text you are going to process.
2. Click the  button and select the color from the invoked color selector.



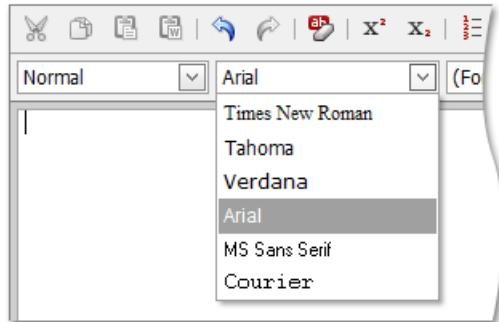
Note

To type text with the specified background color, select the color by using the  button. To stop formatting, select the another color.

Change Font Type in HTML Editor

To change the text's font type, do the following.

1. Select the part of the text you want to process.
2. Click the **Font** list box' dropdown button and select the appropriated font within the opened list.



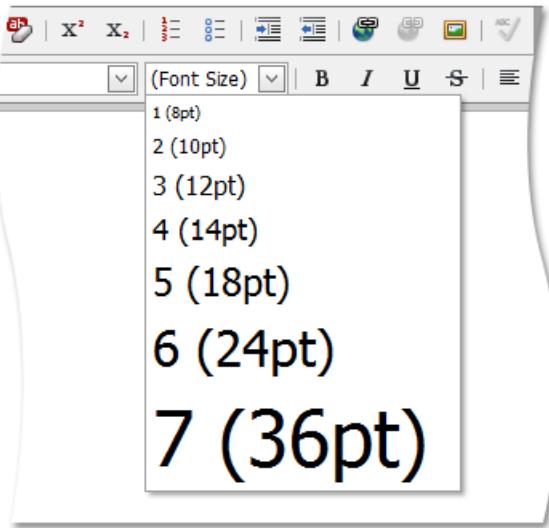
Note

To type text with specified font, set it by using the **Font** list box. To stop formatting, define another font.

Change Font Size in HTML Editor

To change the text's font size, do the following.

1. Select the required part of the text you want to process.
2. Click the **Font Size** list box's dropdown button and select the appropriate font size within the invoked list.

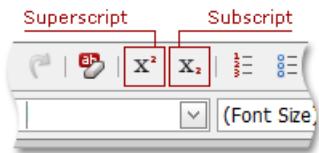


Note

To type text with the specified font size, set it by using the **Font Size** list box. To stop formatting, set the another font size.

Make Text Superscript or Subscript in HTML Editor

To apply superscript or subscript style to text, select the required characters and click the **Superscript** or **Subscript** button.



□ Note

To clear this text formatting, select the required portion of the text and click the corresponding formatting button again.

□ Note

To type superscript or subscript text, press the corresponding button. To stop formatting, press the button again.

Remove Formatting in HTML Editor

In some cases, you might wish to remove text formatting (for example, if the editor's content text was pasted from a Microsoft Word document and contains unnecessary tags).

To remove text formatting, click the editor's **Remove Formatting** button ().

Note

Note that the **Remove Formatting** button affects the entire text.

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Text Indentation in HTML Editor

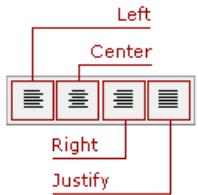
To change text indentation, do the following.

1. Place the mouse pointer over the paragraph you want to format, or select multiple paragraphs.
2. Click the  or  button, to indent or outdent the text.

Text Alignment in HTML Editor

The Editor allows users to apply the left, right, centered or justified alignment to the text. To change text alignment, do the following.

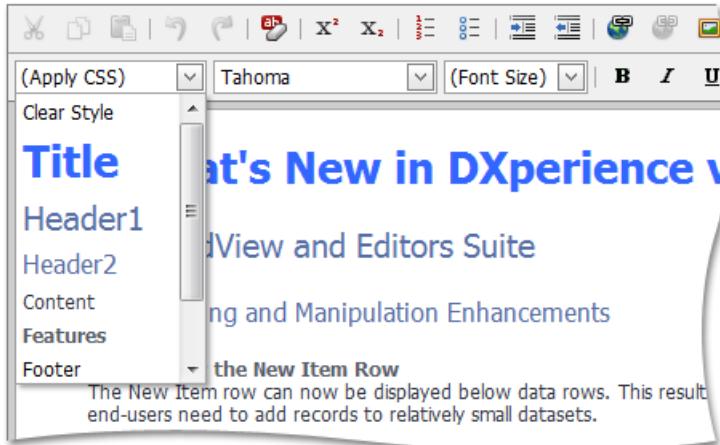
1. Place the mouse pointer on the paragraph you are going to format, or select multiple paragraphs.
2. Click the appropriate alignment button within the editor's toolbar.



Paragraph Styling in HTML Editor

The Paragraph style dropdown editor makes formatting the editor's content easier. To apply a style, do the following.

1. Select the text you are going to format.
2. Click the **Paragraph** dropdown button within the Editor's toolbar, to invoke a list of available Paragraph styles.
3. Select the required Paragraph style.



Note

This functionality may be unavailable in your application. This depends on the choice of the application vendor.

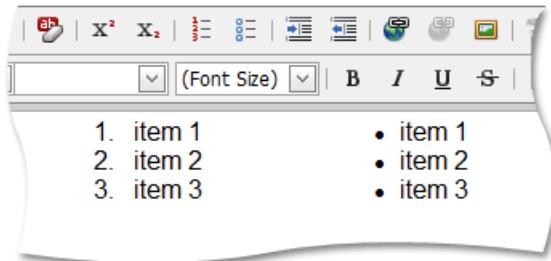
Ordered and Bullet Lists in HTML Editor

Start a New List

Click a list button on the main toolbar ( or ). Type in the first item, then press ENTER to create another item.

Convert Existing Paragraphs into a List

1. Select the paragraphs you want to turn into a list.
2. Click the  button if you want to apply ordered list formatting to the text, or the  button - to create a bullet list.
3. Place the mouse pointer at the end of the last item and press **Enter** to create a new list item.



Paste Formatting

To change the format of the pasted HTML content, click the buttons that appear at the top right corner of the editor once content is pasted.

- **Keep Source Formatting** button retains the format of the pasted content.
- **Merge Formatting** button discards format of the pasted content. However, emphasis formatting, such as bold and italic text, is retained.
- **Keep Plain Text** button discards format of the pasted content and non-text elements (such as pictures or tables).

The screenshot shows a rich text editor interface. At the top, there's a toolbar with icons for back, forward, search, font (Arial), font size (2 (10pt)), and bold/italic/underline/size buttons. Below the toolbar is a main content area containing text and images. On the right side of the content area, there's a floating toolbar with three buttons: a yellow one labeled 'Keep Source Formatting' with a hand cursor, a grey one labeled 'Merge Formatting', and a white one labeled 'Keep Plain Text'. The main content area contains a heading 'UI Controls for Your Next Great Web App' and a paragraph of text about DevExpress web controls. Below the content area are three tabs: 'Design' (highlighted in orange), 'HTML', and 'Preview'.

UI Controls for Your Next Great Web App

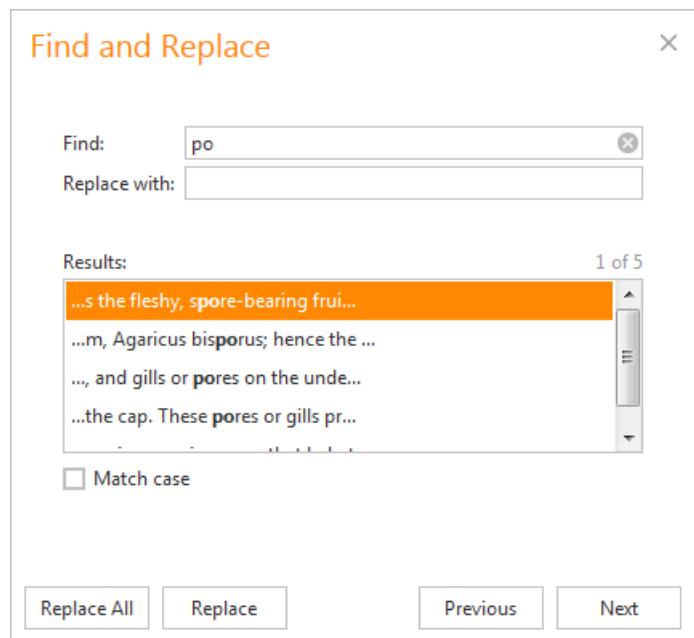
With [DevExpress web controls](#), you can build a bridge to the future on the platform you know and love. The 175+ AJAX controls and [MVC](#) extensions that make up the [DevExpress ASP.NET Subscription](#) have been engineered so you can deliver exceptional, touch-enabled, interactive experiences for the web, regardless of the target browser or computing device. [DevExpress web UI components](#) support all major browsers including *Internet Explorer*, [Firefox](#), [Chrome](#), [Safari](#) and [Opera](#), and are continuously tested to ensure the best possible compatibility across platforms, operating systems and devices.

Design HTML Preview

Find and Replace Dialog

The **Find and Replace dialog** allows you to search text, navigate through search results and replace them.

To invoke the dialog, click the corresponding button in a toolbar or in the [Search Panel](#), or press the CTRL+H keys.



Type the search text in the **Find** edit box. For using case sensitive search, select the **Match case** check box. You can navigate through the results using the **Previous** and **Next** buttons, or by selecting a result in the **Results** section.

To replace a search result, specify the replacing text in the **Replace with** edit box, select a search result, and click the **Replace** button. To replace all search results, click the **Replace All** button.

Create a Hyperlink in HTML Editor

Add a Hyperlink

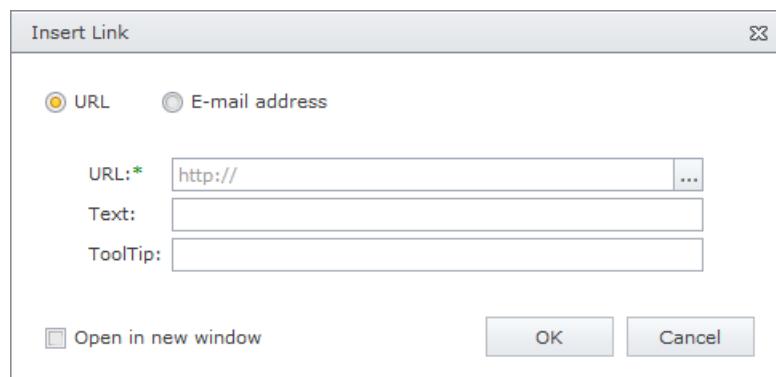
- Select the text or image that you want to display as a hyperlink and click the **Insert Link** button within the editor's toolbar.
- Or, simply click the **Insert Link** button to create a new text link at the current cursor position.



Specify Hyperlink Settings

After you've pressed the **Insert Link** button, the **Insert Link** dialog is invoked. The radio button at the top allows you to choose whether you want to enter a URL or an e-mail address.

Enter a URL



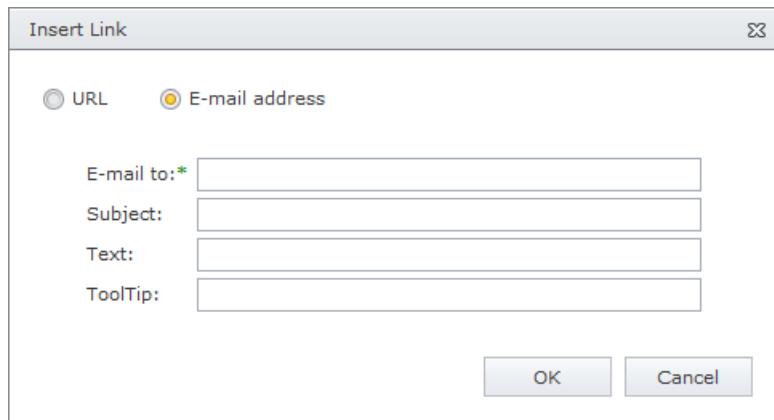
Type a target URL within the edit box or call a built-in [document selector](#) by clicking the **Browse** button.



The hyperlink's settings can be customized by using the following parameters:

PARAMETER	DESCRIPTION
URL	Specifies the target URL.
Text	Specifies the link text. This parameter is not available when creating image links.
Tooltip	Specifies the text that will appear in the tooltip when the mouse cursor is placed over the hyperlink.
Open in new window	Specifies whether to open the URL in the same window, or new one.

Enter an E-mail Address



The e-mail's settings can be customized using the following parameters:

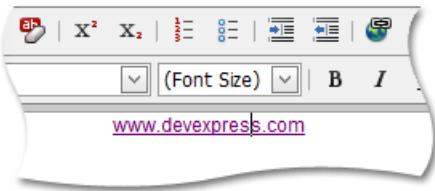
PARAMETER	DESCRIPTION
Email to	Defines an email address.
Subject	Specifies the subject of the email message.
Text	Specifies the link text. This parameter is not available when creating image links.
Tooltip	Specifies the text that will appear in the tooltip when the mouse cursor is placed over the hyperlink.

Click the **OK** or **Cancel** button to save or reject the changes made.

Modify a Hyperlink in HTML Editor

To modify a hyperlink, do the following.

1. Select a hyperlink. Place a mouse pointer inside a link if you are going to modify a text hyperlink. Or, select an image in order to edit an image hyperlink.



2. Click the **Insert link** button. Alternatively, you can right-click and select the **Change Link** item within the invoked context menu.



3. Modify the hyperlink's settings within the invoked **Change Link** dialog, according to the type of a hyperlink - text or image hyperlink. Detailed information about the hyperlink's available settings can be obtained from the [Create a Hyperlink](#) section.
4. Click **OK** to save the modified hyperlink.

Remove a Hyperlink in HTML Editor

To remove a hyperlink, do the following.

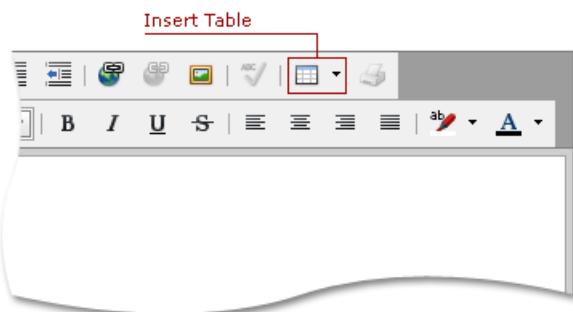
1. Select a hyperlink. Place a mouse pointer inside a link if you are going to modify a text hyperlink. Or, select an image in order to edit an image hyperlink.
2. Click the **Remove Link** button.



Create a Table in HTML Editor

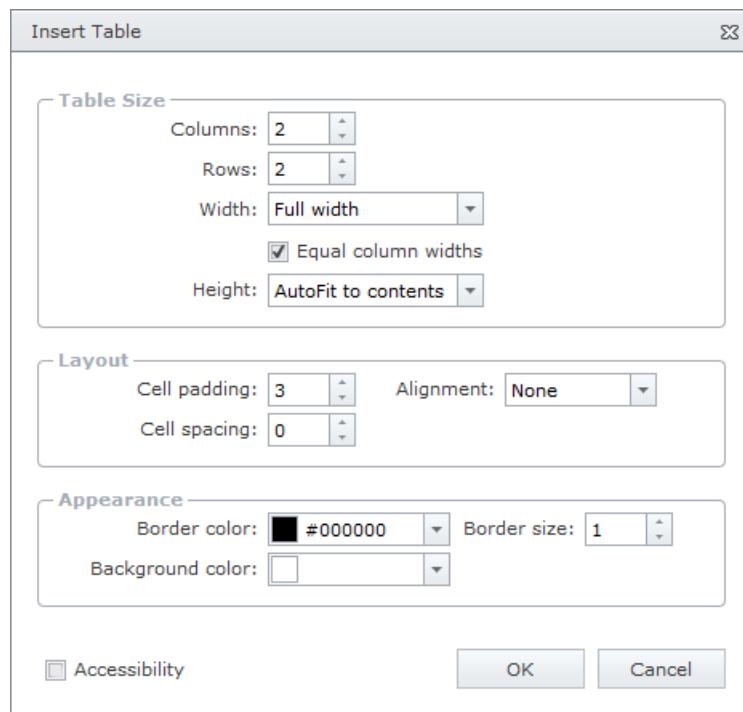
Create a Table

Place a mouse pointer where you want to create a table. Click the  button in the editor's toolbar.



Specify Table Settings

Pressing the **Insert Table** button invokes the **Insert Table** dialog.



The invoked window provides a set of parameters to customize a table's settings.

- **Table Size**

These settings are used to specify the row/column count and the table's width and height.

- **Layout**

This section contains settings useful for customizing the table's layout (paddings, alignment).

- **Appearance**

These settings are used to customize the table's background color and borders size and color.

Check the **Accessibility** to enable accessibility compliance for the table.

Click the **OK** or **Cancel** button to save or reject the changes.

Remove a Table in HTML Editor

You can remove a table or its elements from the HTML Editor by using the following commands:

COMMAND	BUTTON	DESCRIPTION
Delete Table		Removes a table from the HTML Editor.
Delete Row		Removes the specified row and automatically shifts other rows up.
Delete Column		Removes the specified column and automatically shifts other columns to the left.

Modify a Table in HTML Editor

You can modify a table by changing its properties, adding/deleting a row or column, etc.

Changing Table Properties

To modify a table's (and its rows, columns and cells) properties, select a table (a row, column, cell) and click one of the following buttons:

COMMAND	BUTTON	DESCRIPTION
Table Properties		Use this command to modify the table's properties (size, layout, appearance).
Row Properties		Use this command to modify a row's alignment, size and appearance.
Column Properties		Use this command to modify a column's alignment, size and appearance.
Cell Properties		Use this command to modify a cell's alignment and appearance.

Each button click invokes the specified windows for modifying a table, row, column or cell. When complete, click the **OK** button to save the changes.

Inserting Rows and Columns

Select a cell of the required row, and click the  or  button to insert a new row above or below the specified row.

To insert a new column to right or to the left from the selected column, click the corresponding  or  button.

Splitting

You can split a cell vertically or horizontally by using the  or the .

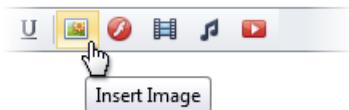
Merging

To merge two cells to the right or down use the  or .

Insert an Image in HTML Editor

This topic describes how to insert an image into an editor's content.

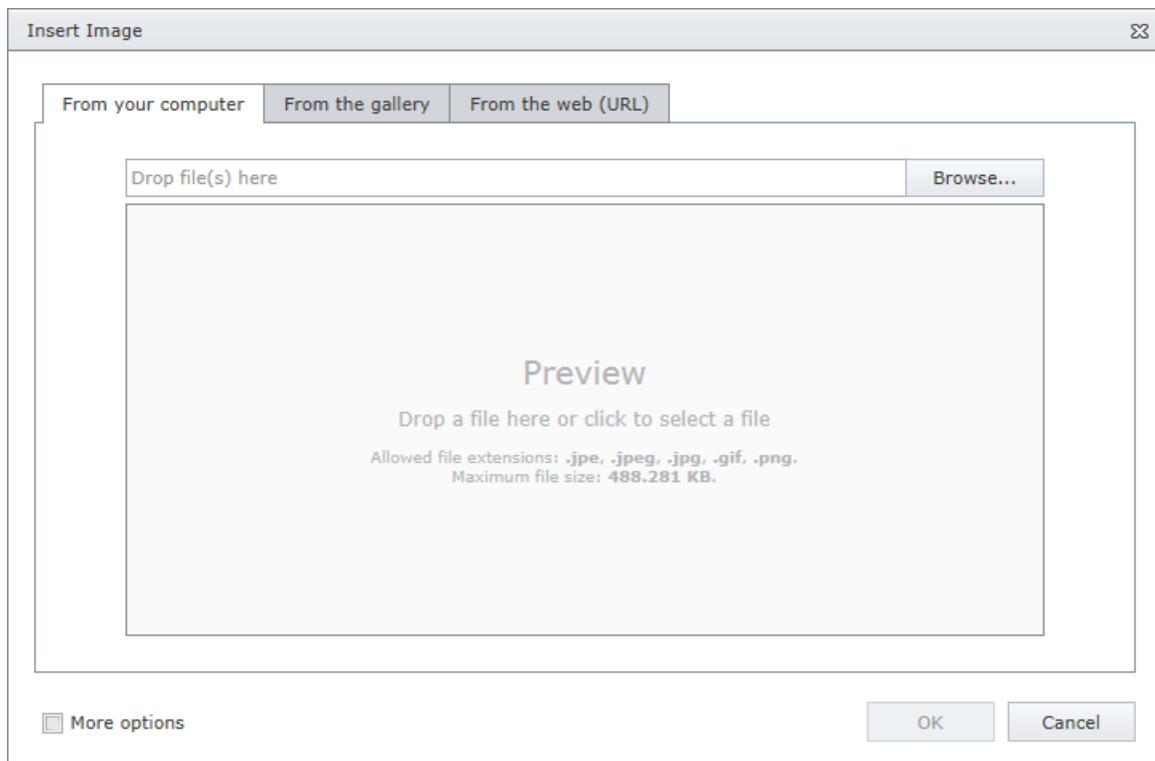
First, position the mouse pointer on the place in the text where you want to add an image and click the **Insert Image** button.



Now, define the required parameters of the image within the invoked **Insert Image** dialog.

Insert an Image Stored on the Local Machine

- Select the **From this computer** radio button within the **Insert Image** dialog.



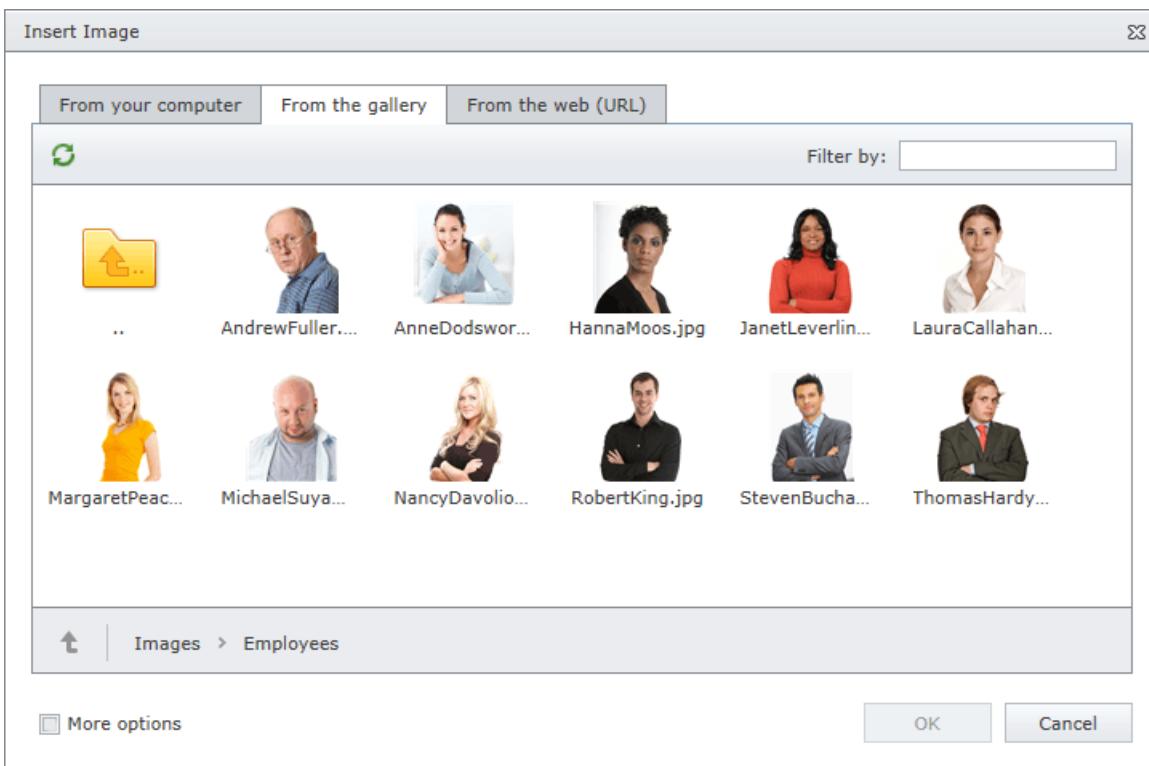
- Click the **Browse...** button, or edit box, or preview area to invoke **File Upload** dialog. Select the image file that you want to add and click the **Open** button to upload the image file to the web server.
- Or you can drag and drop a file to the edit box or preview area to upload the file to the web server.
- Check **More Options** to customize the [image settings](#) (optional).

After completing all the steps above, you can preview the image in the **Insert Image** dialog.

- Click the **OK** button to close the dialog and insert the image into the editor's content.

Insert an Image from the Predefined Gallery

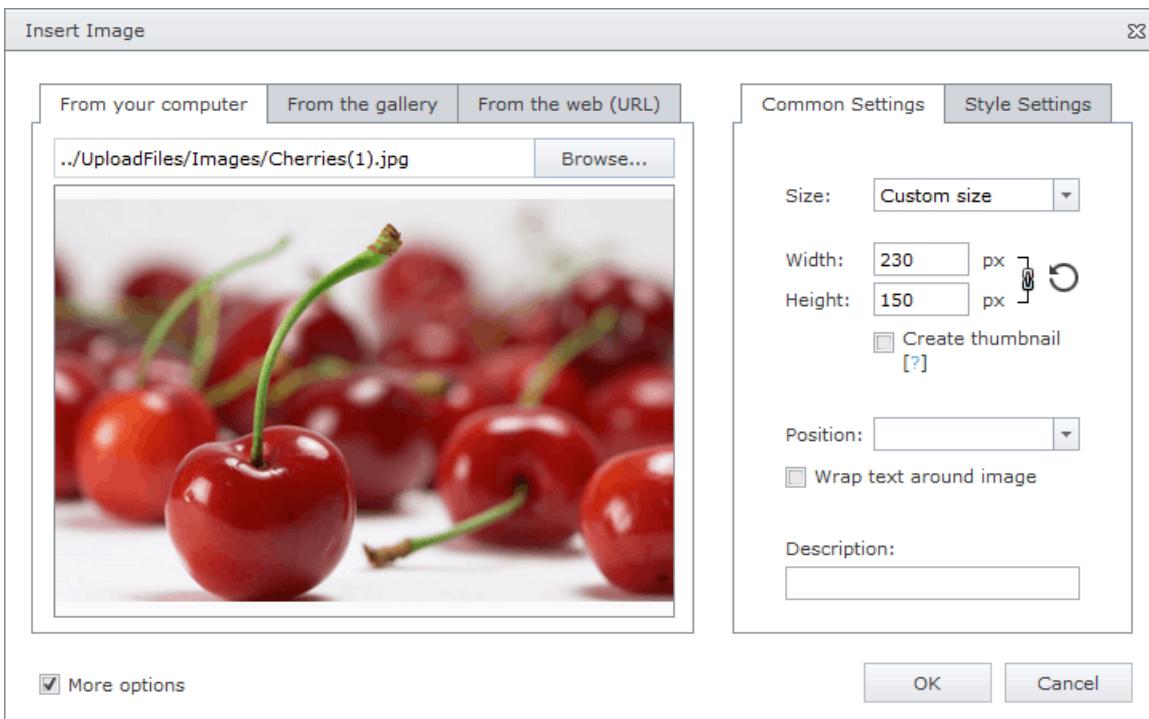
- Click the **From the gallery** tab in the **Insert Image** dialog.



- Select the image that you want to add and click the **OK** button to close the dialog and insert the image into the editor's content.

Insert an Image by Specifying Its URL

- Click the **From the web (URL)** tab in the **Insert Image** dialog.



- Type the web address of the image file in the edit box.
- Check **Save file to this server** if you want to upload the image to the web server.
- Check **More options** to customize the **image settings** (optional).

After completing all the steps above, you can preview the image in the **Insert Image** dialog.

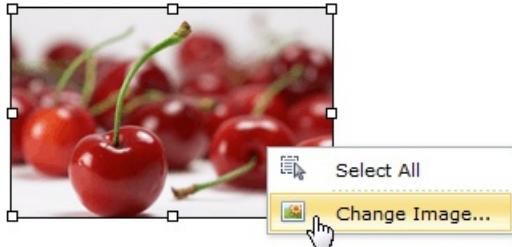
- Click the **OK** button to close the dialog and insert the image into the editor's content.

You can [modify the image](#) after inserting it into the HTML editor.

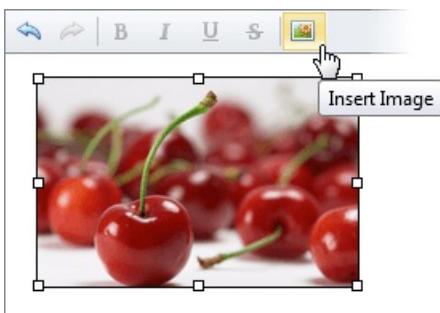
Modify an Image's Settings in HTML Editor

To modify an image's settings within the editor's content, do one of the following.

- Double-click the image.
- Right-click on the image and select **Change Image** within the invoked context menu.



- Select the image and click the **Insert Image** button.

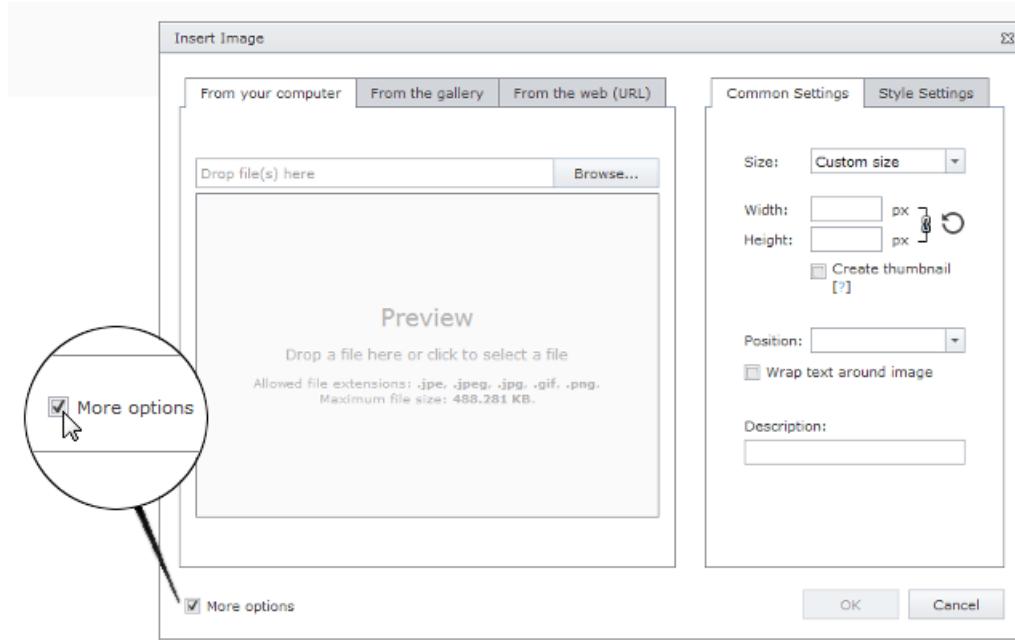


The opened **Change Image** dialog allows you to modify the image's settings. More detailed information about modifying image settings is available in the [Insert an Image in HTML Editor](#) section.

Image Settings

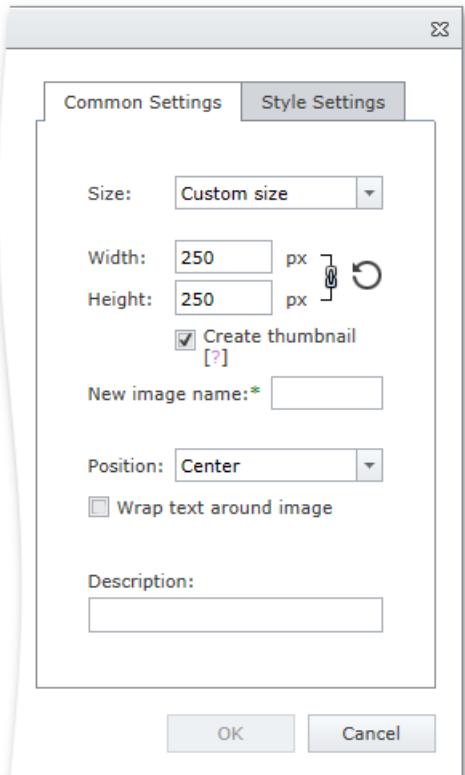
When you [insert](#) or [modify](#) image in an HTML Editor, you can customize the image settings as well.

To display the settings section in an image dialog, select the **More options** check box.



The displayed section contains the following settings, which you can use to customize the image.

Common Settings Tab



- **Size** - specifies if the image is a custom or original size.
- **Width** - specifies the width of the image in pixels (for custom size).
- **Height** - specifies the height of the image in pixels (for custom size).
- **Create thumbnail** - specifies if a thumbnail will be created from the image with the specified size (for custom size).

- **New image name** - specifies a name for the image thumbnail.
- **Position** - specifies the position of the image.
- **Wrap text around image** - specifies whether text should be wrapped around the image.
- **Description** - specifies the image description.

Style Settings Tab



- **Margin top** - specifies the image top margin in pixels.
- **Margin bottom** - specifies the image bottom margin in pixels.
- **Margin left** - specifies the image left margin in pixels.
- **Margin right** - specifies the image right margin in pixels.
- **Border width** - specifies the width of the image border in pixels.
- **Border color** - specifies the color of the image border.
- **Border style** - specifies the style of the image border.
- **CSS class** - specifies the CSS class applied to the image.

Insert an Audio Into HTML Editor

This topic describes how to insert audio into an editor's content.

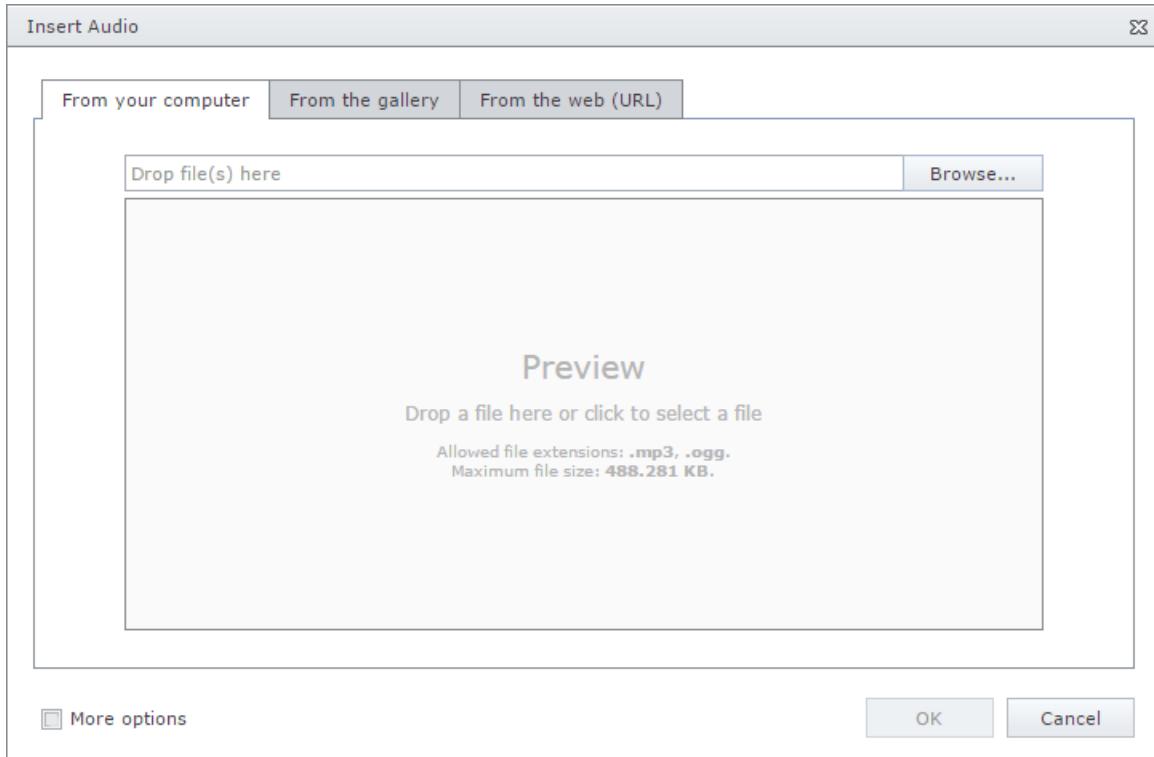
First, position the mouse pointer on the place in the text where you want to add audio, and click the **Insert Audio** button.



Now, define the required parameters of the audio in the invoked **Insert Audio** dialog.

Insert an Audio Stored on the Local Machine

- Click the **From your computer** tab in the **Insert Audio** dialog.



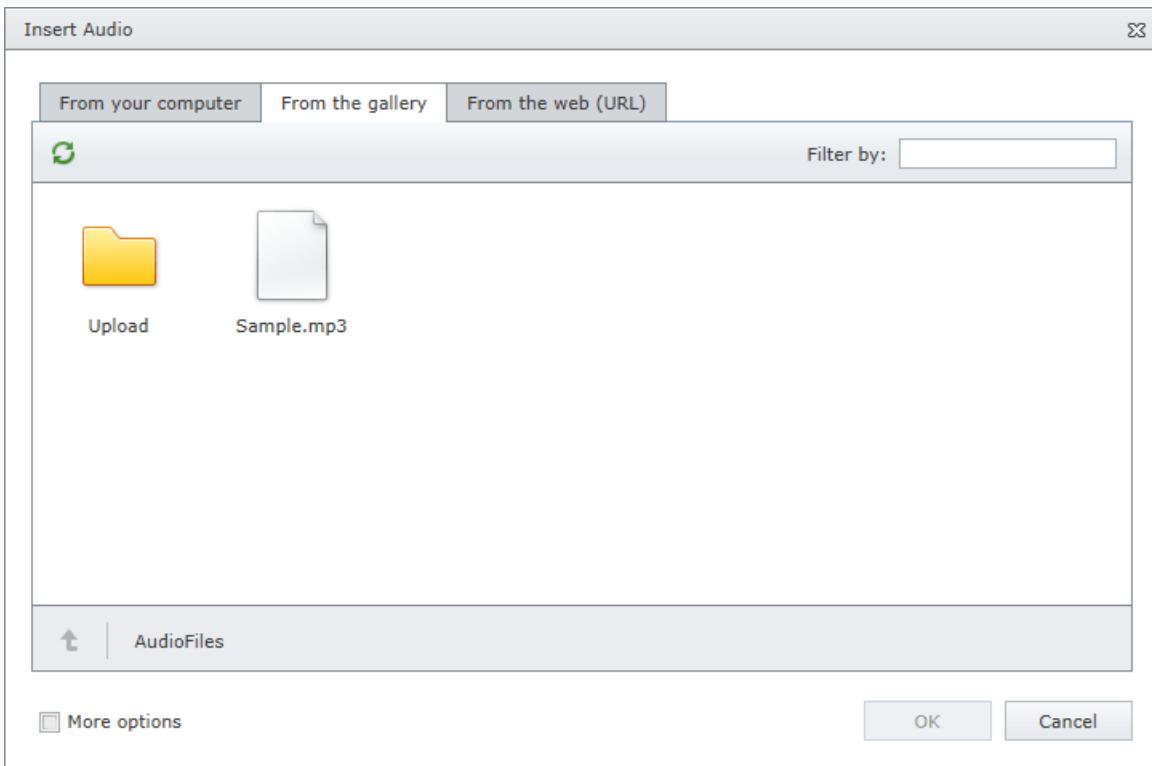
- Click the **Browse...** button, or edit box, or preview area to invoke **File Upload** dialog. Select the audio file that you want to add and click the **Open** button to upload the audio file to the web server.
- Or you can drag and drop a file to the edit box or preview area to upload the file to the web server.
- Check **More Options** to customize the **audio settings** (optional).

After completing all the steps above, you can preview the audio in the **Insert Audio** dialog. The audio player allows you to listen to the audio before inserting it.

- Click the **OK** button to close the dialog and insert the audio into the editor's content.

Insert an Audio from the Predefined Gallery

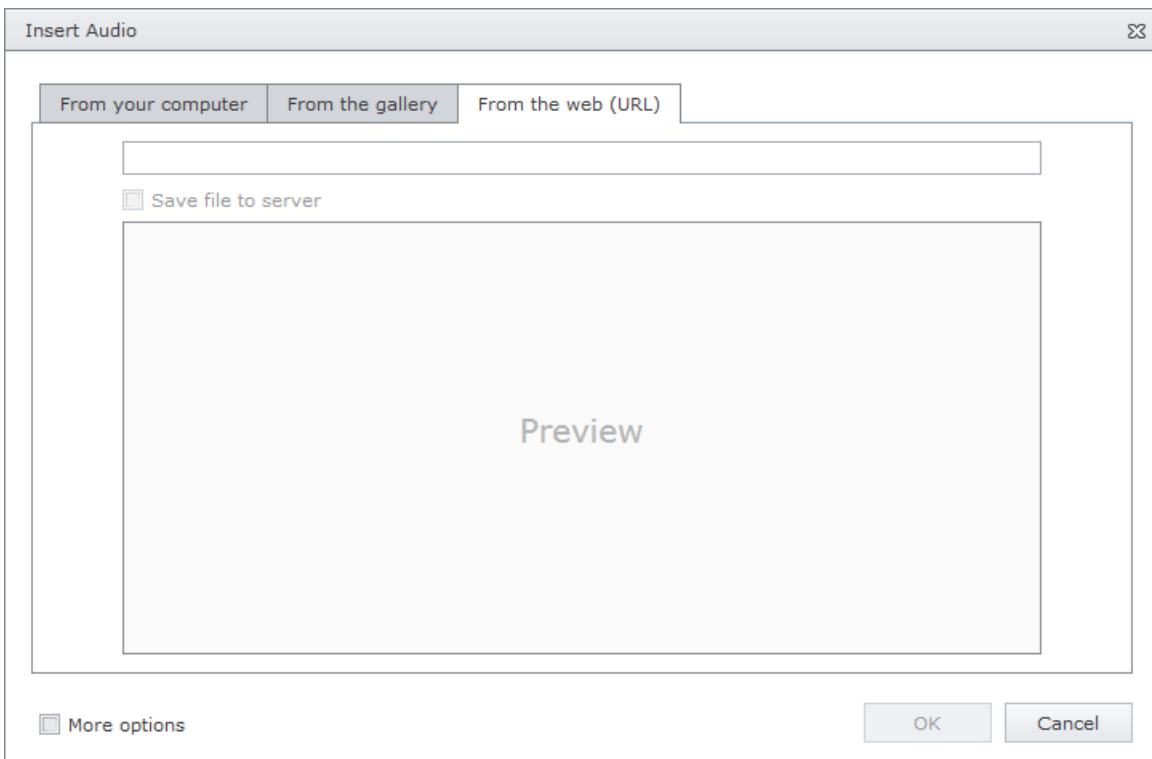
- Click the **From the gallery** tab in the **Insert Audio** dialog.



- Select the audio file that you want to add and click the **OK** button to close the dialog and insert the audio into the editor's content.

Insert Audio by Specifying Its URL

- Click the **From the web (URL)** tab in the **Insert Audio** dialog.



- Type the web address of the audio file in the edit box.
- Check **Save file to server** if you want to upload the audio file to the web server.
- Check **More options** to customize the [audio settings](#) (optional).

After completing all the steps above, you can preview the audio in the **Insert Audio** dialog. The audio player allows you to

listen to the audio before inserting it.

- Click the **OK** button to close the dialog and insert the audio into the editor's content.

You can [modify audio](#) after inserting it into the HTML editor.

Modify Audio Settings in HTML Editor

To modify audio element settings within editor content, do one of the following.

- Double-click the audio element.
- Right-click the audio element and select **Change Audio...** within the invoked context menu.



- Select the audio element and click the **Insert Audio** button.

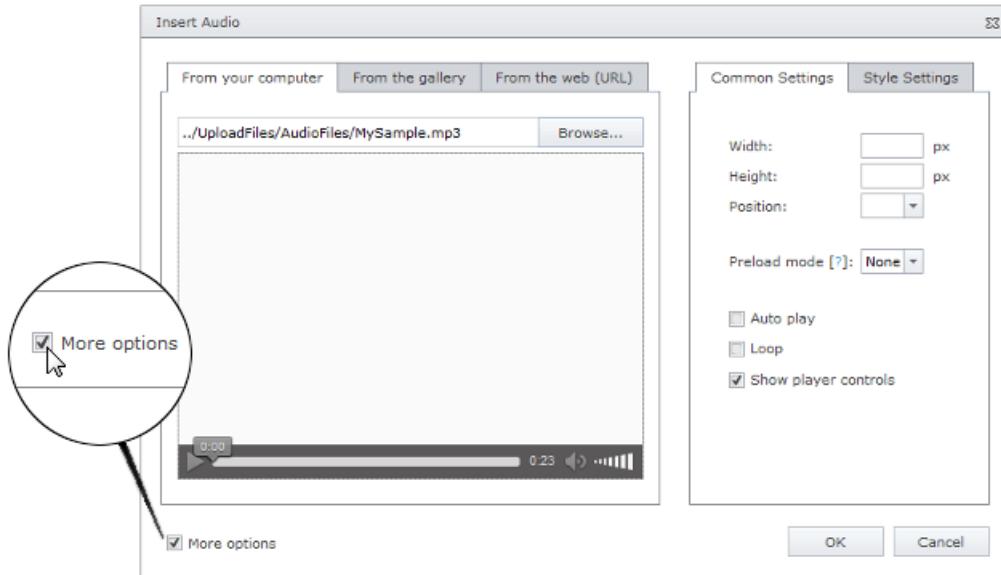


The opened **Change Audio** dialog allows you to modify audio element settings. More detailed information is available in the [Insert an Audio Into HTML Editor](#) section.

Audio Settings

When you [insert](#) or [modify](#) audio in an HTML Editor, you can customize the audio player settings as well.

To display the settings section in an audio dialog, select the **More options** check box.



The displayed section contains the following settings, which you can use to customize the audio player.

Common Settings Tab



- **Width** - specifies the width of the audio player in pixels.
- **Height** - specifies the height of the audio player in pixels.
- **Position** - specifies the position of the audio player.
- **Preload mode** - specifies how the audio file should be loaded when the page loads.
 - *None* - the browser does not load the audio when the page loads.
 - *Metadata* - the browser loads only metadata when the page loads.
 - *Auto* - the browser loads the entire audio when the page loads.

- **Auto Play** - specifies whether or not the audio will automatically start playing.
- **Loop** - specifies whether or not the audio will start over again every time it is finished.
- **Show player controls** - specifies whether or not the audio player controls should be displayed.

Style Settings Tab

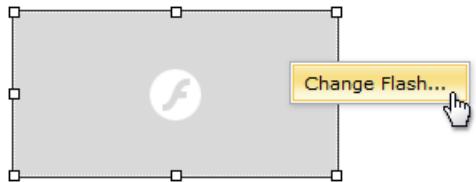


- **Margin top** - specifies the audio player top margin in pixels.
- **Margin bottom** - specifies the audio player bottom margin in pixels.
- **Margin left** - specifies the audio player left margin in pixels.
- **Margin right** - specifies the audio player right margin in pixels.
- **Border width** - specifies the width of the audio player border in pixels.
- **Border color** - specifies the color of the audio player border.
- **Border style** - specifies the style of the audio player border.
- **CSS class** - specifies the CSS class applied to the audio player.

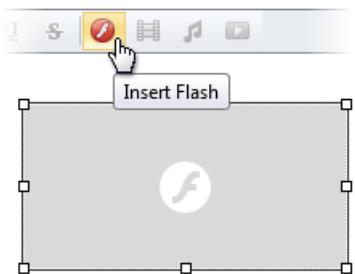
Modify Flash Settings in HTML Editor

To modify flash element settings within editor content, do one of the following.

- Double-click the flash element.
- Right-click the flash element and select **Change Flash...** within the invoked context menu.



- Select the flash element and click the **Insert Flash** button.



The opened **Change Flash** dialog allows you to modify flash element settings. More detailed information is available in the [Insert a Flash Into HTML Editor](#) section.

Insert a Flash Into HTML Editor

This topic describes how to insert a flash into an editor's content.

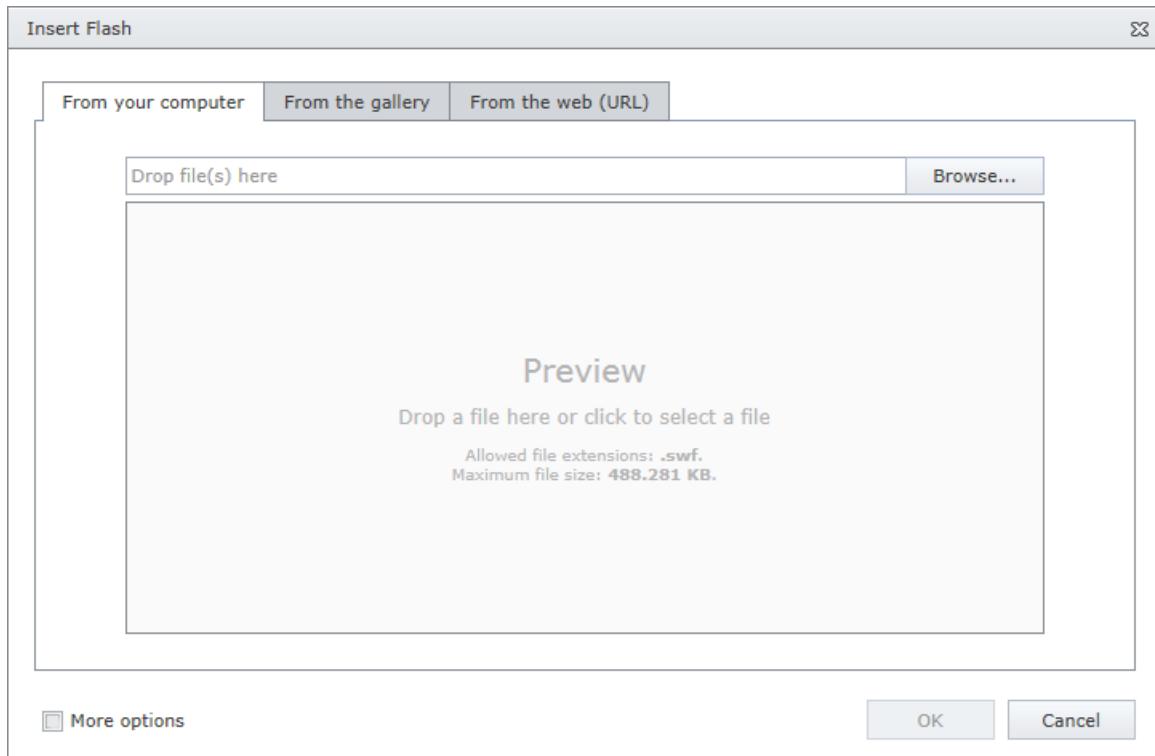
First, position the mouse pointer on the place in the text where you want to add a flash and click the **Insert Flash** button.



Now, define the required parameters of the flash within the invoked **Insert Flash** dialog.

Insert a Flash Stored on the Local Machine

- Click the **From your computer** tab within the **Insert Flash** dialog.



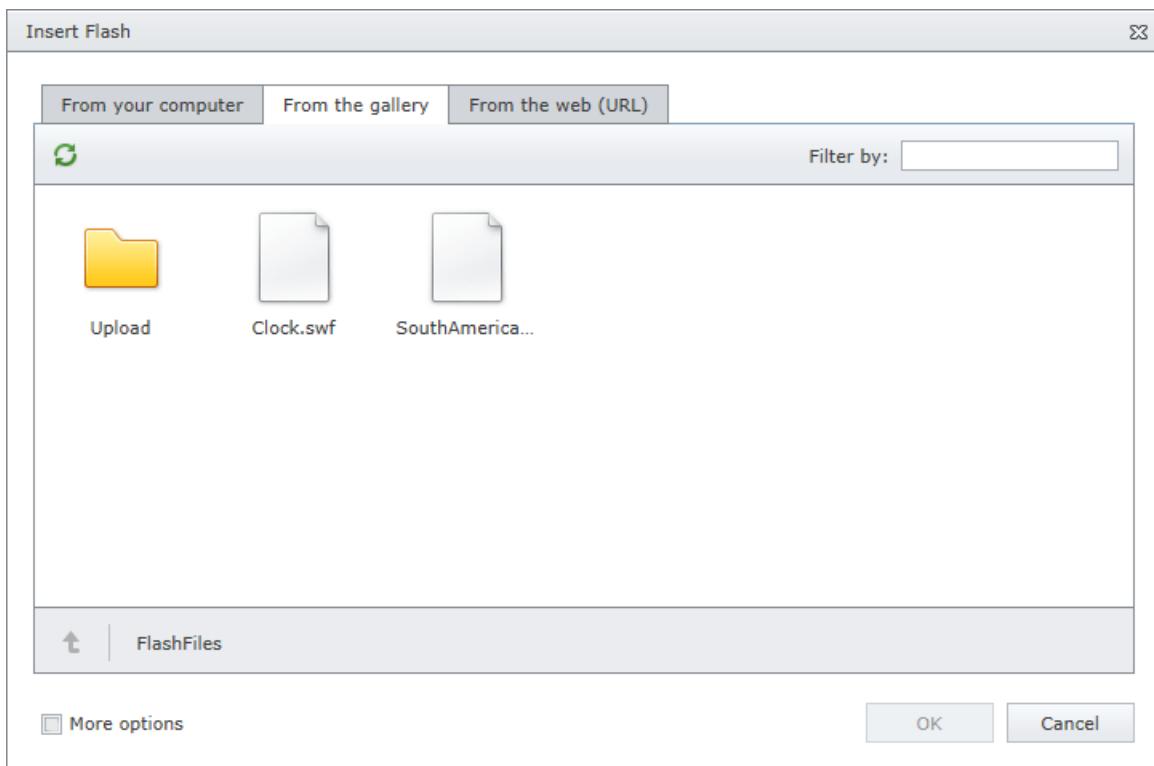
- Click the **Browse...** button, or edit box, or preview area to invoke **File Upload** dialog. Select the flash file that you want to add and click the **Open** button to upload the flash file to the web server.
- Or you can drag and drop a file to the edit box or preview area to upload the file to the web server.
- Check **More Options** to customize the [flash settings](#) (optional).

After completing all the steps above, you can preview the flash in the **Insert Flash** dialog.

- Click the **OK** button to close the dialog and insert the flash into the editor's content.

Insert a Flash from the Predefined Gallery

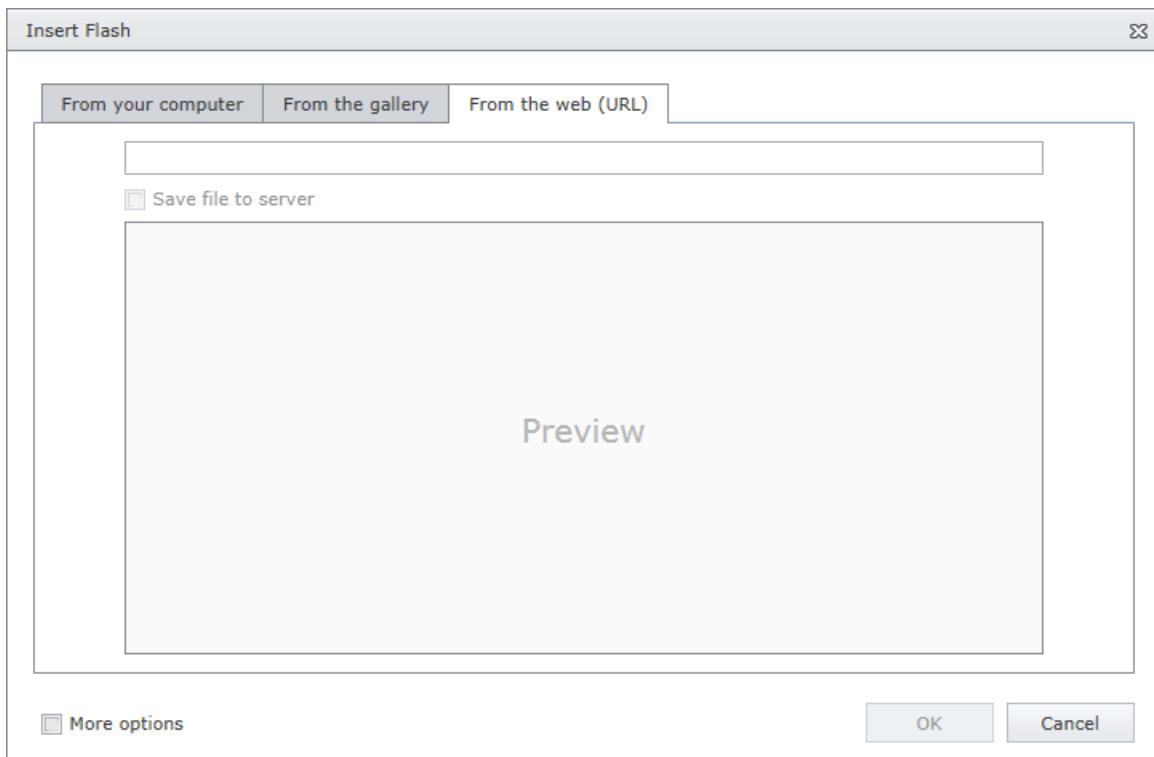
- Click the **From the gallery** tab in the **Insert Flash** dialog.



- Select the flash file that you want to add and click the **OK** button to close the dialog and insert the flash into the editor's content.

Insert a Flash by Specifying Its URL

- Click the **From the web (URL)** tab in the **Insert Flash** dialog.



- Type the web address of the flash file in the edit box.
- Check **Save file to server** if you want to upload the flash file to the web server.
- Check **More options** to customize the [flash settings](#) (optional).

After completing all the steps above, you can preview the flash in the **Insert Flash** dialog.

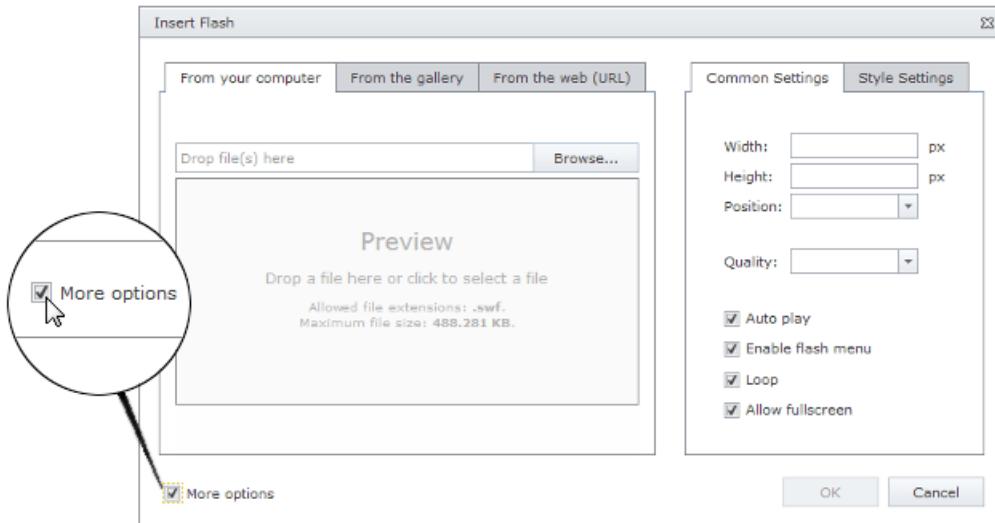
- Click the **OK** button to close the dialog and insert the flash into the editor's content.

You can [modify the flash](#) after inserting it into HTML editor.

Flash Settings

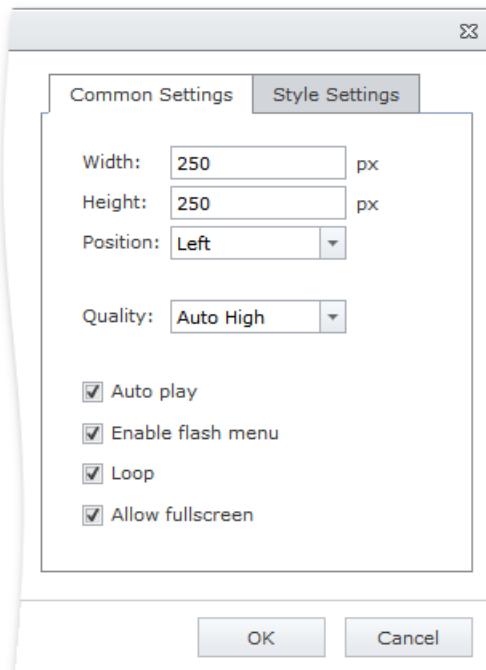
When you [insert](#) or [modify](#) flash in an HTML Editor, you can customize the flash player settings as well.

To display the settings section in a flash dialog, select the **More options** check box.



The displayed section contains the following settings, which you can use to customize the flash player.

Common Settings Tab



- **Width** - specifies the width of the flash player in pixels.
- **Height** - specifies the height of the flash player in pixels.
- **Position** - specifies the position of the flash player.
- **Quality** - specifies the flash rendering quality.
 - *Best* - specifies that a flash will be rendered in the 'best' quality.
 - *High* - specifies that a flash will be rendered in 'high' quality.
 - *Auto High* - specifies that a flash will be rendered in the 'autohigh' quality.
 - *Medium* - specifies that a flash will be rendered in 'medium' quality.
 - *Low* - specifies that a flash will be rendered in 'low' quality.
 - *Auto Low* - specifies that a flash will be rendered in the 'autolow' quality.

- **Auto Play** - specifies whether or not the flash will automatically start playing.
- **Enable flash menu** - specifies whether or not the movie playback controls are available in the flash player context menu.
- **Loop** - specifies whether or not the flash will start over again every time it is finished.
- **Allow fullscreen** - specifies whether or not the flash file can be displayed in full screen mode.

Style Settings Tab

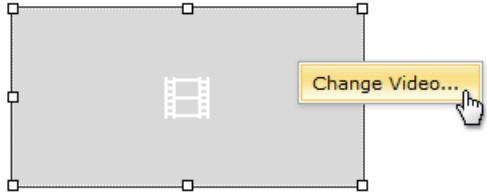


- **Margin top** - specifies the flash player top margin in pixels.
- **Margin bottom** - specifies the flash player bottom margin in pixels.
- **Margin left** - specifies the flash player left margin in pixels.
- **Margin right** - specifies the flash player right margin in pixels.
- **Border width** - specifies the width of the flash player border in pixels.
- **Border color** - specifies the color of the flash player border.
- **Border style** - specifies the style of the flash player border.
- **CSS class** - specifies the CSS class applied to the flash player.

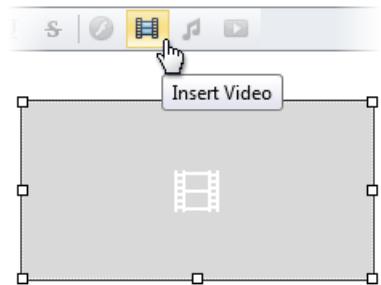
Modify Video Settings in HTML Editor

To modify video element settings within editor content, do one of the following.

- Double-click the video element.
- Right-click the video element and select **Change Video...** within the invoked context menu.



- Select the video element and click the **Insert Video** button.



The opened **Change Video** dialog allows you to modify video element settings. More detailed information is available in the [Insert a Video Into HTML Editor](#) section.

Insert a Video Into HTML Editor

This topic describes how to insert video into an editor's content.

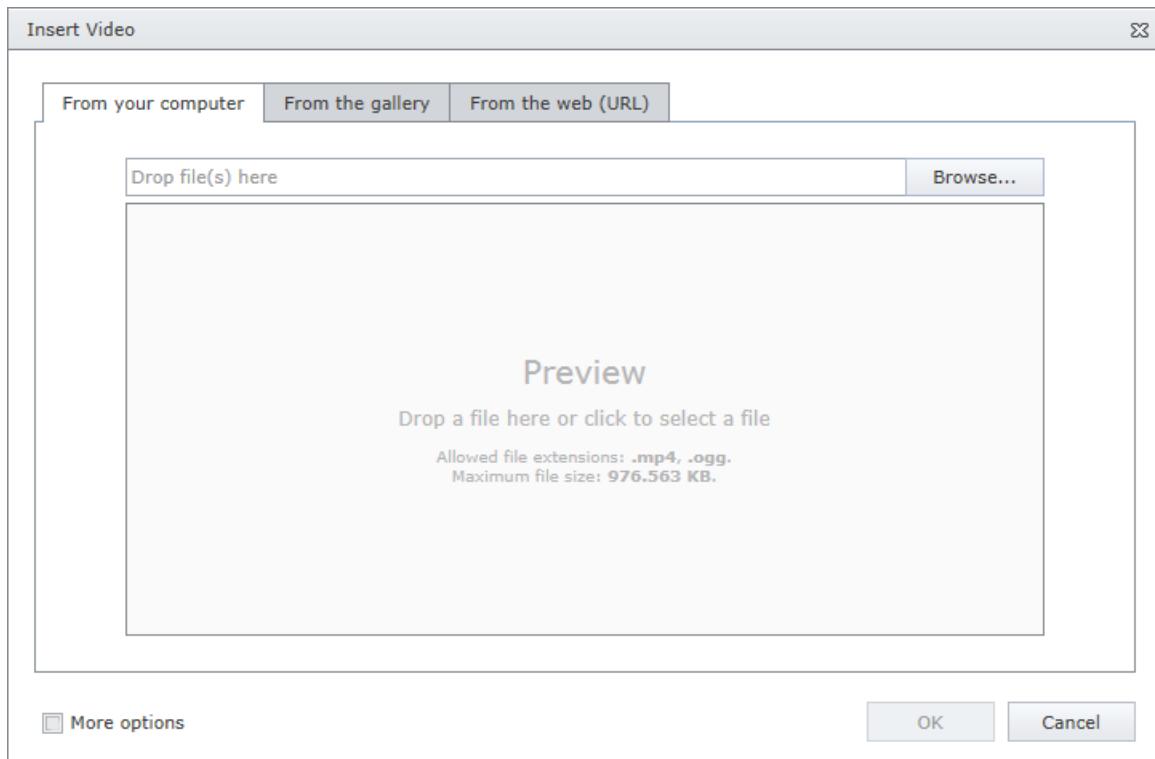
First, position the mouse pointer on the place in the text where you want to add video and click the **Insert Video** button.



Now, define the required parameters of the video within the invoked **Insert Video** dialog.

Insert an Video Stored on the Local Machine

- Click the **From your computer** tab in the **Insert Video** dialog.



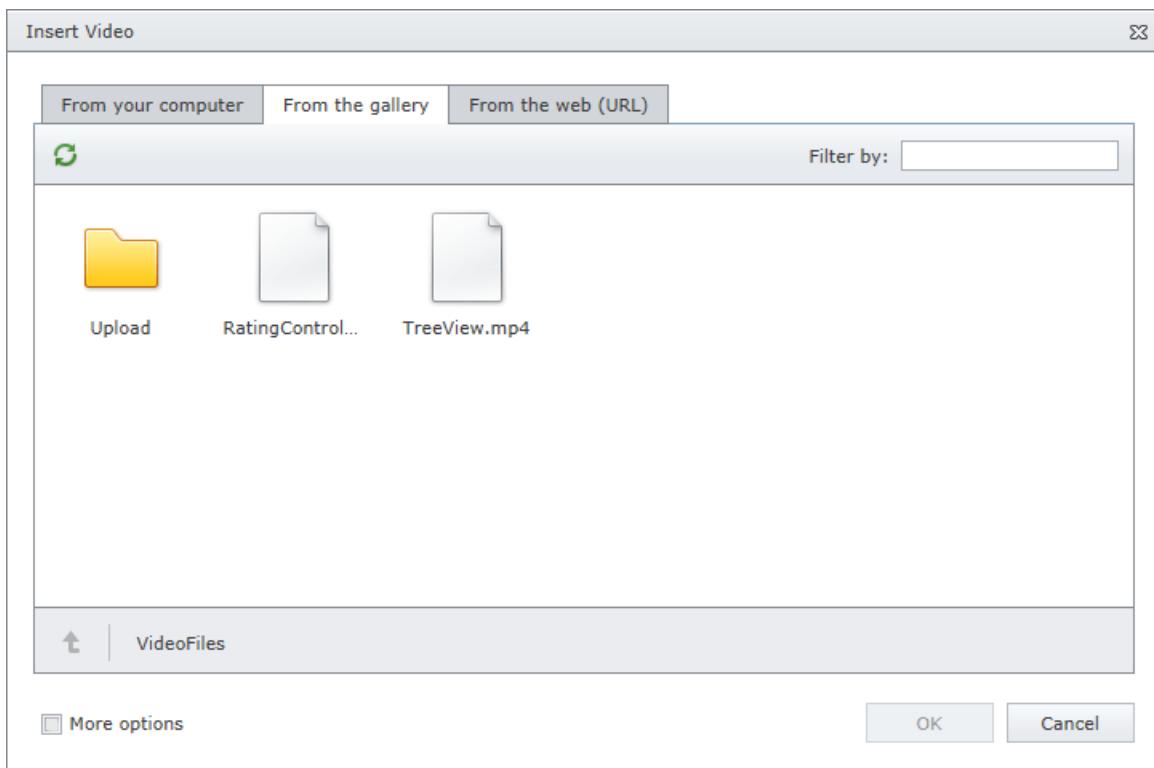
- Click the **Browse...** button, or edit box, or preview area to invoke **File Upload** dialog. Select the video file that you want to add and click the **Open** button to upload the video file to the web server.
- Or you can drag and drop a file to the edit box or preview area to upload the file to the web server.
- Check **More Options** to customize the **video settings** (optional).

After completing all the steps above, you can preview the video in the **Insert Video** dialog.

- Click the **OK** button to close the dialog and insert the video into the editor's content.

Insert an Video from the Predefined Gallery

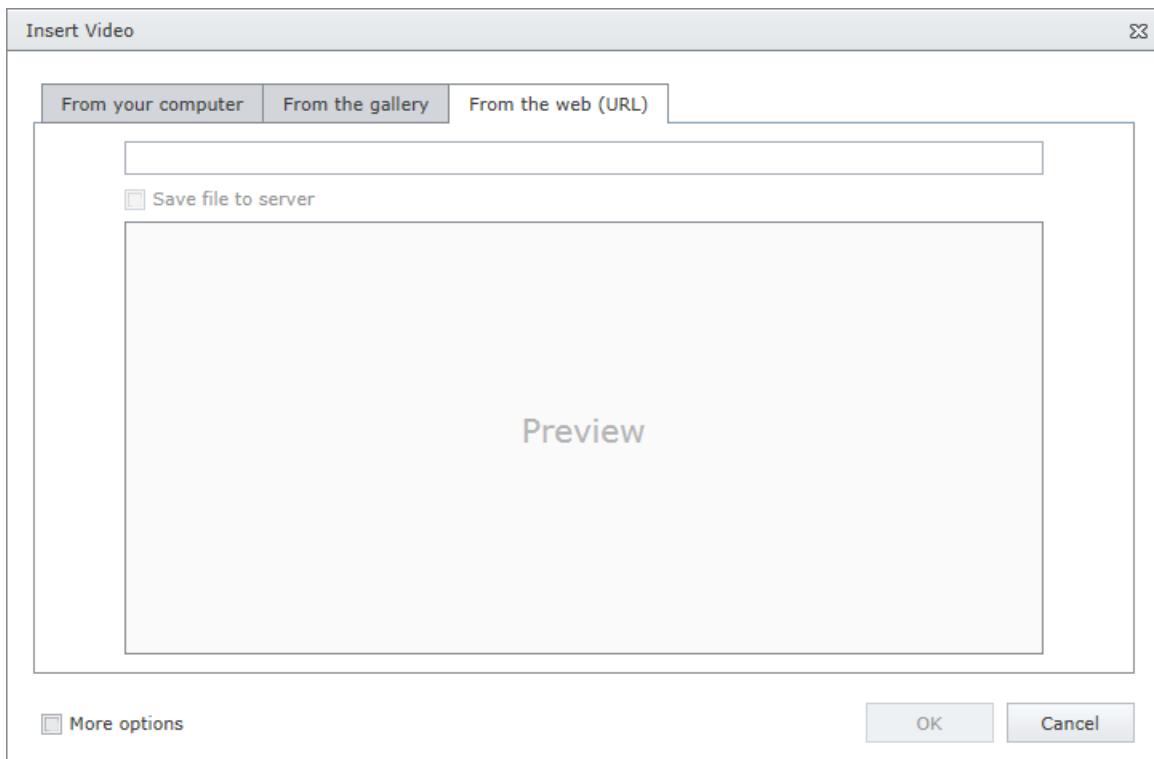
- Click the **From the gallery** tab in the **Insert Video** dialog.



- Select the video file that you want to add and click the **OK** button to close the dialog and insert the video into the editor's content.

Insert an Video by Specifying Its URL

- Click the **From the web (URL)** tab in the **Insert Audio** dialog.



- Type the web address of the video file in the edit box.
- Check **Save file to server** if you want to upload the video file to the web server.
- Check **More options** to customize the [video settings](#) (optional).

After completing all the steps above, you can preview the video in the **Insert Audio** dialog. The video player allows you to

view the video before inserting it.

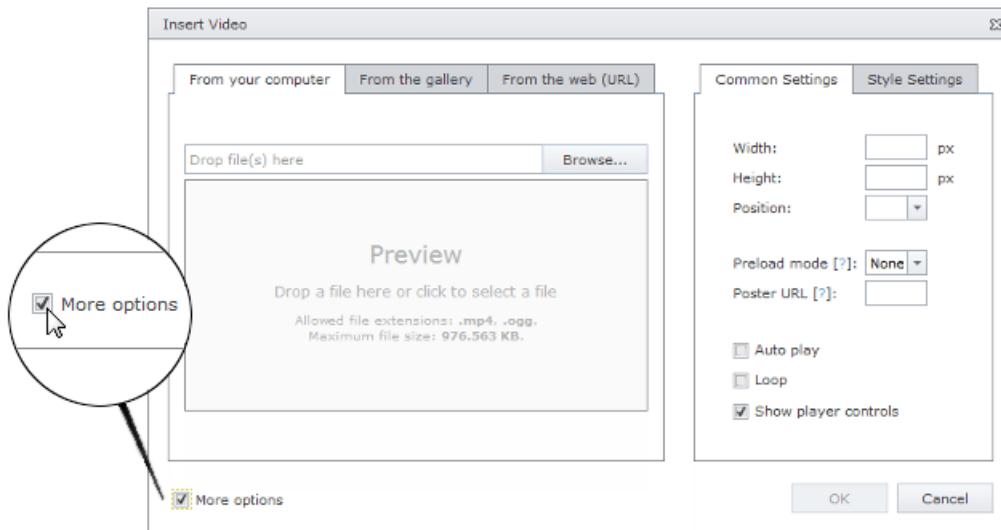
- Click the **OK** button to close the dialog and insert the video into the editor's content.

You can [modify video](#) after inserting it into an HTML editor.

Video Settings

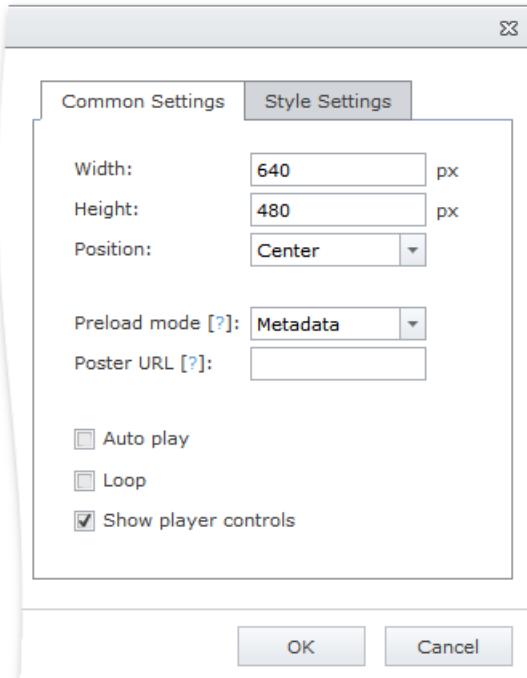
When you [insert](#) or [modify](#) video in an HTML Editor, you can customize the video player settings as well.

To display the settings section in a video dialog, select the **More options** check box.



The displayed section contains the following settings, which you can use to customize the video player.

Common Settings Tab



- **Width** - specifies the width of the video player in pixels.
- **Height** - specifies the height of the video player in pixels.
- **Position** - specifies the position of the video player.
- **Preload mode** - specifies how the video file should be loaded when the page loads.
 - *None* - the browser does not load the video when the page loads.
 - *Metadata* - the browser loads only metadata when the page loads.
 - *Auto* - the browser loads the entire video when the page loads.
- **Poster URL** - specifies an image to be displayed while the video is being downloaded or until a user clicks the play button. If

the poster is not specified, the first frame of the video will be used.

- **Auto Play** - specifies whether or not the video will automatically start playing.
- **Loop** - specifies whether or not the video will start over again every time it is finished.
- **Show player controls** - specifies whether or not the video player controls should be displayed.

Style Settings Tab

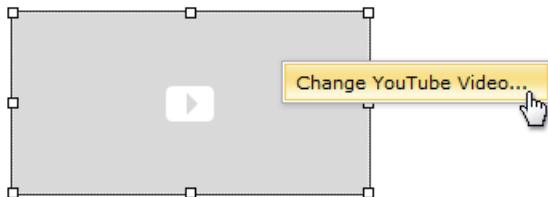


- **Margin top** - specifies the video player top margin in pixels.
- **Margin bottom** - specifies the video player bottom margin in pixels.
- **Margin left** - specifies the video player left margin in pixels.
- **Margin right** - specifies the video player right margin in pixels.
- **Border width** - specifies the width of the video player border in pixels.
- **Border color** - specifies the color of the video player border.
- **Border style** - specifies the style of the video player border.
- **CSS class** - specifies the CSS class applied to the video player.

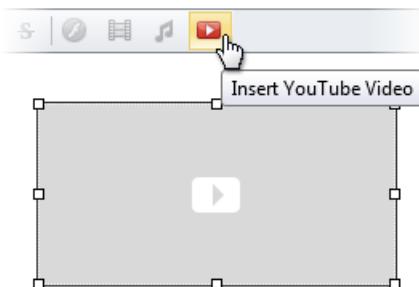
Modify YouTube Video Settings in HTML Editor

To modify YouTube video element settings within editor content, do one of the following.

- Double-click the YouTube video element.
- Right-click the YouTube video element and select **Change YouTube Video...** within the invoked context menu.



- Select the YouTube video element and click the **Insert YouTube Video** button.



The opened **Change YouTube Video** dialog allows you to modify YouTube video element settings. More detailed information is available in the [Insert a YouTube Video Into HTML Editor](#) section.

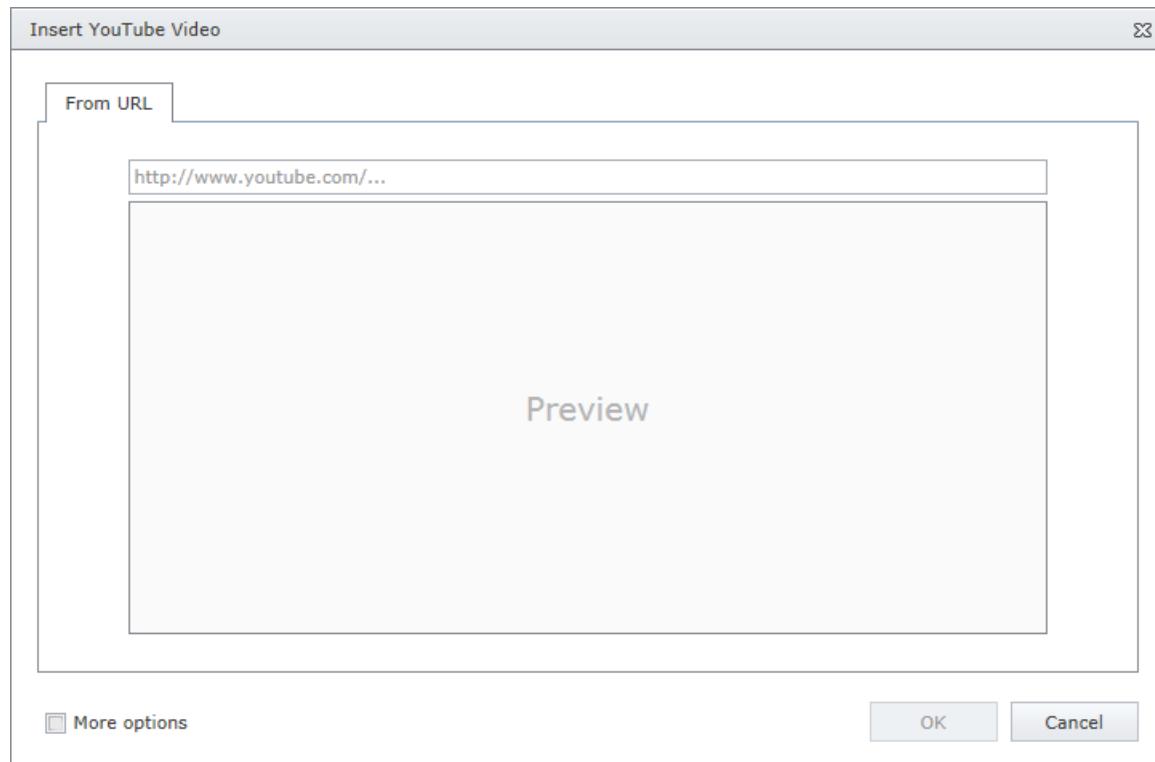
Insert a YouTube Video Into HTML Editor

This topic describes how to insert a YouTube video into an editor's content.

First, position the mouse pointer on the place in the text where you want to add a YouTube video and click the **Insert YouTube Video** button.



Now, define the required parameters of the YouTube video in the invoked **Insert YouTube Video** dialog.



- Type the web address of the YouTube video in the edit box. Note that the URL should be as follows:
<http://www.youtube.com/watch?v=videoID>
- Check **More options** to customize the [YouTube video settings](#) (optional).

After completing the steps above, you can preview the YouTube video in the **Insert YouTube Video** dialog.

Click the **OK** button to close the dialog and insert the YouTube video into the editor's content.

From URL

 http://www.youtube.com/watch?v=uQL8aH_LaD0 More options

OK

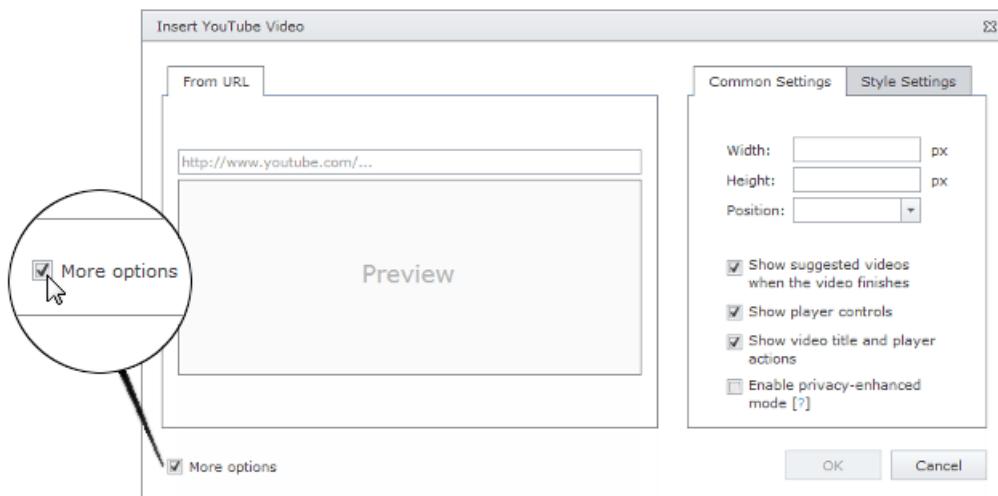
Cancel

You can [modify the YouTube video](#) after inserting it into an HTML editor.

YouTube Video Settings

When you [insert](#) or [modify](#) YouTube video in an HTML Editor, you can customize the video player settings as well.

To display the settings section in a YouTube video dialog, select the **More options** check box.



The displayed section contains the following settings, which you can use to customize the YouTube video player.

Common Settings Tab



- **Width** - specifies the width of the YouTube video player in pixels.
- **Height** - specifies the height of the YouTube video player in pixels.
- **Position** - specifies the position of the YouTube video player.
- **Show suggested videos when the video finishes** - specifies whether or not the suggested videos will be displayed when the video finishes.
- **Show player controls** - specifies whether or not the YouTube video player controls should be displayed.
- **Show video title and player actions** - specifies whether or not the information about video is displayed.

- **Enable privacy-enhanced mode** - specifies whether or not YouTube stores information about visitors on your webpage unless they play the video.

Style Settings Tab



- **Margin top** - specifies the video player top margin in pixels.
- **Margin bottom** - specifies the video player bottom margin in pixels.
- **Margin left** - specifies the video player left margin in pixels.
- **Margin right** - specifies the video player right margin in pixels.
- **Border width** - specifies the width of the video player border in pixels.
- **Border color** - specifies the color of the video player border.
- **Border style** - specifies the style of the video player border.
- **CSS class** - specifies the CSS class applied to the video player.

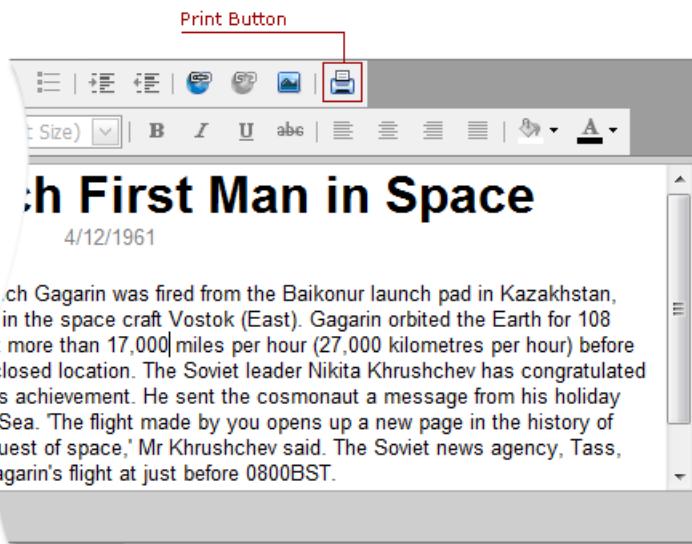
Repeat and Undo Actions in HTML Editor

The Editor keeps track of all user actions, and allows you to undo or repeat them. The following table lists keyboard shortcuts and toolbar buttons providing this functionality.

EDITOR'S BUTTON	SHORTCUT	DESCRIPTION
 Undo	CTRL+Z	Reverses the last operation.
 Redo	CTRL+Y	Reverses the last "Undo" operation.

Printing HTML Editor Content

The editor's content can be printed by using the **Print** () toolbar button.



This invokes the standard print dialog, where you can specify required print settings.

Clipboard Operations in HTML Editor

Any part of the editor's content (images, tables or other content) can be cut, copied or pasted. The following table lists keyboard shortcuts and toolbar buttons providing this functionality.

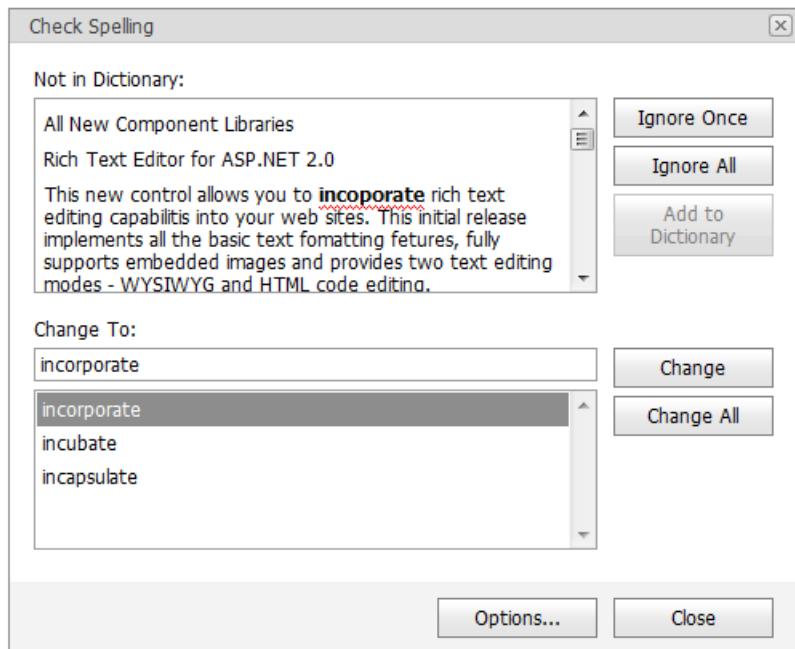
EDITOR'S BUTTON	SHORTCUT	DESCRIPTION
 Copy	CTRL+C, CTRL+INS	Copies the selected content to the clipboard.
 Cut	CTRL+X, SHIFT+DEL	Cuts the selected content to the clipboard.
 Paste	CTRL+V, SHIFT+INS	Pastes the selected content to the editor. This action is available if the clipboard is not empty.
 Paste From Word	None	Pastes the copied content from Word to the editor. This action is available if the clipboard is not empty.

Note

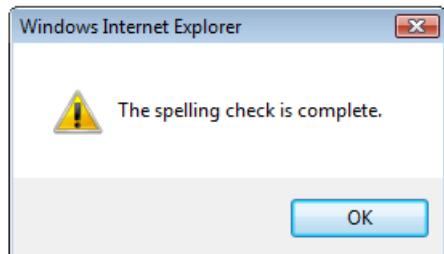
The copy and cut operations place the copied or cut content onto the clipboard, replacing the existing content.

Check Spelling in HTML Editor

Click the **Check spelling** () button. If the text contains spelling errors, the following dialog box allows you to preview, correct or ignore them.

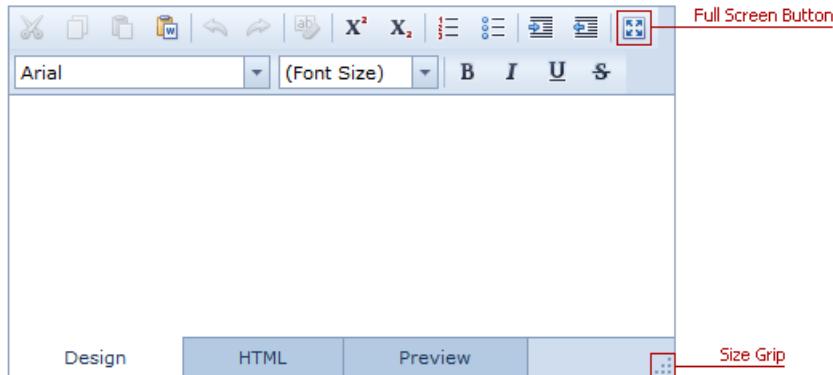


After the entire text has been scanned, the following window is shown.



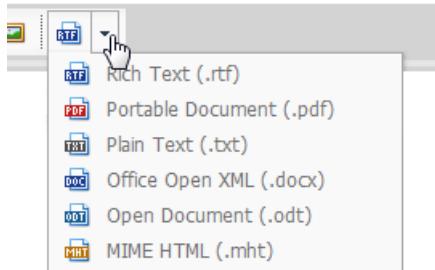
Sizing and Full-Screen Mode

- To resize an HTML Editor place the mouse pointer over the size grip, press the left mouse button and drag the editor's scope to the required size.
- To switch to full-screen mode, click the  button or press **F11** while the HTML Editor has focus. Note that this mode is in effect for the Design View only.



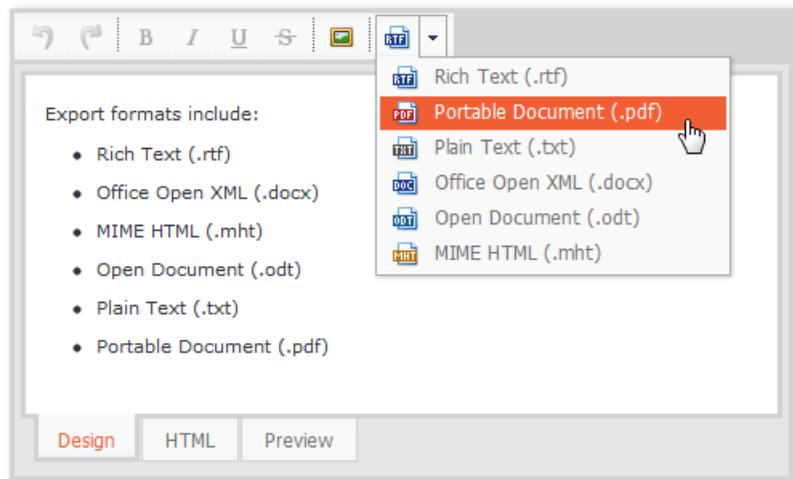
Export HTML Editor Content to Various Documents Formats

To export a document, first invoke a dropdown menu with the list of available document formats:

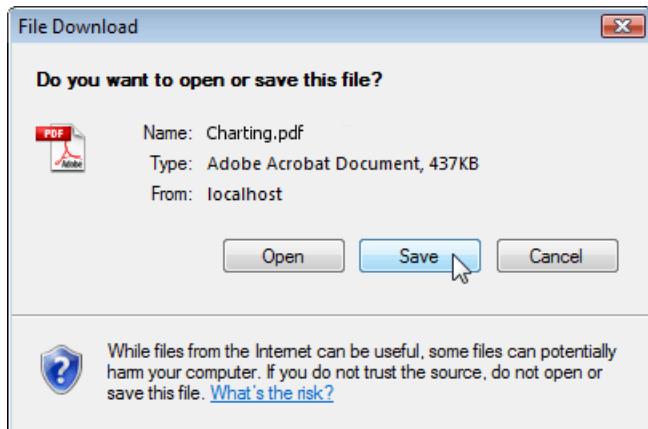


Choose the required format for export from the list. The available formats are:

- Rich Text (.rtf)
- Office Open XML (.docx)
- MIME HTML (.mht)
- Open Document (.odt)
- Plain Text (.txt)
- Portable Document (.pdf). Available for export only.



Click Save on the invoked web browser's **File Download** dialog.



Define a path for the exported document in the invoked Save As dialog, and click Save.

Shortcuts

By default, HTML Editor provides the following shortcuts.

Shortcut	Description
Ctrl+A	Selects the entire content
Ctrl+B	Applies bold formatting to the selected text
Ctrl+C	Copies the selection
Ctrl+E	Justifies text center
Ctrl+F	Shows Search Panel
Ctrl+G	Invokes the Insert Image Dialog
Ctrl+H	Invokes the Find and Replace Dialog
Ctrl+I	Applies italic formatting to the selected text
Ctrl+J	Justifies text
Ctrl+K	Invokes the Insert Link Dialog for the selection
Ctrl+L	Justifies text left
Ctrl+P	Prints the editor's content
Ctrl+R	Justifies text right
Ctrl+U	Underlines the selected text
Ctrl+V	Pastes content from the clipboard
Ctrl+X	Cuts the selection
Ctrl+Y	Redoes the last undone action
Ctrl+Z	Undoes the last action
Ctrl+Ins	Copies the selection
Ctrl+Space	Shows intellisense (for Html View)
Ctrl+Shift+K	Unlinks the selection
Shift+Del	Cuts the selection
Shift+Ins	Pastes content from the clipboard

Shortcut	Description
F11	Activates/deactivates the full-screen mode

Image Gallery

The **Image Gallery** displays images as thumbnails, allows you to navigate through them using a [pager](#), and provides the ability to display images in a [fullscreen viewer](#).

Rows per page: 1

A horizontal row of three images. From left to right: 1. A classical building with columns and a flag flying from a pole. 2. A large, ornate red stone archway. 3. A wide-angle shot of a stadium with blue and red seating tiers and a green field.

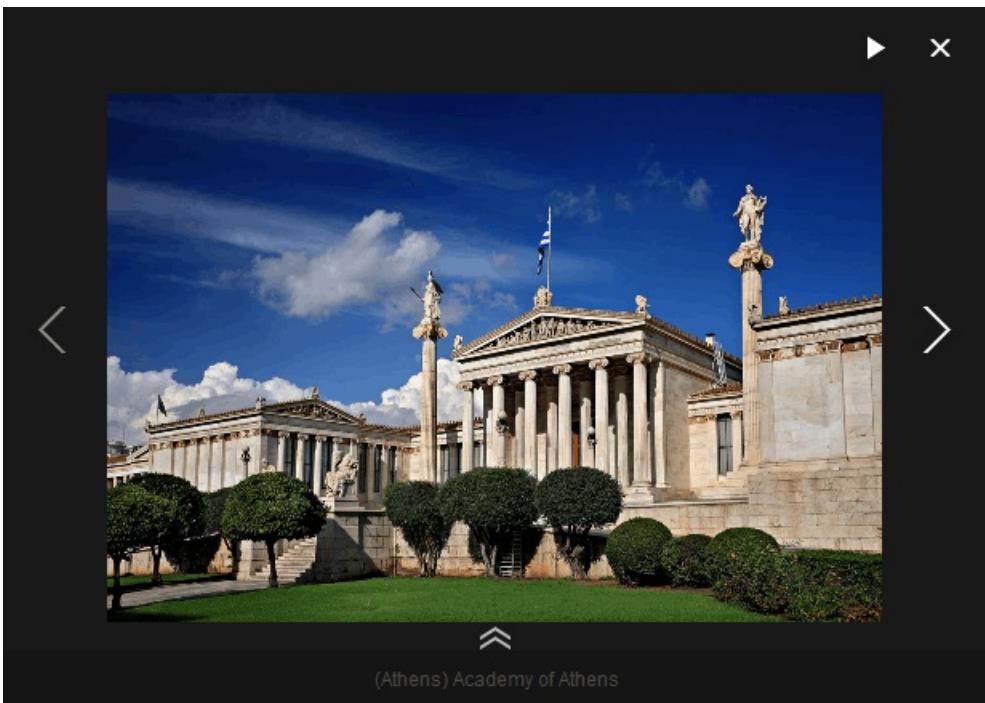
1 2 3 4 5 6

Hover an image to display the image description.

1 2 3 4

(Athens) Academy of Athens

Click an image to display it in a [fullscreen viewer](#).



▶ X

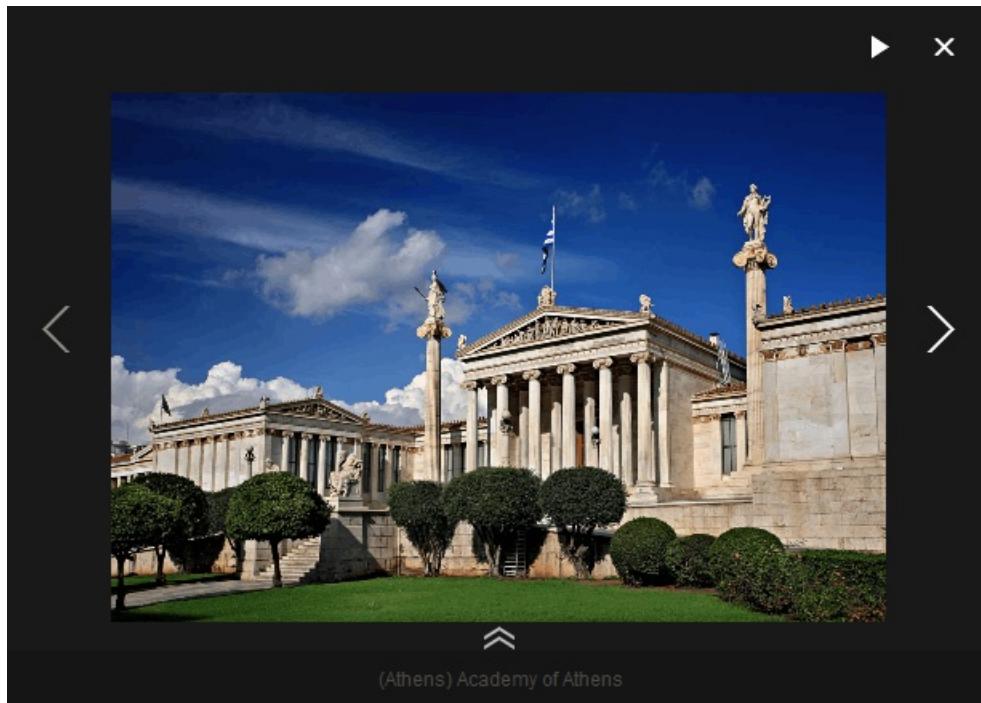
>



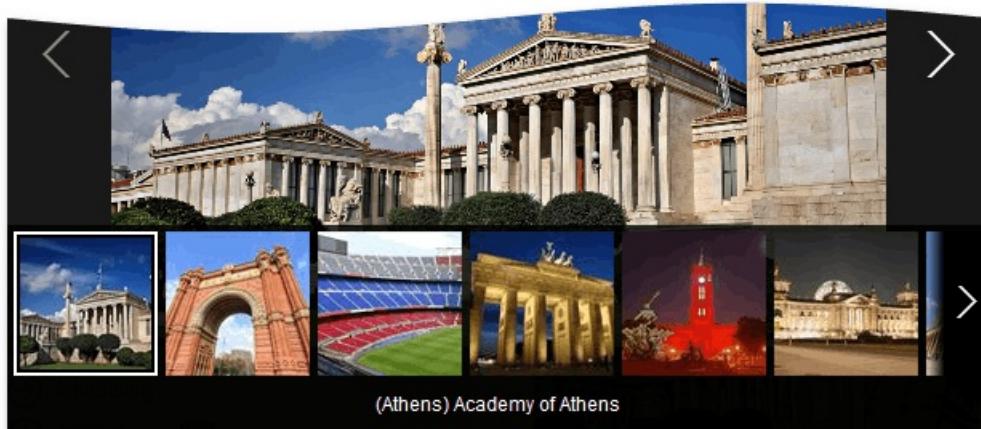
(Athens) Academy of Athens

Fullscreen Viewer

The Image Gallery **Fullscreen Viewer** displays images in full screen mode and allows you to navigate through them.



Hover the navigation bar marker () to display a navigation bar.



You can navigate through images by clicking the navigation buttons or the image area, or by pressing the **ARROW** keys. You can also use the mouse scroll wheel, or perform a swipe gesture. You can also use the swipe gesture on touch devices.

Closing the Fullscreen Viewer

To close the Fullscreen Viewer, click the **Close** button or press the **ESC** key.



Slide Show

The **Fullscreen Viewer** can display images in a slide show. To play the slide show, click the **Play** button. To pause the slide show, click the **Pause** button. Note that you can still navigate through images manually, while the slide show is playing.

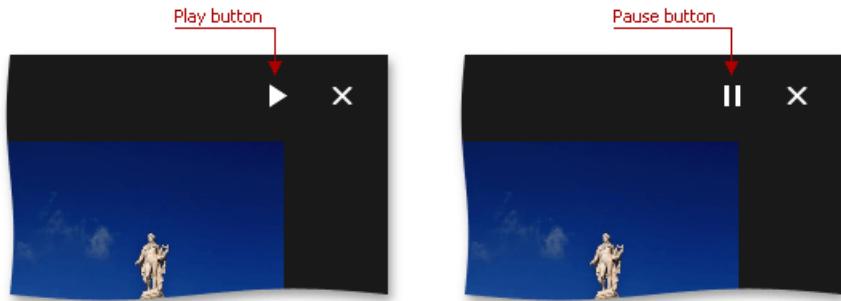


Image Gallery Pager

The **Image Gallery** pager allows you to navigate through image data pages. It can be displayed at the top, bottom, or top and bottom of the Image Gallery. To navigate to a specific page, click its number in the pager. Additionally, you can use the pager buttons to navigate to the next, previous, first or last page. The current page is highlighted.

The **Rows per page** drop-down menu allows you to select the number of rows to be displayed on the page.

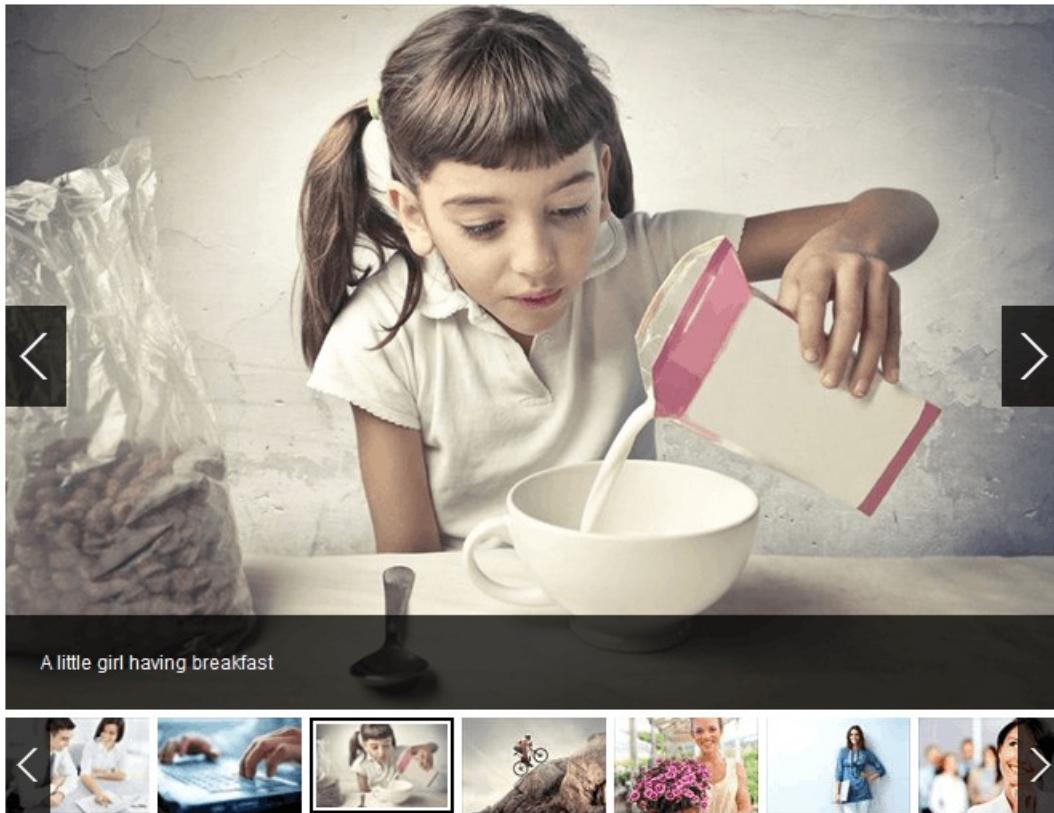


If a **Show more items...** link is displayed, click it to load more images to the Image Gallery.

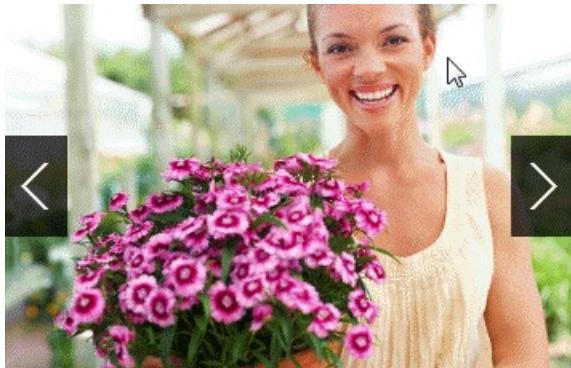


Image Slider

The **Image Slider** is used to display images and navigate through them.

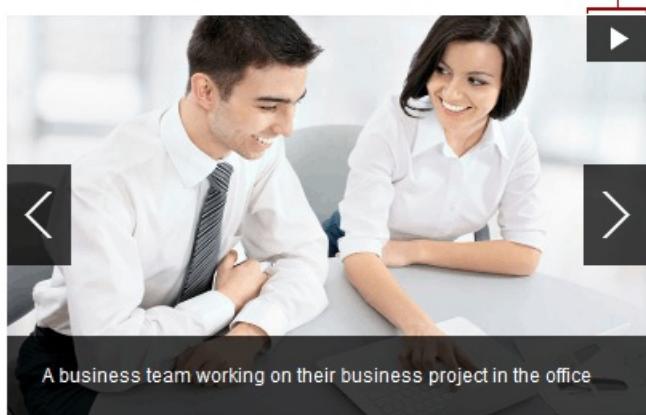


You can navigate through images by clicking the navigation buttons (or the right or left part of the image) or by pressing the **ARROW** keys. You can also use the mouse scroll wheel, or perform a swipe gesture. You can also use the swipe gesture on touch devices.



Slide Show

Image Slider can display images in a slide show. To play the slide show, click the **Play** button. To pause slide show, click the **Pause** button. Note that you can still navigate through images manually, while the slide show is playing.



Play (Pause) Button



A business team working on their business project in the office



Image Zoom

The **Image Zoom** allows you to examine images in high-res detail.

Move the pointer over the image to display a window with the image in high-res detail. An image area displayed in high-res details is marked out on the main image.



Click the image to display it in a high-res detail in [Fullscreen Window](#).

Fullscreen Window

Click the [main image](#) to display it in a high-res detail in **Fullscreen Window**.



Closing the Fullscreen Window

To close the **Fullscreen Window** click the close button, or press the ESC key, or click an area behind image.

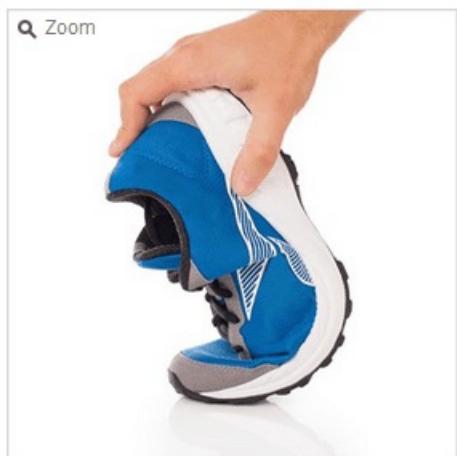
Close Button



Navigation Bar

The **Navigation Bar** allows you to fast navigate between images. To change an image, click or move the pointer over a corresponding thumbnail.

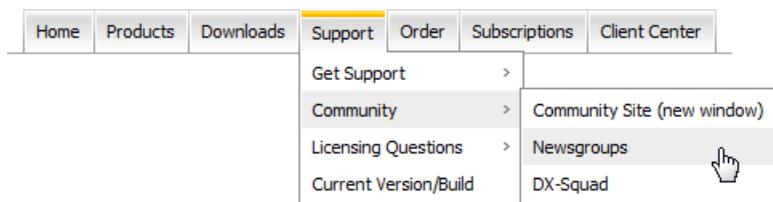
Navigation buttons allows you to navigate among thumbnails.



Menu

The menu is used for website navigation.

Click a menu item to choose its subitems. If an item has an arrow sign (>) , hover over it to expand its submenu.

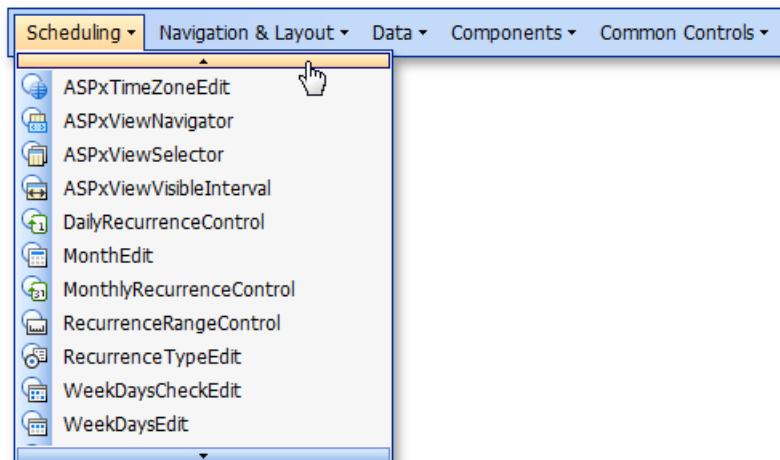


Menu Scrolling

- [Menu Scrolling](#)
- [Responsive Layout](#)

Menu Scrolling

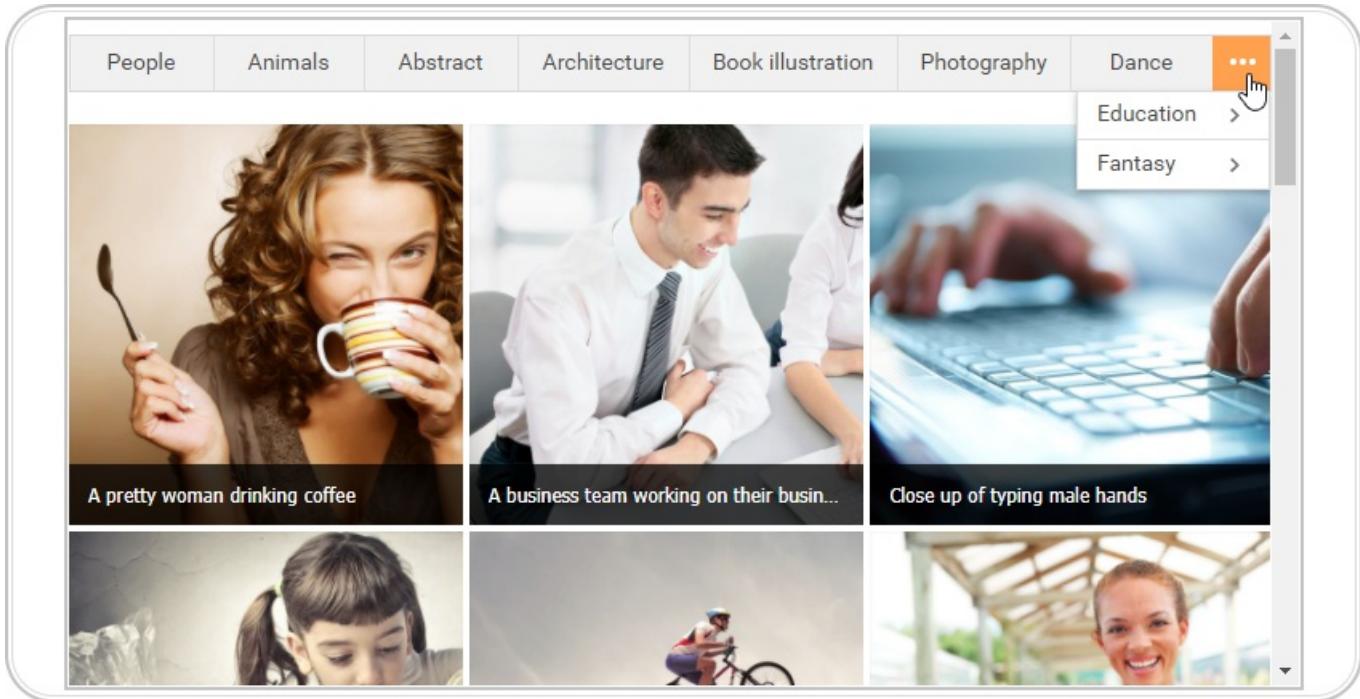
A submenu displays scroll buttons if it does not fit into the visible document area. Use the scroll button to scroll through a submenu.



Responsive Layout

The menu can operate in the following ways when the browser window's width changes:

- The menu automatically resizes or hides its items in the popup menu hidden under the ellipse button. Click the ellipsis button to show the hidden items.



- The horizontal menu items automatically transform into a vertical side-menu when the hamburger button is clicked.

- People >
- Animals >
- Abstract >
- Architecture >
- Book illustration >
- Photography >
- Dance >
- Education >
- Fantasy >

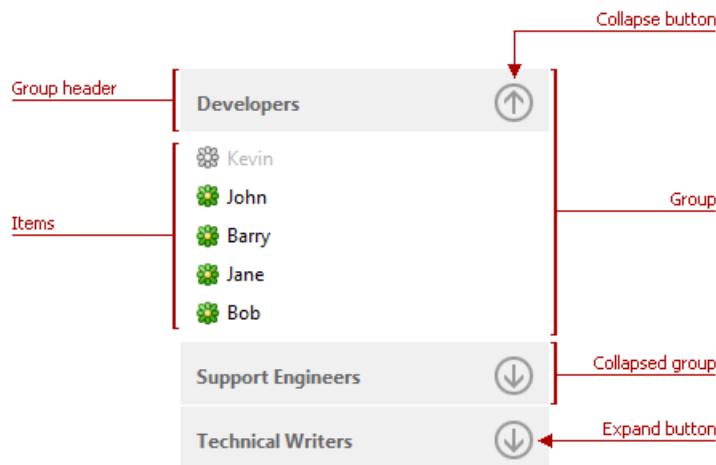


A pretty woman drinking coffee



Navigation Bar

The **Navigation Bar** is used to navigate through items. Items are separated into groups. Click the expand/collapse button, or a group header, to expand and collapse a group.



News Control

The **News Control** displays news in a list-based view. Click **Details** to open a page with a required article.



UK's first trunk call from a pay phone

9/5/1959

The UK's first trunk dialling system from a public call-box has been inaugurated in Bristol today.

It is the start... [Details](#)



World glimpses far side of the Moon

10/26/1959

The Soviet Union has revealed the first pictures of the far side of the Moon.

The pictures were taken about three... [Details](#)

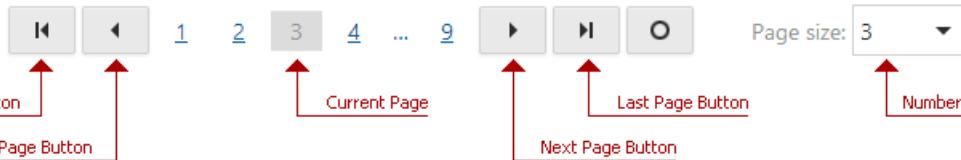


'Music of spheres' hails Venus fly-by

12/14/1962

The unmanned US spacecraft, Mariner 2, has taken the first-ever scan from space of the planet Venus.

The mission... [Details](#)



News Control Pager

The News Control pager allows you to navigate through news pages. To navigate to a specific page, click its number in the pager. Additionally, you can use the pager buttons to navigate to the next, previous, first or last page. The current page is highlighted.

The **Page size** drop-down menu allows you to select the number of news articles on the page.

Pivot Table

The **Pivot Table** is a data bound control that provides maximum capabilities for organizing, summarizing and analyzing your business data.

The screenshot shows a Pivot Table with the following structure:

Year								
Extended Price		Country ▲		Sales Person ▲				
Category ▲		Product ▲		UK		UK Total	USA	Grand Total
Beverages		\$19,642.55	\$9,450.20	\$27,963.83	\$11,000.52	\$68,057.10	\$199,811.06	\$267,868.16
Condiments		\$10,125.54	\$4,648.47	\$8,851.37	\$2,675.29	\$26,300.67	\$79,746.38	\$106,047.05
Confections		\$8,053.16	\$6,859.63	\$14,518.98	\$4,809.80	\$34,241.57	\$133,115.58	\$167,357.15
Dairy Products		\$21,101.12	\$17,039.04	\$27,621.86	\$21,937.61	\$87,699.63	\$146,807.62	\$234,507.25
Grains/Cereals		\$1,245.30	\$9,410.70	\$6,535.50	\$4,027.56	\$21,219.06	\$74,525.53	\$95,744.59
Meat/Poultry		\$8,676.66	\$9,003.69	\$21,176.72	\$11,488.20	\$50,345.27	\$112,677.10	\$163,022.37
Produce		\$314.81	\$11,560.70	\$10,753.38	\$7,109.02	\$29,737.91	\$70,246.66	\$99,984.57
Seafood		\$8,148.90	\$5,940.70	\$7,146.58	\$5,744.25	\$26,980.43	\$104,281.30	\$131,261.73
Grand Total		\$77,308.04	\$73,913.13	\$124,568.22	\$68,792.25	\$344,581.64	\$921,211.23	\$1,265,792.87

Data Presentation

- [Sort Data in Pivot Tables](#)

Describes how you can sort field values alphabetically or by summary values displayed in a particular column or row.

- [Filter Data in Pivot Tables](#)

Provides information on how to filter data by hiding specific rows or columns via filter drop-down lists, and how to provide a more advanced filtering by building a complex filter condition.

Layout Customization

- [Expand and Collapse Groups in Pivot Tables](#)

Provides information on how to expand and collapse field values and field headers.

- [Hide Pivot Table Fields](#)

Guides you through the process of hiding Pivot Table fields.

- [Display Hidden Pivot Table Fields](#)

Describes how to display fields that have previously been hidden.

- [Reorder Pivot Table Fields](#)

Provides information on how to reorder Pivot Table fields.

Field List

- [Field List Overview](#)

Provides basic information about Field Lists.

- [Invoke a Field List](#)

Describes how to invoke a Field List.

- [Defer Pivot Table Updates](#)

Describes how to prevent automatic Pivot Table updates and force it to update manually.

- [Change Field List Layout](#)

Provides information on how to change the layout of an advanced Field List.

Data Presentation

This section describes how you can customize data presentation in Pivot Tables.

The following sections are available.

- [Sort Data in Pivot Tables](#)

Describes how you can sort field values alphabetically or by summary values displayed in a particular column or row.

- [Filter Data in Pivot Tables](#)

Provides information on how to filter data by hiding specific rows or columns via filter drop-down lists, and how to provide a more advanced filtering by building a complex filter condition.

Sort Data in Pivot Tables

This section describes the Pivot Table capabilities used to sort its data by field and summary values.

Topics in this section:

- [Simple Sorting](#)

Provides information on how to sort data by field values.

- [Sort Data Using a Field List](#)

Describes how to use a Field List to sort data.

- [Sort Data by Summaries](#)

Describes how to sort data by column or row values.

Simple Sorting

Values of dimension fields are always arranged in ascending or descending order. The sort order is indicated by an Up or Down arrow displayed within a corresponding dimension field's header.

		Descending Order		Ascending Order	
Extended Price		Year ↘	Quarter ↗		
Country ↗		Sales Person ↘			
④ USA	Nancy Davolio	\$17,724.91	\$14,480.03	\$30,103.96	\$23,945.60
	Margaret Peacock	\$41,957.65	\$25,621.34	\$26,099.28	\$24,995.39
	Laura Callahan	\$20,357.15	\$9,898.88	\$10,304.51	\$17,915.55
	Janet Leverling	\$19,952.45	\$39,901.55	\$12,513.34	\$20,780.94
	Andrew Fuller	\$10,681.56	\$20,336.87	\$14,904.70	\$23,018.45
USA Total		\$110,673.72	\$110,238.67	\$93,925.79	\$110,655.93
					\$425,494.11

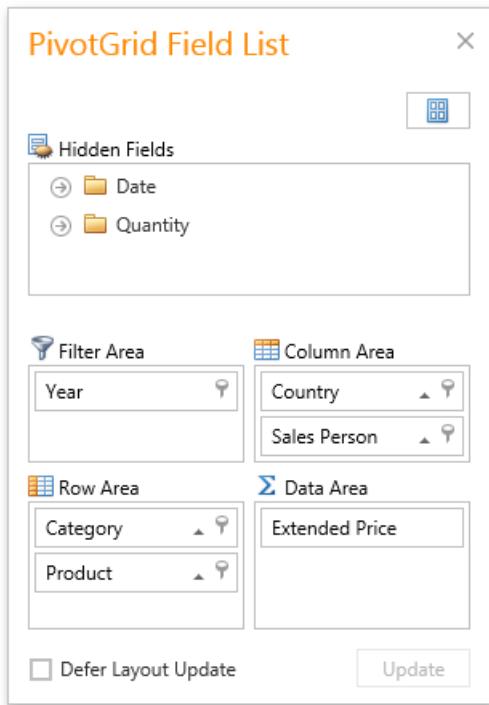
To toggle the sort order for a dimension field, click this field's header.



You can also sort field values using a Field List or context menu. To learn more, see [Sort Data Using a Field List](#).

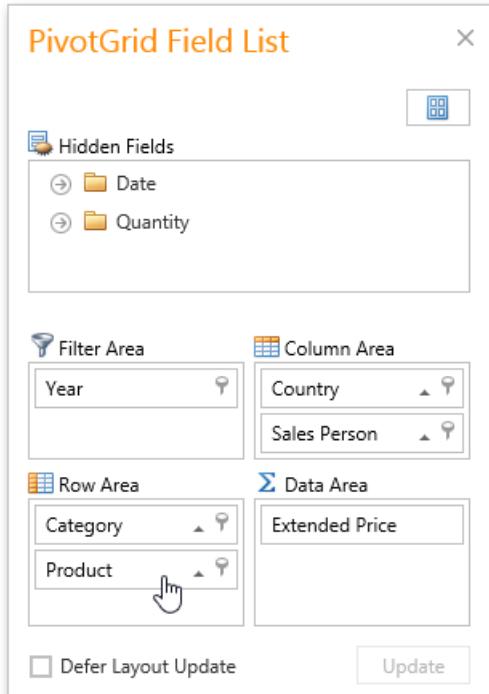
Sort Data Using a Field List

You can use an advanced Field List to sort field values (to learn more about Field Lists, see [Field List Overview](#)).



First, invoke a Field List. For information on how to do this, see [Invoke a Field List](#).

To toggle the sort order of a field, click its header.



You can sort data without using a Field List. To learn more, see [Simple Sorting](#).

Sort Data by Summaries

You can sort values of a particular dimension field by summary values calculated against a specific data field. To do this, right-click a column or row header, and choose a dimension field whose values should be sorted by column/row summary values. A specific indicator marks the column/row whose summary values are used to define the sort order.

The screenshot shows a data grid with sorting controls at the top. The columns are: Extended Price, Quantity, Year ▲ 🔍, and Quarter ▲ 🔍. Below this, there are filters for Country ▲ 🔍 and Sales Person ▲ 🔍. The main data area has a header row for 2013, divided into Quarter 3 and Quarter 4, with a 2013 Total column. The data rows show sales details for UK and USA, with totals at the bottom. A context menu is open over the Sales Person column header, with the following options: Sort "Country" by This Column, Sort "Sales Person" by This Column (which is checked), and Remove All Sorting. A cursor icon is pointing at the Remove All Sorting option.

Extended Price	Quantity	Year ▲ 🔍	Quarter ▲ 🔍				
2013				2013 Total			
Country ▲ 🔍	Sales Person ▲ 🔍	Quarter 3		Quarter 4			
④ UK	Steven Buchanan	\$1,638.82		Sort "Country" by This Column	53.10	580	
	Michael Suyama	\$5,099.14		✓ Sort "Sales Person" by This Column	11.20	623	
	Anne Dodsworth	\$4,364.30		Remove All Sorting	28.51	550	
UK Total		\$11,102.26	734	\$18,290.55	1019	\$29,392.81	1753
④ USA	Andrew Fuller	\$2,990.00	144	\$12,729.38	622	\$15,719.38	766
	Nancy Davolio	\$7,170.78	368	\$20,146.82	716	\$27,317.60	1084
	Margaret Peacock	\$15,240.42	667	\$28,605.49	1169	\$43,845.91	1836
USA Total		\$25,401.20	1179	\$61,481.69	2507	\$86,882.89	3686
Grand Total		\$36,503.46	1913	\$79,772.24	3526	\$116,275.70	5439

You can sort values of multiple dimension fields against a single column/row. To cancel this sorting, click the same item again, or 'Remove All Sorting' to cancel sorting for all dimension fields.

Filter Data in Pivot Tables

By default, the Pivot Table processes all records when calculating its values. Data filtering allows you to process only those records that meet your requirements.

Topics in this section describe two ways of filtering data in Pivot Tables - using Filter Windows (provide simple filtering capabilities) and the Prefilter (used for advanced filtering).

The following sections and topics are available:

- [Filter Data by Field Values](#)

This section contains topics that describe how to specify simple filter conditions via Filter Windows.

- [Build Complex Filter Criteria](#)

This topic describes the Prefilter feature that allows you to build complex filter criteria.

Filter Data by Field Values

Filter Popup Windows allow you to configure and apply simple filtering conditions by selecting which values you wish to view, and which you do not.

Topics in this section describe how to invoke and use Filter Windows.

The following topics are available:

- [Invoke a Filter Popup Window](#)

Shows how to invoke Filter Windows from the Pivot Table and a Field List.

- [Using Filter Popup Windows](#)

Describes how to build filter conditions in Filter Popup Windows.

Invoke a Filter Popup Window

You can invoke a Filter Window from the Pivot Table or from a Field List (to learn about Field Lists, see [Field List Overview](#)).

Invoke a Filter Window from the Pivot Table

Field headers display special buttons used to invoke a Filter Window.

Click a header's filter button. This invokes the filter dropdown, which lists unique field values.

A screenshot of a Microsoft Excel PivotTable. The table has columns for 'Year' (2013, 2014, 2015, Grand Total) and rows for 'Country' (UK, USA) and 'Sales Person'. The 'Sales Person' column header has a filter icon. A dropdown menu is open over the 'Sales Person' header, listing eight names: (Show All), Andrew Fuller, Anne Dodsworth, Janet Leverling, Laura Callahan, Margaret Peacock, Michael Suyama, and Nancy Davolio. Each item in the list has a checked checkbox next to it. At the bottom of the dropdown are 'OK' and 'Cancel' buttons.

	2013	2014	2015	Grand Total
UK	566.39	\$43,013.14	\$77,308.04	
Andrew Fuller	26.35	\$21,575.58	\$73,913.13	
Anne Dodsworth	599.19	\$49,736.87	\$124,568.22	
Janet Leverling	240.26	\$20,198.89	\$68,792.25	
Laura Callahan	432.19	\$134,524.48	\$344,581.64	
Margaret Peacock	494.11	\$377,497.77	\$921,211.23	
Michael Suyama	926.30	\$512,022.25	\$1,265,792.87	
Nancy Davolio				
USA				
Grand Total				

Invoke a Filter Window from a Field List

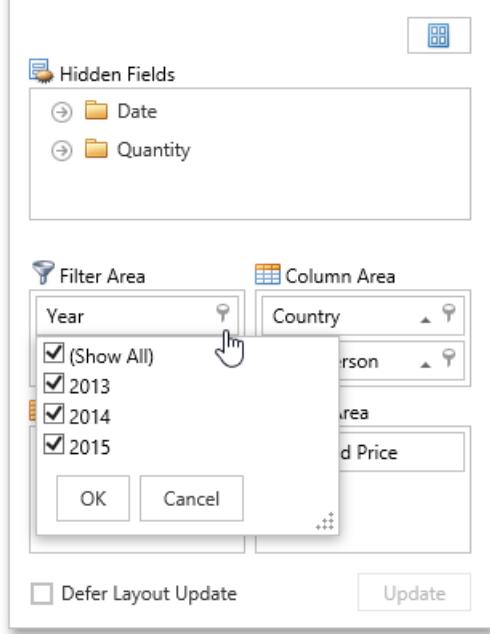
You can use an advanced Field List to filter field values.

A screenshot of the 'PivotGrid Field List' dialog box. It contains several sections: 'Hidden Fields' (Date, Quantity), 'Filter Area' (Year, Sales Person), 'Row Area' (Category, Product), and 'Column Area' (Country). At the bottom left is a 'Defer Layout Update' checkbox, and at the bottom right is an 'Update' button.

First, invoke a Field List. For information on how to do this, see [Invoke a Field List](#).

To open a Filter Window, click the filter button displayed in the field header.

PivotGrid Field List



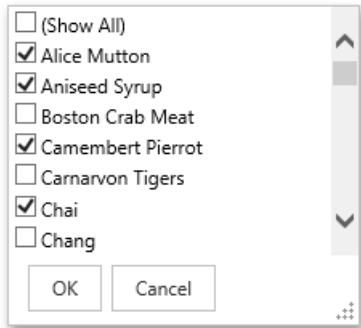
Using Filter Popup Windows

Depending on the settings made by your application vendor, the Pivot Table can display an individual Filter Window for each field, or an integrated Filter Window for a group of fields.

This topic describes how to filter data using both types of Filter Windows.

Simple Filter Window

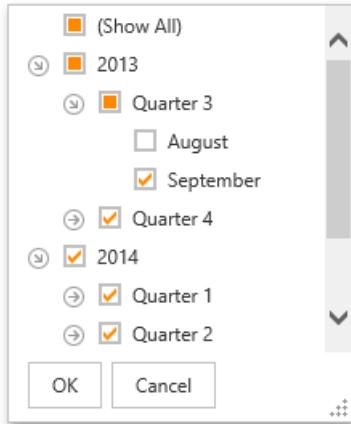
A simple Filter Window allows you to hide visible and show previously hidden values of a particular field.



In the Filter Window, uncheck field values that should be hidden and check values that should be visible. Then, click **OK** to close the window and apply the filtering.

Hierarchical Filter Window

A hierarchical Filter Window displays values of several fields, arranged in a tree-like manner.



In the Filter Window, uncheck field values that should be hidden and check values that should be visible.

Use the **▶** buttons to expand field values and access their child values. To collapse an expanded field value and hide its child values, use the **▼** button.

Click **OK** to close the window and apply the filtering.

Filtering Indication

If a field's values are filtered, the corresponding filter button is highlighted.

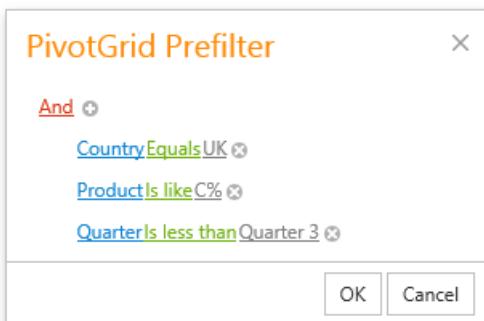
Extended Price	Country ▲ ↴	Sales Person ▲ ↴		
Category ▲ 🔍	Product ▲ ↴	UK	USA	Grand Total
⊖ Beverages		\$68,057.10	\$199,811.06	\$267,868.16
⊖ Meat/Poultry		\$50,345.27	\$112,677.10	\$163,022.37
⊖ Produce		\$29,737.91	\$70,246.66	\$99,984.57
⊖ Seafood		\$26,980.43	\$104,281.30	\$131,261.73
Grand Total		\$175,120.71	\$487,016.12	\$662,136.83

Removing Filtering

To remove filtering against a specific field, invoke its Filter Window and select (**Show All**).

Build Complex Filter Criteria

To build complex filter criteria consisting of multiple filter clauses using various filter operators, you can use a Prefilter (Filter Editor).



The Prefilter does not affect filtering via Filter Windows.

To invoke a Prefilter, click an empty space within the Pivot Table header region and select **Show Prefilter** from the context menu.

A screenshot of a Pivot Table showing sales data by category. The context menu is open at the top right, and the 'Show Prefilter' option is highlighted with an orange rectangle. Other menu items visible include 'Reload Data', 'Show Field List', and 'Sales Person' sorting.

Category	Extended Price	Reload Data	Sales Person
Grains/Cereals	\$21,219.81	\$74,525.53	\$95,744.59
Meat/Poultry	\$50,345.27	\$112,677.10	\$163,022.37
Produce	\$29,737.91	\$70,246.66	\$99,984.57
Seafood	\$26,980.43	\$104,281.30	\$131,261.73
Grand Total	\$128,282.67	\$361,730.59	\$490,013.26

After you have built and applied a filter condition, a filter panel appears at the Pivot Table bottom. This panel displays the filter condition.

A screenshot of a Pivot Table showing sales data by category and country. A filter panel is open at the bottom, displaying the following filter condition: 'Begins with([Category], 'C') And [Country] Equals 'UK''. The panel includes buttons for 'Clear' and a checked checkbox.

Category	Extended Price	Country	Sales Person	UK Total
Condiments	\$10,125.54	UK	Anne Dodsworth	\$26,300.67
Confections	\$8,053.16		Michael Suyama	\$14,518.98
Grand Total	\$18,178.70		Robert King	\$4,809.80
			Steven Buchanan	\$34,241.57

To modify a filter condition, open a Prefilter. You can now do it by clicking a filter condition displayed in the filter panel.

To temporarily disable filtering, uncheck the button.

To remove filtering, click **Clear**.

For information on the Prefilter filtering capabilities, see [Filter Editor](#).

Layout Customization

This section describes how to customize the Pivot Table layout by expanding and collapsing field values, as well as hiding, displaying and reordering fields.

The following sections are available.

- [Expand and Collapse Groups in Pivot Tables](#)

Provides information on how to expand and collapse field values and field headers.

- [Hide Pivot Table Fields](#)

Guides you through the process of hiding Pivot Table fields.

- [Display Hidden Pivot Table Fields](#)

Describes how to display fields that have previously been hidden.

- [Reorder Pivot Table Fields](#)

Provides information on how to reorder Pivot Table fields.

Expand and Collapse Groups in Pivot Tables

Expand/Collapse Values Groups

To expand/collapse value groups, do one of the following.

- Click the corresponding expand button.

Extended Price		Country ▲ 🔍		Sales Person ▲		UK Total
Category ▲ 🔍	Product ▾	UK				
		Anne Dodsworth	Michael Suyama	Robert King	Steven Buchanan	
Beverages	Steeleye Stout	\$856.80	\$518.40	\$1,339.20	\$54.00	\$2,768.40
	Sasquatch Ale	\$112.00	\$420.00	\$3,442.60	\$106.40	\$4,081.00
	Rhönbräu Klosterbier	\$833.12	\$948.60	\$223.20	\$201.50	\$2,206.42
	Outback Lager	\$744.00	\$540.00	\$1,290.00		\$2,574.00
	Lakkalikööri	\$977.58	\$751.50	\$489.60	\$720.00	\$2,938.68
Beverages Total		\$3,523.50	\$3,178.50	\$6,784.60	\$1,081.90	\$14,568.50
Condiments		\$10,125.54	\$4,648.47	\$8,851.37	\$2,675.29	\$26,300.67
Confections		\$8,053.16	\$6,859.63	\$14,518.98	\$4,809.80	\$34,241.57
Dairy Products		\$21,101.12	\$17,039.04	\$27,621.86	\$21,937.61	\$87,699.63
Grand Total		\$42,803.32	\$31,725.64	\$57,776.81	\$30,504.60	\$162,810.37

- Right-click a value that has nested values, and select the required Expand or Collapse command from the menu that opens.

Extended Price		Country ▲ 🔍		Sales Person ▲		UK Total
Category ▲ 🔍	Product ▾	UK				
		Anne Dodsworth	Michael Suyama	Robert King	Steven Buchanan	
Beverages	Steeleye Stout	\$856.80	\$518.40	\$1,339.20	\$54.00	\$2,768.40
	Sasquatch Ale	\$112.00	\$420.00	\$3,442.60	\$106.40	\$4,081.00
	Rhönbräu Klosterbier	\$833.12	\$948.60	\$223.20	\$201.50	\$2,206.42
	Outback Lager	\$744.00	\$540.00	\$1,290.00		\$2,574.00
	Lakkalikööri	\$977.58	\$751.50	\$489.60	\$720.00	\$2,938.68
Beverages Total		\$3,523.50	\$3,178.50	\$6,784.60	\$1,081.90	\$14,568.50
Condiments		\$10,125.54	\$4,648.47	\$8,851.37	\$2,675.29	\$26,300.67
Confections		\$8,053.16	\$6,859.63	\$14,518.98	\$4,809.80	\$34,241.57
Dairy Products		\$21,101.12	\$17,039.04	\$27,621.86	\$21,937.61	\$87,699.63
Grand Total		\$42,803.32	\$31,725.64	\$57,776.81	\$30,504.60	\$162,810.37

Expand/Collapse Fields

To expand/collapse a group of fields, click a corresponding field expand button.

Extended Price					
Country ▲		Sales Person ▲			
Category ▲	UK				UK Total
Beverages	\$3,523.50	\$3,178.50	\$6,784.60	\$1,081.90	\$14,568.50
Condiments	\$10,125.54	\$4,648.47	\$8,851.37	\$2,675.29	\$26,300.67
Confections	\$8,053.16	\$6,859.63	\$14,518.98	\$4,809.80	\$34,241.57
Dairy Products	\$21,101.12	\$17,039.04	\$27,621.86	\$21,937.61	\$87,699.63
Grand Total	\$42,803.32	\$31,725.64	\$57,776.81	\$30,504.60	\$162,810.37

Hide Pivot Table Fields

This section describes the Pivot Table capabilities to hide fields.

Topics in this section:

- [Hide Fields Using the Context Menu](#)

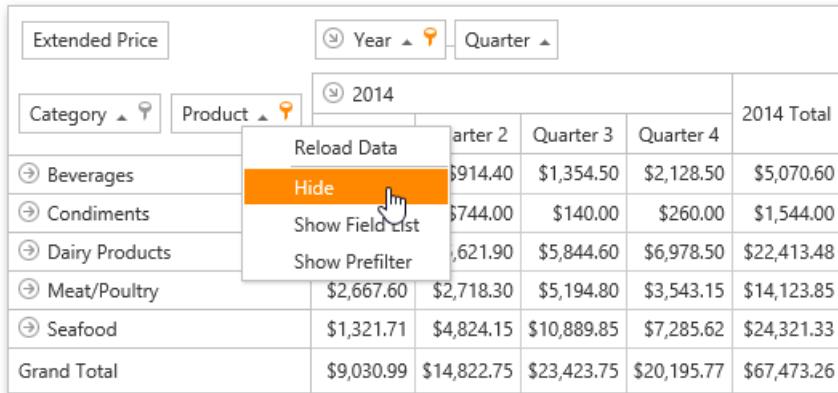
Provides information on how to use context menus to hide fields.

- [Hide Fields Using a Field List](#)

Describes how to hide fields using a Field List.

Hide Fields Using the Context Menu

To hide a field, right-click within its header and select **Hide** within the context menu that opens.



A screenshot of a data grid interface. At the top, there are filter bars for 'Extended Price', 'Year' (set to 2014), and 'Quarter' (set to Quarter 4). Below the filters is a table with columns for 'Category', 'Product', 'Quarter' (with sub-columns for Quarter 2, Quarter 3, and Quarter 4), and '2014 Total'. The data rows include categories like Beverages, Condiments, Dairy Products, Meat/Poultry, and Seafood, each with their respective sales figures. A context menu is open over the 'Category' column header. The menu items are 'Reload Data', 'Hide' (which is highlighted with an orange background and a cursor icon), 'Show Field List', and 'Show Prefilter'.

Category	Product	Quarter	2014 Total
(+) Beverages		Quarter 2	\$914.40
(+) Condiments		Quarter 3	\$1,354.50
(+) Dairy Products		Quarter 4	\$2,128.50
(+) Meat/Poultry			\$5,070.60
(+) Seafood			\$744.00
			\$140.00
			\$260.00
			\$1,544.00
			\$621.90
			\$5,844.60
			\$6,978.50
			\$22,413.48
			\$2,667.60
			\$2,718.30
			\$5,194.80
			\$3,543.15
			\$14,123.85
			\$1,321.71
			\$4,824.15
			\$10,889.85
			\$7,285.62
			\$24,321.33
Grand Total			\$9,030.99
			\$14,822.75
			\$23,423.75
			\$20,195.77
			\$67,473.26

You can also use a Field List to hide fields. To learn more, see [Hide Fields Using a Field List](#).

Hide Fields Using a Field List

You can use a simple or an advanced Field List to hide fields (to learn more about Field Lists, see [Field List Overview](#)).

The screenshot shows two instances of the 'PivotGrid Field List' dialog. The left dialog, titled 'PivotGrid Field List', has a 'Hidden Fields' section containing 'Date' and 'Quantity'. It also includes sections for 'Filter Area' (Year, Country, Sales Person), 'Row Area' (Category, Product), and 'Data Area' (Extended Price). A checkbox for 'Defer Layout Update' and a 'Update' button are at the bottom. The right dialog, also titled 'PivotGrid Field List', contains 'Month' and 'Quantity'.

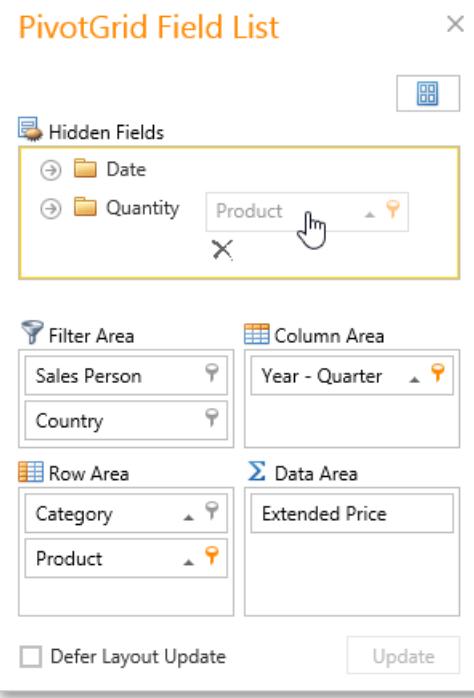
First, invoke a Field List. For information on how to do this, see [Invoke a Field List](#).

Then drag and drop a field onto the Field List form.

The screenshot shows a PivotGrid with rows for Category (Beverages, Condiments, Dairy Products, Meat/Poultry, Seafood) and Product (UK, Anne Dodsworth). The 'Extended Price' field is in the Row Area. A 'PivotGrid Field List' dialog is open, showing 'Month' and 'Quantity'. A hand cursor is over the 'Product' header in the Row Area, indicating it is being dragged. The grid also shows columns for Sales Person, Country, and various totals.

		Country	Sales Person	UK Total		
Category	Product	UK	Anne Dodsworth	\$3,567.60		
(+) Beverages		\$5		\$1,160.00		
(+) Condiments		\$7		\$8,894.40		
(+) Dairy Products		\$1,4		\$8,562.45		
(+) Meat/Poultry		\$5		\$7,073.13		
(+) Seafood		\$3,7		\$29,257.58		
Grand Total		\$7,088.35	\$3,355.80	\$7,332.38	\$11,481.05	\$29,257.58

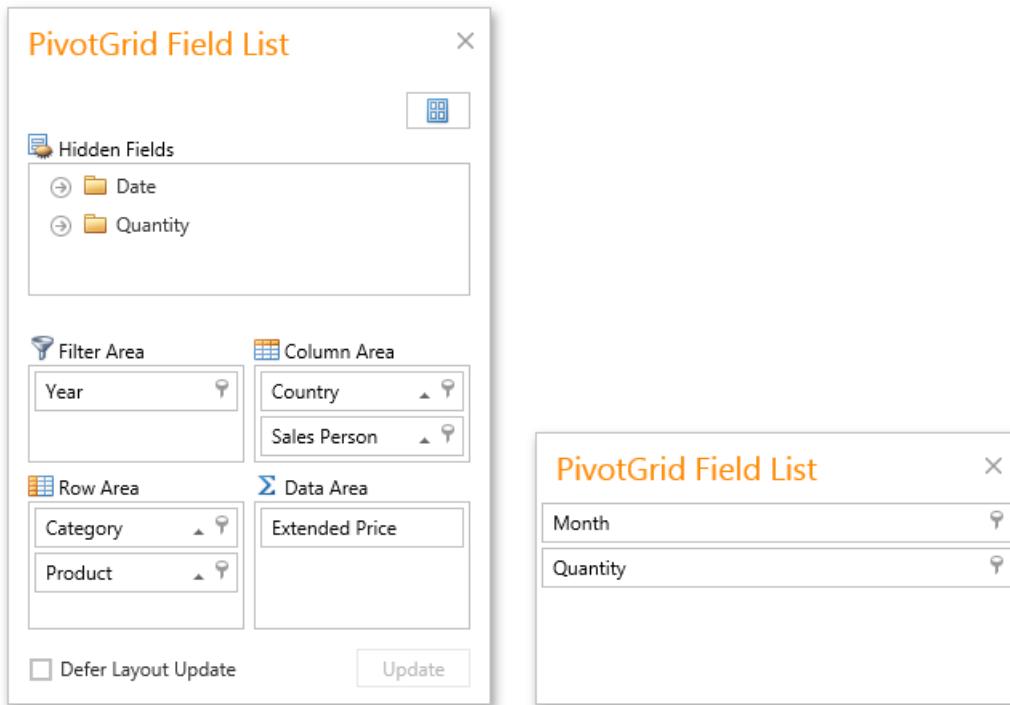
If you are using an advanced Field List, you can hide a field by dragging its header to the hidden fields area displayed on the Field List top.



You can also hide fields using the context menu. To learn more, see [Hide Fields Using the Context Menu](#).

Display Hidden Pivot Table Fields

To display hidden fields, use a simple or advanced Field List (to learn more about Field Lists, see [Field List Overview](#)).



First, invoke a Field List. For information on how to do this, see [Invoke a Field List](#).

To display a hidden field, drag-and-drop the field from the Field List onto the required area of Pivot Table. This works for both simple and advanced Field Lists.

A screenshot of a Pivot Table showing sales data by category, year, quarter, and month. The Pivot Table has columns for Extended Price, Year (2014), Quarter (Quarter 1, Quarter 2, Quarter 3, Quarter 4), and Month (2014 Total). The rows show categories like Beverages, Condiments, Confections, etc. A "PivotGrid Field List" window is overlaid on the table, listing fields such as Country, Month, Quantity, Sales Person, and others. A hand cursor is dragging the "Month" field from the list back into the Pivot Table's Data Area.

	Extended Price	Year	Quarter	Month	2014	2014 Total
Category	Product	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
(+) Beverages		\$34,181.80	\$33,133.48	\$17,211.56	\$17,952.60	\$102,479.44
(+) Condiments						041.80
(+) Confections						752.21
(+) Dairy Products						495.43
(+) Grains/Cereals						823.47
(+) Meat/Poultry						164.75
(+) Produce						973.68
(+) Seafood						195.52
Grand Total		\$144,981.32	\$145,361.44	\$134,671.28	\$165,912.26	\$590,926.30

If you are using an advanced Field List, you can display a hidden field by dragging its header from the hidden fields section to the section corresponding to the required Pivot Table area.

PivotGrid Field List

X

grid Hidden Fields

+/- Date

+/- Product

grid Product

+/- Quantity

filter Filter Area

grid Column Area

grid Row Area

Σ Data Area

+/- Category

+/- Country

+/- Sales Person

+/- Product

+/- Extended Price

grid Defer Layout Update

Update

Reorder Pivot Table Fields

This section describes the Pivot Table capabilities to reorder fields.

The following topics are available:

- [Simple Fields Reordering](#)

Describes how to reorder fields via drag-and-drop and context menus.

- [Reorder Fields Using a Field List](#)

Provides information on how to use a Field List to reorder fields.

Simple Fields Reordering

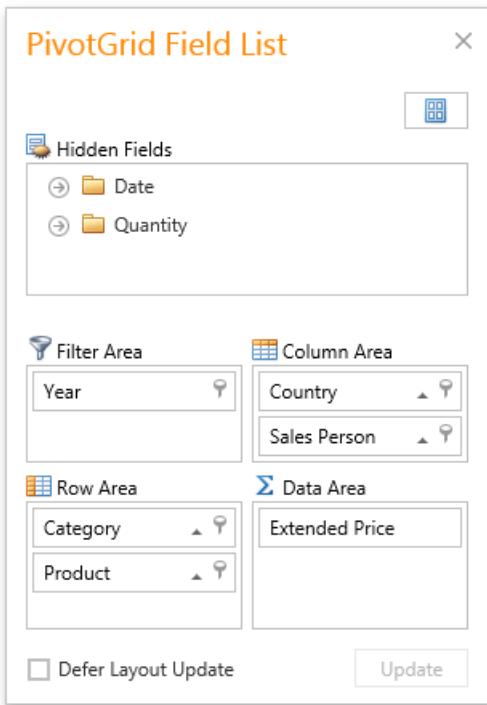
To move a field to another position, use drag-and-drop.

Quantity 			
Extended Price	Year 	Quarter 	
Category 	Product 	2013	
		Quarter 3	Quarter 4
⊕ Beverages		\$8,049.38	\$30,437.82
⊕ Condiments		\$4,174.80	\$12,228.14
⊕ Confections		\$10,781.92	\$13,030.97
⊕ Dairy Products		\$11,600.04	\$18,427.75
⊕ Grains/Cereals		\$1,527.46	\$5,786.46
⊕ Meat/Poultry		\$6,157.38	\$13,699.48
⊕ Produce		\$4,673.12	\$6,021.84
⊕ Seafood		\$6,383.06	\$9,864.70
Grand Total		\$53,347.16	\$109,497.16
			\$162,844.32

You can also use a Field List to reorder fields. For more information, see [Reorder Fields Using a Field List](#).

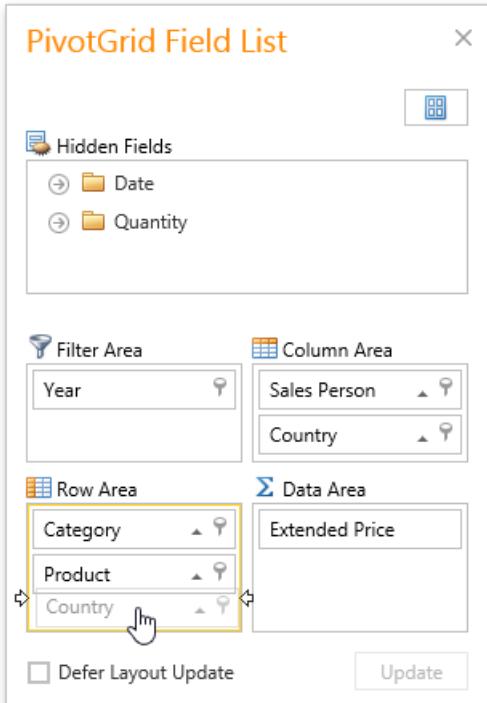
Reorder Fields Using a Field List

You can use an advanced Field List to reorder fields (to learn more about Field Lists, see [Field List Overview](#)).



First, invoke a Field List. For information on how to do this, see [Invoke a Field List](#).

To reorder fields, drag their headers within or between Field List sections that correspond to different Pivot Table areas.



You can also reorder fields via simple drag-and-drop operations without invoking a Field List. To learn more, see [Simple Fields Reordering](#).

Field List Overview

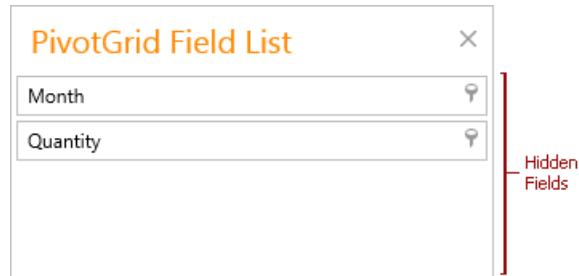
Pivot Table provides a Field List form used to reorder and hide fields, sort and filter data, etc. For more information on how to invoke a Field List, see [Invoke a Field List](#).

This topic describes Field List visual elements and layout.

Depending on Pivot Table settings made by your application vendor, Pivot Table can display either a simple or advanced Field List.

Simple Field List

The following picture shows a simple Field List.



A simple Field List contains the following visual elements:

- **Hidden Fields Section** - contains headers of fields hidden from Pivot Table. Use it to display hidden fields.

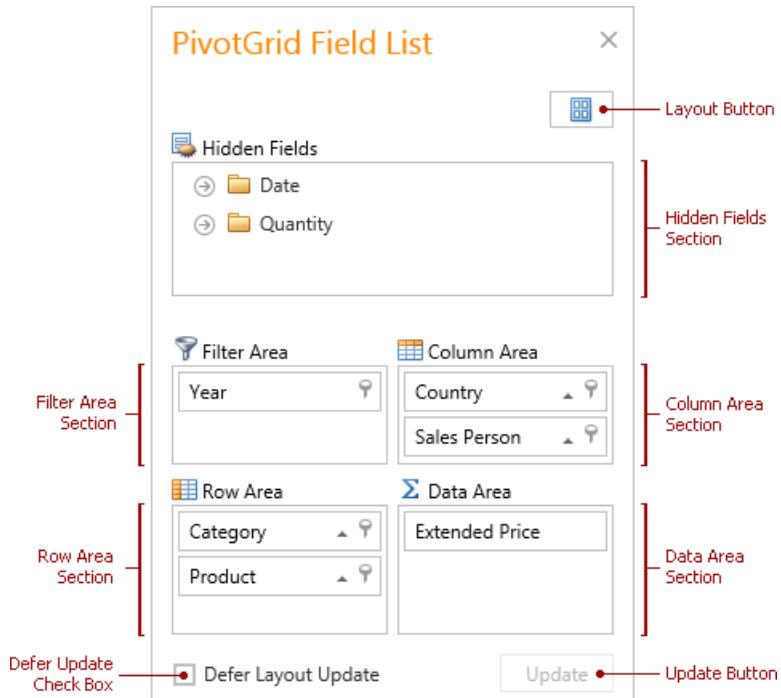
Use a simple Field List to hide fields from Pivot Table and display hidden fields again.

For more information on operations available in a simple Field List, refer to the following topics:

- [Hide Fields Using a Field List](#)
- [Display Hidden Pivot Table Fields](#)

Advanced Field List

The following picture shows an advanced Field List.



An advanced Field List contains the following visual elements:

- **Hidden Fields Section** - contains headers of fields hidden from Pivot Table. Use it to display hidden fields.
- **Filter, Column, Row and Data Area Sections** - contains headers located in respective Pivot Table areas.
- **Defer Updates Check Box** - used to enable/disable automatic Pivot Table updates (see [Defer Pivot Table Updates](#)).
- **Update Button** - used to force Pivot Table to update (see [Defer Pivot Table Updates](#)).
- **Layout Button** - used to invoke the *Layout* menu and change the Field List layout (see [Change Field List Layout](#)).

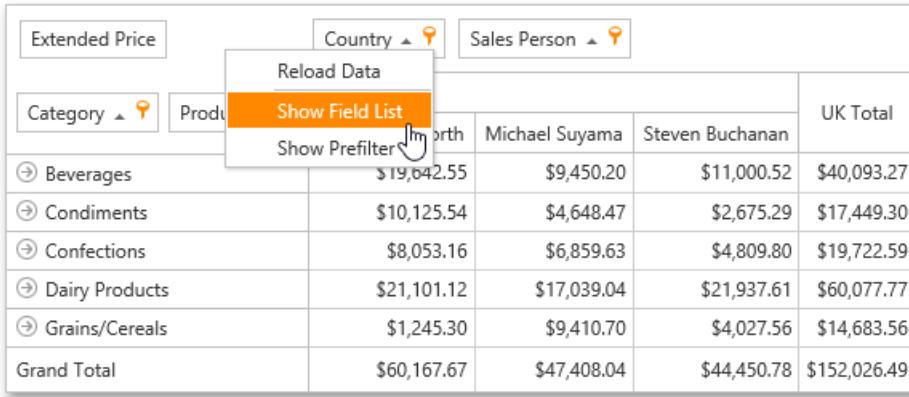
Use an advanced Field List to sort and filter data, reorder and hide visible fields, and show fields that have been hidden.

For more information on operations available in an advanced Field List, refer to the following topics:

- [Sort Data Using a Field List](#)
- [Invoke a Filter Popup Window](#)
- [Hide Fields Using a Field List](#)
- [Display Hidden Pivot Table Fields](#)
- [Reorder Fields Using a Field List](#)

Invoke a Field List

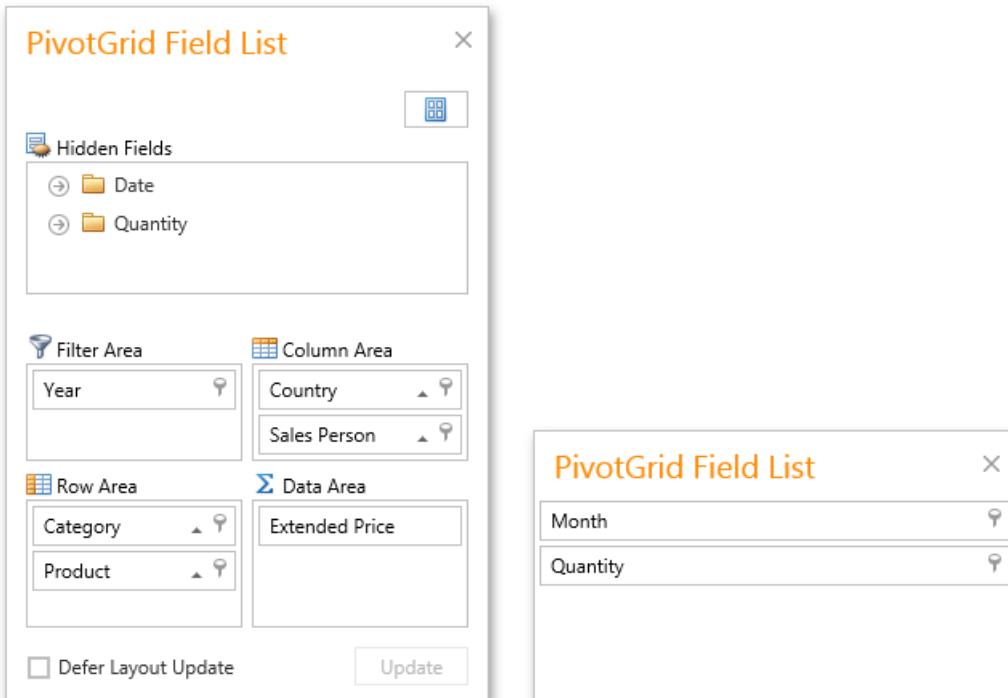
To invoke a Field List, right-click on an empty space within the Pivot Table header region, and select **Show Field List** from the context menu.



A screenshot of a Pivot Table header. The context menu is open at the top center, with the "Show Field List" option highlighted in orange. Other options visible in the menu include "Extended Price", "Country", "Sales Person", "Category", "Product", "Reload Data", and "Show Prefilter". The main table area shows data for various product categories like Beverages, Condiments, Confections, Dairy Products, and Grains/Cereals, along with a Grand Total row. Columns include Month, Michael Suyama, Steven Buchanan, and UK Total.

Category	Month	Michael Suyama	Steven Buchanan	UK Total
(+) Beverages	\$19,642.55	\$9,450.20	\$11,000.52	\$40,093.27
(+) Condiments	\$10,125.54	\$4,648.47	\$2,675.29	\$17,449.30
(+) Confections	\$8,053.16	\$6,859.63	\$4,809.80	\$19,722.59
(+) Dairy Products	\$21,101.12	\$17,039.04	\$21,937.61	\$60,077.77
(+) Grains/Cereals	\$1,245.30	\$9,410.70	\$4,027.56	\$14,683.56
Grand Total	\$60,167.67	\$47,408.04	\$44,450.78	\$152,026.49

A simple or advanced Field List (similar to one of those shown below) will be displayed.



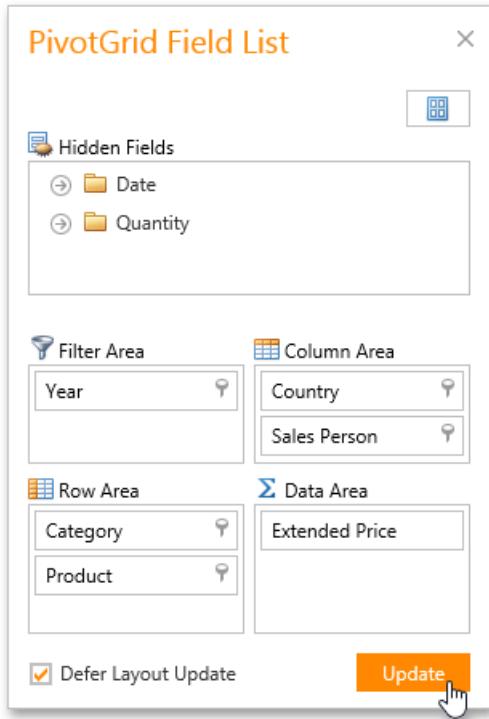
The image displays two instances of the "PivotGrid Field List" dialog box. The left instance is a detailed version with several sections: "Hidden Fields" containing Date and Quantity; "Filter Area" with Year, Country, and Sales Person dropdowns; "Row Area" with Category and Product dropdowns; "Column Area"; and "Data Area" with Extended Price. It also includes checkboxes for "Defer Layout Update" and "Update". The right instance is a simplified version showing only the "Data Area" section with Month and Quantity.

To learn more about Field Lists, see [Field List Overview](#).

Defer Pivot Table Updates

When you perform several sequential operations like hiding, displaying or reordering fields using an advanced Field List, Pivot Table is updated after each operation.

You can disable automatic Pivot Table updates by checking the **Defer Layout Update** check box. In this instance, use the **Update** button to force Pivot Table to update.

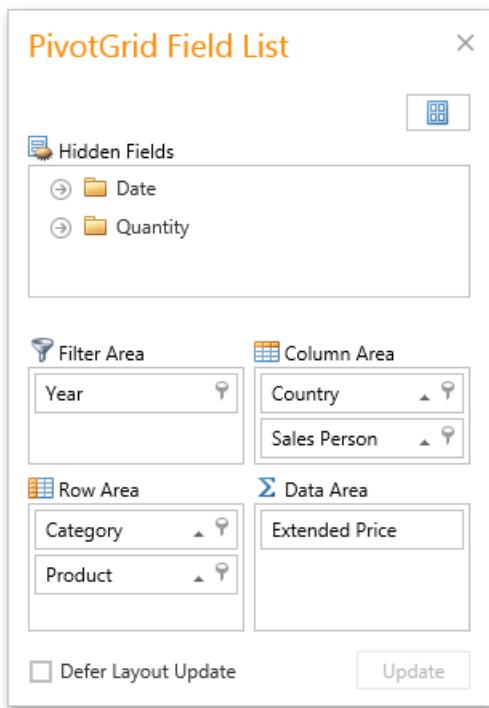


Note that if the **Defer Layout Update** check box is checked, you cannot sort or filter data in the Field List.

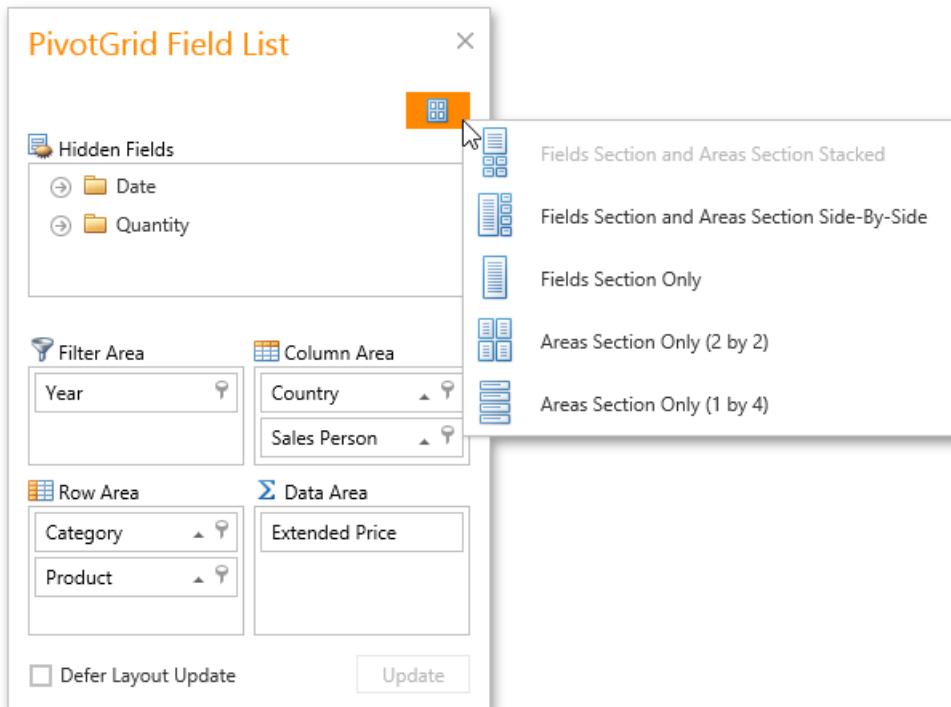
To learn more about Field Lists, see [Field List Overview](#).

Change Field List Layout

By default, an advanced Field List displays a hidden fields section on the top, and four sections that correspond to Pivot Table areas at the bottom (see [Field List Overview](#) for details).



You can use the *Layout* menu to control which sections are displayed and where they are displayed. To do this, click the button and select the required layout from the drop-down menu.



To learn more about Field Lists, see [Field List Overview](#).

Popup Window

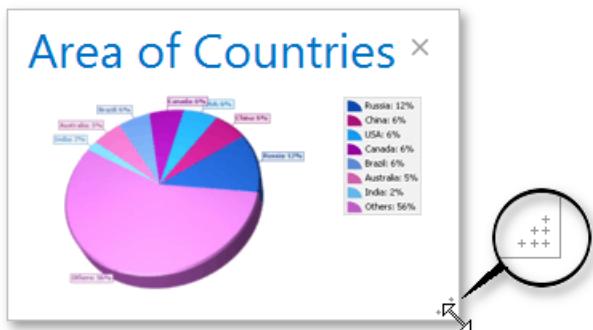
The **Popup Window** is a temporary window that appears above an application's main window. It is typically used to display quick reference information. The popup window can be displayed when hovering or clicking a specific element, or it can initially be visible.

Click here to invoke a popup window

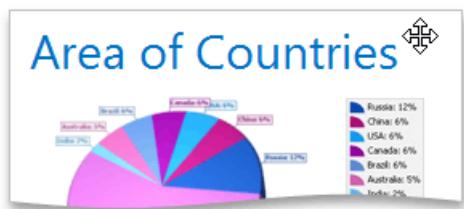


Window Resizing and Dragging

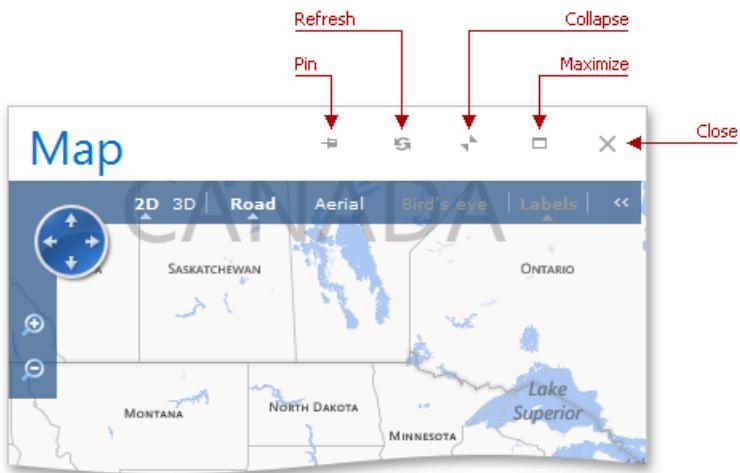
If a window displays a size grip, you can use it to resize the window.



To change the window position, click and hold its header (the cursor will change to a four-directional arrow). Drag the header and drop it to the required position.



Header Buttons



A popup window's header can display the following buttons.

BUTTON	DESCRIPTION
Pin Button	Allows you to pin the window.
Refresh Button	Allows you to refresh the window.
Collapse Button	Allows you to collapse the window.
Maximize Button	Allows you to maximize the window.
Close Button	Allows you to close the window.

Closing a Popup Window

Depending on the settings specified by the application vendor, a popup window can be closed in the following ways.

- By clicking the Close button
- By moving the cursor out of the window
- By clicking an area outside of the window
- By pressing the ESC key.

Rating

The **Rating** allows you to vote for the content.

To vote, select the desired number of stars.

■ Note

The type of item images depends on your application vendor.



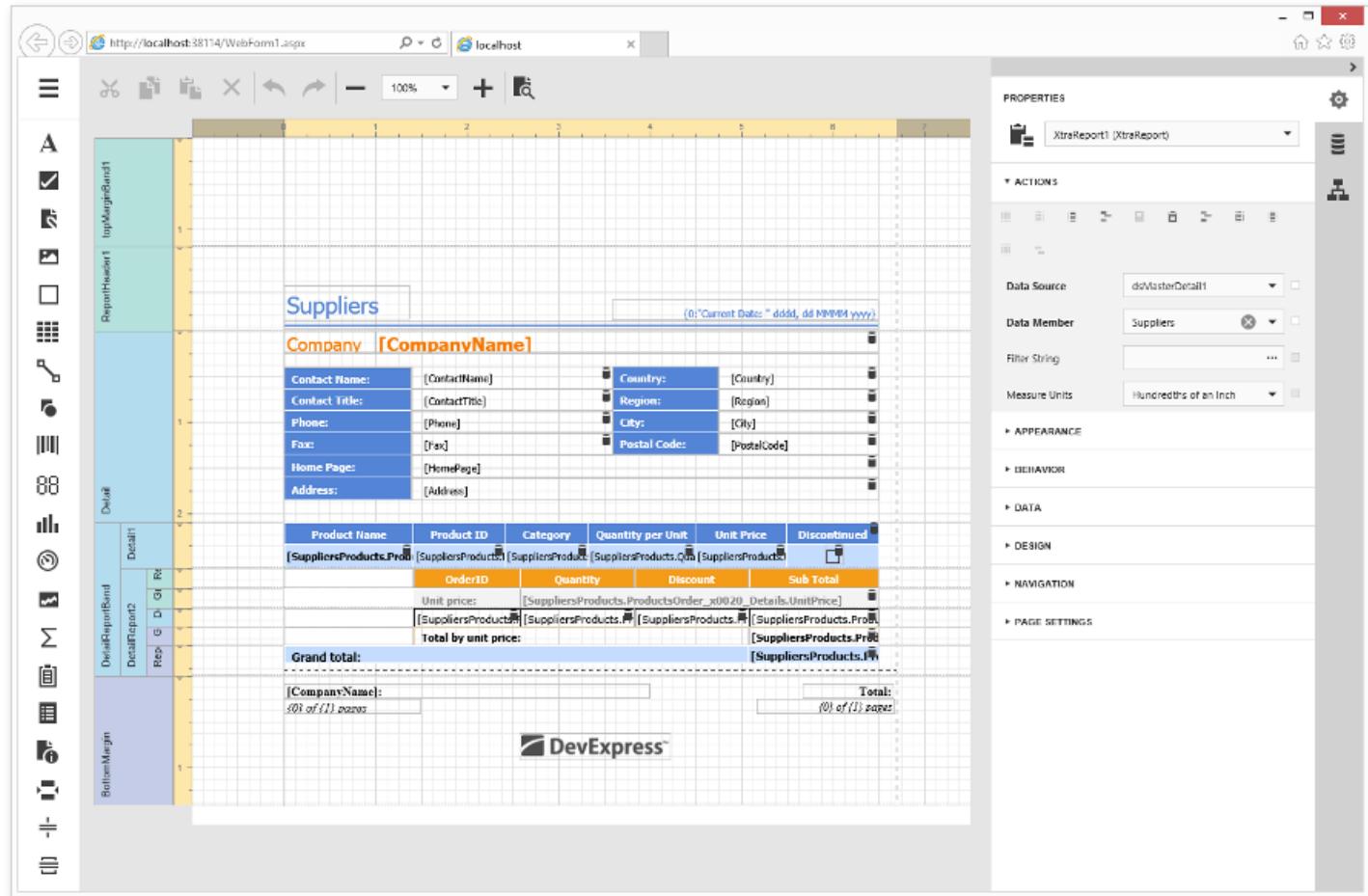
Number of stars visualizes the rating.



Report Designer

This section of the documentation describes the basic principles of creating reports with **Web Report Designer**.

The Web Report Designer allows you to create new reports from scratch, bind them to data, display a report's Print Preview and send its output to a printer or export it to a file on a disk.



The Web Report Designer's main features:

- a JavaScript/HTML5 engine that provides a responsive user interface for in-browser reporting on the client;
 - an integrated Property Grid, a Quick Access panel for editing commonly used options, a Data Explorer and Parameters panels;
 - a rich set of report controls (see the [Toolbox](#) document for a complete list of available controls);
 - cross-browser compatibility.

Different aspects of using the Web Report Designer are covered in the following documentation sections.

- Report Types
 - Creating Reports
 - Report Elements
 - Interface Elements
 - Wizards
 - Document Preview

Report Types

The tutorials in this section provide you detailed instructions on how to create reports of different types with the [Web Report Designer](#).

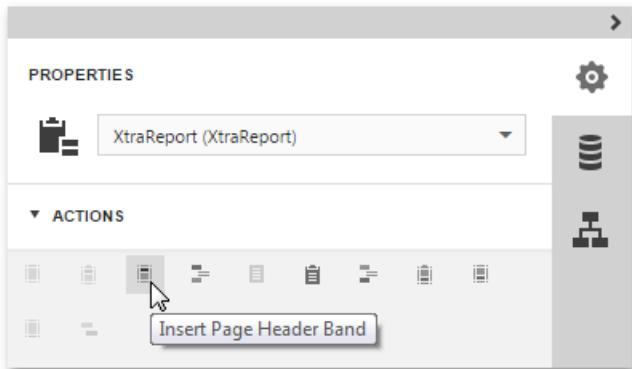
- [Table Report](#)
- [Multi-Column Report](#)
- [Label Report](#)
- [Master-Detail Report](#)
- [Parameterized Report](#)
- [Cross-Tab Report](#)
- [Drill-Down Report](#)
- [Chart with Static Series](#)
- [Chart with Dynamic Series](#)

Table Report

This tutorial describes the steps to create a *table report*, which means that the report's data is arranged into a table-like layout. This feature should not be confused with the [master-detail report](#) or [cross-tab report](#).

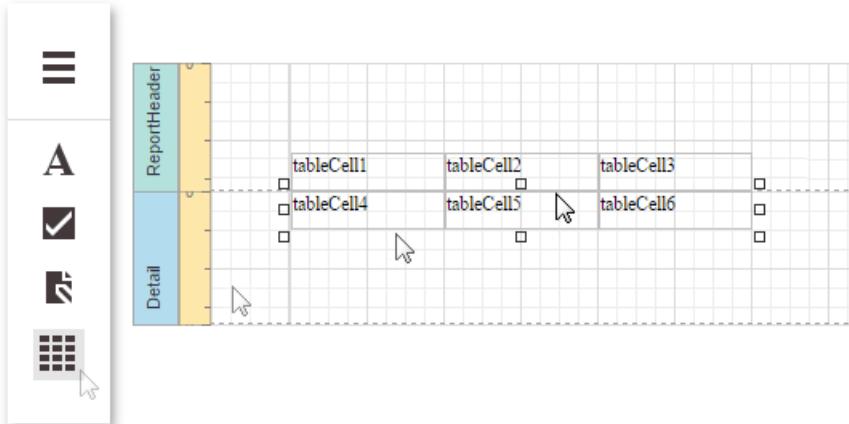
To create a table report, follow the steps below.

1. [Create a new report](#) and [bind it to a data source](#).
2. To add a [Page Header](#) to the report, switch to the [Properties Panel](#), expand the **Actions** category and click **Insert Page Header Band**.



3. Now, add two [Table](#) controls to the report's [Page Header](#) and [Detail band](#).

To do this, drag the Table report control from the [Toolbox](#) and drop it onto the Page Header band. Then, add a table to the Detail band in the same way.



One table will be used as a header, and the other one - for the report's detail information.

4. Type the headers into the upper table's cells, and bind the corresponding cells in the detail section to the appropriate data fields. To do this, select a table cell and set its **Data Binding** property to the required data field.

The screenshot shows a report design interface with a table structure. The table has three columns: 'Product', 'Unit Quantity', and 'Unit Price'. The 'Unit Quantity' column contains the expression '[QuantityPerUnit]'. The Properties Panel on the right is open, showing the selected cell 'tableCell4' and its data binding to the 'QuantityPerUnit' field in the 'Products' table.

- Finally, you can customize various properties of the tables to improve their appearance. For example, in the **Appearance** category of the Properties Panel, you can define the **Borders** property, as well as the **Background Color** property. To customize cell text options, specify the **Font** property.

A noteworthy feature is the capability to specify [odd-even styles](#) for the detail table.

The table report is now ready. Switch your report to the [Preview](#) mode and view the result.

Product	Unit Quantity	Unit Price
Chai	10 boxes x 20 bags	\$18.00
Chang	24 - 12 oz bottles	\$19.00
Aniseed Syrup	12 - 550 ml bottles	\$10.00
Chef Anton's Cajun Seasoning	48 - 6 oz jars	\$22.00
Chef Anton's Gumbo Mix	36 boxes	\$21.35
Grandma's Boysenberry Spread	12 - 8 oz jars	\$25.00
Uncle Bob's Organic Dried Pears	12 - 1 lb pkgs.	\$30.00
Northwoods Cranberry Sauce	12 - 12 oz jars	\$40.00
Mishi Kobe Niku	18 - 500 g pkgs.	\$97.00
Ikura	12 - 200 ml jars	\$31.00
Queso Cabrales	1 kg pkg.	\$21.00
Queso Manchego La Pastora	10 - 500 g pkgs.	\$38.00
Konbu	2 kg box	\$6.00
Tofu	40 - 100 g pkgs.	\$23.25

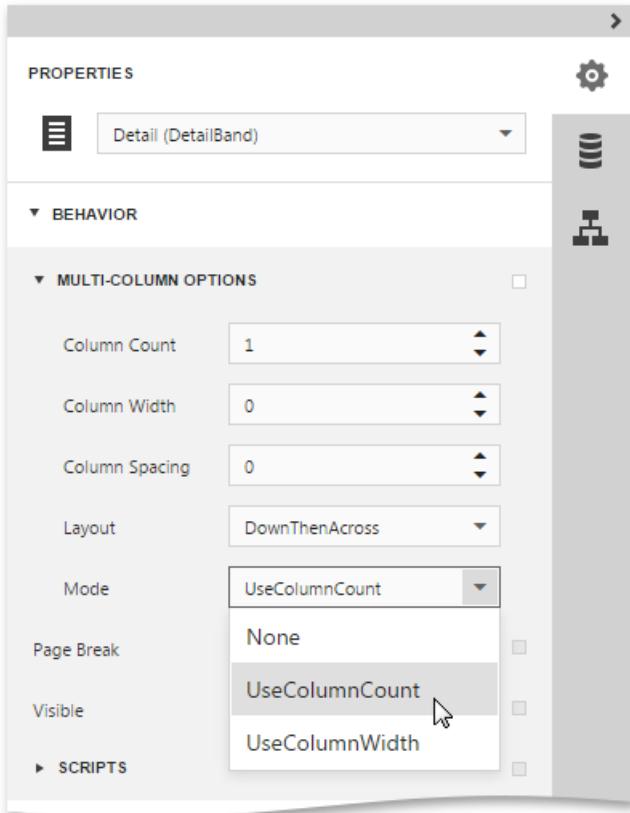
Multi-Column Report

This tutorial describes the steps to create a *multi-column report*, meaning that each page of the report document is laid out in a specified number of columns.

To demonstrate the multi-column feature, we'll use a report with grouping, similar to the one created in the [Grouping Data](#) tutorial.

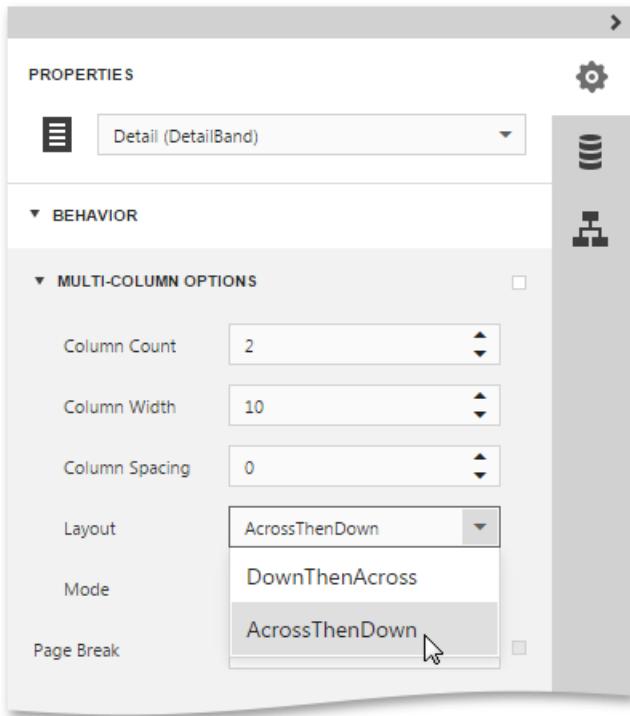
1. Select the [Detail band](#), and in the [Properties Panel](#), expand the **Actions** or **Behavior** category.

Then, expand the **Multi-Column Options** section and set the required **Mode**. It determines whether the number of columns is manually specified or if it depends on the fixed column width.

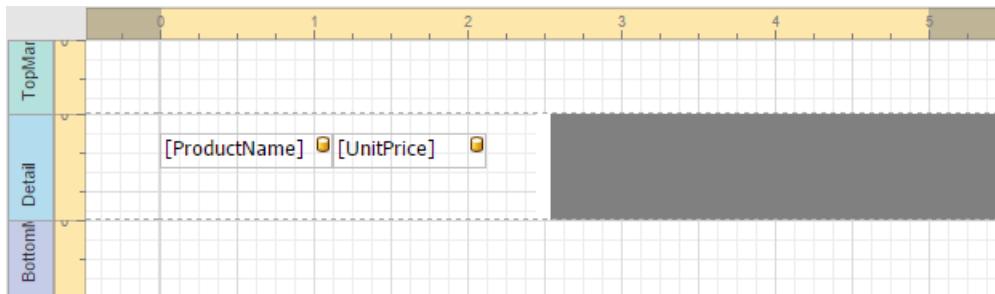


2. Then, if you've chosen to **Use Column Count**, set the **Column Count** to **2**, and **Column Spacing** to **10**.

The **Layout** determines the order in which records of the same group are processed.



- Now, on the Detail band's surface, a grey area appears, delimiting the available column's width. Adjust the controls width, so that they fit within the effective borders.



The multi-column report is now ready. Switch your report to the [Preview](#) mode, and view the result.

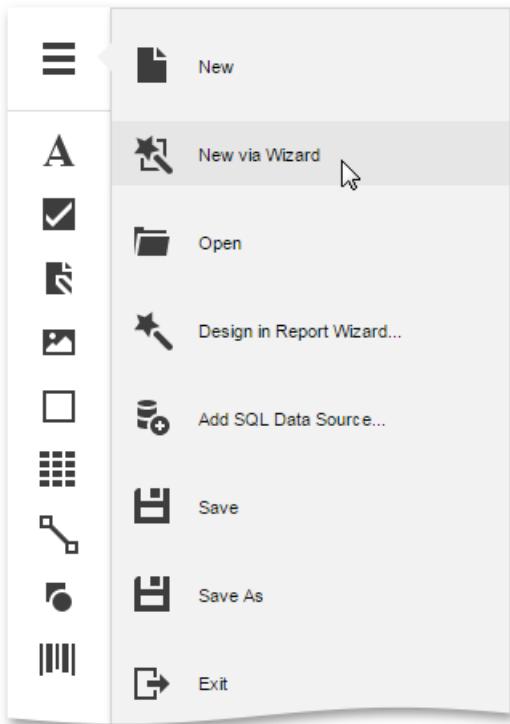
Category: 1			
Chai	\$18.00	Chang	\$19.00
Sesquatch Ale	\$14.00	Steeleye Stout	\$18.00
Côte de Blaye	\$263.50	Chartreuse verte	\$18.00
Ipoh Coffee	\$46.00	Laughing Lumberjack Lager	\$14.00
Outback Lager	\$15.00	Lakkaliköör	\$18.00
Category: 2			
Aniseed Syrup	\$10.00	Chef Anton's Cajun Seasoning	\$22.00
Chef Anton's Gumbo Mix	\$21.35	Northwoods Cranberry Sauce	\$40.00
Genen Shouyu	\$15.50	Gula Malacca	\$19.45
Sirop d'érable	\$28.50	Vegie-spread	\$43.90
Category: 3			
Pavlova	\$17.45	Sir Rodney's Marmalade	\$81.00
Sir Rodney's Scones	\$10.00	NuNuCa Nuß-Nougat-Creme	\$14.00
Gumbär Gummibärchen	\$31.23	Schoggi Schokolade	\$43.90
Chocolate	\$12.75	Maxikakku	\$20.00
Valkoinen suklaa	\$16.25	Tarte au sucre	\$49.30
Scottish Longbreads	\$12.50		

Label Report

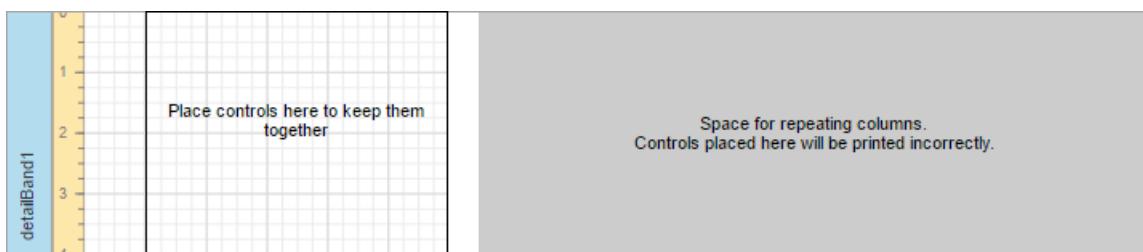
This tutorial describes the steps to create a label report containing employee badges.

To accomplish this task, do the following.

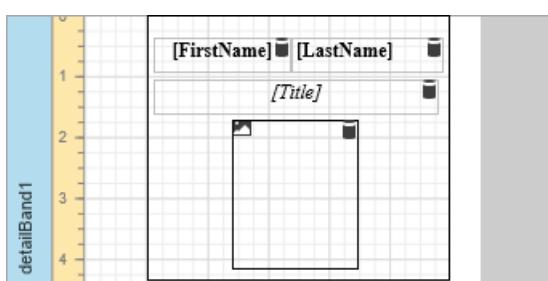
1. In the [Menu](#), click **New via Wizard**.



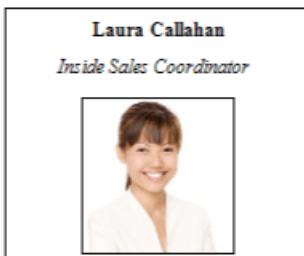
2. Next, the Wizard will guide you through the process of creating a label report. For detailed instructions on wizard steps, refer to [Label Report](#).
3. After performing the above steps you will see that the report's Detail band is divided into three different areas. The first area at the left-hand side indicates the actual available band area for controls to be placed within it. The gray area at the right-hand side is intended for the columns in which labels will be displayed, so it cannot be occupied by controls. Finally, the white area specifies an indent between the available and reserved areas.



4. [Bind the report to data](#) containing information about employees. You can use an existing data source or create a new one using the [SQL Data Source Wizard](#).
5. Then, drop the required fields from the [Field List](#) onto the available Detail band's area, and adjust the layout.



The label report is now ready. Switch your report to the [Preview](#) mode and view the result.



Parameterized Report

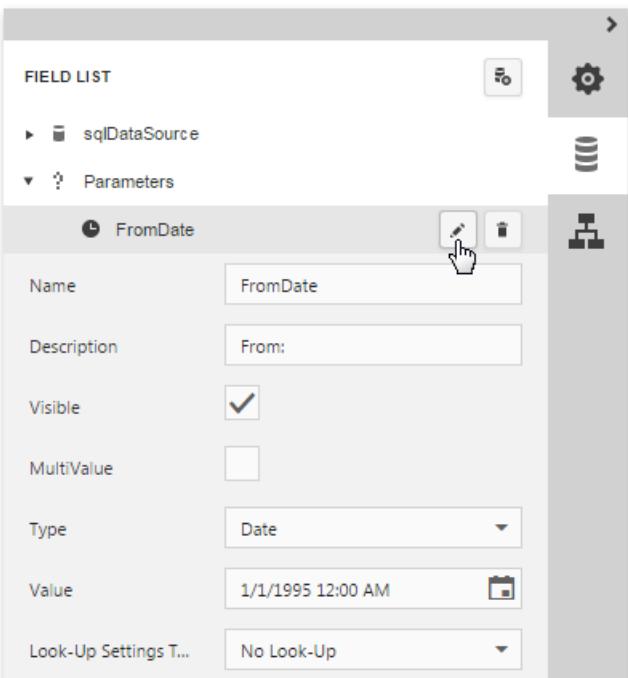
This tutorial describes the steps to create a report with parameters. In this example, we will create two date-time parameters to filter out orders that don't fall in the specified range from the report.

To add parameters and filter your report based on their values, follow the steps below.

1. First, [create a new report](#) and [bind it to a data source](#).
2. In the **Field List** panel, select the **Parameters** node and click the **Add parameter** button to the right.



3. Click the **Edit** button () to expand the properties list. Specify the **Name** and **Description** of the created parameter, and make sure to set its **Type** to an appropriate value. To display this parameter in the [Preview Parameters Panel](#), enable its **Visible** property.



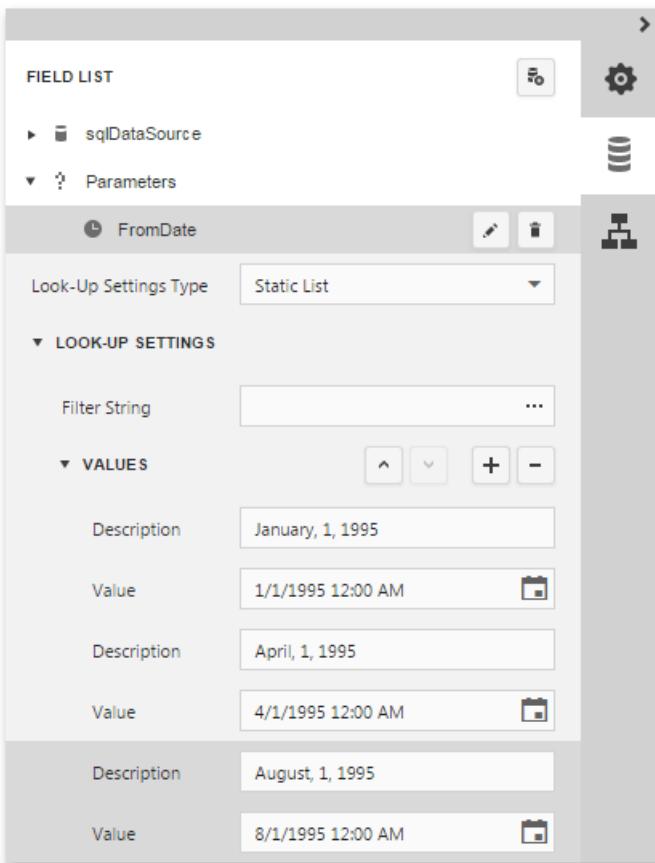
Note

In the [Document Preview](#), the report's document is not generated until you have submitted values of all the parameters with enabled **Visible** property.

4. To assign a list of values to this report parameter, specify the **Look-Up Settings Type** property.

Set this property to the **Dynamic List** to obtain parameter values from a data source. In this case, you should specify a parameter's data source, data member, value member and display member. The value member defines a data field that provides values to the parameter. The display member defines a data field that provides display names for parameter values (how these values appear in the user interface available in a Print Preview).

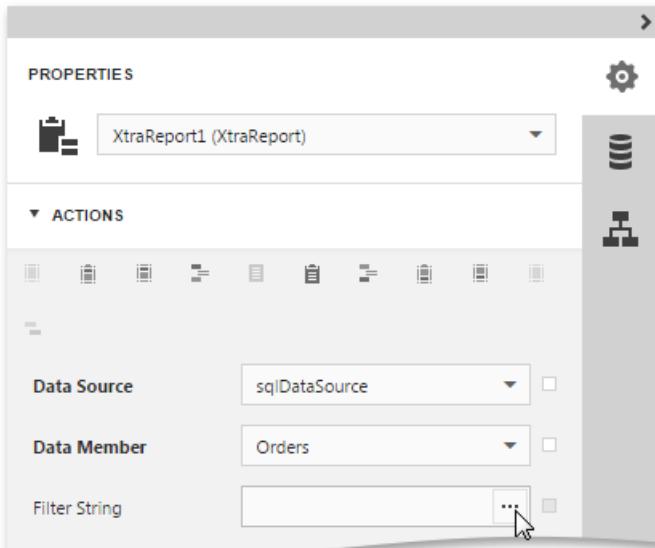
Set this property to **Static list** to manually fill the list of parameter values. Each parameter value has an individual description (specifying how this value appears in the [Preview Parameters Panel](#)).



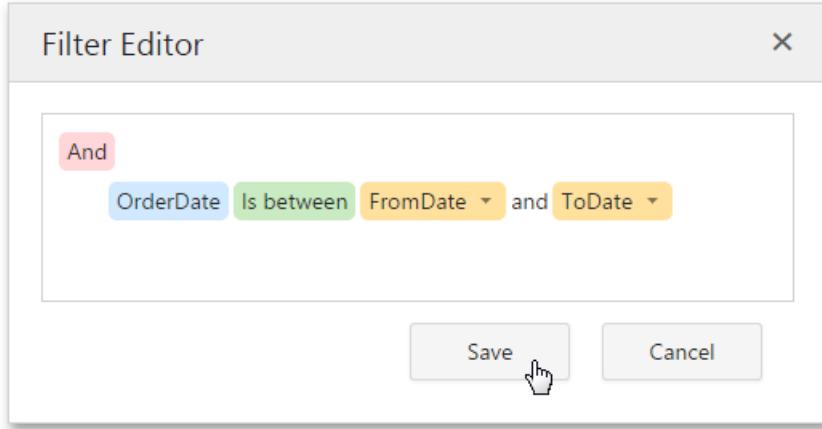
Then, repeat the previous steps to create the second parameter, so that every time your report is previewed, you will be asked to specify two dates.

The following instructions explain how to use parameters to filter your report's data.

5. Switch to the [Properties Panel](#) and click the ellipsis button for the report's **Filter String** property.



Then, in the invoked [Filter Editor](#), construct an expression where a data field is compared with the created parameters. To add a parameter to an expression, expand the drop-down menu for a value placeholder and select the **Parameter** item. This will convert the value placeholder into a parameter placeholder. Next, click the placeholder to choose the parameter.



Click **Save** to exit the Filter Editor.

The parameterized report is now ready. Switch the report to the [Preview](#) mode, and in the [Preview Parameters Panel](#), define the required values and click **Submit**.

The screenshot shows a report preview. On the left is a grid table with columns: Order Date, Ship Country, Ship Name, and Shipped Date. The data is as follows:

Order Date	Ship Country	Ship Name	Shipped Date
8/4/1994	France	Vins et alcools Chevalier	8/16/1994
8/5/1994	Germany	Toms Spezialitäten	8/10/1994
8/8/1994	Brazil	Hanari Carnes	
8/8/1994	France	Victuailles en stock	
8/9/1994	Belgium	Suprêmes délices	
8/10/1994	Brazil	Hanari Carnes	
8/11/1994	Switzerland	Chop-suey Chinese	
8/12/1994	Switzerland	Richter Supermarkt	
8/15/1994	Brazil	Wellington Importadora	
8/16/1994	Venezuela	HILARIÓN-Abastos	
8/17/1994	Austria	Ernst Handel	
8/18/1994	Mexico	Centro comercial Moctezuma	
8/19/1994	Germany	Ottiles Käseladen	
8/19/1994	Brazil	Que Delícia	

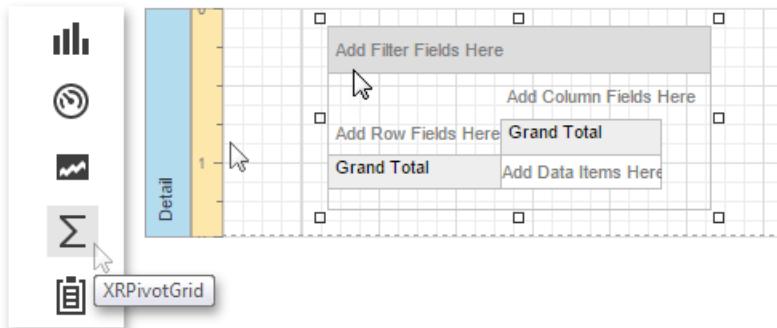
To the right is the 'PREVIEW PARAMETERS' panel. It includes a date range selector ('From: January 1, 1995' and 'To: 12/31/1995 12:00 AM') and a time selector (a clock face from 00 to 12). The date selector shows December 1995 with the 31st highlighted. At the bottom are 'OK' and 'Cancel' buttons.

Cross-Tab Report

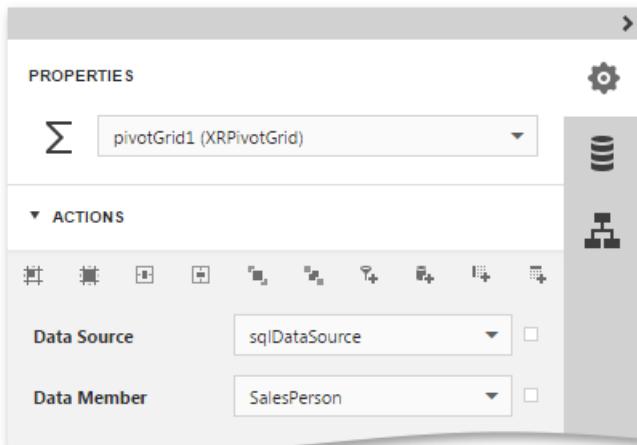
This tutorial describes the steps to create a *cross-tab report* using a [Pivot Grid](#) that calculates automatic summaries and grand totals across a large number of grouped rows and columns. This feature should not be confused with the [master-detail report](#) or [table report](#).

To create a cross-tab report, do the following.

1. Create a new report and bind it to a data source.
2. Drop the [Pivot Grid](#) control from the [Toolbox](#) onto the report's [Detail](#) band.

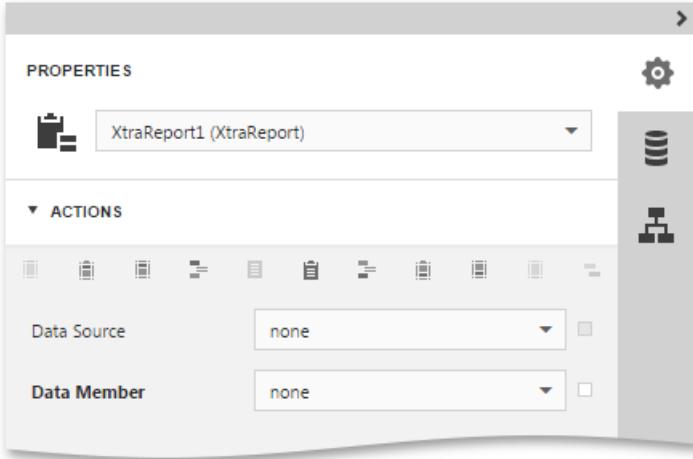


3. To bind the Pivot Grid to a data source, in the [Properties Panel](#), expand the **Actions** or **Data** category and specify the **Data Source** and **Data Member** properties. The Data Member property defines from which table or view of your dataset the grid obtains its data.



Note

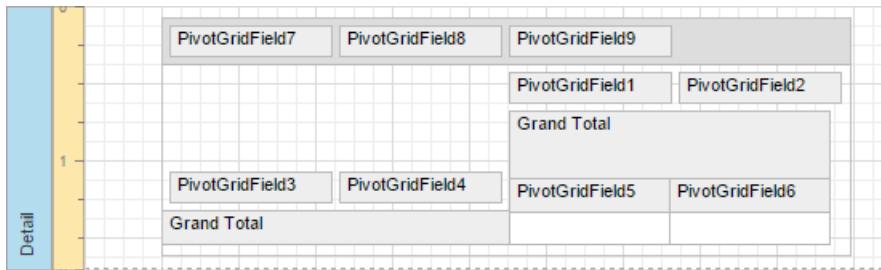
Since you have placed the Pivot Grid in the Detail band, the report's **Data Source** property should be set to **None**. Otherwise, the Pivot Grid will repeat at the preview as many times as there are records in the data source.



4. To add a field to the particular grid area, expand the **Actions** category and click one of the following buttons.

ICON	DESCRIPTION
	Adds a field to the Column Header area. This field's values will represent column headers.
	Adds a field to the Row Header area. This field's values will represent row headers.
	Adds a field to the Data Header area. The summaries will be calculated for all the cells, each cell is identified by a specific column and row.
	Adds a field to the Filter Header area. This field is available for further customizations.

Add two column fields, two row fields and two data fields, using these buttons. You can also add several filter fields. The image below illustrates the updated grid, which reflects the newly added fields.



5. To adjust a Pivot Grid field, switch to the Properties Panel, expand the Report Controls drop-down list and select the required grid field. In the **Data** category, specify the **Data Column Name** property to bind a grid field to a data source field.

The screenshot shows the XtraReport designer interface. On the left, there's a preview area with a blue header labeled 'Detail'. In the center, a Pivot Grid is displayed with four rows of data. The first row has three columns: 'FirstName', 'LastName', and 'UnitPrice'. The second row has two columns: 'Country' and 'Sales Person'. The third row has one column: 'Grand Total'. The fourth row has four columns: 'CategoryName', 'ProductName', 'Quantity', and 'Extended Price'. The fifth row has one column: 'Grand Total'. On the right, the 'PROPERTIES' panel is open, showing the 'PivotGridField1 (PivotGridField)' selected. Under the 'ACTIONS' section, the 'Area' dropdown is set to 'Column Area' and the 'Area Index' is set to 0. Under the 'DATA' section, 'Expanded In Fields Group' is checked, and the 'Data Column Name' dropdown is set to 'Country'.

You can also specify the field position, using the **Area** property or change the order of fields within their area, specifying the **Area Index** property. If required, it is possible to customize many other properties for the Pivot Grid and its fields.

6. On the last step, you can set your report's **Vertical Content Splitting** option to **Smart**. This will split the grid's columns precisely by their borders in the Print Preview.

The screenshot shows the 'PROPERTIES' panel for 'XtraReport1 (XtraReport)'. Under the 'BEHAVIOR' section, the 'Vertical Content Splitting' dropdown is set to 'Smart'. Other options in the dropdown include 'Exact' and 'Smart'. There are also checkboxes for 'Request Parameters' and 'Show Margin Lines in Preview'.

The cross-tab report is now ready. Switch your report to the [Preview](#) mode and view the result.

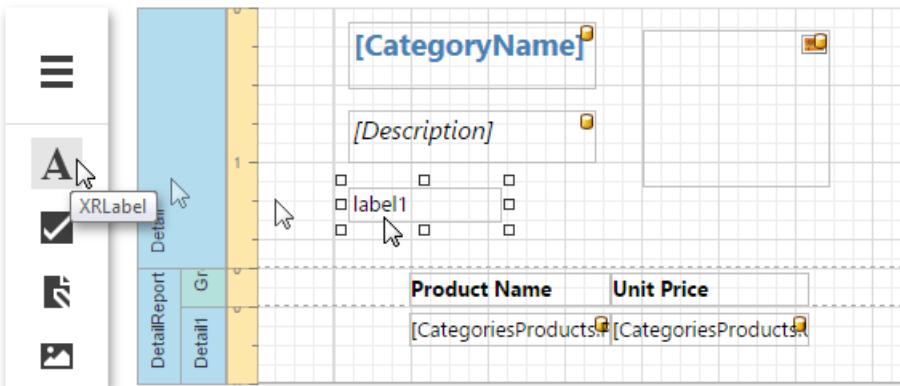
First Name	Last Name	Unit Price			
Quantity	Extended Price	Country	Sales Person		
UK					
		Anne Dodsworth	Michael Suyama		
Category Name	Product Name	Quantity	Extended Price	Quantity	Extended Price
Beverages	Chai	35	\$544.50	96	\$1,551.60
	Chang	30	\$494.00	110	\$1,805.00
	Chartreuse verte	10	\$180.00	151	\$2,389.50
	Côte de Blaye	57	\$14,624.25		
	Guaraná Fantástica	73	\$276.30	131	\$525.60
	Ipoh Coffee				
	Lakkalikööri	73	\$977.58	55	\$751.50
	Laughing Lumberjä				
	Outback Lager	51	\$744.00	36	\$540.00
	Rhönbräu Klosterbi	110	\$833.12	129	\$948.60
	Sasquatch Ale	10	\$112.00	30	\$420.00
	Steeleye Stout	70	\$856.80	40	\$518.40
Beverages Total		519	\$19,642.55	778	\$9,450.20
Condiments	Aniseed Syrup	74	\$740.00	20	\$180.00
	Chef Anton's Cajun			6	\$132.00
	Chef Anton's Gum			4	\$85.40
	Genen Shouyu			12	\$176.70
	Grandma's Boysen'	50	\$1,187.50		
	Gula Malacca	62	\$906.39	70	\$1,087.52
	Louisiana Fiery Ho	40	\$842.00	20	\$421.00
	Louisiana Hot Spic	60	\$693.60		
	Northwoods Cranb	70	\$2,680.00		
	Original Frankfurte	53	\$575.25	63	\$802.75
	Siroop d'éable	4	\$114.00	50	\$1,368.00
	Vegie-spread	80	\$2,386.80	9	\$395.10
Condiments Total		493	\$10,125.54	254	\$4,648.47

Drill-Down Report

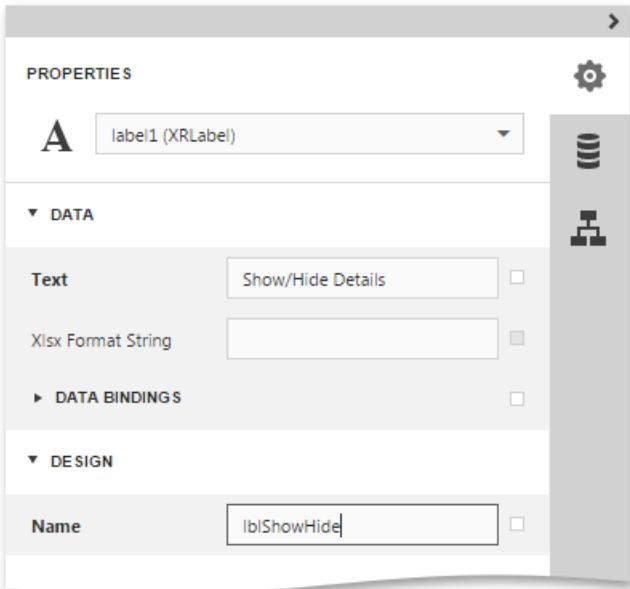
This tutorial describes the steps required to create a drill-down report. Drill-down reports represent data partially - some data is hidden and not printed on report pages. Hidden data can be accessed in the [Preview](#) mode by clicking a designated element, such as label or image.

To create a drill-down report, do the following.

1. [Create a master-detail report using Detail Report bands.](#)
2. To create a link for showing/hiding the detail report, drag the [Label](#) report control from the [Toolbox](#) and drop it onto the report's [Detail band](#).



Switch to the [Properties Panel](#) and change the label's **Text** property to **Show/Hide Details**, and **Name** to **lblShowHide**.



3. Select the [Detail Report band](#) and expand the drop-down list for the band's **DrillDownControl** property in the Properties Panel. This list displays all report controls available on the report band that is one level above the current band in the report bands hierarchy. Select the **lblShowHide** label on the list. This will make the label expand or collapse the Detail Report band when clicked in the [Preview](#) mode.

The screenshot shows a report designer interface with a grid and a table below it. The grid has columns for CategoryName, Description, and Show/Hide Details. The table below has columns for Product Name and Unit Price. The properties panel on the right shows the DrillDownControl property set to 'lblShowHide'.

You can also specify the band's **DrillDownExpanded** property to define whether or not the band is initially expanded. By default, this property is enabled.

The drill-down report is now ready. Switch your report to the [Preview](#) mode and view the result.

Beverages
Soft drinks, coffees, teas, beers, and ales

Show/Hide Details

Product Name	Unit Price
Chai	\$18.00
Chang	\$19.00
Guaraná Fantástica	\$4.50
Sasquatch Ale	\$14.00
Steeleye Stout	\$18.00
Côte de Blaye	\$263.50
Chartreuse verte	\$18.00
Ipoh Coffee	\$46.00
Laughing Lumberjack Lager	\$14.00
Outback Lager	\$15.00
Rhönbräu Klosterbier	\$7.75
Lakkalikööri	\$18.00

Condiments
Sweet and savory sauces, relishes, spreads, and seasonings

Show/Hide Details

Confections
Desserts, candies, and sweet breads

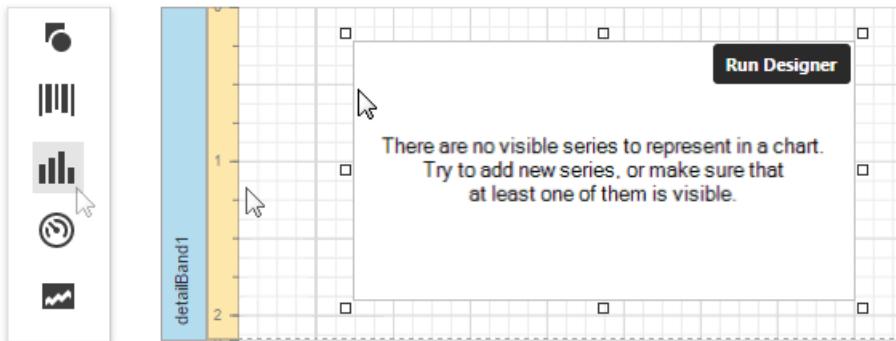
Show/Hide Details

Chart with Static Series

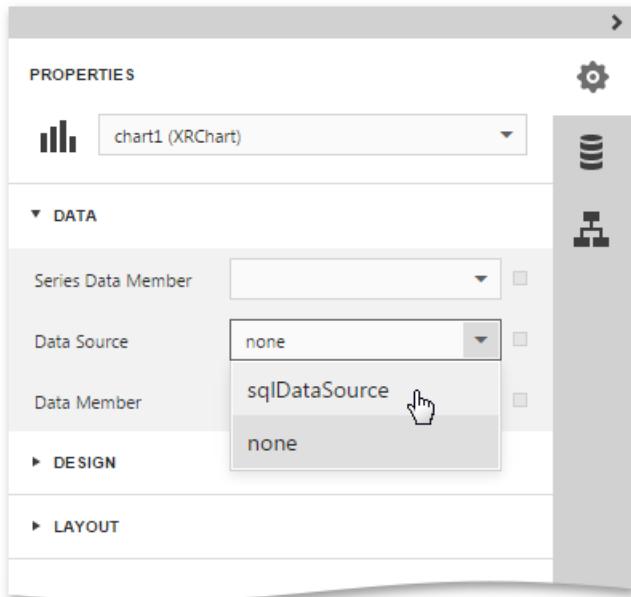
This document describes how to create a report with a [Chart](#) control that displays products and their prices for a selected category. In this example, series data has a single data source, but you can use different data sources for different series if required.

To adjust a Chart by manually creating its series, do the following:

1. [Create a new report](#) and [bind it to a data source](#).
2. Drop the [Chart](#) control from the [Toolbox](#) onto the report's [Detail band](#).

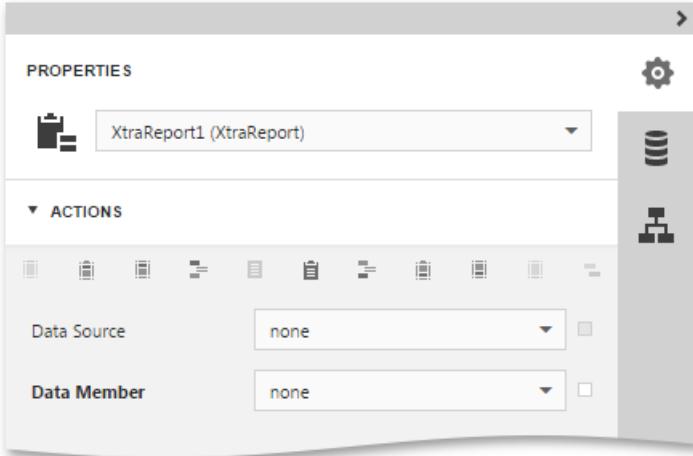


3. To bind the Chart to a data source, in the [Properties Panel](#), expand the **Data** category and specify the **Data Source** property.

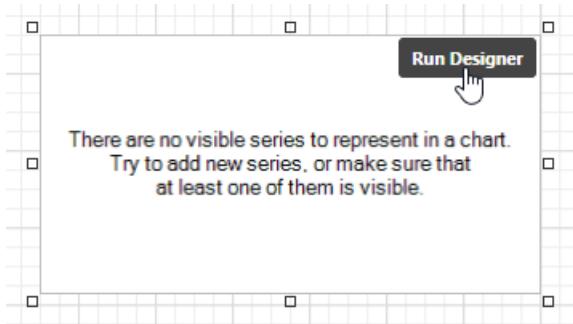


Note

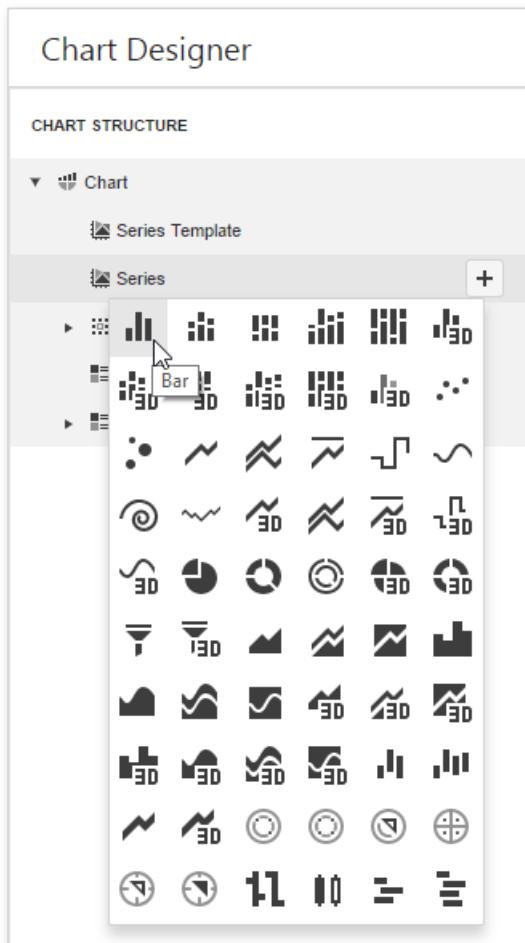
Set the report's **Data Source** property to **None** after placing the Chart in the Detail band. Otherwise, the Chart repeats at the preview as many times as there are records in the data source.



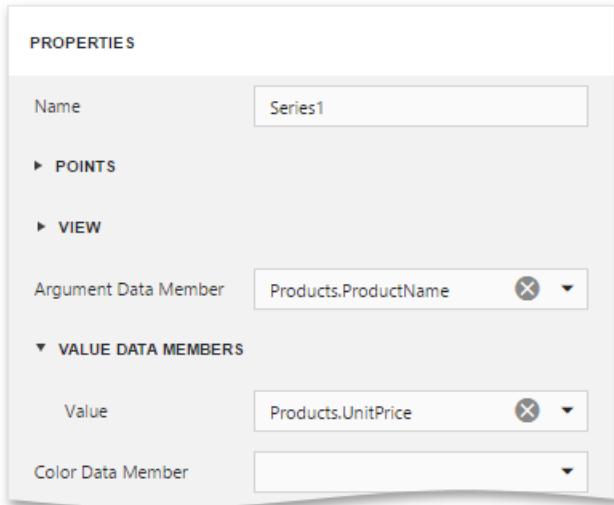
4. Select the Chart control once again and click the **Run Designer** button displayed over it.



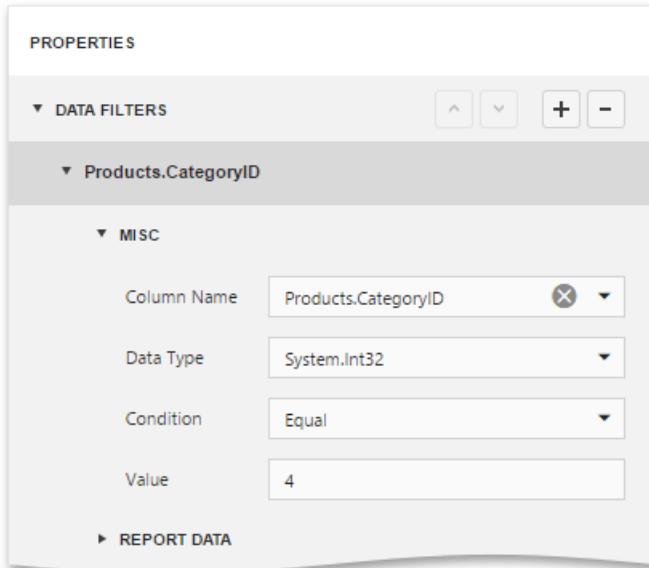
5. In the invoked **Chart Designer**, add a new series to the Chart control. To do this, locate the **Series** element in the **Chart Structure** tree and click the plus button. In the invoked list of series types, select the required type (for example, **Bar**).



6. To populate the created series with points, select it in the tree and switch **Properties** panel at the right of the Designer's window. Assign the required data fields to the **Argument Data Member** and **Value Data Members** properties to define coordinates for series points.



7. To filter series data, expand the **Data Filters** category, create and adjust filtering criteria as demonstrated below.



8. Create one more series with the same settings, but this time, select the **Point** view type.

9. To improve your Chart's appearance, you can make the following adjustments:

- Remove the Chart's legend as it shows the same data for both series by selecting the **Legend** item in the **Chart Structure** and setting its **Visibility** property to **False**.
- The point labels for **Series1** are unnecessary, so set the **Labels Visibility** property to **False**.
- Rotate the X-axis labels for better readability. To do this, select the **Primary Axis X** node in the tree and adjust properties for its labels (using the **Label** property). For instance, set the **Angle** property to **20** and the **Enable Antialiasing** property to **True**.

It is also possible to customize other Chart properties.

The chart is now ready. Switch your report to the [Preview](#) mode and view the result.

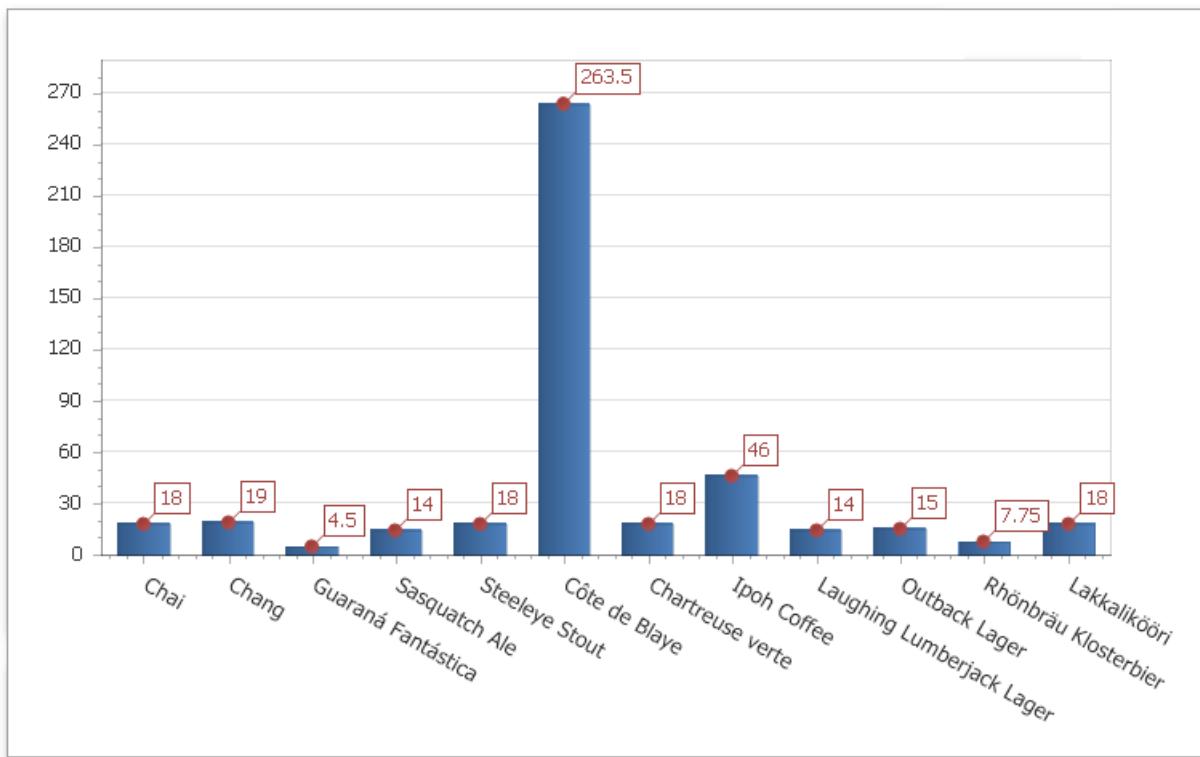
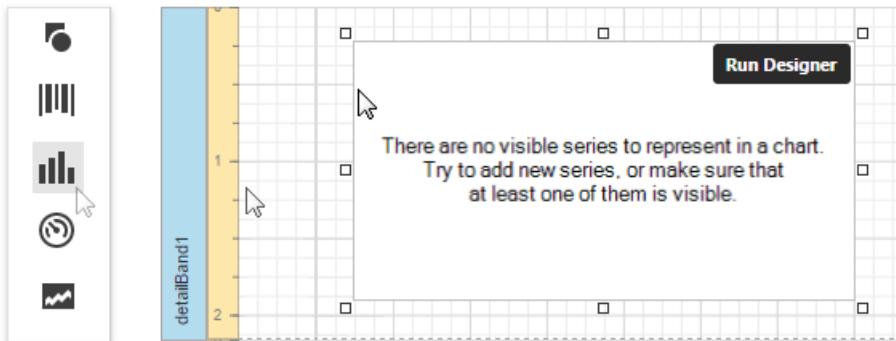


Chart with Dynamic Series

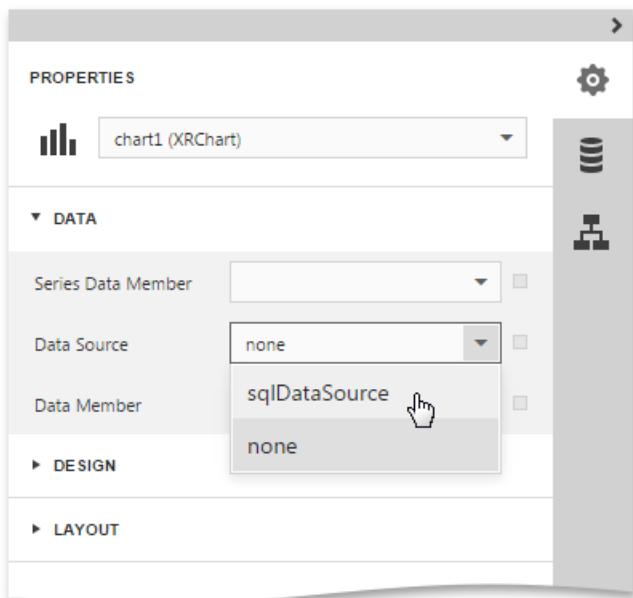
This document describes how to create a report with a [Chart control](#) bound to data so that all series are automatically created based on a common template, which specifies universal options for all series.

To adjust a Chart with automatically created series, do the following:

1. [Create a new report](#) and [bind it to a data source](#).
2. Drop the [Chart control](#) from the [Toolbox](#) onto the report's Detail band.

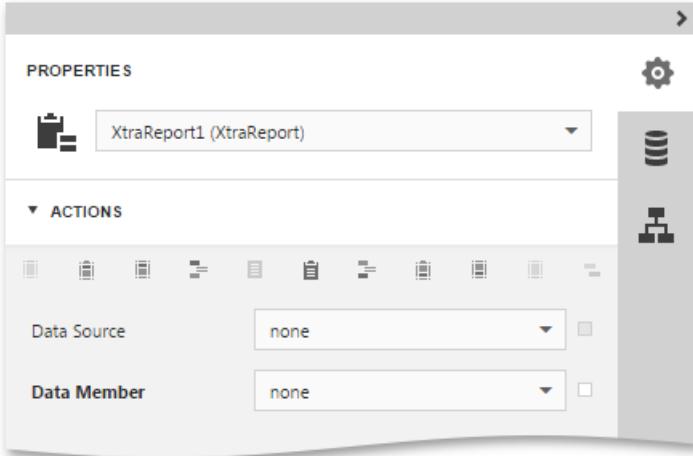


3. To bind the Chart to a data source, in the [Properties Panel](#), expand the **Data** category and specify the **Data Source** property.

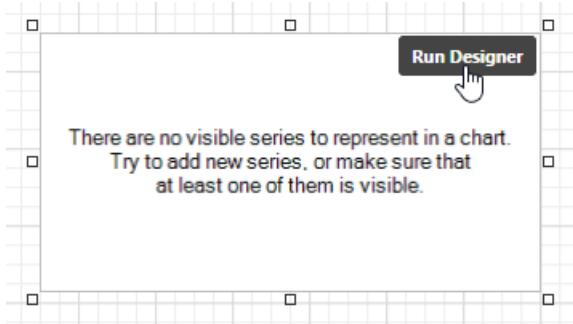


□ Note

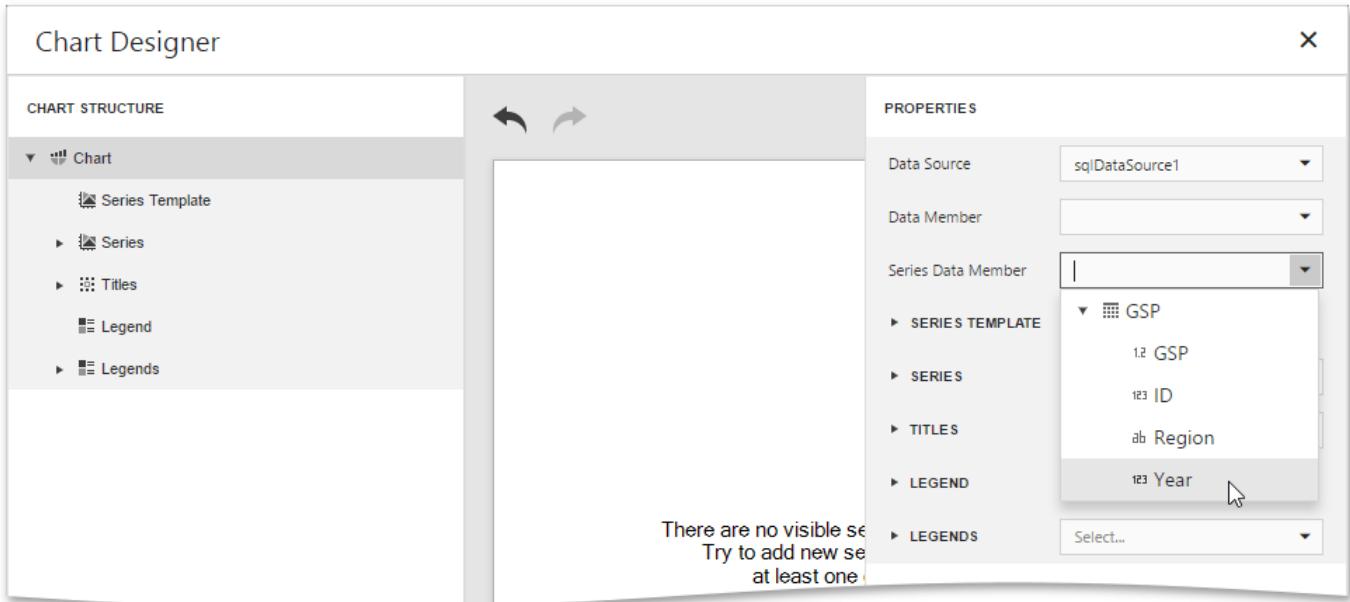
Set the report's **Data Source** property to **None** after placing the Chart in the Detail band. Otherwise, the Chart repeats at the preview as many times as there are records in the data source.



4. Select the Chart control once again and click the **Run Designer** button displayed over it.



5. In the invoked **Chart Designer**, select the **Chart** node in the **Chart Structure** tree and switch to the **Properties** panel. Use the **Series Data Member** property to specify the data field that should provide data for the series names (so that it creates a new series for each record in that data field).



6. Expand the **Series Template** option and use the **Argument Data Member** and **Value Data Members** properties to define from where to obtain data for point arguments and values.

PROPERTIES

Series Data Member GSP.Year

▼ SERIES TEMPLATE

► VIEW

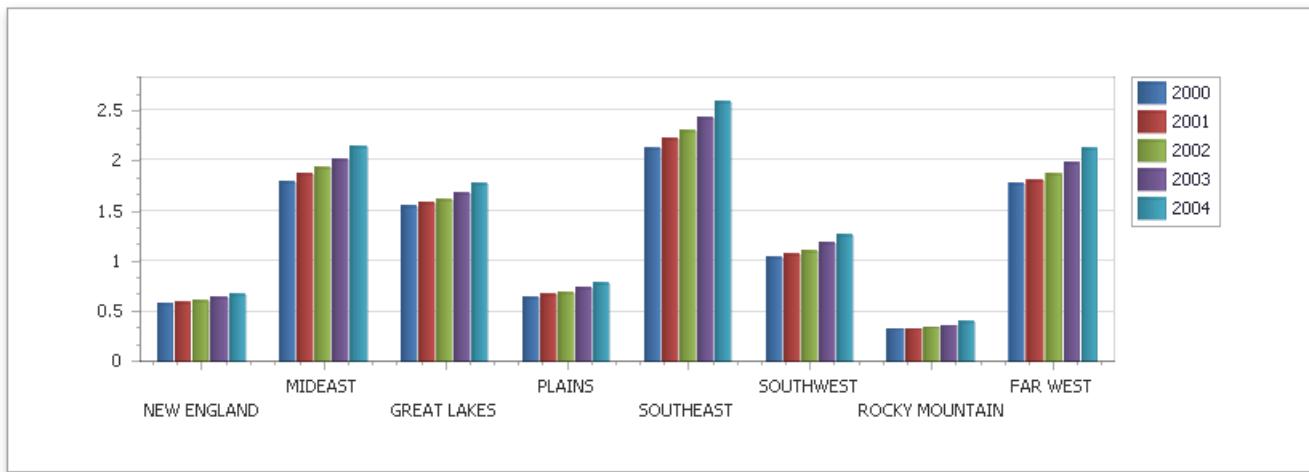
Argument Data Member GSP.Region

▼ VALUE DATA MEMBERS

Value GSP.GSP

At this step, the chart's data options are completely defined. It is also possible to customize other Chart properties.

Switch your report to the [Preview](#) mode to view the result.



Master-Detail Report (Subreports)

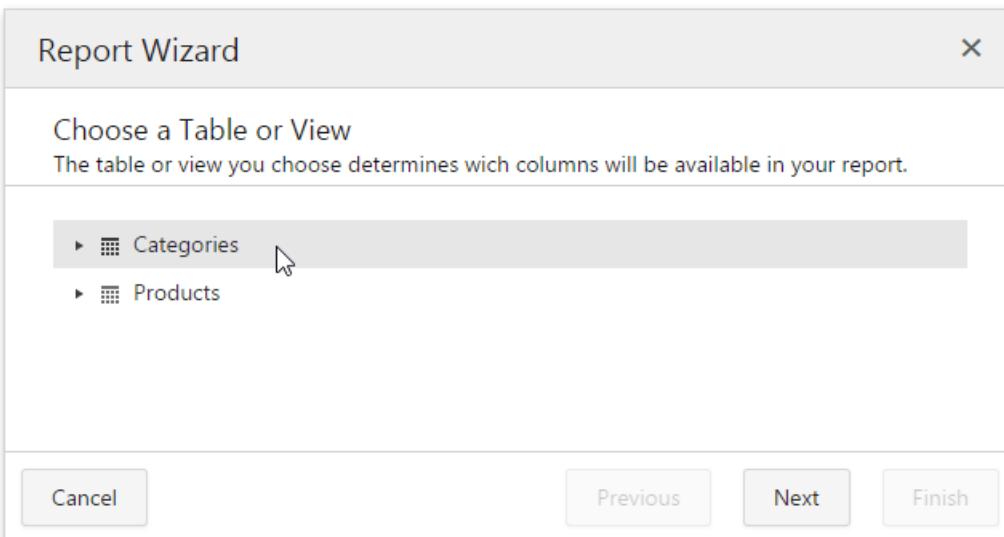
This tutorial describes the steps to create a master-detail report using the [Subreport control](#). For an alternative approach, refer to [Master-Detail Report \(Detail Report Bands\)](#).

To create a master-detail report using the subreport controls, do the following.

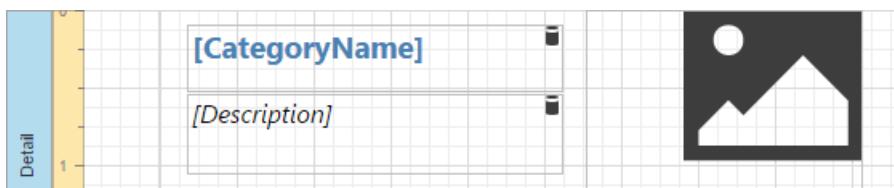
- [Create a Master Report](#)
- [Create and Customize a Detail Report](#)
- [Configure Subreport Parameter Bindings](#)
- [Get the Result](#)

Create a Master Report

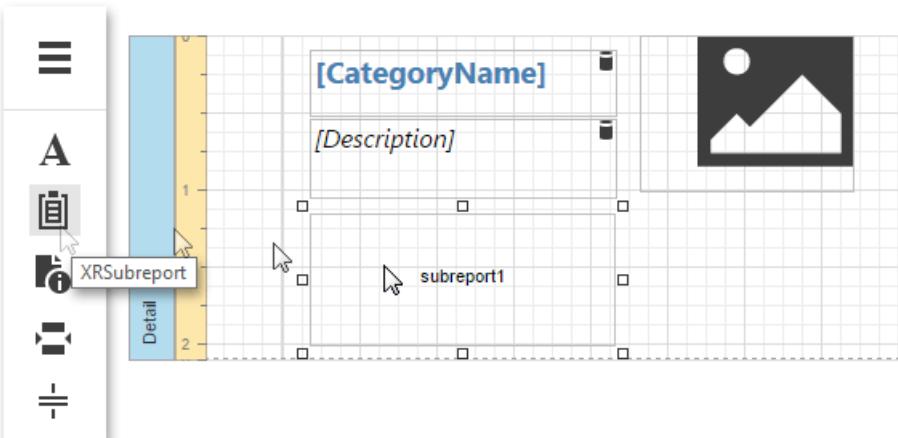
1. [Create a new report](#) and [bind it to a data source](#). In the [Report Wizard](#), select the data table that will be used as the master table.



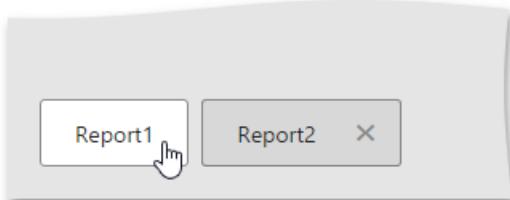
2. Drop the required fields from the [Field List](#) onto the [Detail band](#). In this tutorial, we'll use the following report layout.



3. Drag the [Subreport](#) control from the [Toolbox](#) and drop it onto the [Detail band](#).

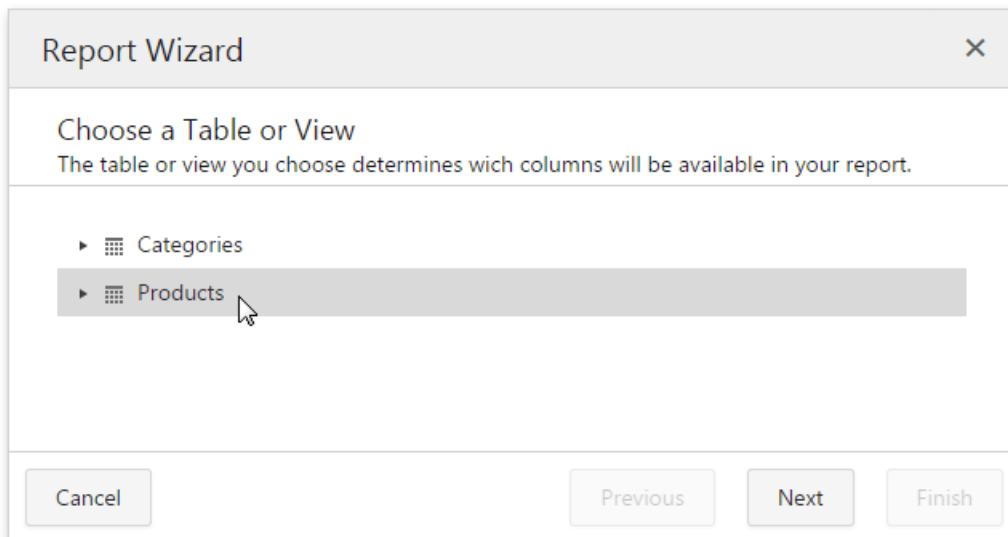


Double-click the added subreport to open the detail report. To switch between master and detail reports, click the corresponding tab in the bottom left corner of the Design Surface.



Create and Customize the Detail Report

1. Bind the detail report to a data source using the [Report Wizard](#). In the Report Wizard, select the data table that will be used as the detail table.



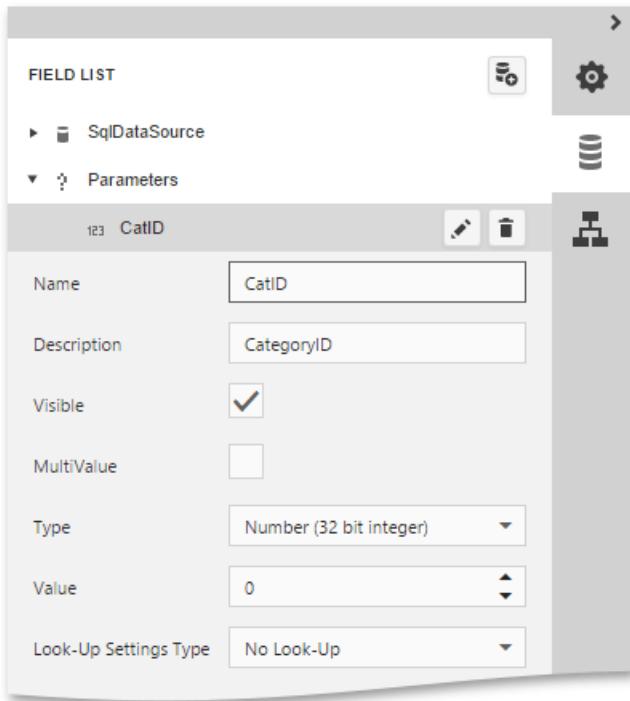
2. Drop the required fields from the [Field List](#) onto the [Detail band](#). In this tutorial, we'll use the following layout for the detail report.



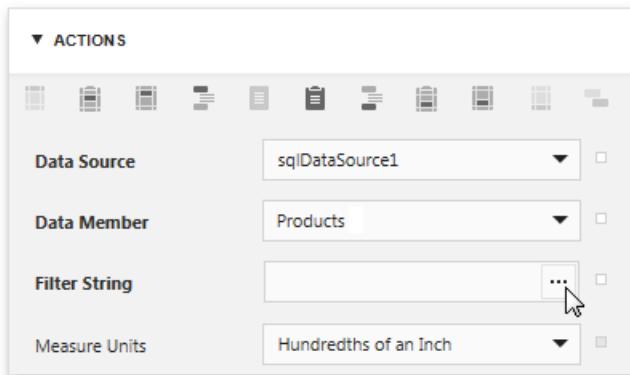
3. To add a [parameter](#) to the report, in the [Field List](#), select the **Parameters** node and click **Add parameter**.



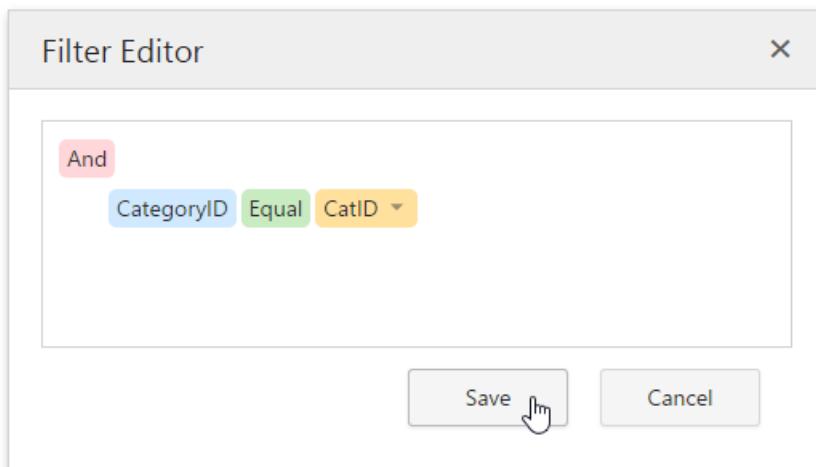
4. Then, specify properties of this parameter as shown below.



5. To **filter** the detail report data, switch to the [Properties Panel](#) and click the ellipsis button for the report's **Filter String** property.

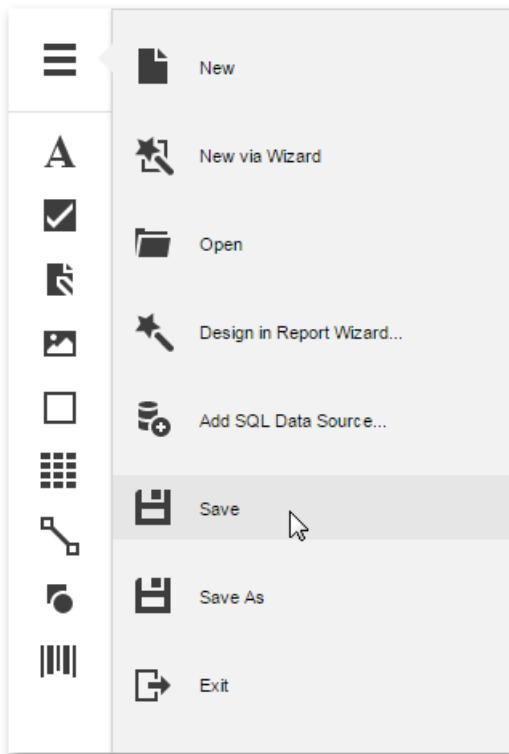


Then, in the invoked [Filter Editor](#), construct an expression where the **CategoryID** data field is compared to the **CatID** parameter. To add a parameter to an expression, expand the drop-down menu for a value placeholder and select the **Parameter** item. This will convert the value placeholder into a parameter placeholder. Next, click the placeholder to choose the parameter.

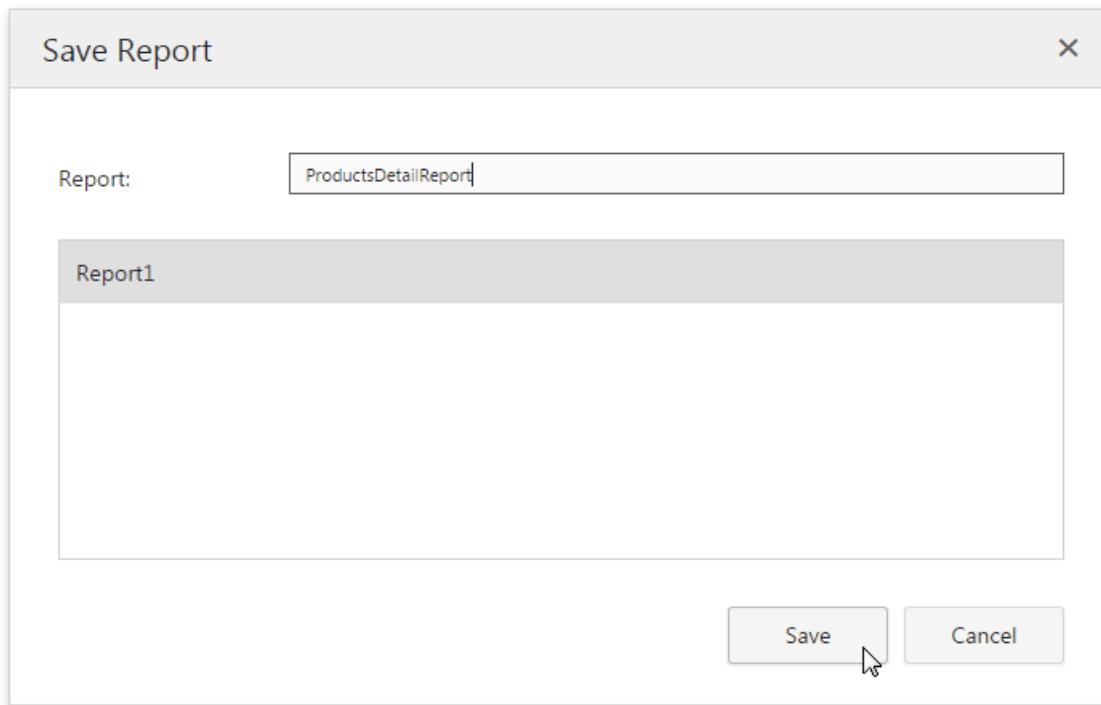


Click **Save** to exit the Filter Editor.

6. Invoke the **menu** of the **Web Report Designer** and click **Save** to save the detail report to the server-side report storage.

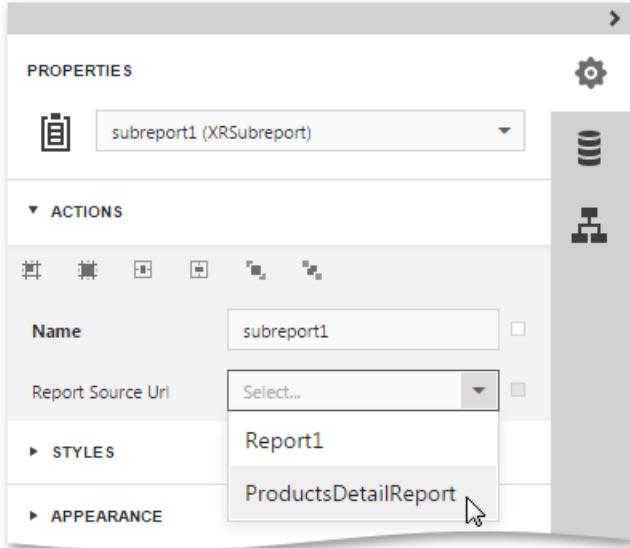


In the invoked **Save Report** dialog, specify the report name and click **Save**.



Note

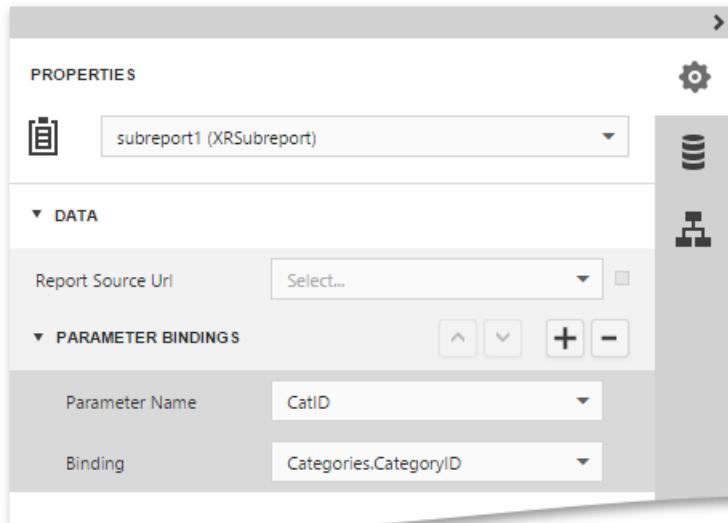
You can utilize the Subreport control to re-use an already existing report in the server-side report storage as a detail report. To do this, drop the Subreport control onto a report band, expand the drop-down list for the subreport's Report Source Url property and select the required report.



Configure Subreport Parameter Bindings

Switch back to the master report and bind the subreport's **CatID** parameter used as a filtering criterion to the master report's **CategoryID** data field, which will serve as a source of the parameter value.

To do this, select the subreport, expand the **Data** category on the [Properties Panel](#), select the **Parameter Bindings** section and add a new parameter binding. In the binding properties list, specify the data field to which you want to bind a subreport parameter and the name of the parameter that you want to bind.



Get the Result

The master-detail report is now ready. Switch the master report to the [Preview](#) mode to view the result.

Produce

Dried fruit and bean curd



Uncle Bob's Organic Dried Pears	\$30.00
Tofu	\$23.25
Rössle Sauerkraut	\$45.60
Manjimup Dried Apples	\$53.00
Longlife Tofu	\$10.00

Seafood

Seaweed and fish



Ikura	\$31.00
Konbu	\$6.00
Carnarvon Tigers	\$62.50
Nord-Ost Matjesherring	\$25.89
Inlagd Sill	\$19.00

Master-Detail Report (Detail Report Bands)

This tutorial describes how to create a master-detail report with hierarchically linked data using the [Detail Report band](#). For an alternative approach, refer to [Master-Detail Report \(Subreports\)](#).

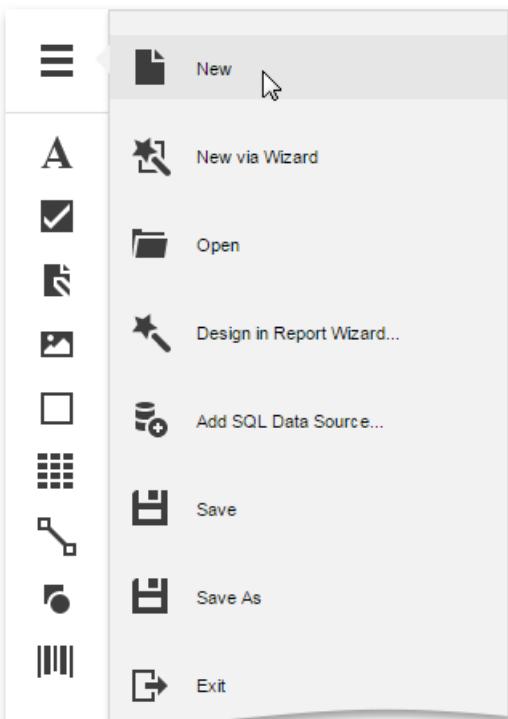
The topic consists of the following sections.

- [Create a Report and Bind It to Data](#)
- [Design a Master-Detail Report](#)
- [View the Result](#)

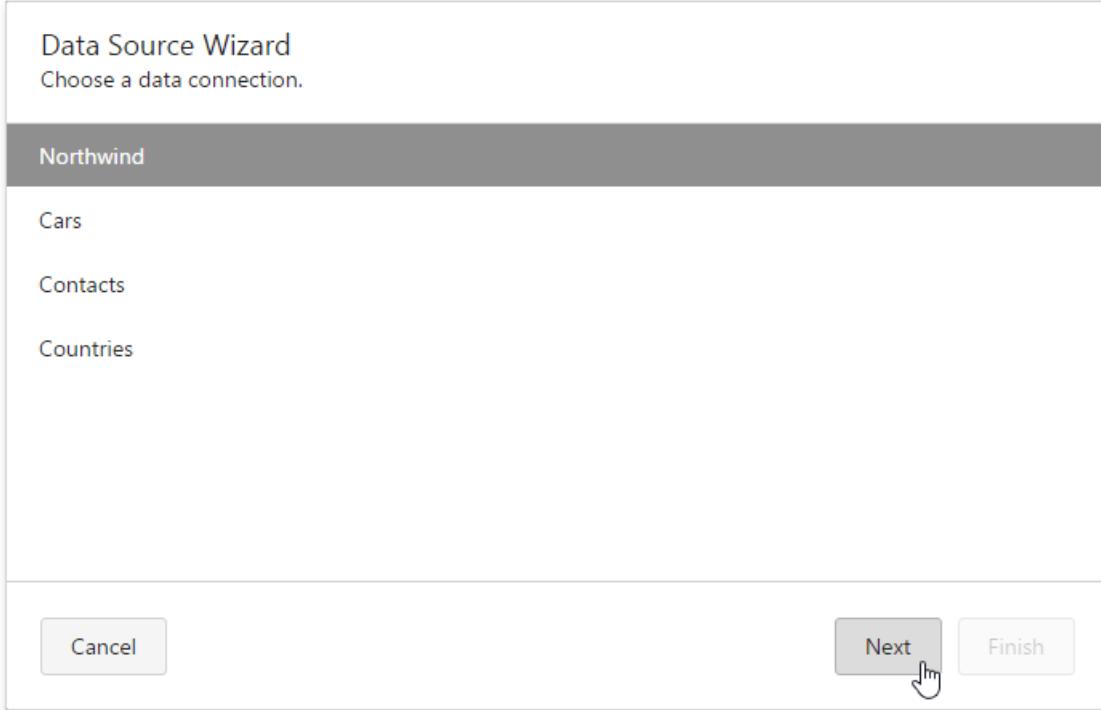
Create a Report and Bind It to Data

This document section describes how to create a new report and bind it to a data source containing a master-detail relationship between instances.

1. [Create a new blank report](#) by clicking **New** in the Designer's menu.

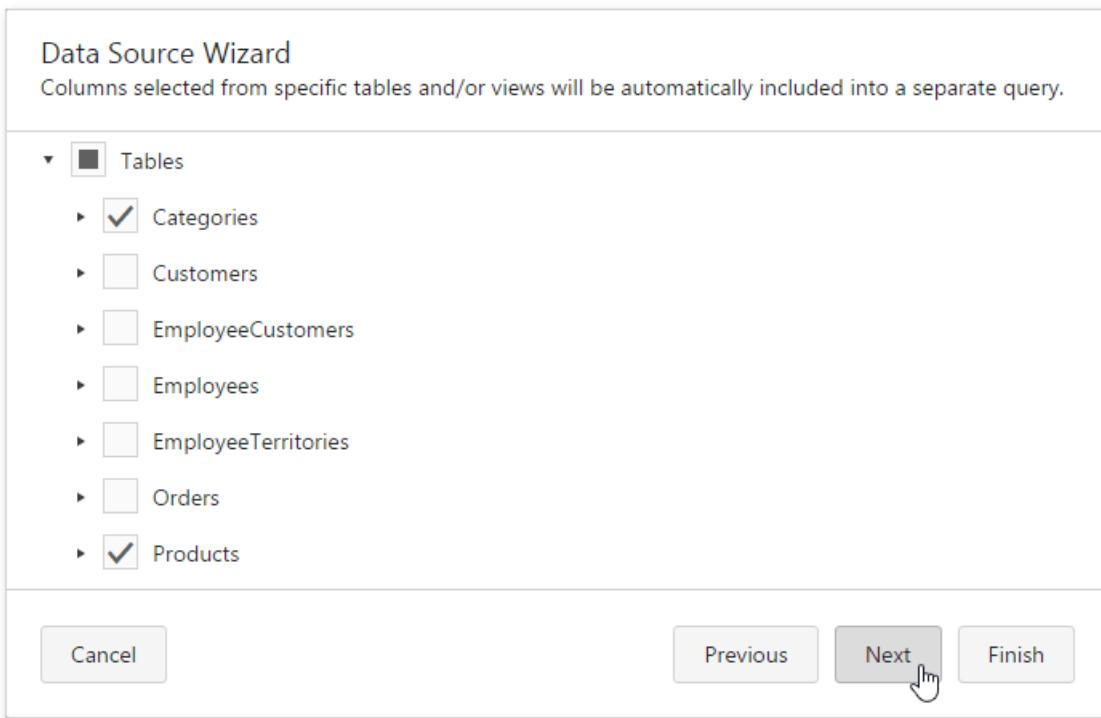


2. To create a new data source, invoke the Designer's menu once again and click **Add SQL Data Source**.
3. The first page of the invoked [SQL Data Source Wizard](#) allows you to select a data connection that provides necessary information to connect to a database.

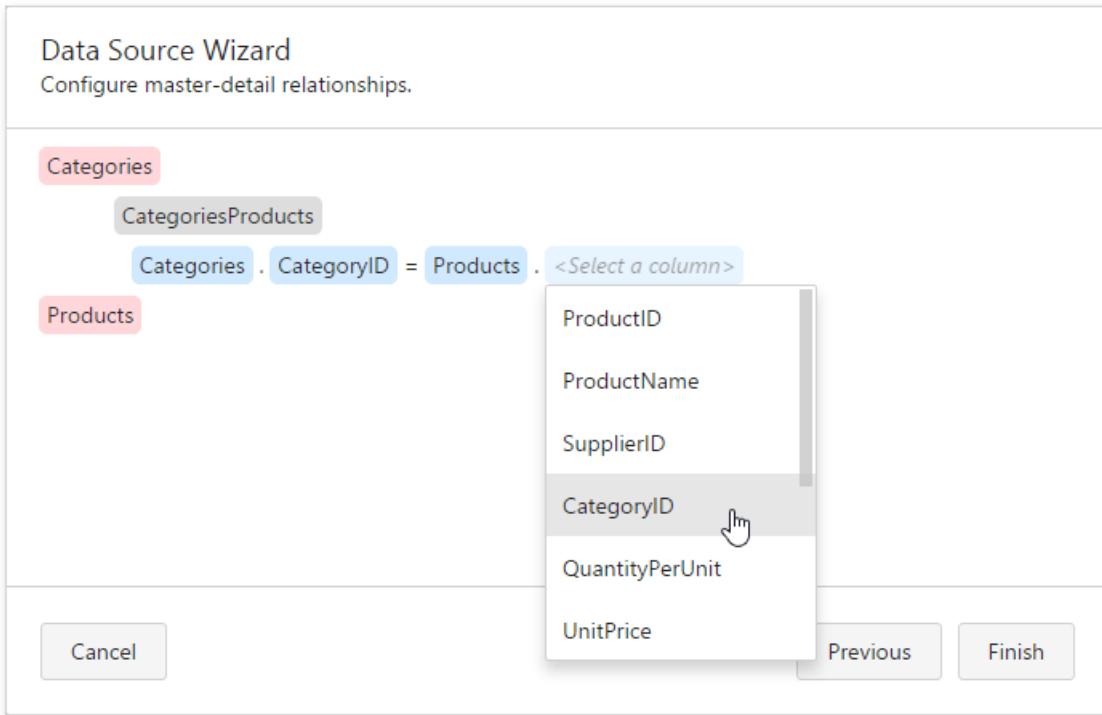


Click **Next** to proceed to the next wizard page.

4. On the following page, you can choose which tables, views and/or stored procedures from your data source to display in the report. To create a master-detail report, select two or more tables and click **Next**.

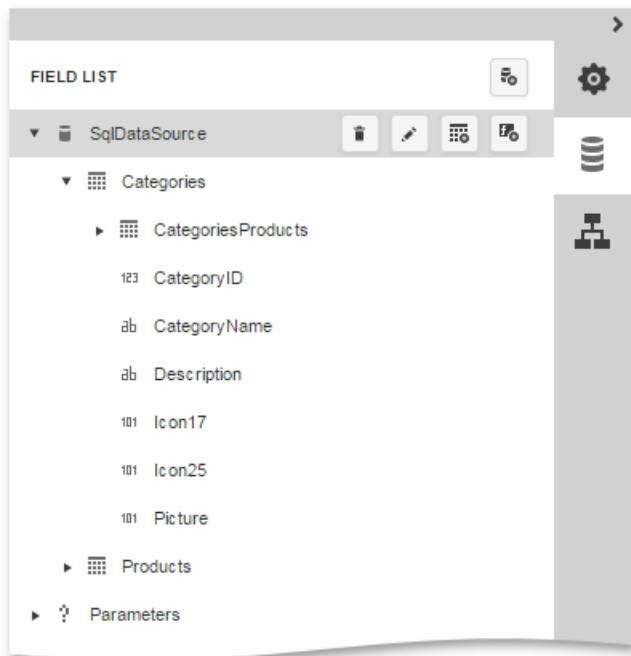


5. On the next wizard page, define a master-detail relationship between queries by specifying their corresponding keys. To do this, click the plus button next to the master query, choose the detail query to add a new relationship and specify the relationship condition as shown in the following image.



Click **Finish** to complete the wizard.

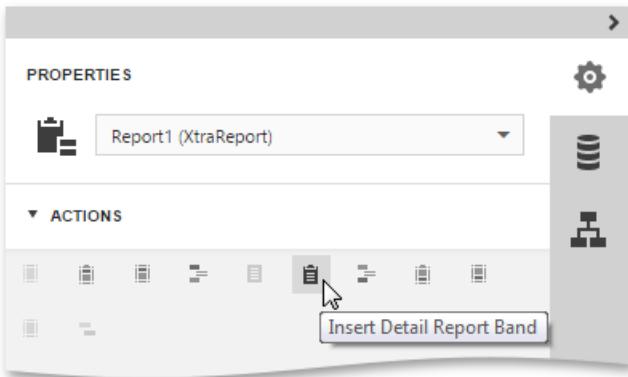
The hierarchy of the created data source will be reflected in the [Field List](#).



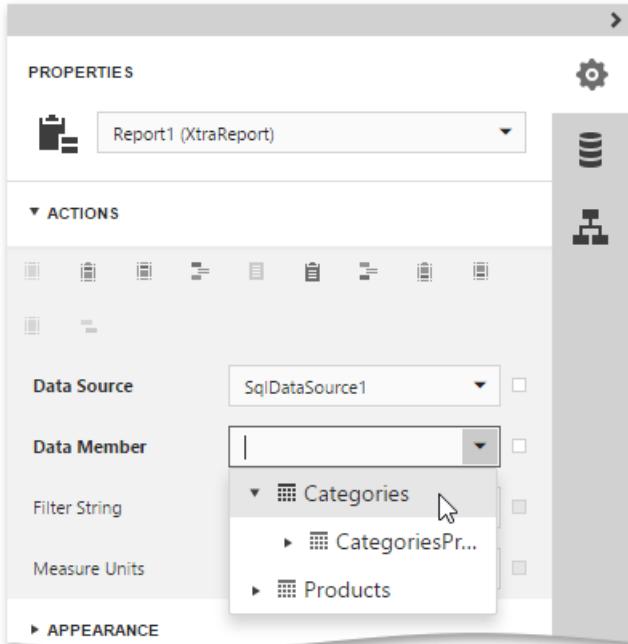
Design a Master-Detail Report

To construct the layout of a master-detail report, do the following.

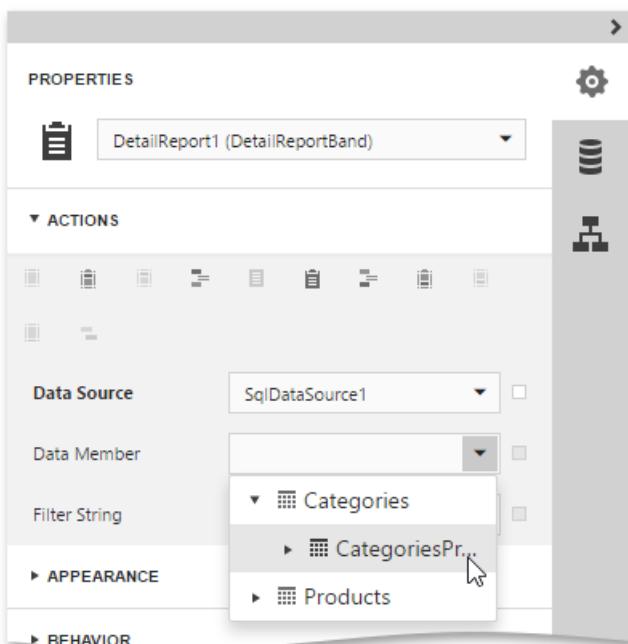
1. Select a report and switch to the [Properties Panel](#). Expand the **Actions** category and click **Insert Detail Report Band**.



- Set the **Data Member** property of the master report to the master query (in this example, it is the **Categories** query).



- To generate the detail report properly, set its **Data Member** property to the name of the master-detail relationship (e.g., **CategoriesProducts** in this tutorial).



- Then, drop the required data fields from the Field List onto the report bands. For the detail report, take fields from the

master-detail relationship (the **CategoriesProducts** section).

The screenshot shows the Report Designer interface. On the left, there's a report structure tree with nodes like 'DetailReport1' and 'Detail1'. In the center, a grid shows a master row with '[CategoryName]' and a detail row with '[CategoriesProducts.ProductName]'. On the right, the 'FIELD LIST' pane is open, showing fields from 'SqlDataSource' and 'CategoriesProducts' tables, including CategoryID, Discontinued, EAN13, ProductID, ProductName, and QuantityPerUnit.

View the Result

The master-detail report is now ready. Switch your report to the [Preview](#) mode and view the result.

The screenshot shows the report preview. It displays a hierarchical list of products grouped by category. The categories are: Beverages, Condiments, Confections, Dairy Products, and others. Under each category, there is a list of product names. For example, under 'Beverages', there are 'Côte de Blaye' and 'Ipoh Coffee'. Under 'Condiments', there are 'Northwoods Cranberry Sauce' and 'Vegie-spread'. Under 'Confections', there are 'Sir Rodney's Marmalade', 'Gumbär Gummibärchen', 'Schoggi Schokolade', and 'Tarte au sucre'. Under 'Dairy Products', there are 'Queso Manchego La Pastora', 'Mascarpone Fabioli', 'Raclette Courdavault', 'Camembert Pierrot', 'Gudbrandsdalsost', and 'Mozzarella di Giovanni'.

Master-Detail Report

A report is usually called **Master-Detail** if it is used to display data from a hierarchical data source.

Produce	
<i>Dried fruit and bean curd</i>	
Uncle Bob's Organic Dried Pears	\$30.00
Tofu	\$23.25
Rössle Sauerkraut	\$45.60
Manjimup Dried Apples	\$53.00
Longlife Tofu	\$10.00
Seafood	
<i>Seaweed and fish</i>	
Ikura	\$31.00
Konbu	\$6.00
Carnarvon Tigers	\$62.50
Nord-Ost Matjeshering	\$25.89
Inlagd Sill	\$19.00

There are two main approaches for creating a master-detail report in XtraReports. The first approach is based upon using the Detail Report band. The second approach is to create two different reports, and incorporate the detail report into the master report as a subreport.

To see a detailed step-by-step demonstration of how detail report bands and subreports are used to create a master-detail report, refer to the following tutorials.

- [Master-Detail Report \(Detail Report Bands\)](#)
- [Master-Detail Report \(Subreports\)](#)

Creating Reports

With the [Web Report Designer](#), you can edit existing reports, as well as create your own reports from scratch. The following sections contain tutorials providing step-by-step instructions on basic and advanced report customization.

- [Basic Operations](#)
- [Providing Data](#)
- [Shaping Data](#)
- [Appearance Customization](#)
- [Report Navigation and Interactivity](#)
- [Add Details about a Report](#)
- [Scripting](#)

Basic Operations

The topics in this section cover the basics of working with reports in the [Web Report Designer](#).

This section consists of the following topics.

- [Create a New Report](#)
- [Create Report Elements](#)
- [Change Measurement Units of a Report](#)
- [Adjust Page Layout Settings](#)
- [Adjust the Layout of Report Elements](#)

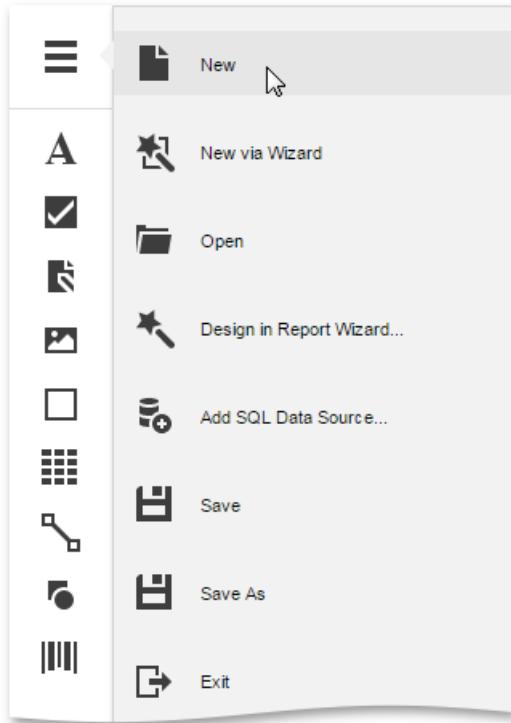
Create a New Report

This topic explains how to create a new blank report in the Report Designer.

To create a new report, do one of the following.

Create a New Blank Report

In the designer [menu](#), click **New**.

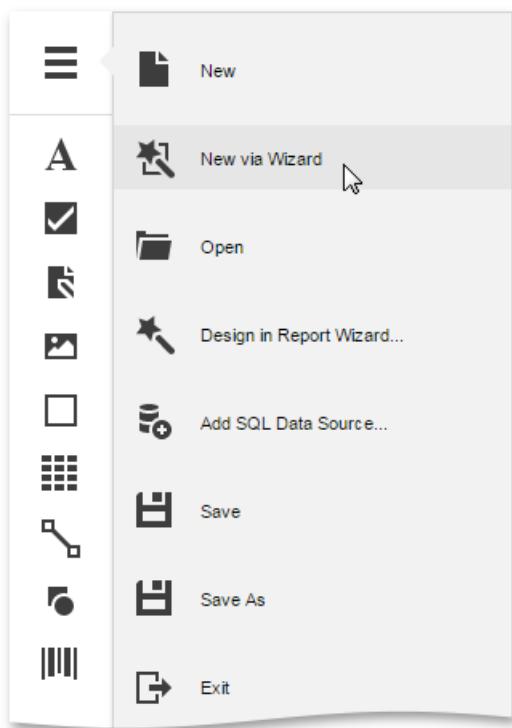


The newly created report will be opened in a separate designer tab.

By default, the created report contains three [bands](#) - a Page Header, Detail band, and Page Footer.

Create a New Report Using the Report Wizard

In the [main menu](#), click **New via Wizard**.



For more information about this option, refer to [Report Wizard](#).

Create Report Elements

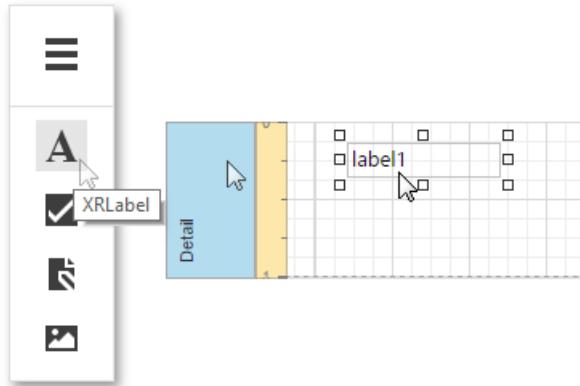
This topic describes how to add [report controls](#) and [bands](#) to a report using the [Web Report Designer](#).

This document consists of the following sections.

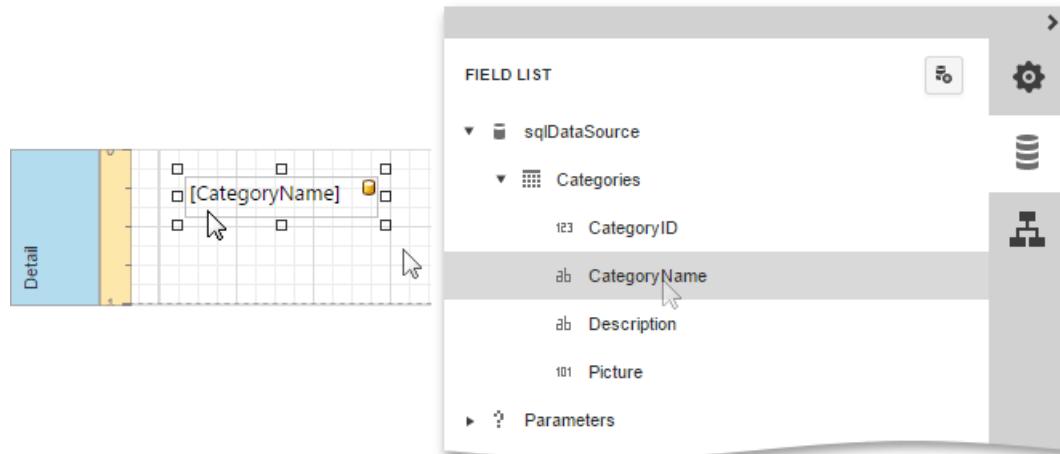
- [Create Report Controls](#)
- [Create Report Bands](#)

Create Report Controls

All available report controls are listed in the [Toolbox](#). To add a control to the currently opened report, drag and drop it onto an appropriate [report band](#).

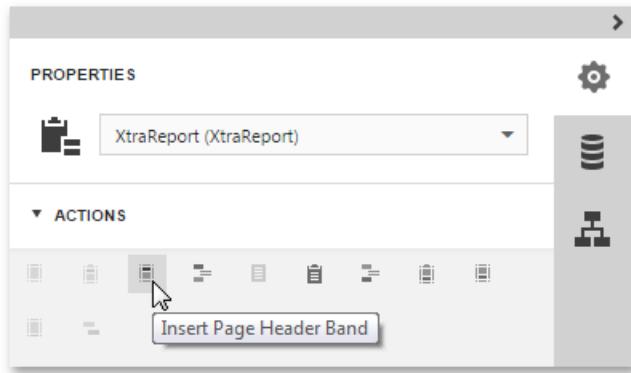


Report controls of appropriate types are created automatically, after you drag items from the [Field List](#) and drop them onto the [report surface](#).



Create Report Bands

To add a new [band](#) of a particular type, switch to the [Properties Panel](#), select the report or an existing band in the Report Controls drop-down list. Then, expand the **Actions** category and click one the available buttons.



BUTTON	DESCRIPTION
	Inserts a Top Margin band.
	Inserts a Report Header band.
	Inserts a Page Header band.
	Inserts a Group Header band.
	Inserts a Detail band.
	Inserts a Detail Report band.
	Inserts a Group Footer band.
	Inserts a Page Footer band.
	Inserts a Report Footer band.
	Inserts a Bottom Margin band.
	Inserts a Sub-Band. Select an existing band to enable this button.

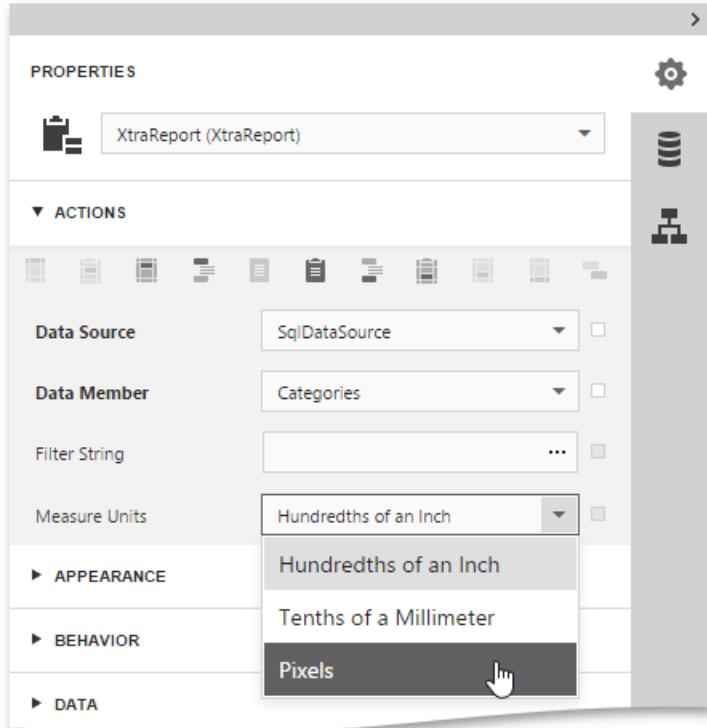
After creating a report element, you can bind it to data, customize element layout and appearance. For more information, see the following topics.

- [Bind Report Controls to Data](#)
- [Adjust the Layout of Report Elements](#)
- [Appearance Customization](#)

Change Measurement Units of a Report

For your report, you can choose its global **Measure Units**, which can be set to **Hundredths of an Inch**, **Tenths of a Millimeter**, or to **Pixels**.

To specify the **Measure Units** property, switch to the [Properties Panel](#) and select the report in the **Report Controls** drop-down list. Then, expand the **Actions** or **Behavior** category and set this property to the required value.



This defines the basic measurement unit for all the unit-related options of a report and its [bands](#) and [controls](#) (such as *location*, *size*, *border width*, etc.). And this determines the measurement unit of the report's [Snap Grid](#).

Adjust the Layout of Report Elements

This document describes how to customize the layout of a [report element](#) after it is [created](#). To move and resize an element or align it within the current report, perform one the following actions.

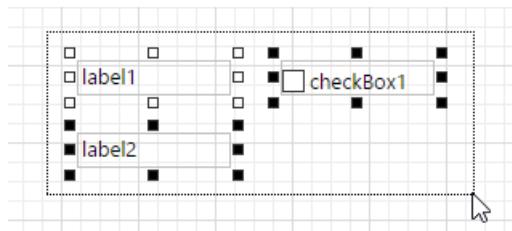
- [Select Report Elements](#)
- [Move and Resize Report Elements](#)
- [Align and Position Report Elements](#)

Select Report Elements

To select a [report control](#) or a [band](#), click it.

For multiple controls selection, click report controls while holding the **CTRL** key down.

Alternatively, click on a blank space and drag the mouse to create a selection frame. When the mouse button is released, all controls within the selection frame's boundaries will be selected. In this case, the previous selection is cleared.

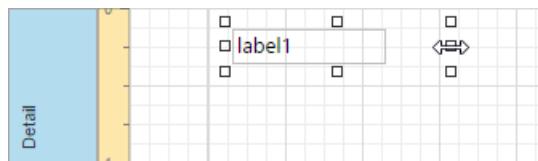


Move and Resize Report Elements

To move a report control, select it, and drag the control to the new location. To move it using the keyboard, press the arrow keys.

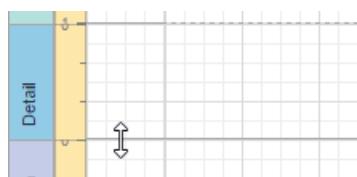


To resize a control using the mouse, select it, and then drag a rectangle drawn on its edge or corner.

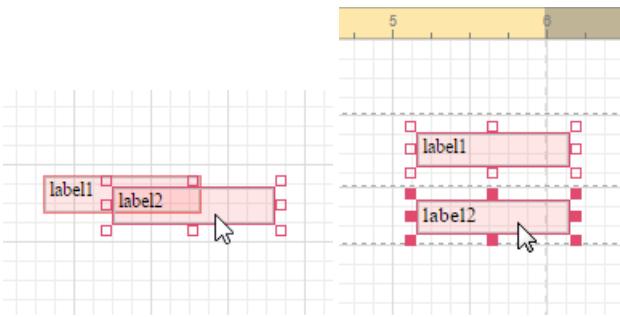


You can also move and resize multiple selected report controls in the same way as individual controls.

To resize a report band, drag its bottom border.

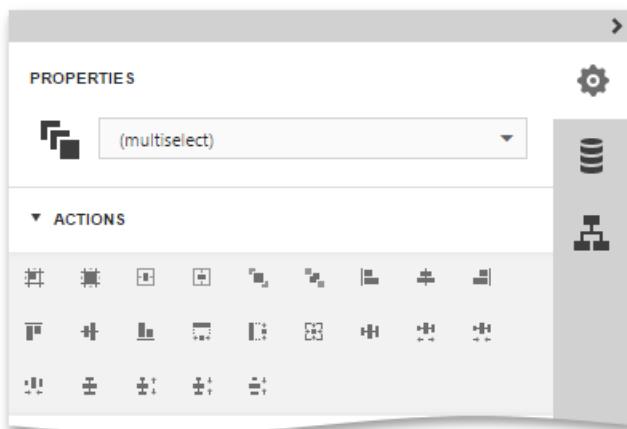


After moving and resizing report elements, you may notice red warning marks, indicating that the controls overlap or go beyond the page margins.



Align and Position Report Elements

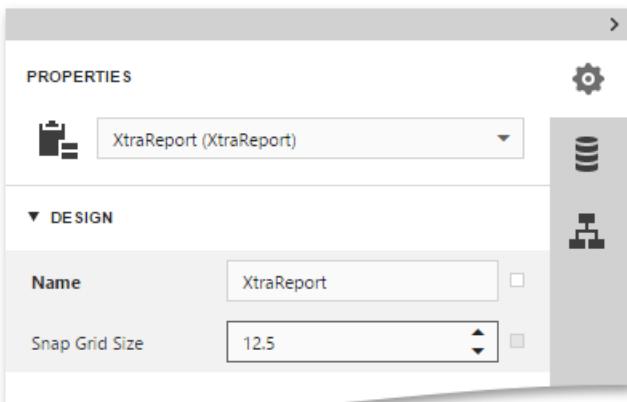
The [Web Report Designer](#) allows you to establish the distance between report elements and precisely align them to each other. To align the selected control or multiple selected controls, switch to the [Properties Panel](#), expand the **Actions** category, and click an appropriate button.



To quickly align and resize a control to the report's **Snap Grid**, click the following buttons.

BUTTON	DESCRIPTION
	Aligns a control to the Snap Grid.
	Resizes a control to the Snap Grid.

You can also adjust the **Snap Grid Size**, which is measured in the [measurement units](#) set for your report.



To center the selected controls within a band, use the following buttons.

BUTTON	DESCRIPTION
	Horizontally centers a control within a band.
	Vertically centers a control within a band.

To position and align the multiple report controls to each other, [select](#) the primary control that is taken as a sample, then select the control(s) to be adjusted and click one of the following buttons.

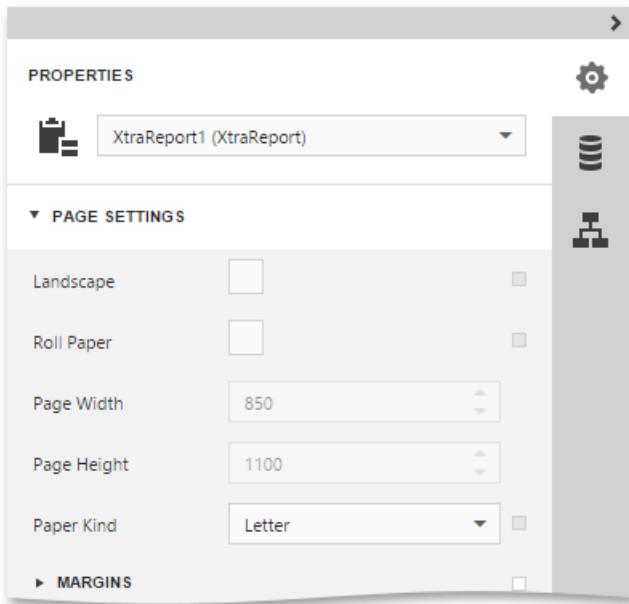
BUTTONS	DESCRIPTION
	Specify the horizontal (Left, Center or Right) and vertical (Top, Middle or Bottom) control alignment.
	Make the selected controls have the same size.
	Make equal horizontal and vertical spaces between the selected controls.
	Increase horizontal and vertical spacing between the selected controls.
	Decrease horizontal and vertical spacing between the selected controls.
	Remove all horizontal and vertical spacing between the selected controls.

In addition, to copy, paste and delete controls simultaneously, you can place them within the [Panel](#).

Adjust Page Layout Settings

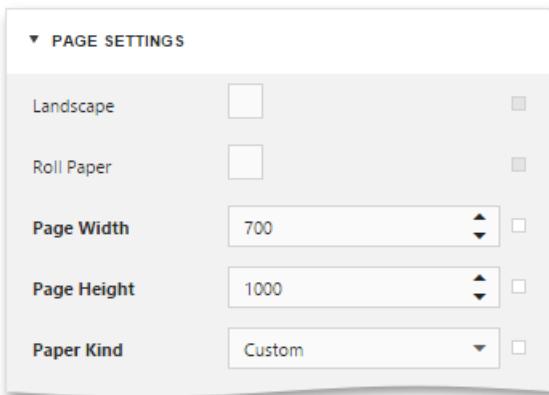
In the [Web Report Designer](#), you can change page layout settings before you print a report.

To specify the report's page settings, switch to the [Properties Panel](#), and in the Report Controls drop-down list, select the report. Expand the **Page Settings** category and adjust the following page settings.



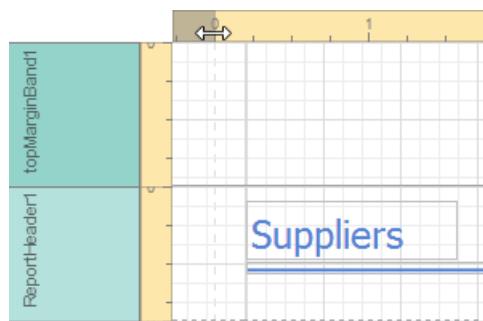
- **Paper Kind**

You can select one of the predefined paper sizes or specify a custom paper size. To create your own paper size, set the **Paper Kind** property to **Custom**, and then specify the **Page Width** and **Page Height** properties.



- **Margins**

To modify page margins, specify the **Margins** property or move sliders on the horizontal and vertical ruler in the report's [Design Surface](#).



The margin values are expressed in the report's [measurement units](#).

- **Roll Paper**

If this flag is enabled, the document is supposed to be printed on a roll of paper (i.e., as a single uninterrupted page). This setting will affect the corresponding page options (such as the [page number](#) values), as well as disable page-specific commands in the [Print Preview](#) (i.e., the **Navigation** and **Multipage Mode** options).

- **Landscape**

This flag determines whether the page orientation is Landscape (when enabled) or Portrait (when disabled).

Providing Data

The topics in this section highlight the basic concepts of providing data for reports and their elements (such as calculated fields and parameters) in the [Web Report Designer](#).

- [Bind a Report to Data](#)
- [Bind Report Controls to Data](#)
- [Report Parameters](#)
- [Query Parameters](#)
- [Calculated Fields](#)

Bind a Report to Data

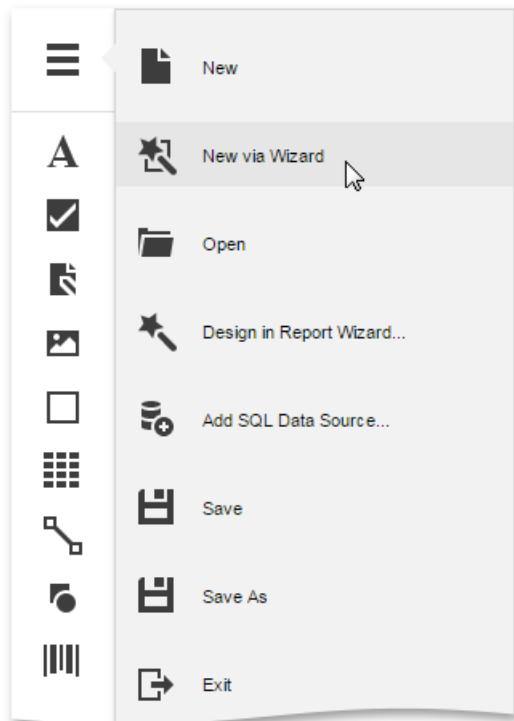
The [Web Report Designer](#) is primarily designed to work with *data-aware reports*, which means that a report obtains its general (*dynamic*) data from an external *data source*. This document describes how to *bind* a report to a data source.

The document consists of the following sections.

- [Use an Existing Data Source](#)
- [Create a New Data Source](#)

Use an Existing Data Source

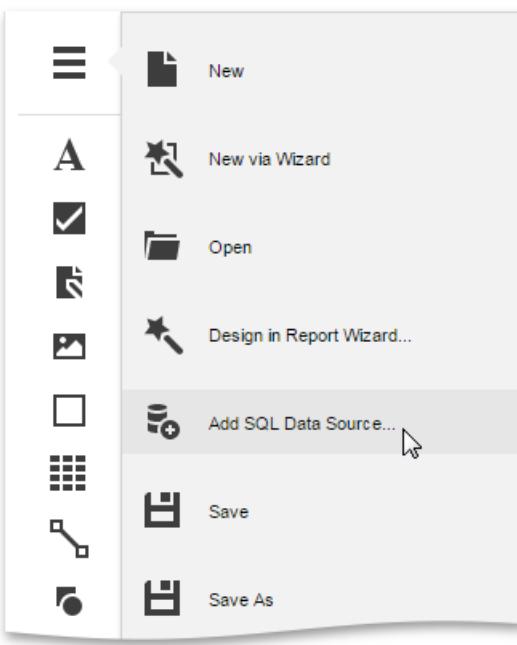
Since the Web Report Designer allows you to work with the currently opened report, you can [recreate](#) this report and bind it to data, using an existing data source. To do this, run the [Report Wizard](#).



The Report Wizard includes several steps, and depending on how many steps are completed (you don't necessarily have to go through all the pages), you can bind a report to data, apply data grouping, display totals, etc. The [Report Wizard](#) topic provides you with information about the steps of the wizard.

Create a New Data Source

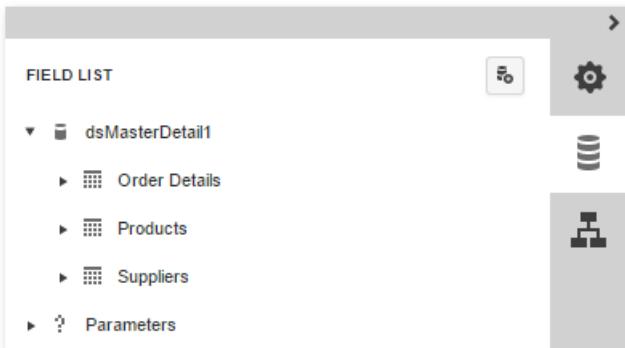
You can also create a new data source and configure it, using the [SQL Data Source Wizard](#).



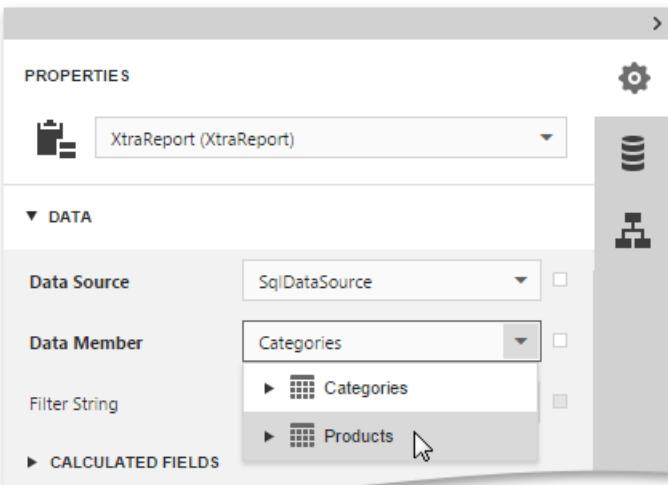
Note that the **SQL Data Source Wizard** is only available if your software provider explicitly enabled this functionality by supplying the Web Report Designer with a set of default data connections.

For more information on how to use the SQL Data Source Wizard, see the [SQL Data Source Wizard](#) topic.

After binding a report to data, the **Field List** shows the structure of the report's data source. Fields from the Field List can be dropped onto the report to [create data-aware controls](#) of the appropriate type.



When a bound data source contains more than one data table, you can specify the data table from which your report obtains its data. To do this, specify the report's **Data Member** property.



Bind Report Controls to Data

This topic describes how [report controls](#) can be bound to data fields, and explains how controls are rendered on different [report bands](#).

This document consists of the following sections.

- [Controls Binding](#)
- [Controls Unbinding](#)
- [Control Behavior on Different Bands](#)

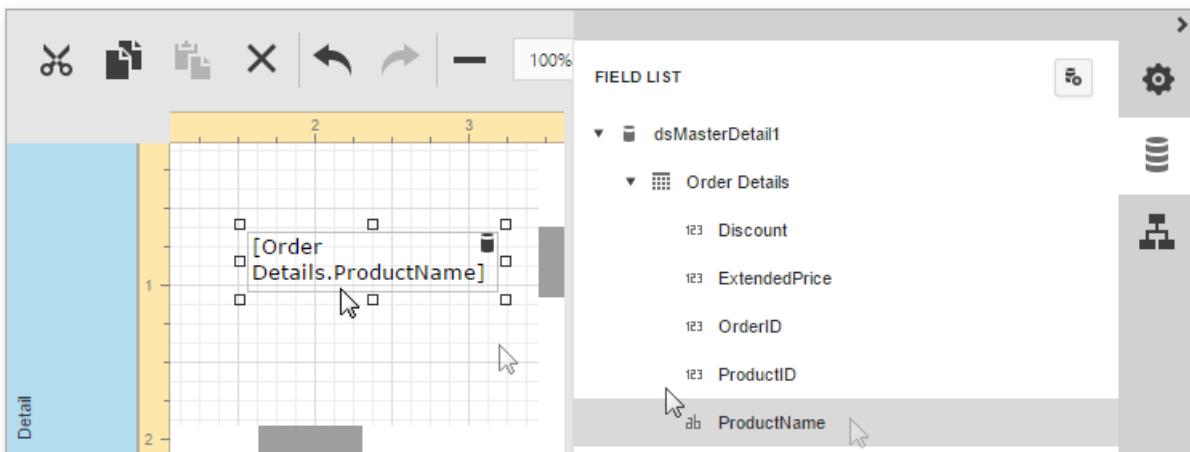
Controls Binding

A report control can be bound to a data field available in the [report's data source](#). And a control can also be bound to a calculated field or parameter. You can provide data to elements of the report in the following ways.

- **Create a Data-Aware Element**

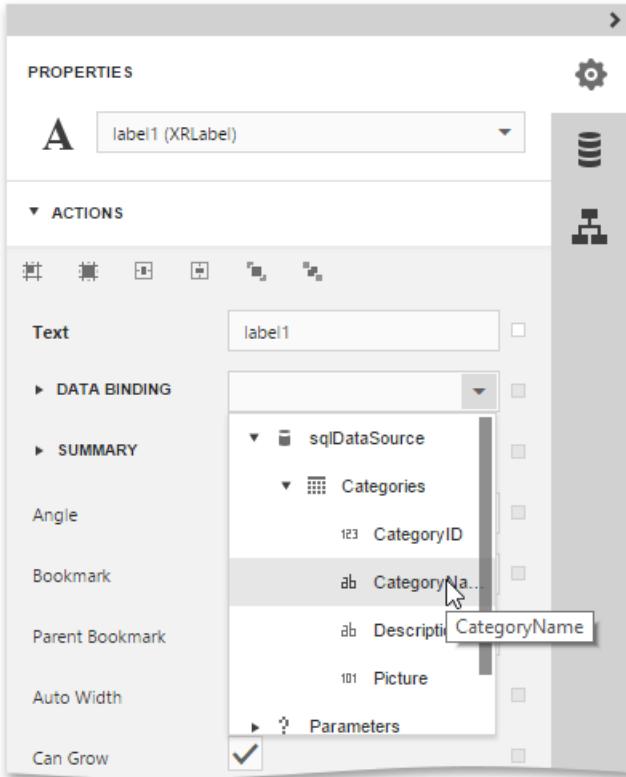
The [Web Report Designer](#) allows you to add a new bound report control using the [Field List](#).

To create a data-aware element, switch to the Field List panel, click the desired field item, and then drag and drop it onto the report band. After this, a control that is bound to the selected data field will appear.



- **Bind an Element to Data**

To bind an existing report element to a data member, select this element, switch to the [Properties Panel](#), and in the **Actions** category, specify the **Data Bindings** property.

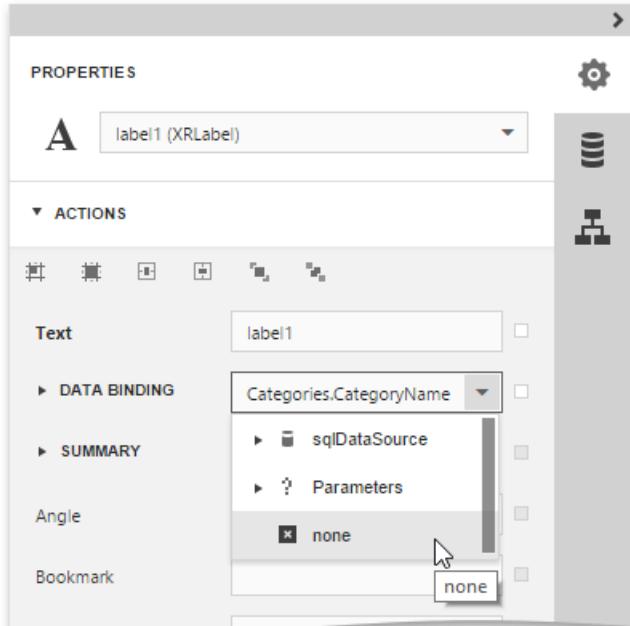


Or in the Properties Panel, expand the **Data** category, then expand the **Data Bindings** section, and choose the property you want to bind.

After that, you can also specify a format for output values. For details, refer to [Formatting Data](#).

Controls Unbinding

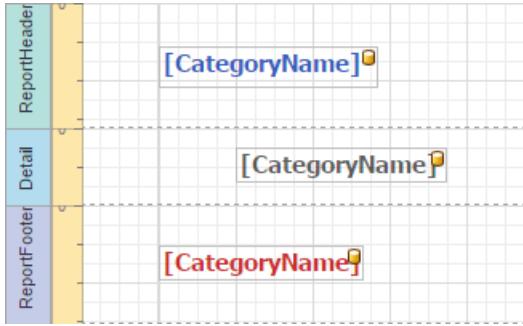
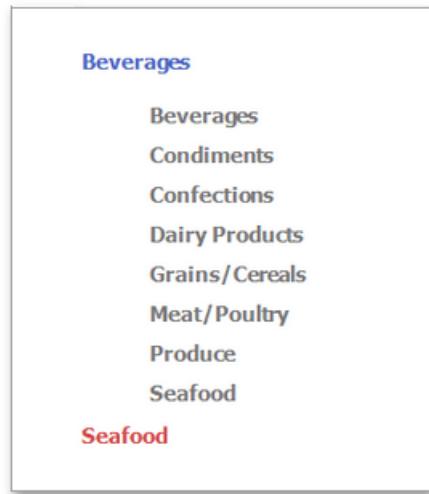
To unbind a control's property, switch to the Properties Panel, and set the **Data Bindings** property to **None**.



Control Behavior on Different Bands

When binding a control to a data field, its rendering depends on the band type where the control resides. For example, if a control is placed in the [Detail band](#), every single record in the data source will be returned and displayed in the control. Bound controls in [grouping bands](#) show data by dividing all data into groups.

And bound controls in remaining bands display data from the record which is current when the band they are in is being printed/displayed. This is illustrated in the following images.

REPORT DESIGNER	REPORT PREVIEW								
 <p>The Report Designer view shows a report structure with three horizontal bands: ReportHeader, Detail, and ReportFooter. In the Detail band, there are three identical text boxes, each containing the placeholder text "[CategoryName]". The ReportHeader and ReportFooter bands are empty.</p>	 <p>The Report Preview view shows the generated report output. It consists of a single column of text items. The first item is "Beverages" in blue. Below it is a list of categories: Beverages, Condiments, Confections, Dairy Products, Grains/Cereals, Meat/Poultry, Produce, and Seafood. At the bottom of the list is the word "Seafood" in red.</p> <table border="1"><tr><td>Beverages</td></tr><tr><td>Condiments</td></tr><tr><td>Confections</td></tr><tr><td>Dairy Products</td></tr><tr><td>Grains/Cereals</td></tr><tr><td>Meat/Poultry</td></tr><tr><td>Produce</td></tr><tr><td>Seafood</td></tr></table>	Beverages	Condiments	Confections	Dairy Products	Grains/Cereals	Meat/Poultry	Produce	Seafood
Beverages									
Condiments									
Confections									
Dairy Products									
Grains/Cereals									
Meat/Poultry									
Produce									
Seafood									

Report Parameters

This document describes the main concepts of using parameters in the [Web Report Designer](#) and provides information on how to create parameters and pass their values.

The document consists of the following sections.

- [Using Parameters](#)
- [Create Parameters](#)
- [Pass Parameter Values](#)

Using Parameters

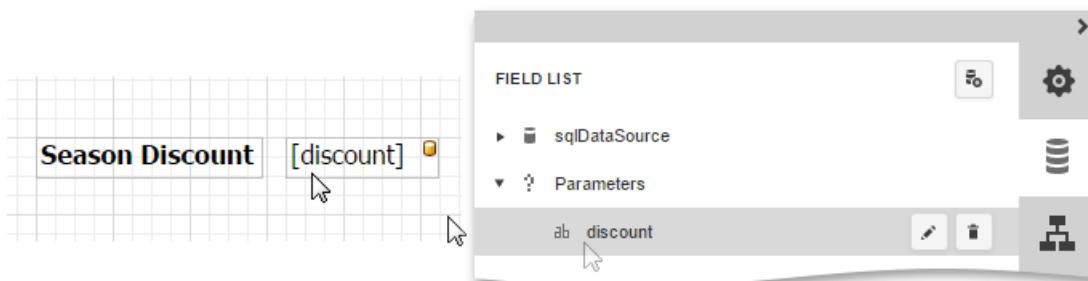
Report parameters provide the capability to pass data of a certain type to a report and are commonly used to achieve the following goals.

- **Filtering**

Probably one of the most common scenarios of using parameters is to filter report data according to the current parameter value by specifying the report's **Filter String**. For more information, see the [Filtering Data](#) topic.

- **Data Binding**

To show a parameter's value in a report, drag the parameter from the [Field List](#) panel and drop it onto the required band. This creates a **Label** bound to the parameter, as with an ordinary data field.



For more information, see the [Bind Report Controls to Data](#) topic.

- **Calculated Fields**

Parameters can participate in constructing expressions for [calculated fields](#), as well as standard data fields. The only difference is that the data field is inserted into the **expression**'s text using its name in [square brackets], while a parameter is inserted using the "**Parameters.**" prefix before its name.

- **Cascading Parameters**

You can filter parameter values by specifying the filtering expression that can also include other parameter values. To construct this filtering expression, set the parameter's **Look-Up Settings Type** property to **Static List** or **Dynamic List** and then specify its **Filter String** property.

The screenshot shows two panels. On the left is the 'Filter Editor' with a query 'And Country Equal parameterCountry'. On the right is the 'FIELD LIST' panel with the 'Parameters' node expanded, showing 'parameterCountry' and 'parameterCompany'. The 'LOOK-UP SETTINGS' section is open, displaying settings for 'sqlDataSource' as the data source, 'Suppliers' as the data member, 'CompanyName' as the display member, and 'CompanyName' as the value member.

- **Multi-Value Parameters**

If a parameter is bound to a collection of standard values, it is possible to store more than one value in it. To do this, enable the parameter's **MultiValue** property.

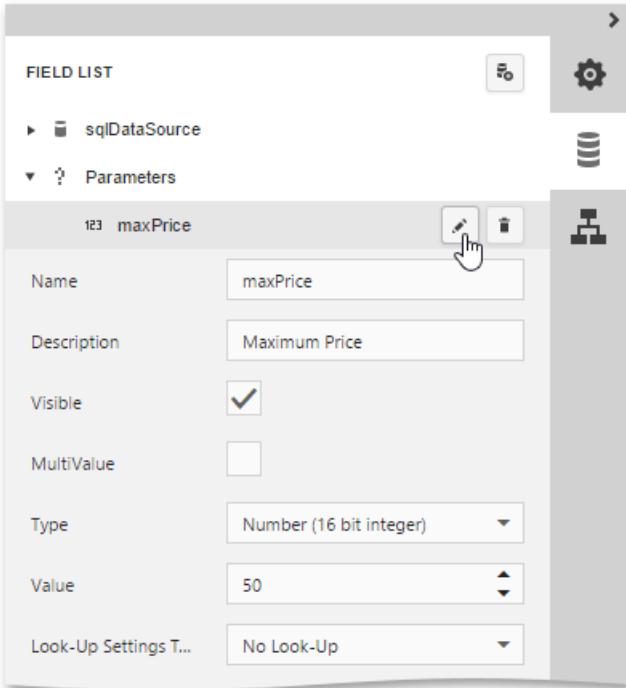
Create Parameters

To create a new report parameter, do the following.

1. Switch to the **Field List** panel, select the **Parameters** node and click the **Add parameter** button.



2. Click the **Edit** button (the 'pencil' icon) to expand the property list and specify the parameter's **Name**, **Description**, **Type** and the parameter's default **Value**.

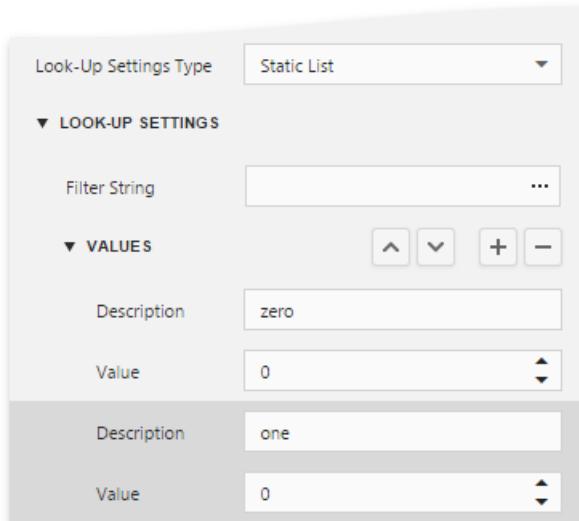


Enable the **Visible** property to make the parameter visible in the [Print Preview](#) and allows modifying its value before report creation.

In this example, keep the **Look-Up Settings** property set to **No Look-Up**. To provide a list of pre-defined values for the parameter, set the **Look-Up Settings** property to a **Static List** or **Dynamic List**.

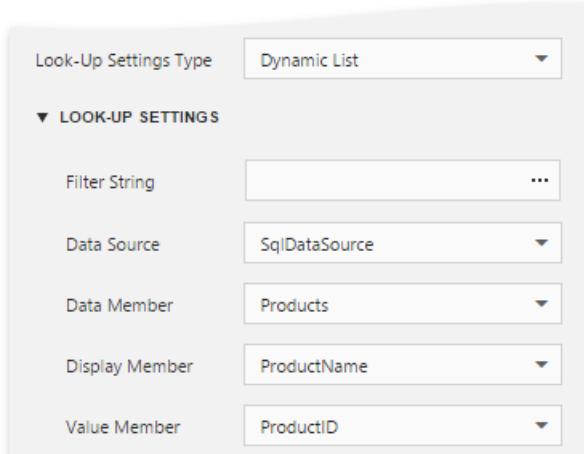
- Static List

If you choose this item, you can manually fill the list of parameter values with each value having an individual description (specifying how this value appears in the user interface available in a Print Preview).



- Dynamic List

If you choose this item, you can specify a parameter's data source, data adapter and data member. The value member defines a data field that provides values to the parameter. The display member defines a data field that provides display names for parameter values (how these values appear in the user interface available in a Print Preview).



The specified data member should conform to the data type specified for the parameter.

- To define a filtering criteria for the report, switch to the [Properties Panel](#), and in the **Actions** or **Data** category, click the ellipsis button for the report's **Filter String** property. In the invoked [Filter Editor](#), construct the filtering expression.

To access parameters, expand the drop-down menu for a value placeholder and select the **Parameter** item. This will convert the value placeholder into a parameter placeholder. Click this placeholder to insert the required parameter.

Pass Parameter Values

To view the resulting report in the [Web Report Designer](#), click the **Preview** button  of the [Main Toolbar](#) and specify the values of the required report parameters and data source parameters in the [Preview Parameters Panel](#).

Product Name	Unit Price	Units In Stock
Chai	\$18.00	39
Chang	\$19.00	17
Aniseed Syrup	\$10.00	13
Chef Anton's Cajun Seasoning	\$22.00	53
Chef Anton's Gumbo Mix	\$21.35	0
Grandma's Boysenberry Spread	\$25.00	120
Uncle Bob's Organic Dried Pears	\$30.00	15

PREVIEW PARAMETERS

Maximum Price

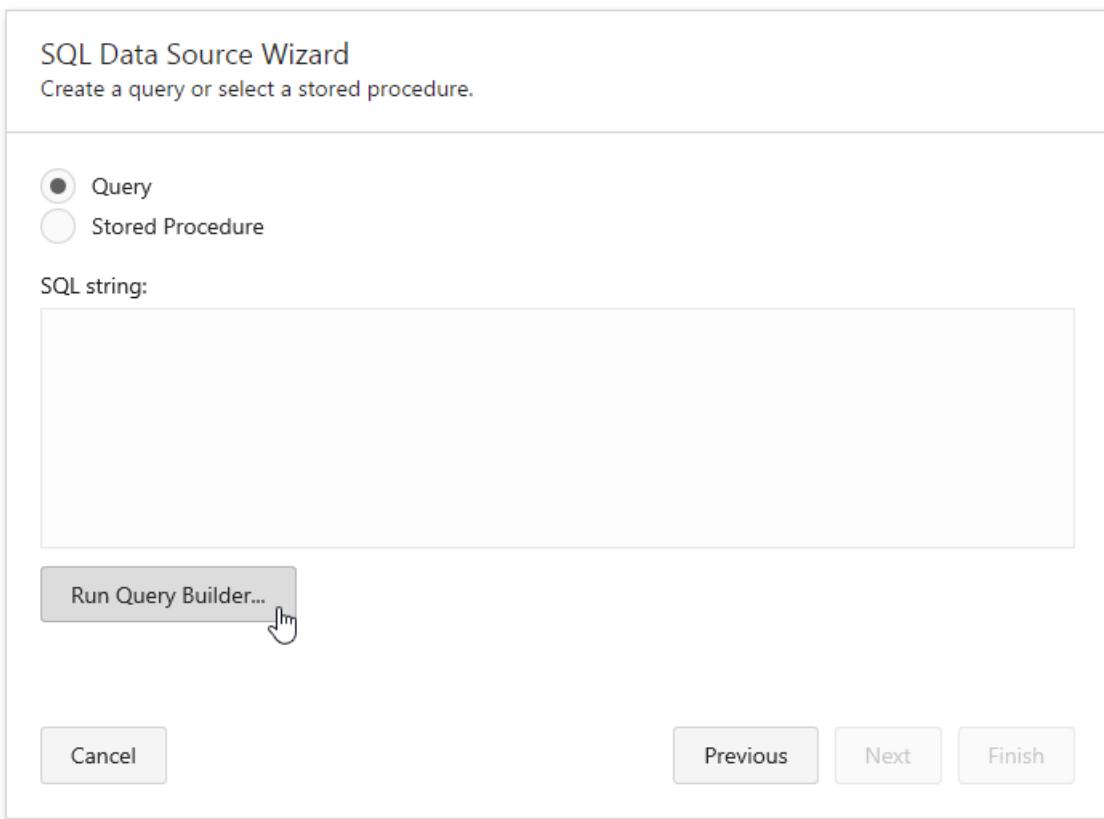
  

Query Parameters

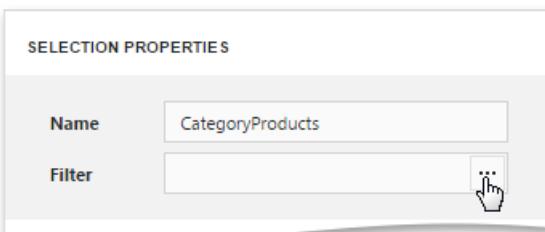
A query parameter holds an external value that is inserted into an SQL statement before query execution. This value can be either static or dynamically generated by an associated expression.

In the [Web Report Designer](#), a query parameter can be used to filter resulting report data at the data source level. To access the parameters of a query and include it in an SQL query, do the following.

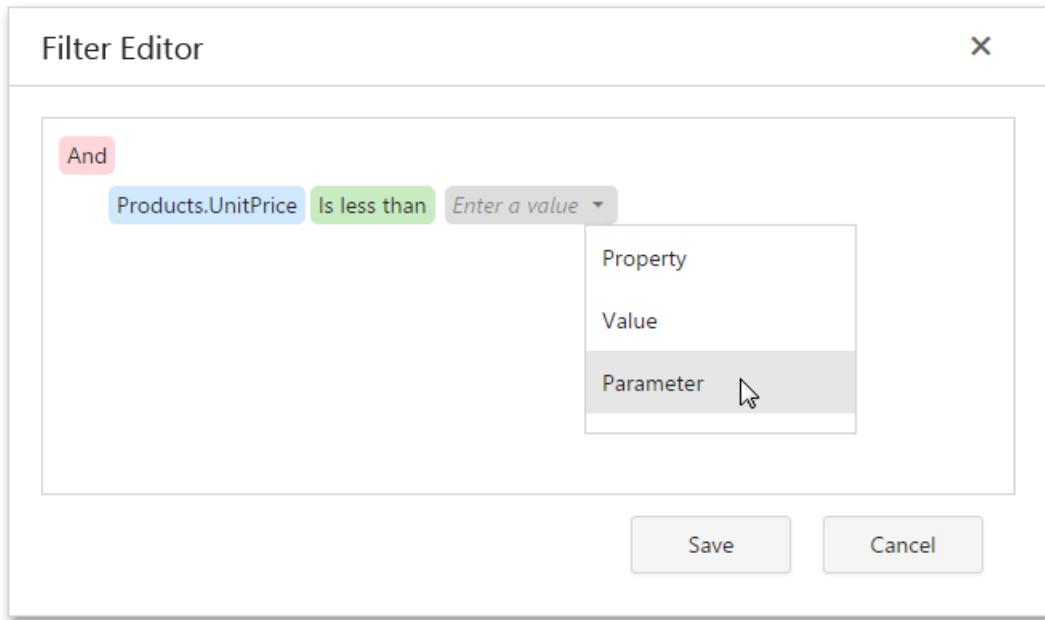
1. Invoke the [SQL Data Source Wizard](#). To run the wizard to customize an existing data source, switch to the [Field List](#) panel, and do one of the following.
 - To add a new query to an existing SQL data source, select the data source and click the **Add query**  button.
 - To edit an existing query of a SQL data source, select the query and click the **Edit query**  button.
2. On this wizard page, you can construct an SQL query to obtain data from the database or select a stored procedure. Select the **Query** option and click **Run Query Builder...** to create an SQL query.



3. In the invoked [Query Builder](#), construct the query. To filter resulting data at the data source level, specify the filtering expression. To do this, click the ellipsis button for the **Filter** property, and in the invoked [Filter Editor](#), construct a filter expression.



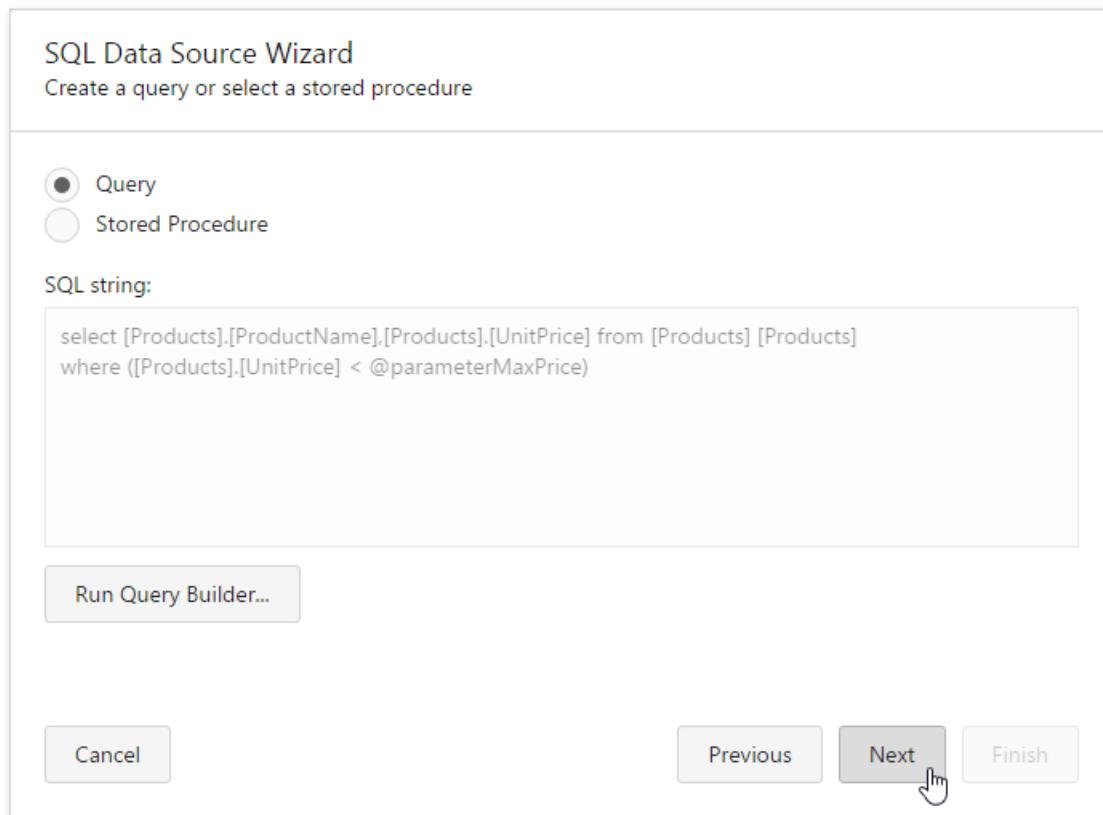
To add a query parameter to a filtering expression, expand the drop-down menu for a value placeholder and select the **Parameter** item.



This will convert the value placeholder into a parameter placeholder. Click the placeholder to create a new query parameter or insert an existing one.

Click **Save** to exit the Filter Editor, click **OK** to exit the Query Builder.

4. The newly constructed SQL query appears in the string form on this page of the wizard. The query parameter is passed to the **WHERE** part of the SQL string and has the "**@QueryParameterName**" form.



Then, click **Next** to proceed to the next wizard page.

5. The next page provides access to query parameters and allows you to add, configure and remove it.

SQL Data Source Wizard

Configure query parameters

▼ parameterMaxPrice

Name	parameterMaxPrice
Type	Number (32 bit integer)
Value	50

Add  Remove

Cancel Previous Next Finish

For every query parameter, the following properties are available.

- **Name** - specifies the name used to refer to a parameter.
- **Type** - specifies the data type of the parameter's value.
- **Value** - determines the actual value of a query parameter. If the parameter type is set to **Expression**, the actual parameter value is produced dynamically by calculating an associated expression, which is particularly useful when you need to map the query parameter value to the value of a [report parameter](#).

Click **Finish** in the SQL Data Source Wizard to exit the wizard.

Calculated Fields

This document describes how *calculated fields* can be used in your report. The main purpose of calculated fields is to perform pre-calculations (of virtually any level of complexity) over [data fields](#) based on a specific expression. So, using calculated fields allows you to apply complex expressions to one or more data fields that are obtained from your report's underlying data source.

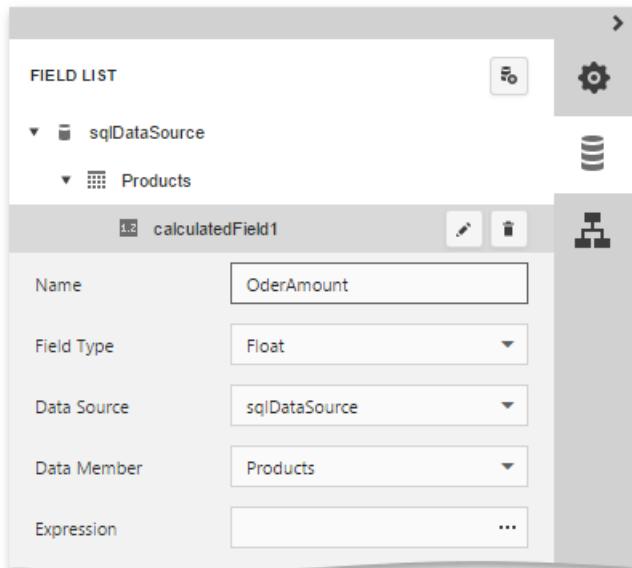
In the [Web Report Designer](#), a calculated field is similar to an ordinary data field (e.g., you can [bind controls](#) to it, and [group](#), [sort](#) and [filter](#) your report against it).

To add a calculated field to your report, follow the instructions below.

1. Create a calculated field. To do this, switch to the [Field List](#) panel, click a data table and the click **Add calculated field** button.



2. To specify calculated field properties, click the **Edit** button (the 'pencil' icon) for this calculated field. Among its options, make sure to change the **Field Type** property to an appropriate value.



3. The value of a calculated field is obtained by evaluating its expression, which is specified by its **Expression** property. To create an expression for the calculated field, click the ellipsis button for the Expression property. Then, construct the required expression in the invoked [Expression Editor](#).

Expression Editor

The Expression Editor dialog box shows the expression `[UnitPrice] * [UnitsOnOrder]`. The FIELDS section contains the following fields:

- ProductName
- QuantityPerUnit
- ReorderLevel
- SupplierID
- UnitPrice
- UnitsInStock
- UnitsOnOrder

To add a data field or [report parameter](#) to this expression, double-click the required name in the **Fields** list. A data field is inserted into the expression's text using its name in **[square brackets]**, and parameters are inserted using the "**Parameters.**" prefix before their names.

To add operators between field names, use the toolbar or **Operators** list. To perform different string, date-time, logical, and math operations over data, use standard functions from the **Functions** list.

- Now, you can use the calculated field as a typical data field, e.g., drop it from the [Field List](#) to create a [Label control](#) bound to this field, or even group, sort and filter your report against it.

For example, create the following report.

The Report Designer interface shows a table with three columns: **Product Name**, **Unit Price**, and **Order Amount**. The **Order Amount** column contains the expression `[ProductName] * [UnitPrice]`. The **FIELD LIST** pane on the right shows the **Products** table with fields **CategoryID**, **Discontinued**, and **EAN13**, and the **OrderAmount** field is selected.

- The report with a calculated field is now ready. Switch your report to the [Preview](#) mode and view the result.

Product Name	Unit Price	Order Amount
Chang	\$19.00	\$760.00
Aniseed Syrup	\$10.00	\$700.00
Queso Cabrales	\$21.00	\$630.00
Sir Rodney's Scones	\$10.00	\$400.00
Gorgonzola Telino	\$12.50	\$875.00
Mascarpone Fabioli	\$32.00	\$1,280.00
Gravad lax	\$26.00	\$1,300.00
Ipoh Coffee	\$46.00	\$460.00
Røgede sild	\$9.50	\$665.00
Chocolade	\$12.75	\$892.50
Maxilaku	\$20.00	\$1,200.00
Gnocchi di nonna Alice	\$38.00	\$380.00
Wimmers gute Semmelknödel	\$33.25	\$2,660.00
Louisiana Hot Spiced Okra	\$17.00	\$1,700.00
Scottish Longbreads	\$12.50	\$125.00
Outback Lager	\$15.00	\$150.00
Longlife Tofu	\$10.00	\$200.00

Shaping Data

The topics in this section illustrate how to shape data in reports in various ways, using the [Web Report Designer](#).

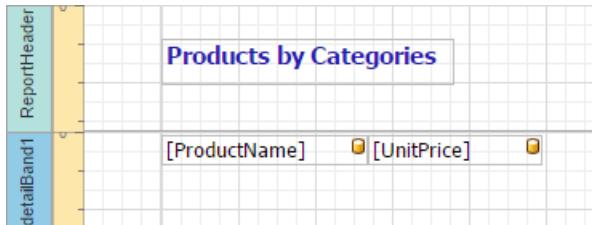
- [Grouping Data](#)
- [Sorting Data](#)
- [Filtering Data](#)
- [Calculating Summaries](#)
- [Formatting Data](#)

Grouping Data

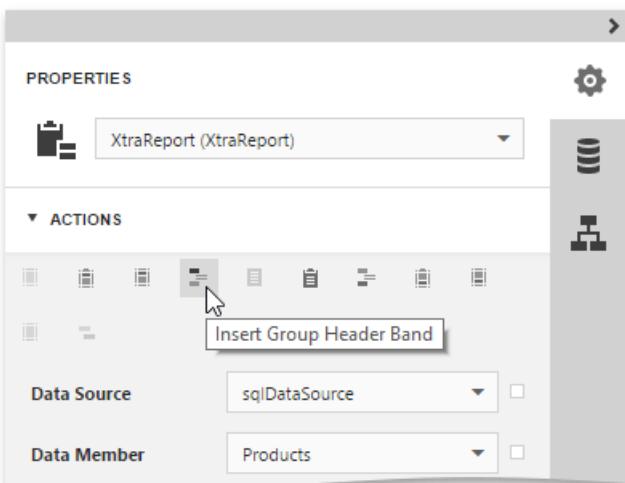
This topic provides a sample that illustrates how to group report data. Grouping allows you to split data into groups based on identical values in a field or fields. Note that grouping can only be applied to [bound reports](#).

To group records in a report, do the following.

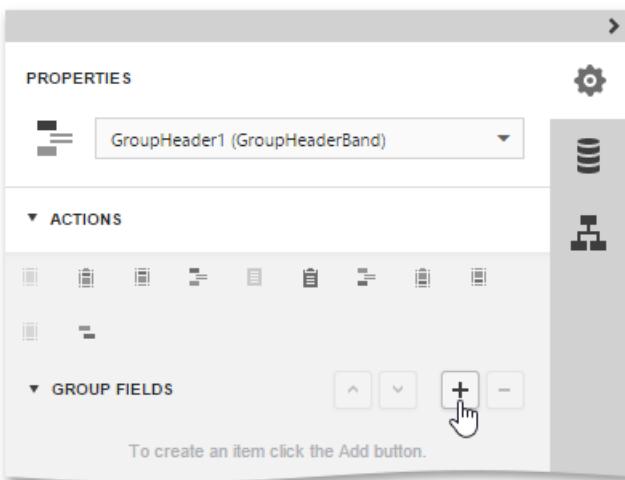
1. [Create a new report](#) and [bind it to a data source](#). This tutorial starts with the following report.



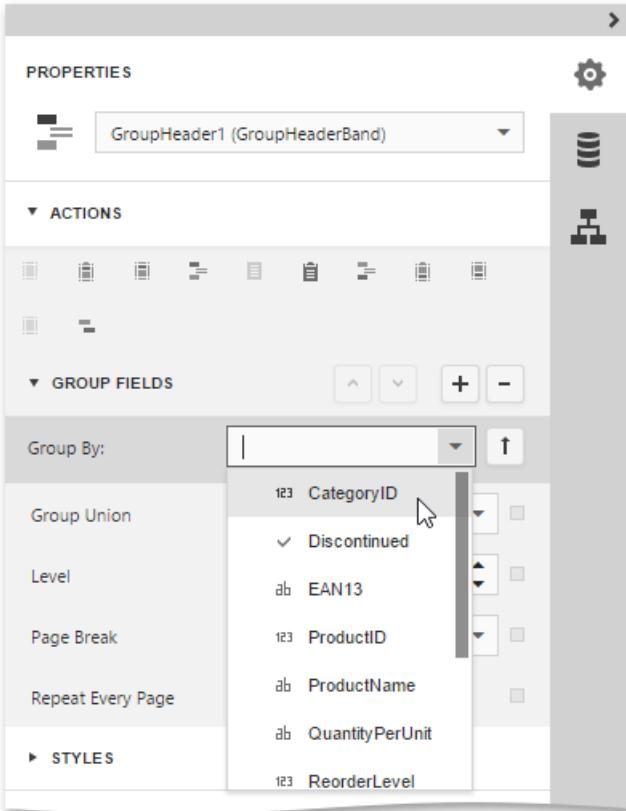
2. Switch to the [Properties Panel](#) and [add](#) a Group Header band to the report by clicking the corresponding button in the **Actions** category.



3. Select the [Group Header band](#) and expand the **Actions** or **Behavior** category. Then, in the **Group Fields** section, click the **Add** button to add a new grouping.

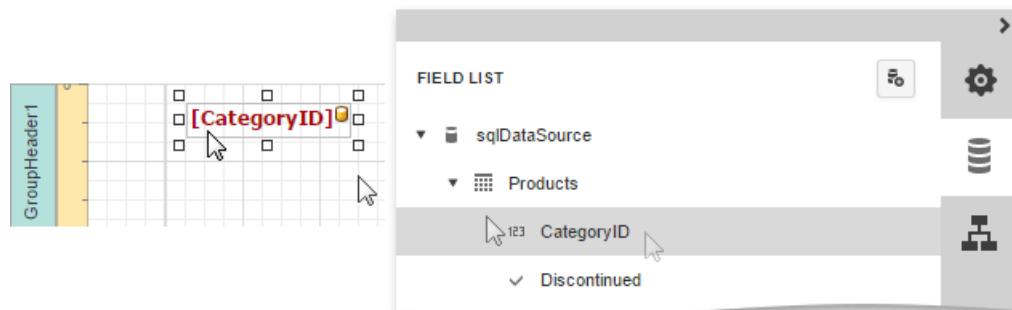


4. Next, choose a data member across which the report is to be grouped. Note that grouping across [calculated fields](#) is supported as well.

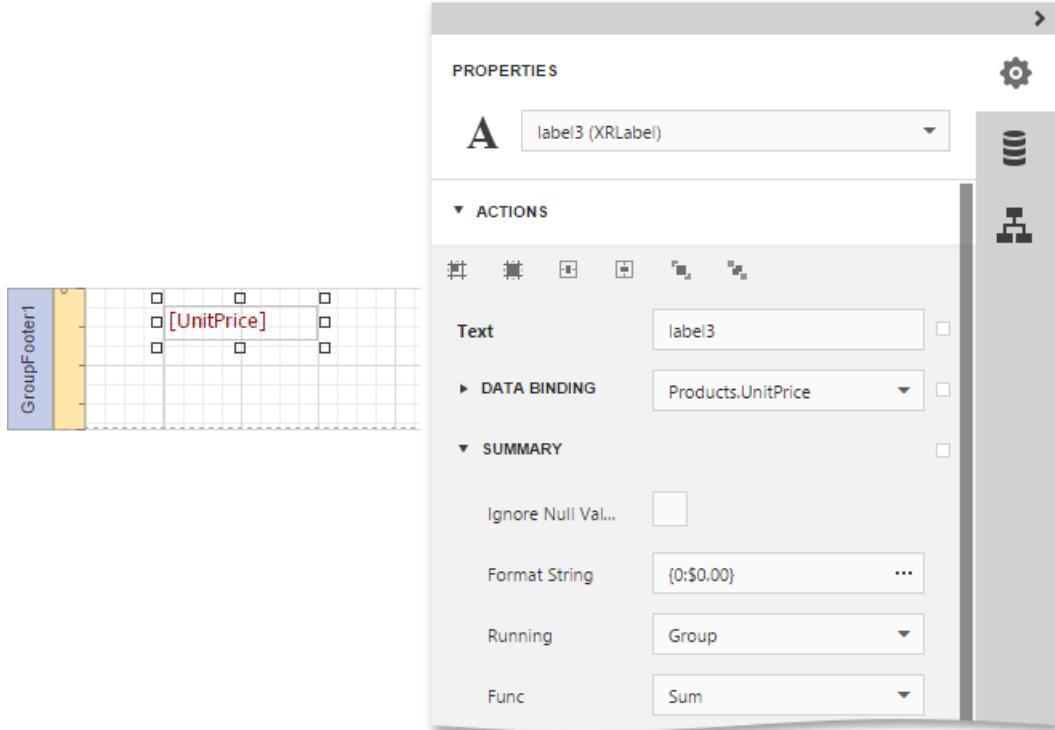


To manage the sorting order of the group's items, use the corresponding arrow button. The and icons indicate the ascending and descending sorting order, respectively. To disable sorting in grouped data, click this button until it is marked with the icon.

- Drop the data field, which is specified as the grouping criterion, from the [Field List](#) panel onto the Group Header band. Now, this data field will be displayed as a header for each group.



- You can also [calculate a total](#) across the group by placing a [Label](#) onto the Group Footer band, and specify its **Summary** properties in the following way.



Note also that *value formatting* is applied to a summary independently of general formatting and has a greater priority.

The grouping is now applied. Switch your report to the [Preview](#) mode and view the result.

Products by Categories

Category: 1

Côte de Blaye	\$263.50
Ipoх Coffee	\$46.00
	\$309.50

Category: 2

Northwoods Cranberry Sauce	\$40.00
Vegie-spread	\$43.90
	\$83.90

Category: 3

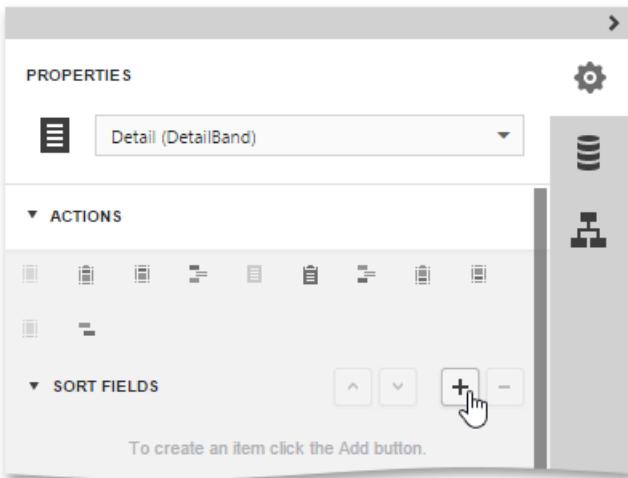
Sir Rodney's Marmalade	\$81.00
Schoggi Schokolade	\$43.90
Tarte au sucre	\$49.30
	\$174.20

Sorting Data

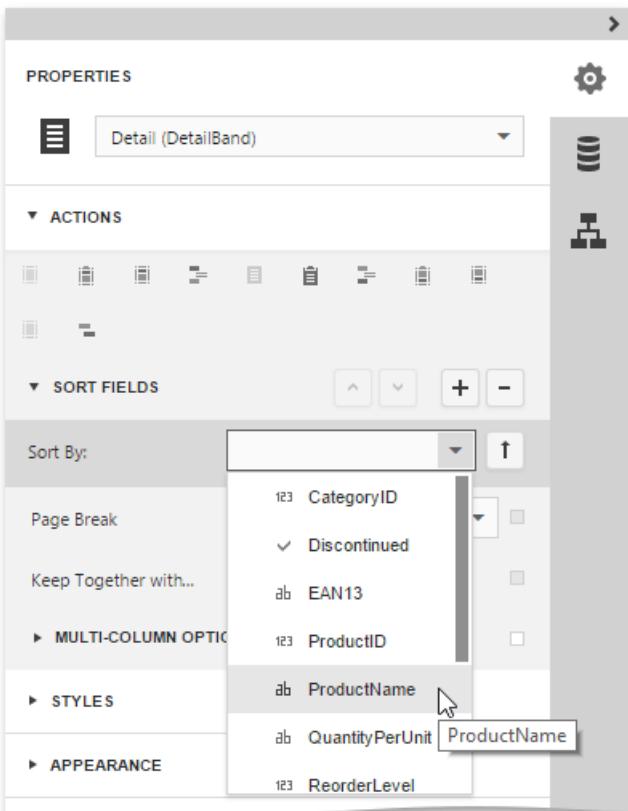
This document demonstrates how to sort data within a report's detail area and within groups. Note that as with data grouping, sorting can be performed only if a report is [bound to a data source](#). In this example, we'll use the report created in the following tutorial: [Grouping Data](#).

To sort records in a data-aware report, do the following.

1. Select the **Detail Band** and expand the **Actions** category. Then, in the **Sort Fields** section, click the **Add** button to add a new sorting.



2. Now, choose a data member across which the report is to be sorted. Note that sorting across [calculated fields](#) is supported as well.



3. To manage the sorting order, use the arrow button for the **Sort By** drop-down list. The and icons indicate the ascending and descending sorting order, respectively. To disable sorting, click this button until it is marked with the icon.

If multiple sorting criteria are specified, you can define the priority for each one, using the **Move Up**  and **Move Down**  buttons.

Sorting is now applied. Switch your report to the [Preview](#) mode and view the result.

Products by Categories	
Category: 1	
Chai	\$18.00
Chang	\$19.00
Chartreuse verte	\$18.00
Côte de Blaye	\$263.50
Guaraná Fantástica	\$4.50
Ipoh Coffee	\$46.00
Lakkalikööri	\$18.00
Laughing Lumberjack Lager	\$14.00
Outback Lager	\$15.00
Rhönbräu Klosterbier	\$7.75
Sasquatch Ale	\$14.00
Steeleye Stout	\$18.00
	\$455.75

Filtering Data

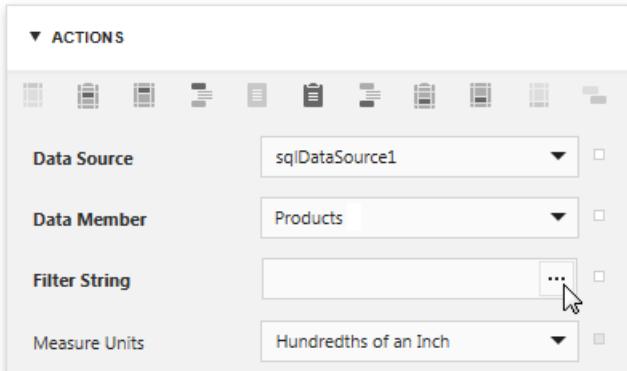
If the data source [bound](#) to your report contains far more data rows than are necessary for processing report creation, you can exclude excessive or undesired data. To accomplish this, construct a filtering expression, using single or multiple data fields.

This document describes two approaches to filtering data with the [Web Report Designer](#).

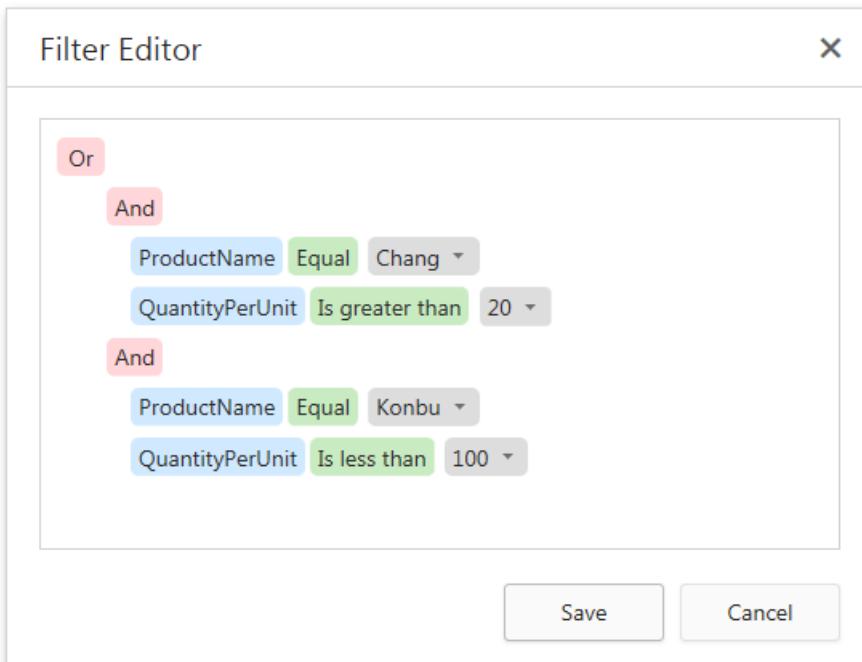
- [Filter Data at the Report Level](#)
- [Filter Data at the Data Source Level](#)

Filter Data at the Report Level

To filter report data, switch to the [Properties Panel](#), and in the **Actions** or **Data** category, click the ellipsis button for the report's **Filter String** property.

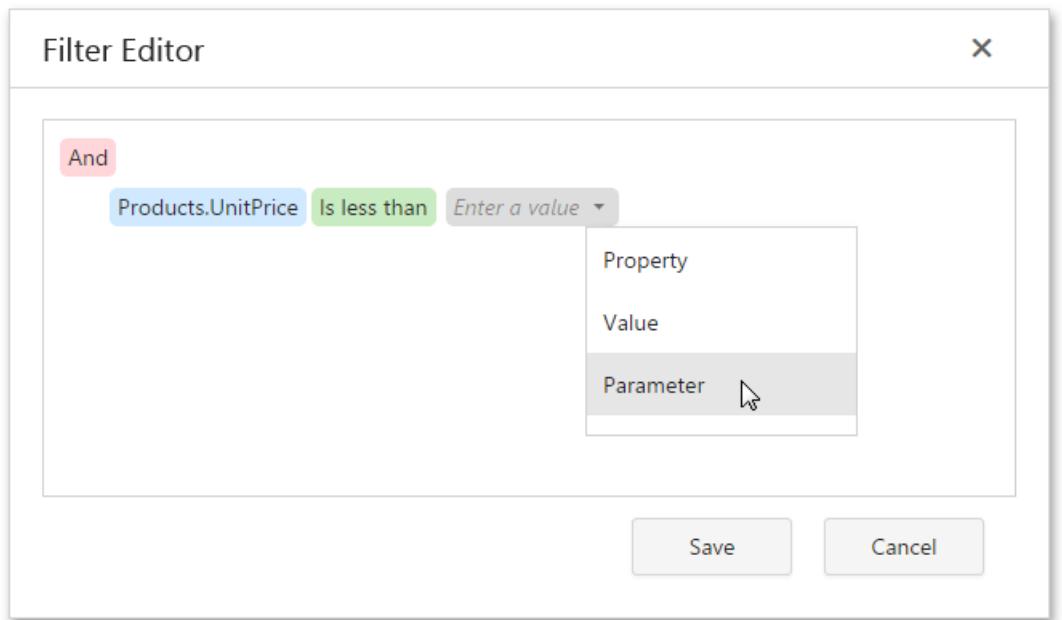


In the invoked [Filter Editor](#), construct the filtering expression.



In every filter condition, the left part contains either the data field name, or the name of the [calculated field](#), which exists in this data source at the same level. The right part of the condition contains either a certain numerical or string value, or the name of the [report parameters](#).

To access parameters, expand the drop-down menu for a value placeholder and select the **Parameter** item.

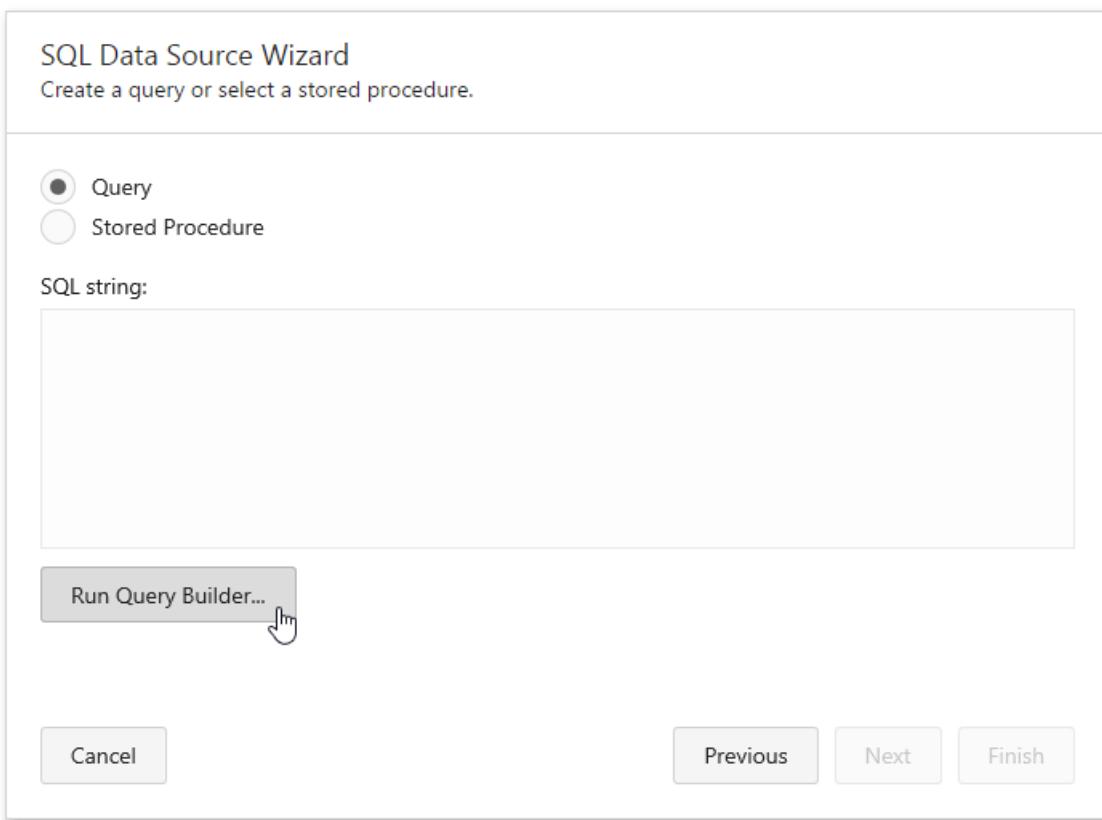


This will convert the value placeholder into a parameter placeholder. Click this placeholder to insert the required parameter.

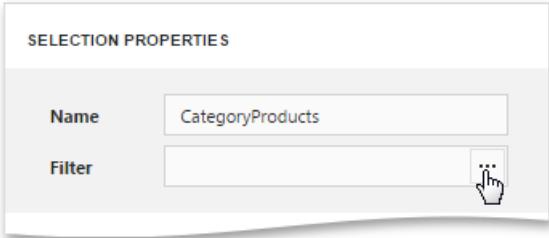
Filter Data at the Data Source Level

To filter data at the report data source level, do the following.

1. Invoke the [SQL Data Source Wizard](#). To run the wizard to customize an existing query, switch to the [Field List](#) panel, select the required SQL query and click the **Edit query**  button.
2. On this wizard page, click **Run Query Builder...** to edit the SQL query.



3. In the invoked [Query Builder](#), specify a filtering expression that will be used to filter resulting data at the data source level. To do this, click the ellipsis button for the **Filter** property, and in the invoked [Filter Editor](#), construct an expression.



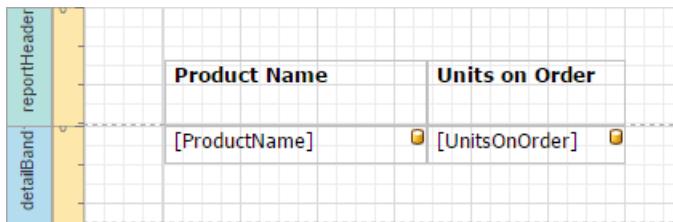
Note that it is possible to embed [query parameters](#) into the expression.

Calculating Summaries

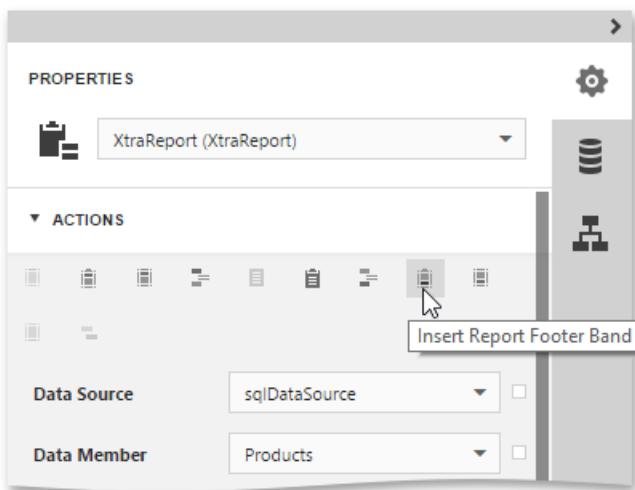
With Report Designer, you can force a [data-bound control](#) to calculate one of the standard summary functions (**Average**, **Sum**, **Count**, **Max**, **Min**, etc.).

To calculate summaries (totals) within a report, follow the instructions below.

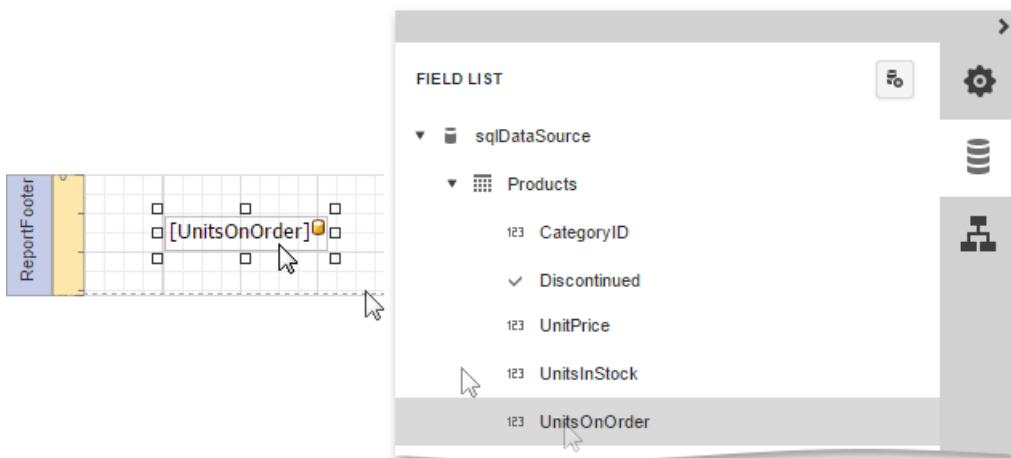
1. Create a new report and bind it to a data source. In this tutorial, we'll start with the following report layout.



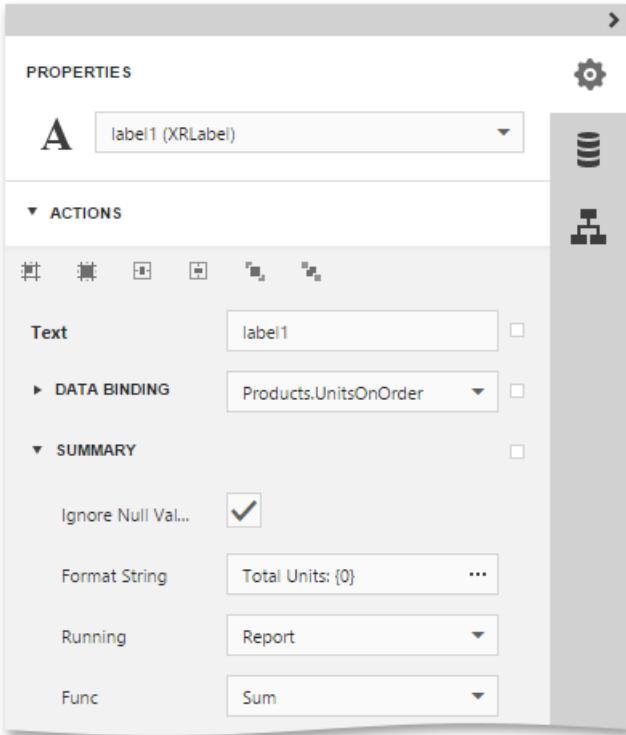
2. To display a summary at the bottom of the report, add a [Report Footer](#) band.



3. Switch to the [Field List](#) panel, select the field for which a summary will be calculated and drop it onto the created Report Footer band.



4. Now, switch to the [Properties Panel](#), select the newly created [Label](#) and expand the **Actions** or **Data** category. In the **Summary** section, specify the arithmetic function and the report area, for which this arithmetic function is calculated.



Set the **Func** property to **Sum**. Note that in addition to a simple summary, you can choose among numerous built-in functions (such as **Count** and **Average**).

Set the **Running** property to **Report**, so that the sum is calculated for the entire report.

Select the **Ignore Null Values** checkbox, so that if a dataset contains such records, they will not affect the sum.

You can also define a summary function's **Format String**. Note that value formatting is applied to a summary independent of general formatting and has priority over it too.

Switch your report to the [Preview](#) mode to view the result.

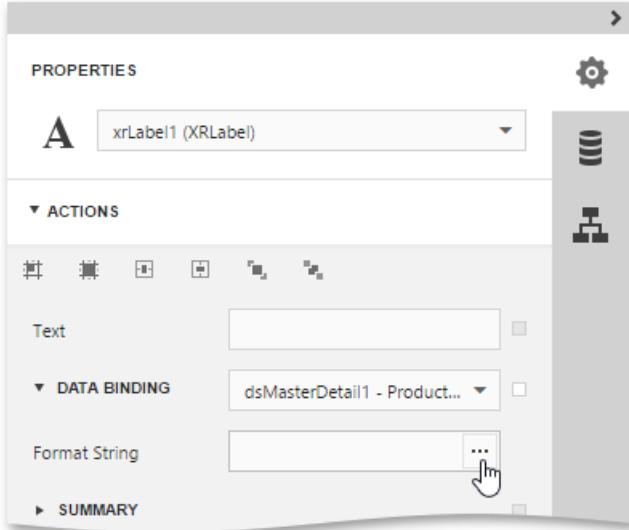
Product Name	Units on Order
Chang	40
Aniseed Syrup	70
Queso Cabrales	30
Sir Rodney's Scones	40
Gorgonzola Telino	70
Mascarpone Fabioli	40
Gravad lax	50
Ipoh Coffee	10
Røgede sild	70
Chocolade	70
Maxilaku	60
Gnocchi di nonna Alice	10
Wimmers gute Semmelknödel	80
Louisiana Hot Spiced Okra	100
Scottish Longbreads	10
Outback Lager	10
Longlife Tofu	20

Total Units: 780

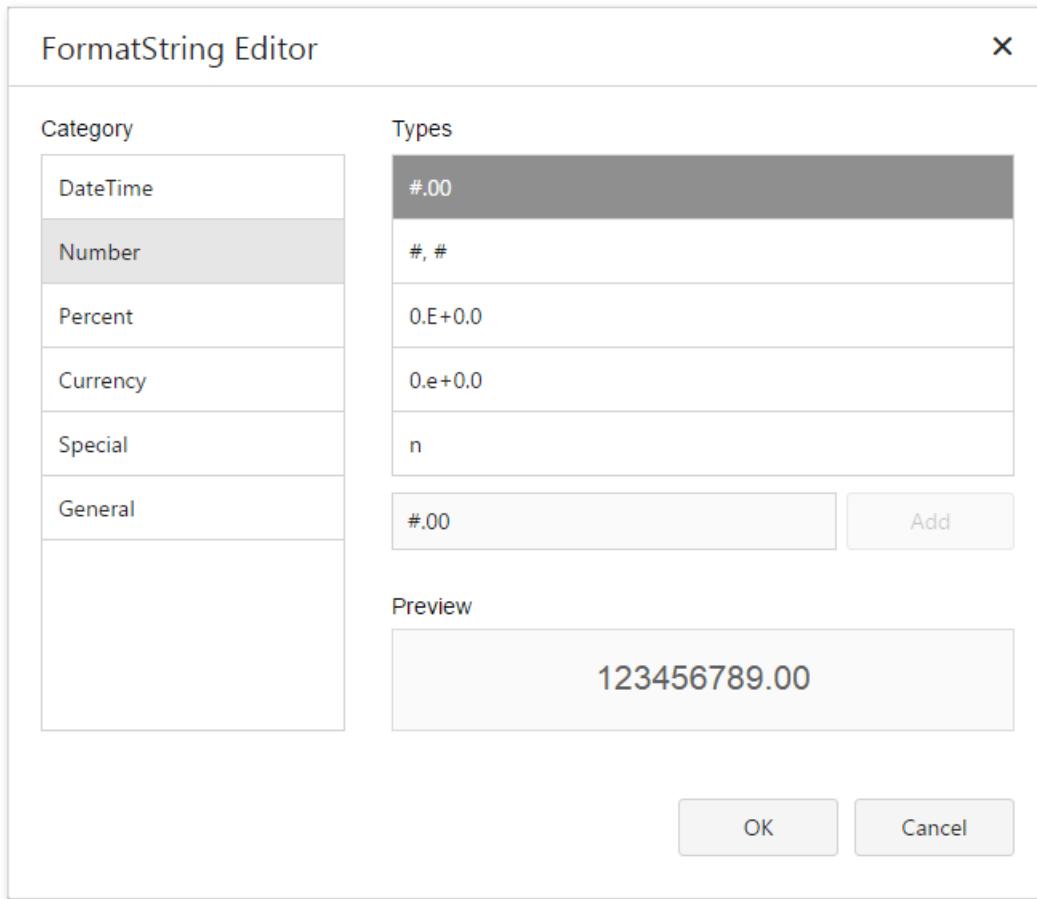
Formatting Data

This topic describes how to change the value formatting of report elements in the [Web Report Designer](#). For instance, you can format a numeric value as a currency, display a date/time value in one of the standard forms depending on the culture, etc.

To apply value formatting for a [data-bound control](#)'s content, locate this control and switch to the [Properties Panel](#). Then, expand the **Actions** or **Data** category, and in the **Data Binding** section, click the ellipsis button for the **Format String** property.



The invoked [FormatString Editor](#) contains numerous built-in formatting presets grouped by categories. Select a required format or create a custom one, and click **OK**.



In a similar way, you can apply formatting to a control's **Bookmark**, **Navigation URL** and **Tag** properties. Note that the set of bindable properties depends on the control type.

When a summary function is applied to a control's dynamic content, value formatting is specified separately as described in the [Calculating Summaries](#) document.

Independently from the general and summary value formatting, you can specify a native XSLX format string, which is to be preserved when the report is being [exported](#) to XLSX. You can do this using a control's **Xlsx Format String** property.

Appearance Customization

The [Web Report Designer](#) allows you to customize the appearance of a report or any of its [elements](#) using specific appearance options (as well as fonts, colors, paddings, text alignment, etc.), visual styles and conditional formatting.

The documents in this section illustrate how to shape data in reports in various ways.

- [Understanding Style Concepts](#)
- [Use Odd and Even Styles](#)
- [Conditionally Change a Control's Appearance](#)
- [Conditionally Change a Label's Text](#)
- [Conditionally Hide Bands](#)

Understanding Style Concepts

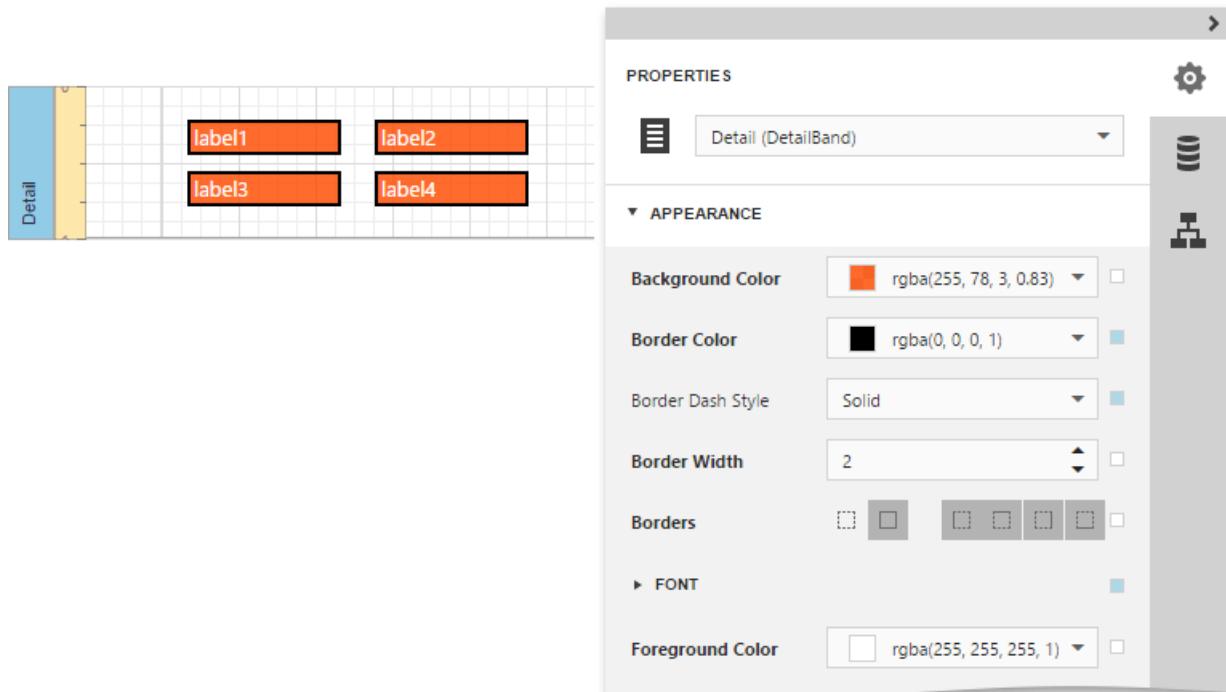
This document describes how you can provide a professional look to your reports, by effectively adjusting the appearance of its elements.

This document consists of the following sections.

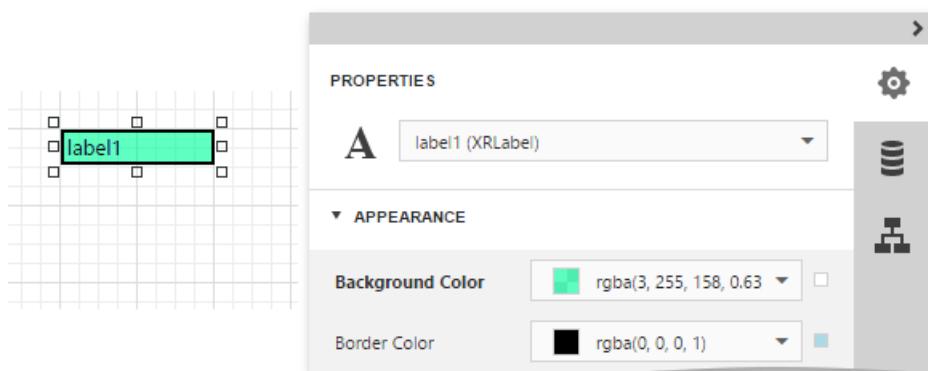
- [The Appearance Properties](#)
- [Styles Priority and Inheritance](#)

The Appearance Properties

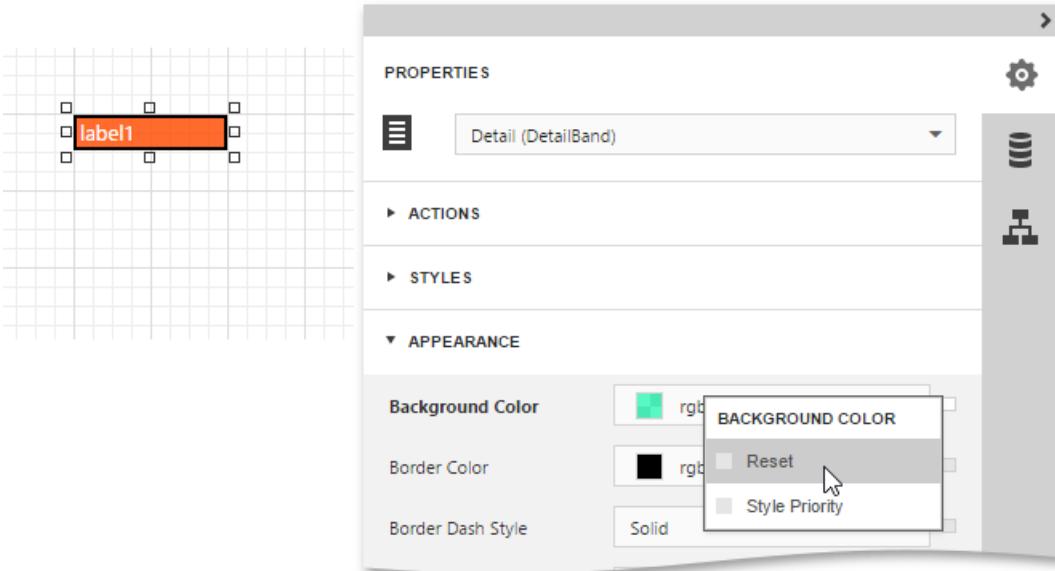
In the [Web Report Designer](#), a report and each of its elements ([bands](#) and [controls](#)) has a complete set of appearance options (such as **Background Color**, **Borders**, **Font**, **Foreground Color**, **Text Alignment**, etc.). By default, these properties aren't specified, meaning that their real values are obtained from a control's (or band's) *parent*, which is the report itself. So, the appearance specified for a report is distributed to all its child elements. Similarly, the appearance of a band is translated to the controls it contains.



In turn, a control's appearance can be adjusted independently from its parent.



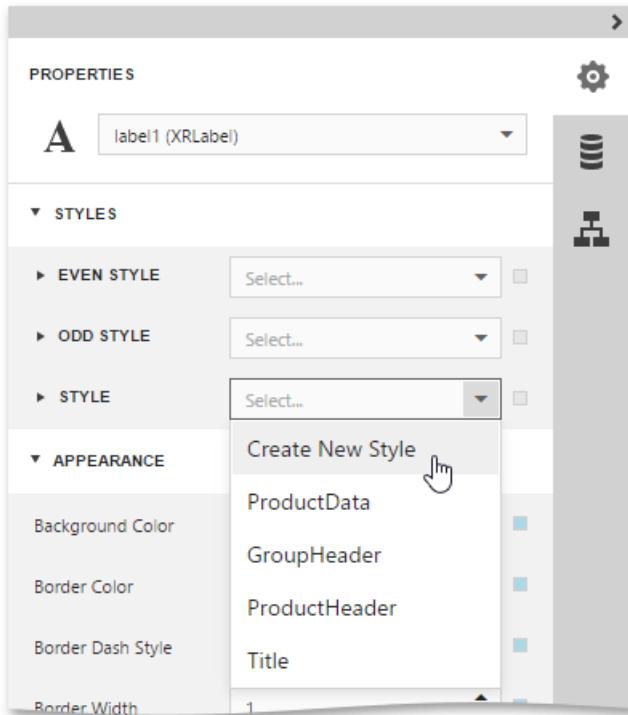
When it is required to reset a value assigned to a control's appearance property in the [Properties Panel](#), click the Advanced Options button for this property and then click **Reset**. The control will be restored to the appearance of its parent.



Styles Priority and Inheritance

In addition to the capability to specify [appearance property](#) values for every control and band, you can create comprehensive **styles**, and they can be assigned to individual elements.

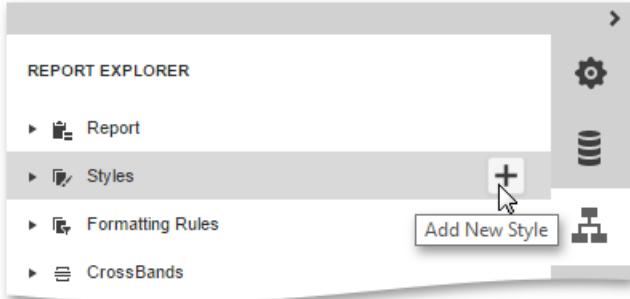
To assign a particular style to a control, select this control and in the [Properties Panel](#), expand the **Styles** category. Then, invoke the drop-down list for the **Style** property and click **Create New Style** or select an existing style.



Note

A style that is assigned to a band applies to controls that the band contains.

To access the style collection, you can also use the [Report Explorer](#), which allows you to add, edit or delete a style.

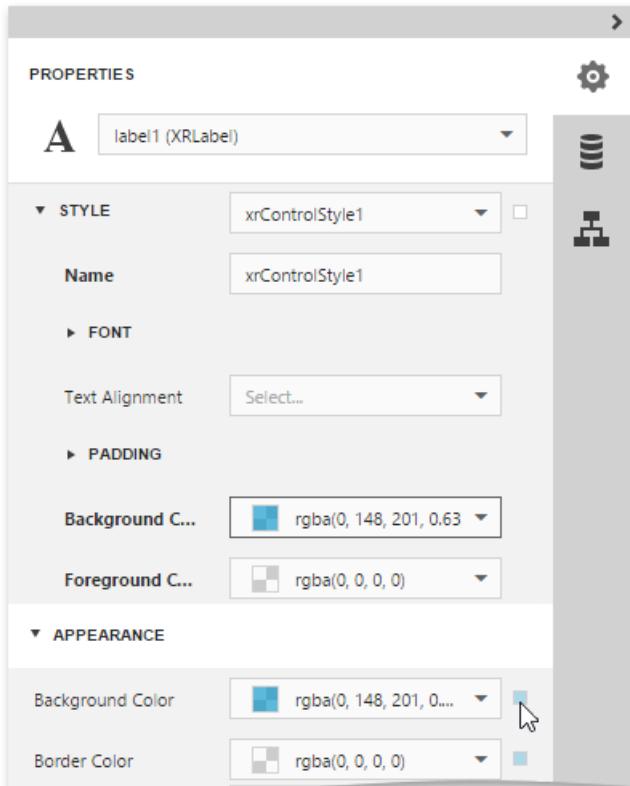


To apply a style or formatting rule to a report control, drag it from the Report Explorer onto the required report control.

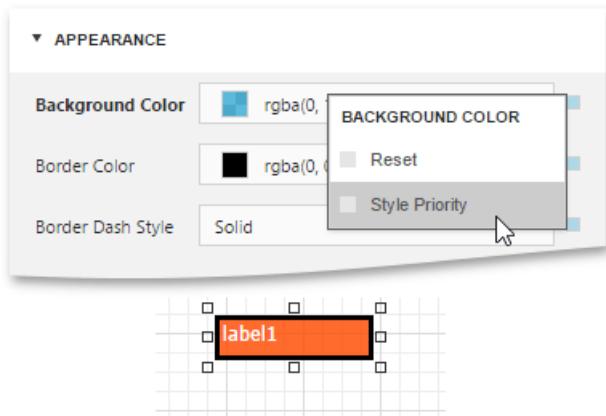
A screenshot of the Report Designer interface. On the left, a report is displayed with sections like 'ReportHeader' and 'detailBand1'. Inside 'detailBand1', there's a title 'Products by Categories' and two data fields '[ProductName]' and '[UnitPrice]'. On the right, the Report Explorer shows the 'Styles' section expanded, listing items such as 'Title', 'FieldCaption', 'PageInfo', and 'DataField'. Below the styles, there are sections for 'Formatting Rules' and 'Crossband Controls'.

When both styles and individual appearance settings are assigned to an element, the priority is required to decide which of the properties to use.

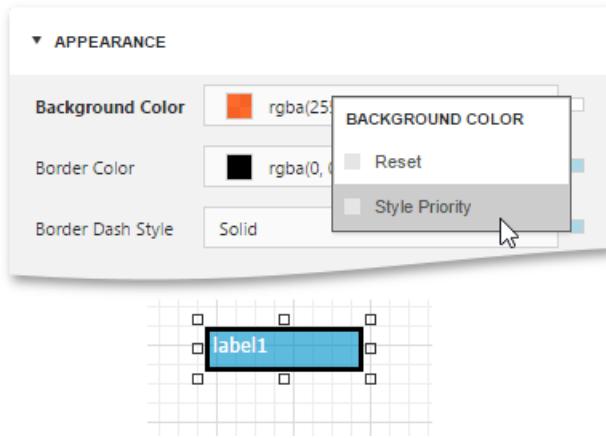
By default, a style's appearance property has a higher priority than an element's appearance property. The Advanced Options button for this appearance property is highlighted in blue.



To assign a higher priority to an element's appearance property, click the Advanced Options button and then click **Style Priority**. It highlights the Advanced Options button in white.



To revert a higher priority to a style's appearance property, click the Advanced Options button and then click **Style Priority**.



The same principles are applied to the *odd-even styles* feature, which allows you to alternate the appearance of consecutive data rows in your report. For details on this, refer to [Use Odd and Even Styles](#).

Note

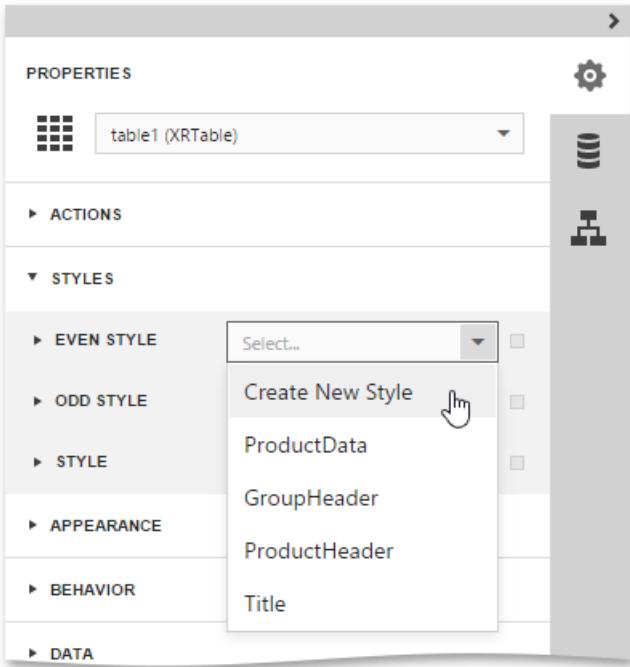
When [conditional formatting](#) is applied to an element, its appearance definition has the highest priority.

Use Odd and Even Styles

This document describes how to apply [odd and even styles](#) to [report controls](#), e.g., to alternate the background color for each record.

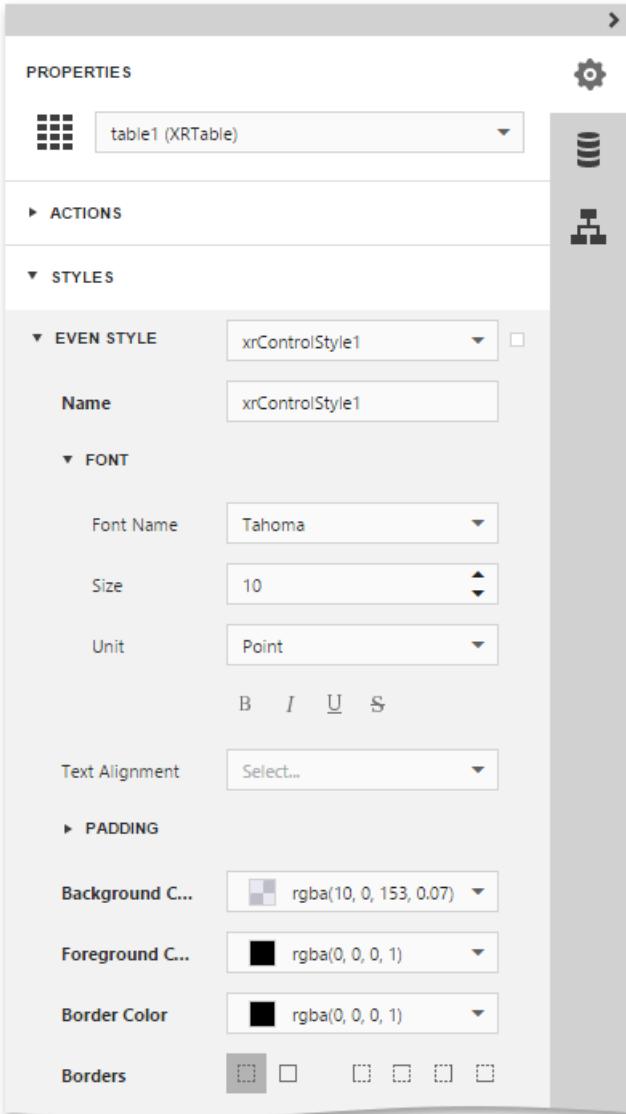
To utilize odd and even styles, do the following.

1. Create a [table report](#).
2. Select the detail table and in the [Properties Panel](#), expand the **Styles** category. Then, invoke the drop-down list for the **Even Style** property and click **Create New Style**.



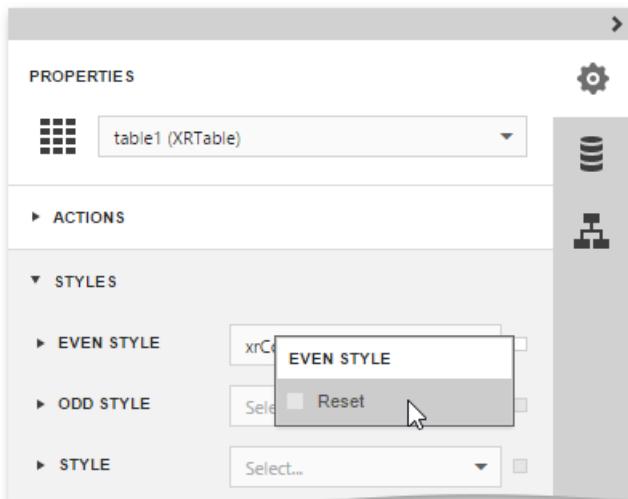
This will create a style and assign it to the control's **Even Style**.

3. Now, expand the **Even Style** section and adjust the required options of the newly created style (e.g. specify the **Font** and **Background Color** properties).



If required, perform the same steps, to create and assign an odd style, as well.

To reset all style properties of a report control to their default values, select the control, click the **Advanced Options** button for the required style (marked with the 'square' icon) and in the invoked popup menu select **Reset**.



Switch your report to the [Preview](#) mode, and view the result.

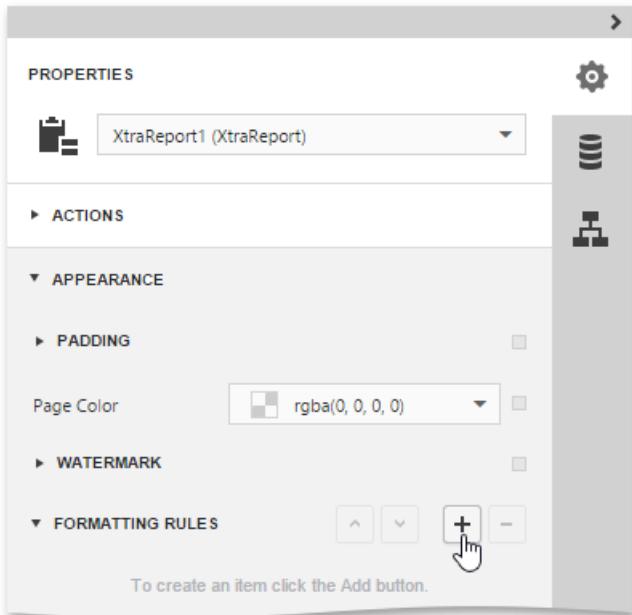
Product Name	Unit Quantity	Unit Price
Chai	10 boxes x 20 bags	18
Chang	24 - 12 oz bottles	19
Aniseed Syrup	12 - 550 ml bottles	10
Chef Anton's Cajun Seasoning	48 - 6 oz jars	22
Chef Anton's Gumbo Mix	36 boxes	21.35
Grandma's Boysenberry Spread	12 - 8 oz jars	25
Uncle Bob's Organic Dried Pears	12 - 1 lb pkgs.	30
Northwoods Cranberry Sauce	12 - 12 oz jars	40
Mishi Kobe Niku	18 - 500 g pkgs.	97
Ikura	12 - 200 ml jars	31
Queso Cabrales	1 kg pkg.	21
Queso Manchego La Pastora	10 - 500 g pkgs.	38
Konbu	2 kg box	6
Tofu	40 - 100 g pkgs.	23.25

Conditionally Change a Control's Appearance

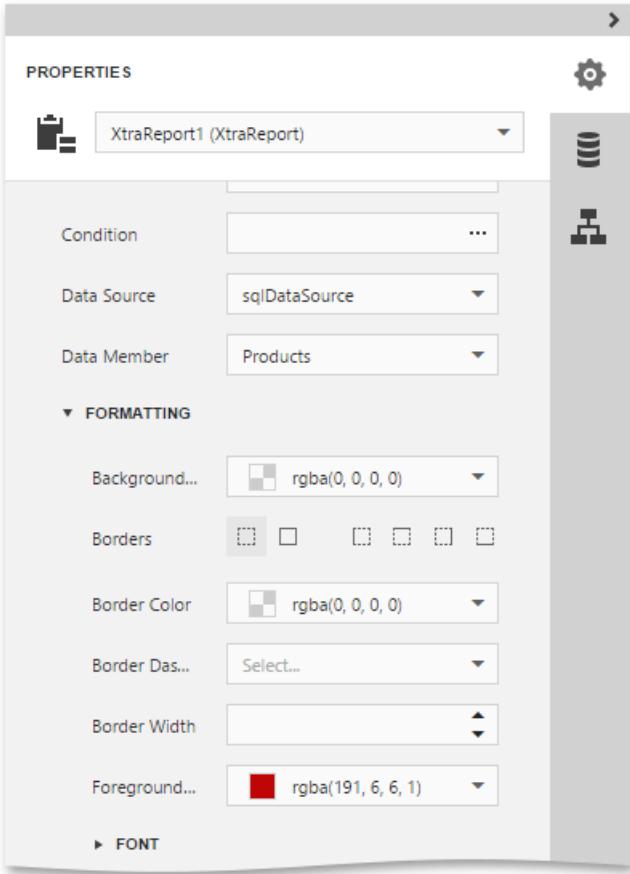
This document describes the steps needed to conditionally change a control's appearance (e.g., make a Label's text red if its value exceeds a certain threshold). Thanks to the *formatting rules* feature, no [scripts](#) are required to achieve this, so you shouldn't write any code.

To conditionally change a control's appearance, do the following.

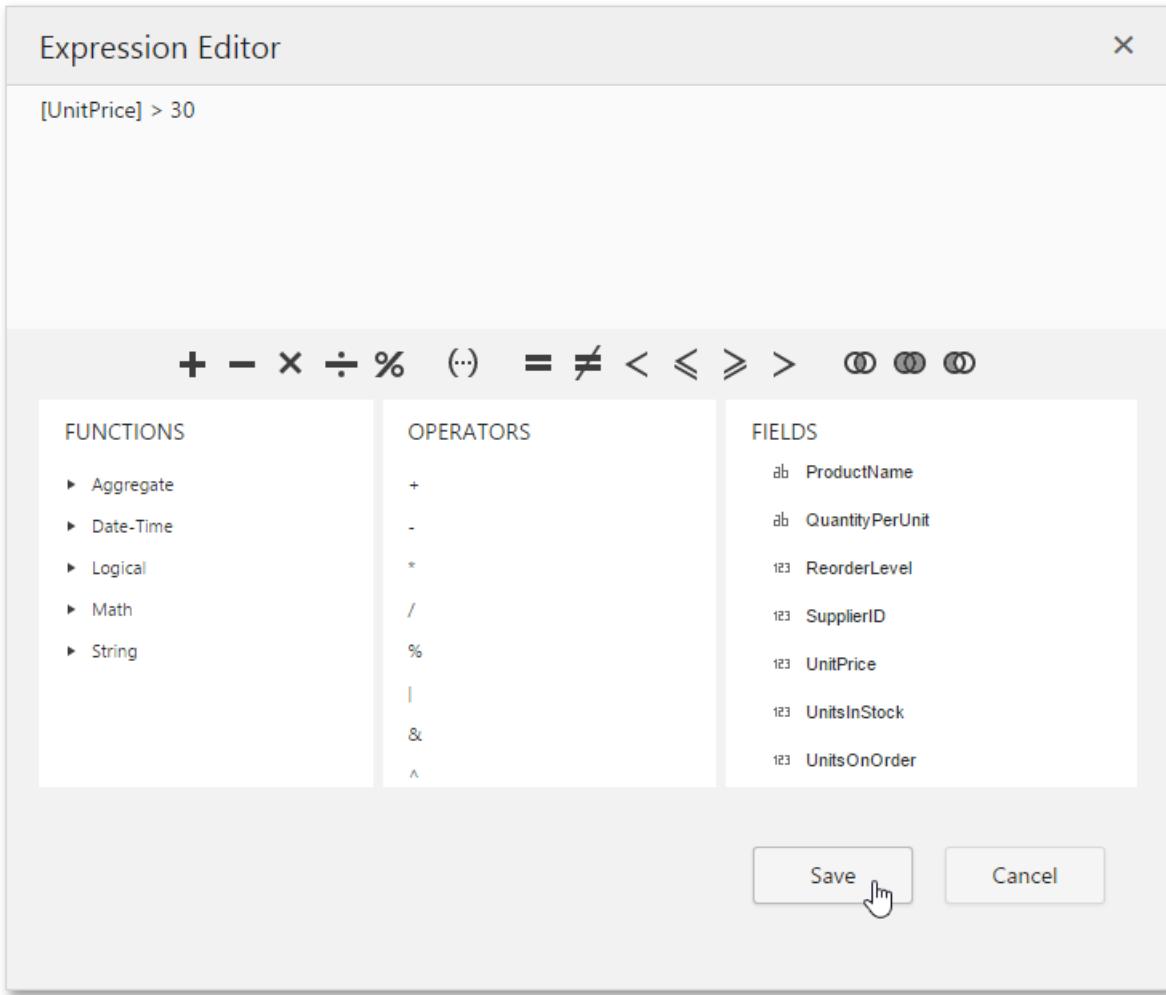
1. [Create a new report](#) and [bind it to a data source](#).
2. Switch to the [Properties Panel](#), expand the **Appearance** category and then expand the **Formatting Rules** section. Add a new *formatting rule* by clicking the  button.



3. Expand the newly added rule, specify its name and formatting options (e.g., **Foreground Color**). You can also specify the **Data Source** and **Data Member** properties. These properties define the list containing data fields that can participate in constructing the Boolean condition.

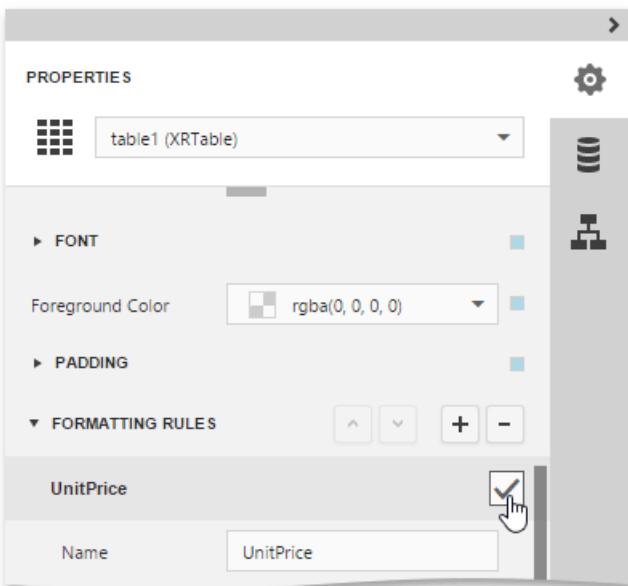


4. Then, click the ellipsis button for the **Condition** property. In the invoked [Expression Editor](#), define the required Boolean condition (which means that its result is returned as either true or false). In this tutorial, we will format fields if the **UnitPrice** value is greater than **30**.



To save the condition and close the dialog, click **Save**.

5. A formatting rule can be applied to any number of [report elements](#) within the same report. To apply a rule to a control, select the required report control and enable the checkbox for the required rule.



If multiple rules are applied, it is possible to customize their precedence by using the \wedge and \vee buttons. So the rules are applied in the same order that they appear in the list, and the last rule in the list has the highest priority.

Switch your report to the [Preview](#) mode and view the result.

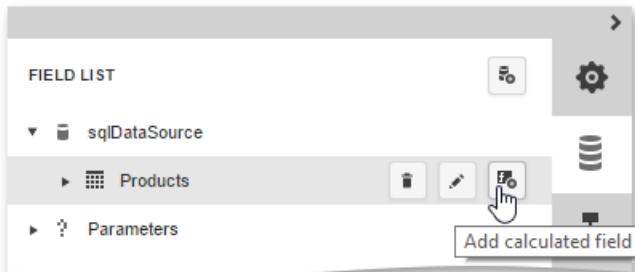
Product Name	Unit Price
Chai	\$18.00
Chang	\$19.00
Aniseed Syrup	\$10.00
Chef Anton's Cajun Seasoning	\$22.00
Chef Anton's Gumbo Mix	\$21.35
Grandma's Boysenberry Spread	\$25.00
Uncle Bob's Organic Dried Pears	\$30.00
Northwoods Cranberry Sauce	\$40.00
Mishi Kobe Niku	\$97.00
Ikura	\$31.00
Queso Cabrales	\$21.00
Queso Manchego La Pastora	\$38.00
Konbu	\$6.00
Tofu	\$23.25
Genen Shouyu	\$15.50

Conditionally Change a Label's Text

In this tutorial, you will learn how to change a label's text if a certain condition is met, without using [scripts](#).

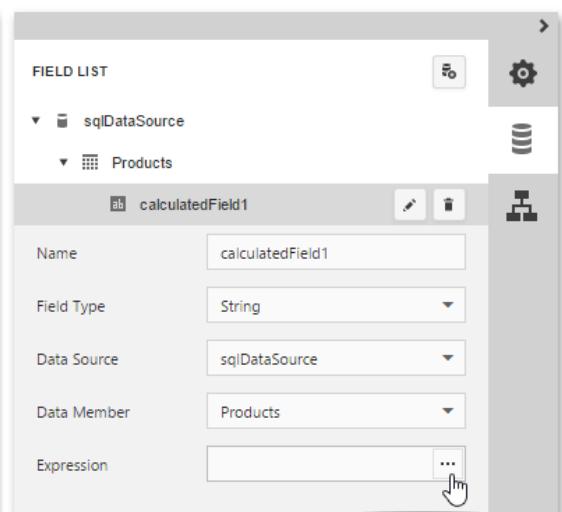
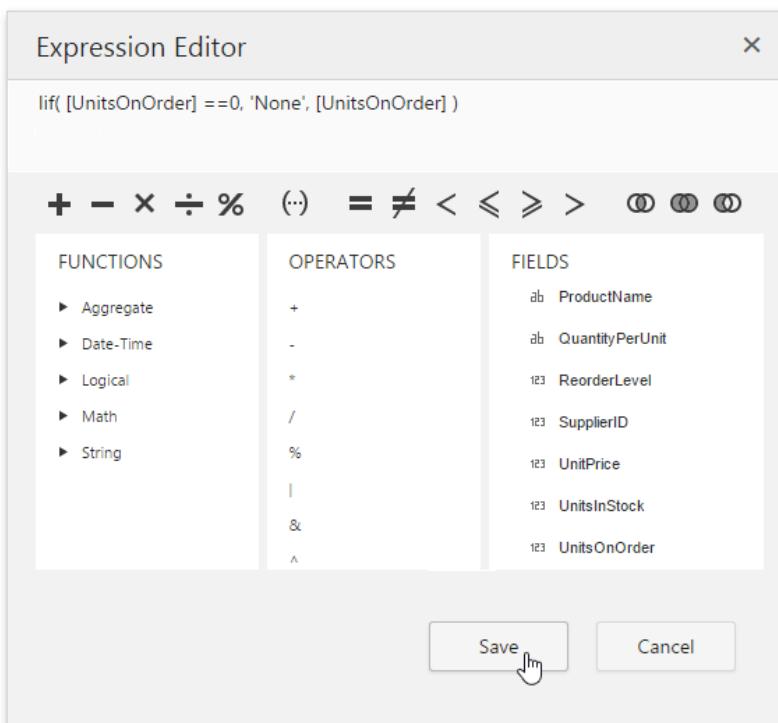
To conditionally change a label's text, do the following.

1. [Create a new report](#) and [bind it to a data source](#).
2. Now, add a new [calculated field](#). To do this, switch to the [Field List](#) panel, click a data table and click **Add calculated field** button.



3. Click the **Edit** button (the 'pencil' icon) for the calculated field and set the **Field Type** property to **String**.

Then, click the ellipsis button for its **Expression** property and in the invoked [Expression Editor](#), define the required logical condition for the calculated field (e.g., `if([UnitsOnOrder] == 0, 'None', [UnitsOnOrder])`, which means that if the **UnitsOnOrder** data field's value is equal to **0**, the control's text will be replaced with **None**).



4. Finally, drop the required data fields (and the created calculated field as well) from the Field List onto the report's [Detail](#) band.

The screenshot shows the Report Designer interface. On the left is a preview area with a blue header labeled "detailBand1". In the center is a grid-based layout editor with two text boxes: "[ProductName]" and "[calculatedField1]". On the right is the "FIELD LIST" panel. It shows a tree structure under "sqlDataSource" and "Products". Under "Products", there is a node for "calculatedField1" which has a child node "CategoryID". There are also icons for a gear, a database, and a funnel.

The report is now ready. Switch your report to the [Preview](#) mode and view the result.

Product Name	Units on Order
Chai	None
Chang	40
Aniseed Syrup	70
Chef Anton's Cajun Seasoning	None
Chef Anton's Gumbo Mix	None
Grandma's Boysenberry Spread	None
Uncle Bob's Organic Dried Pears	None
Northwoods Cranberry Sauce	None
Mishi Kobe Niku	None
Ikura	None
Queso Cabrales	30

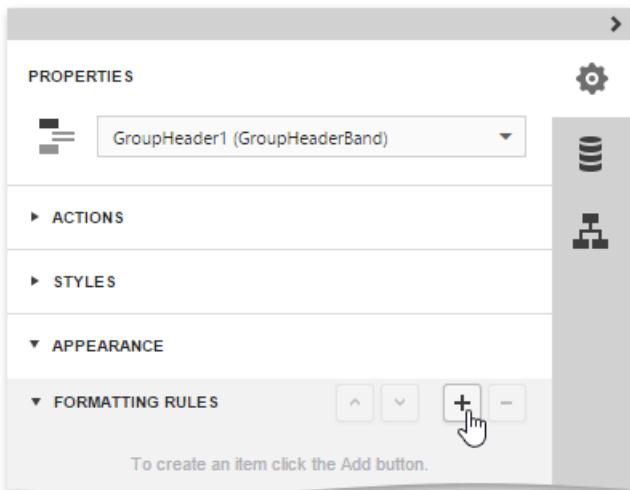
Conditionally Hide Bands

This document provides the sample, illustrating how to hide bands if a certain logical condition is met. Note that no [scripts](#) are required to accomplish this task.

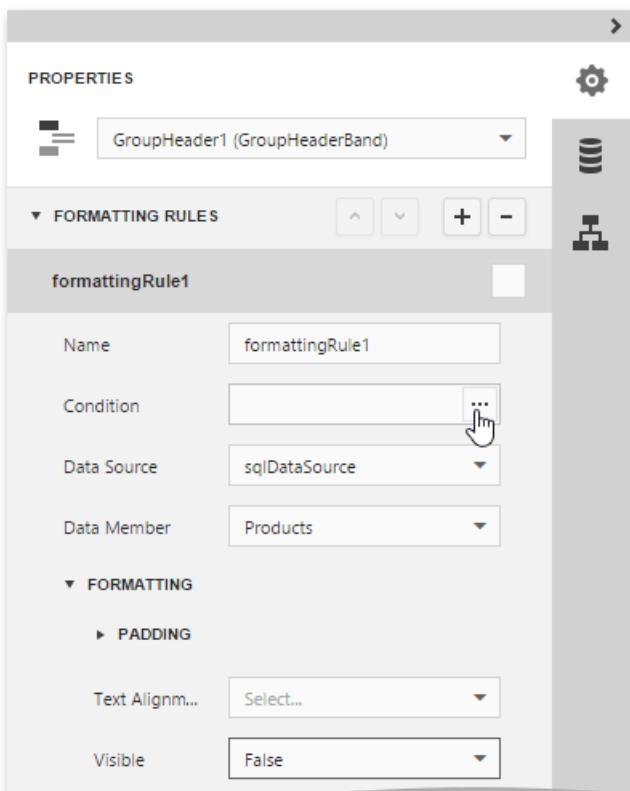
To demonstrate this feature, use a report with grouping, similar to the one created in the following tutorial: [Grouping Data](#).

To conditionally hide bands in a report, do the following.

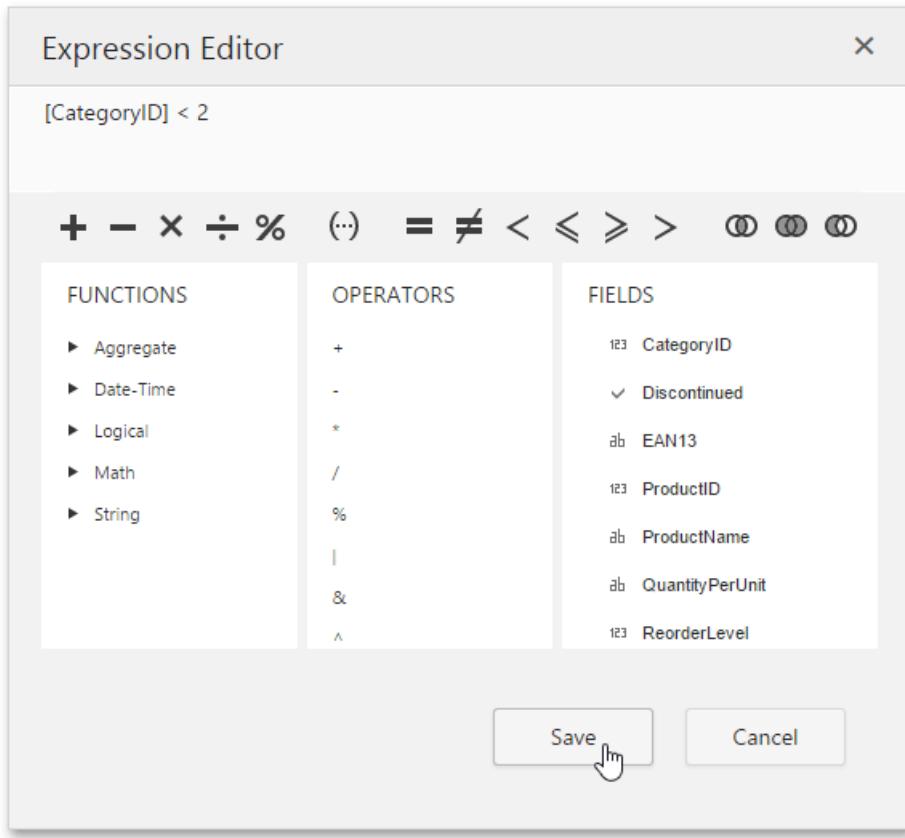
1. Select the [Group Header](#) band and in the [Properties Panel](#), expand the **Appearance** category. Then, expand the **Formatting Rules** section and add a new formatting rule.



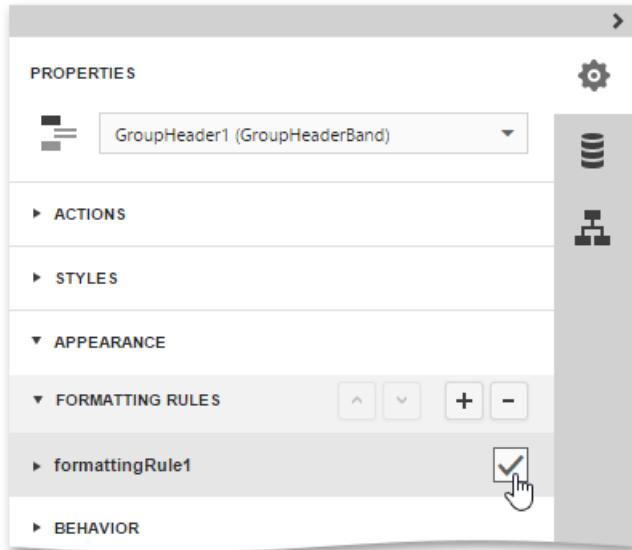
2. Expand the newly created rule and set the **Visible** property to **False**. Click the ellipsis button for the rule's **Condition** property to specify the logical condition, which will define band visibility.



3. In the invoked [Expression Editor](#), construct the required logical expression (e.g., **[CategoryID] < 2**) and click **Save**.



4. Apply the formatting rule to the Group Header band by enabling the checkbox for this rule.



Then, apply the same formatting rule to the report's Detail band.

Switch your report to the [Preview](#) mode and view the result.

Products by Categories

Category: 2

Chef Anton's Cajun Seasoning	\$22.00
Chef Anton's Gumbo Mix	\$21.35
Grandma's Boysenberry Spread	\$25.00
Northwoods Cranberry Sauce	\$40.00
Sirop d'érable	\$28.50
Vegie-spread	\$43.90
Louisiana Fiery Hot Pepper Sauce	\$21.05

Category: 3

Sir Rodney's Marmalade	\$81.00
Gumbär Gummibärchen	\$31.23
Schoggi Schokolade	\$43.90
Tarte au sucre	\$49.30

Report Navigation and Interactivity

The topics in this section explain how to establish navigation through a report in different ways and enable editing reports in Print Preview.

This section consists of the following topics.

- [Create a Document Map with Bookmarks](#)
- [Create a Table of Contents](#)
- [Create Hyperlinks](#)
- [Add a Cross-Reference](#)
- [Enable Content Editing in Print Preview](#)

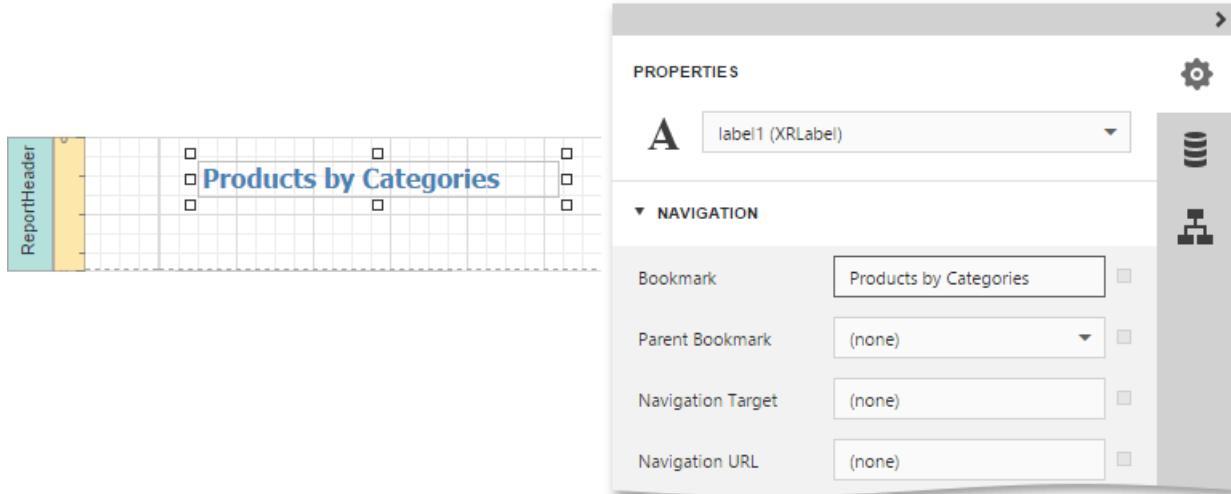
Create a Document Map with Bookmarks

This document describes the steps to create a report with *bookmarks* (a so-called *Document Map*). This feature allows you to easily navigate through the report during [Print Preview](#).

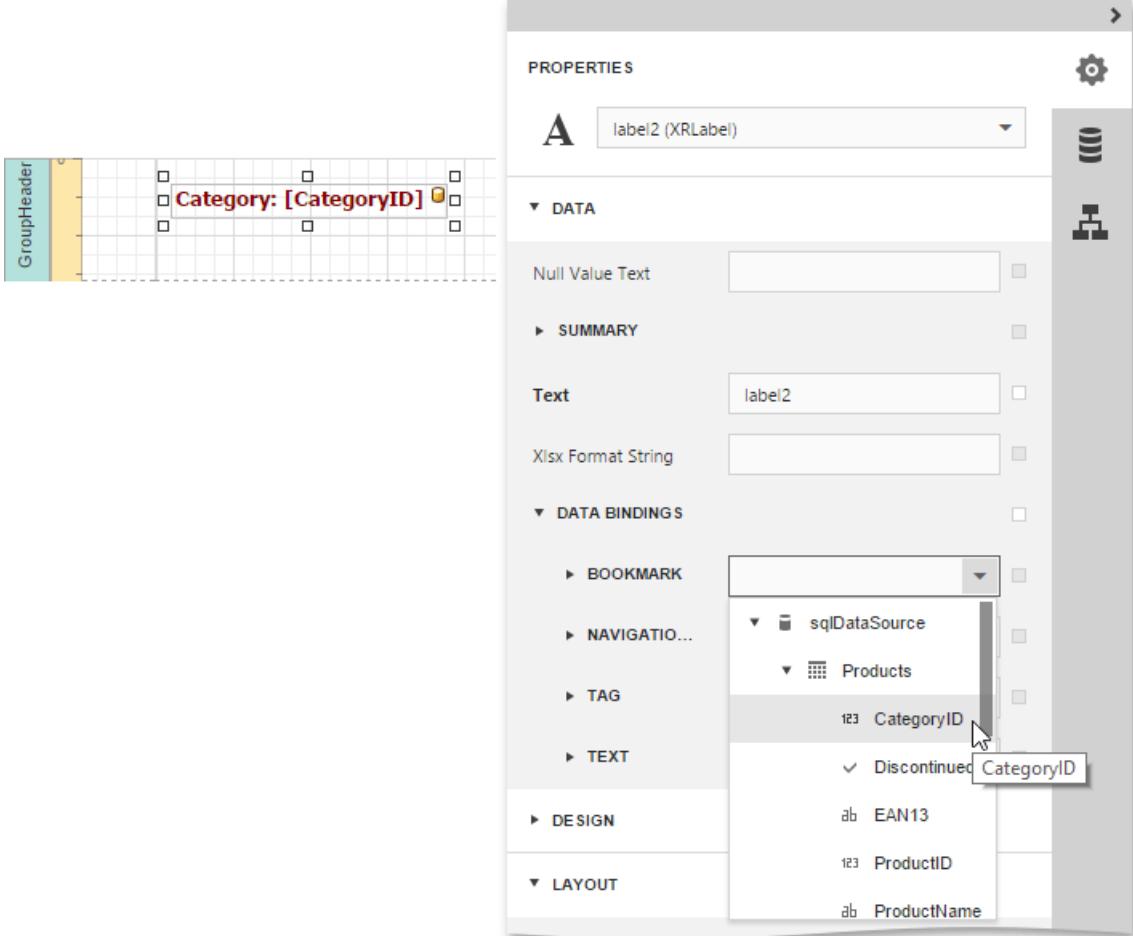
To demonstrate the Document Map feature, use a report with grouping, similar the one created in the following tutorial: [Grouping Data](#).

To create a report with bookmarks, do the following.

1. Select the **Label** in the **Report Header band**, and in the **Properties Panel**, expand the **Navigation** category and set the **Bookmark** property to the same value as the Label's text (i.e., **Products by Categories**).

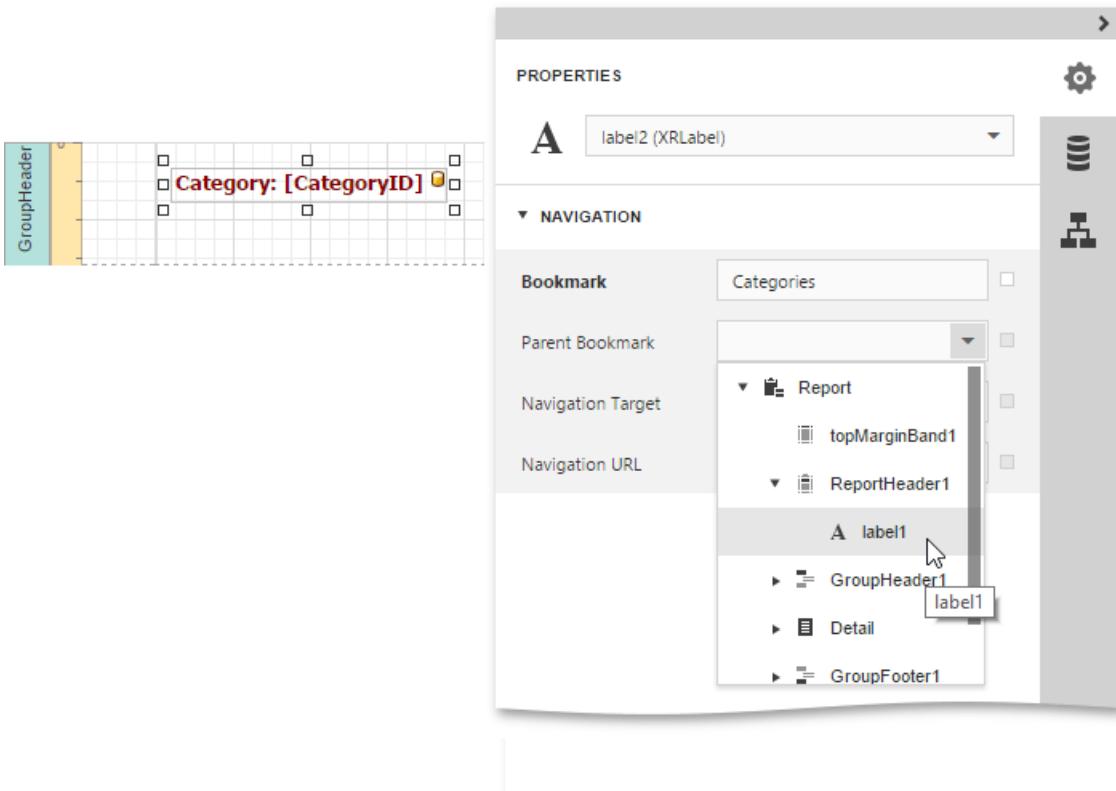


2. Now, select the Label, which is placed in the report's Group Header band. As this control is bound to data, we will bind its **Bookmark** property to the same data field. To do this, in the **Data** category, expand the **Data Bindings** section and specify the **Bookmark** property.



Note that as with other bindable properties, you also can apply value formatting to the **Bookmark** property. To do this, set the **Format String** property to **Category {0}**.

3. To define the document map's hierarchy, expand the **Navigation** category and set the **Parent Bookmark** property to the Report Header's label.



The report with bookmarks is now ready. Switch your report to the [Preview](#) mode and view the result.

Products by Categories

Category: 1

Chai	\$18.00
Chang	\$19.00
Guaraná Fantástica	\$4.50
Sasquatch Ale	\$14.00
Steeleye Stout	\$18.00
Côte de Blaye	\$263.50

Category: 2

Aniseed Syrup	\$10.00
Chef Anton's Cajun Seasoning	\$22.00
Chef Anton's Gumbo Mix	\$21.35
Grandma's Boysenberry Spread	\$25.00
Northwoods Cranberry Sauce	\$40.00
Genen Shouyu	\$15.50
Gula Malacca	\$19.45

DOCUMENT MAP

XtraReport1

Products by Categories

- Category 1
- Category 2
- Category 3
- Category 4
- Category 5
- Category 6
- Category 7
- Category 8

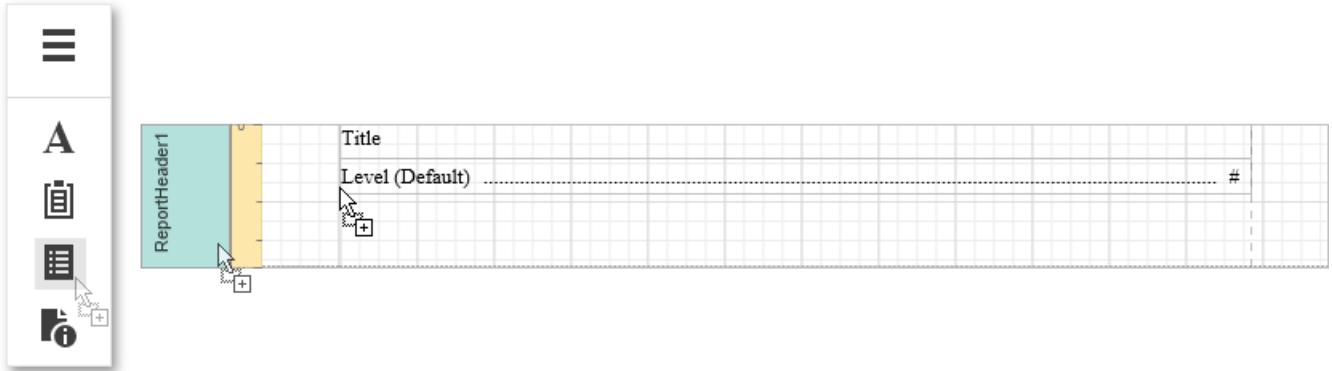
Create a Table of Contents

This topic describes how to provide a report with a table of contents that displays page numbers for bookmarked report elements at different nesting levels, and thus makes it possible to quickly navigate to a specific document page by clicking the corresponding entry.

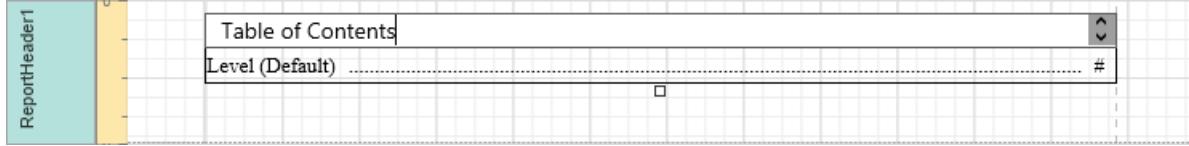
To demonstrate this feature, use a report with specified bookmarks similar to the one created in the following tutorial: [Create a Document Map with Bookmarks](#).

To create a table of contents in a report, do the following.

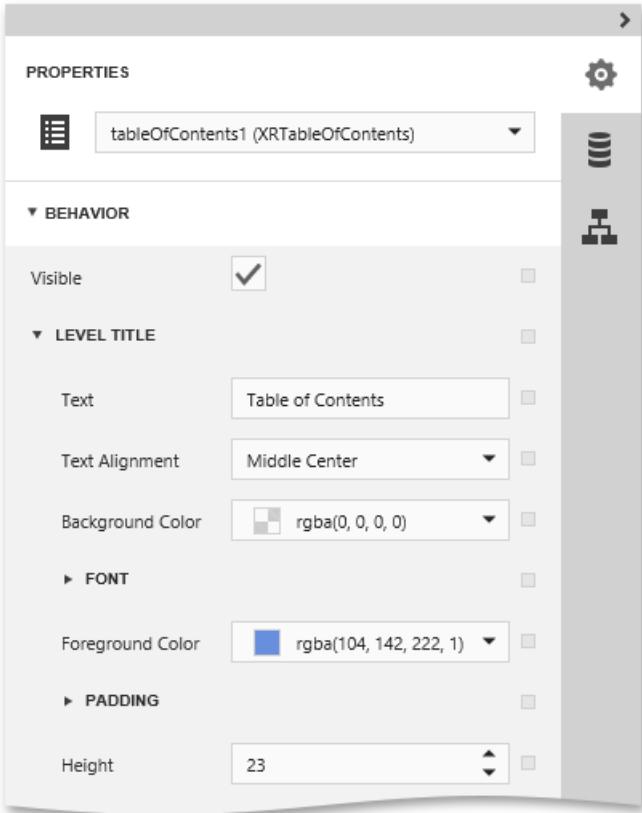
1. Drop the **Table of Contents** control from the **Toolbox** onto the **Report Header Band**. If the report does not contain this band, it will be created automatically.



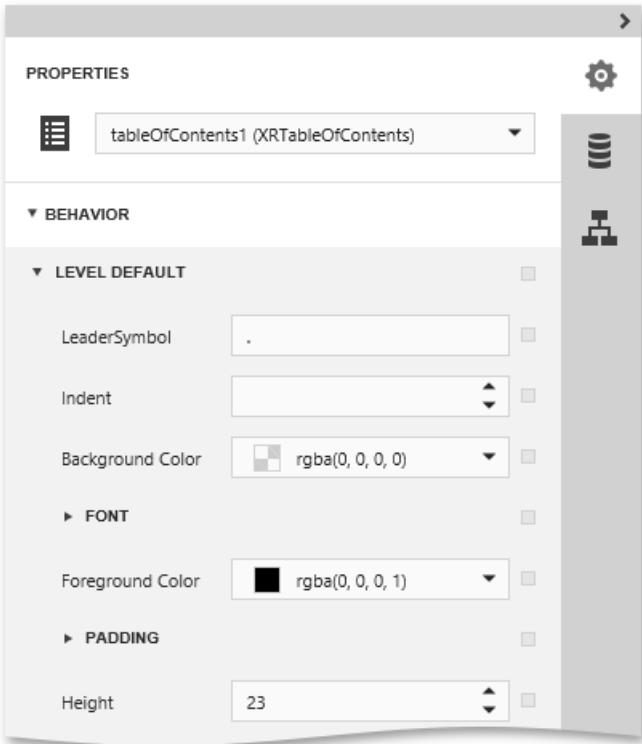
2. Double-click the title of the table of contents and specify its text.



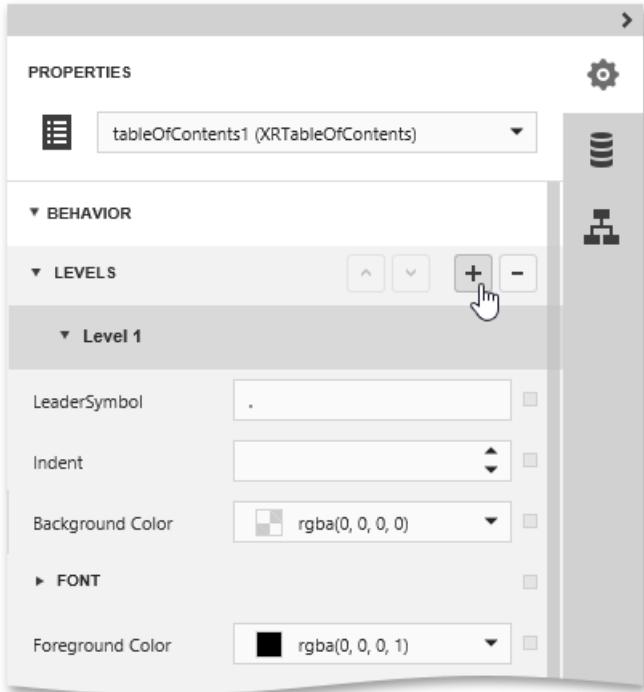
3. To customize title appearance, switch to the **Properties Panel**, expand the **Behavior** category and use the **Level Title** option's settings.



4. To customize the appearance of all other levels, use the **Level Default** option's settings in the **Behavior** category.



5. To customize a specific level individually, add a corresponding item to the **Levels** collection of the table of contents. After adding a new level, you can access and customize its properties.



The table of contents is now ready. Switch your report to the [Preview](#) mode and view the result.

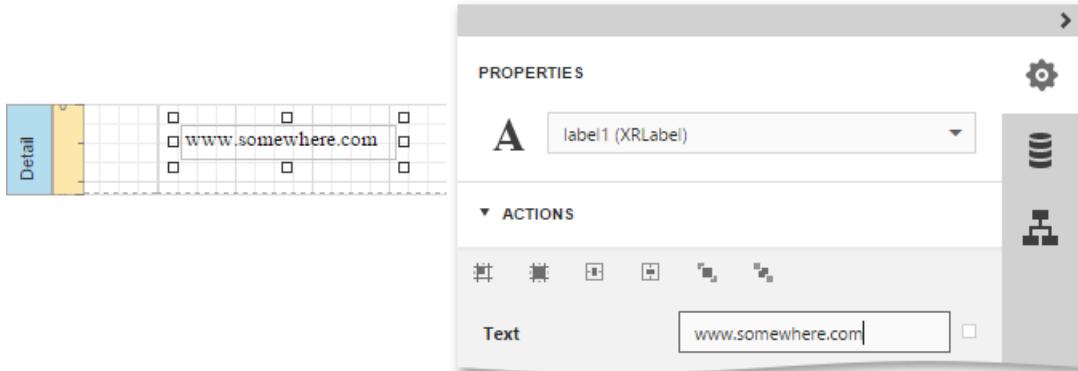
Table of Contents	
Beverages
Chai
Chang
Guaraná Fantástica
Sasquatch Ale
Steeleye Stout
Côte de Blaye
Chartreuse verte
Ipoh Coffee
Laughing Lumberjack Lager
Outback Lager
Rhönbräu Klosterbier
Lakkalikööni
Condiments
Aniseed Syrup
Chef Anton's Cajun Seasoning
Chef Anton's Gumbo Mix
Grandma's Boysenberry Spread
Northwoods Cranberry Sauce

Create Hyperlinks

This tutorial demonstrates how to embed a *hyperlink* into your report. Note that a label will behave as a hyperlink both in a report's [Print preview](#) and when the report is exported to PDF, HTML, MHT, RTF, XLS and XLSX.

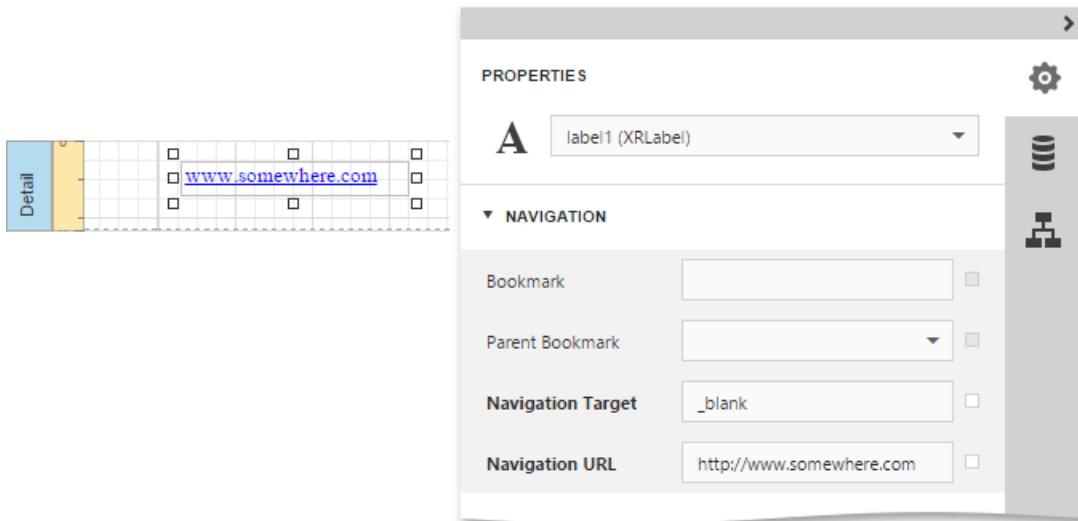
To insert a hyperlink into your report, do the following.

1. [Create a new report](#).
2. Drop a [Label](#) onto a [report band](#), and in the [Properties Panel](#), change its **Text** to the one required for the link.



In addition, to make the Label look like a typical link, you can change its appearance appropriately (e.g., make it blue and underlined).

3. Now, in the **Navigation** section, set its **Navigation Target** to the required value (`_blank`, `_parent`, `_search`, `_self`, or `_top`) and define the required **Navigation URL**.



Your report with the hyperlink is now ready. Switch the report to the [Preview](#) mode and view the result.

www.somewhere.com

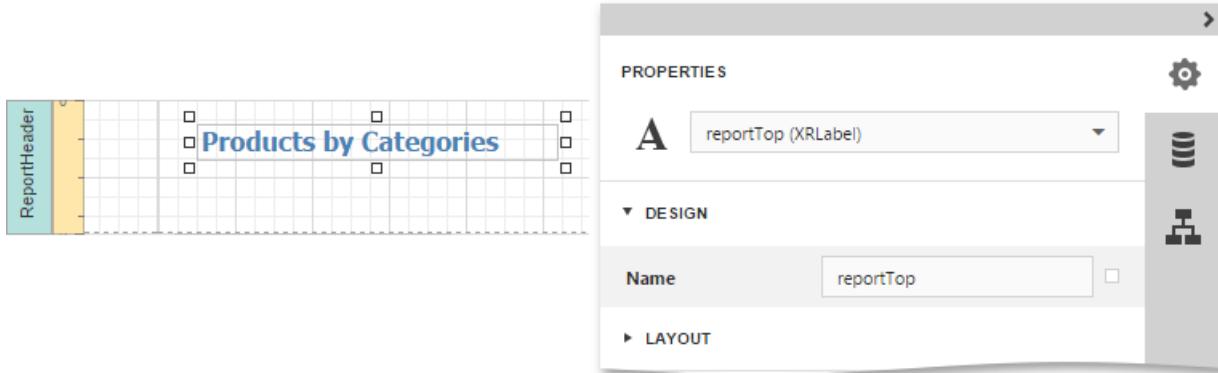
Add a Cross-Reference

This document describes how to add a *cross-reference* to your report. A cross-reference is simply a link whose target is located within the current document, which allows you to establish easy navigation through a report. In this example, we place a link at the bottom of each group, leading to the beginning of the report.

To demonstrate this feature, use a report with grouping similar to the one created in the following tutorial: [Grouping Data](#).

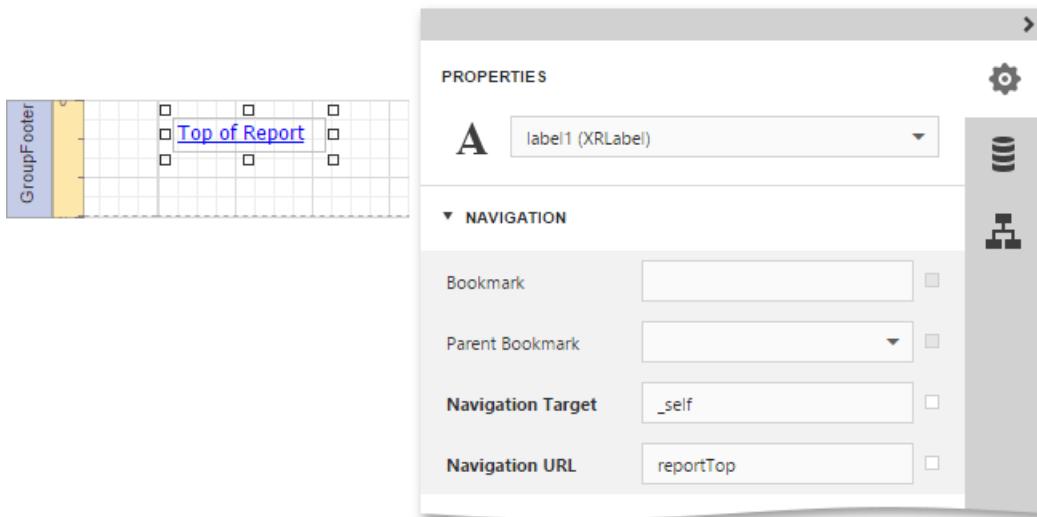
To create a report with cross-references, do the following.

1. Select the **Report Controls** in the **Report Header band**, and in the **Properties Panel**, expand the **Design** category and set the **Name** property to **reportTop**.



2. To accompany the existing Group Header with the corresponding Footer, [add](#) a Group Footer band.
3. Then, drop a label onto the Group Footer band. As it will be the link, change its **Text to Top of Report**, and apply the desired formatting to it (e.g., the blue color and underlined text).

Expand the **Navigation** section and set the **Navigation Target** property to **_self** and the **Navigation URL** property to **reportTop**.



The report with cross-references is now ready. Switch your report to the [Preview](#) mode and view the result.

Products by Categories

Category: 1

Chai
Chang
Sasquatch Ale
Steeleye Stout
Côte de Blaye
Chartreuse verte
Ipoh Coffee
Laughing Lumberjack Lager
Outback Lager
Lakkalikööri

[Top of Report](#)



Enable Content Editing in Print Preview

This document describes how to enable editing the content of specific controls in [Print Preview](#).

This topic consists of the following sections.

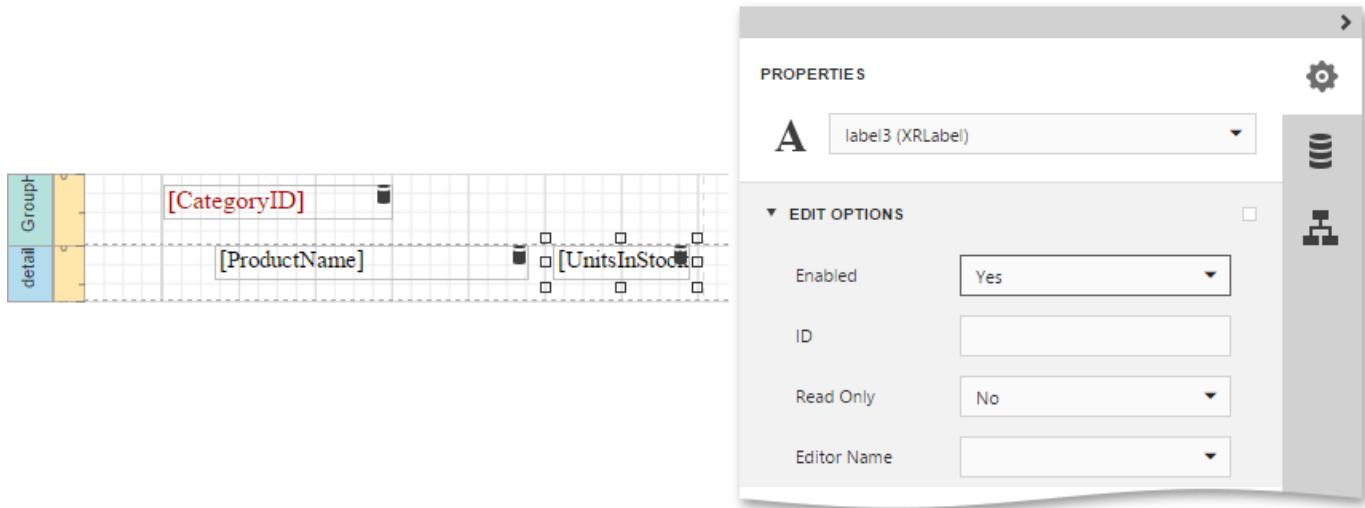
- [Text Editing](#)
- [Check Box Editing](#)

Text Editing

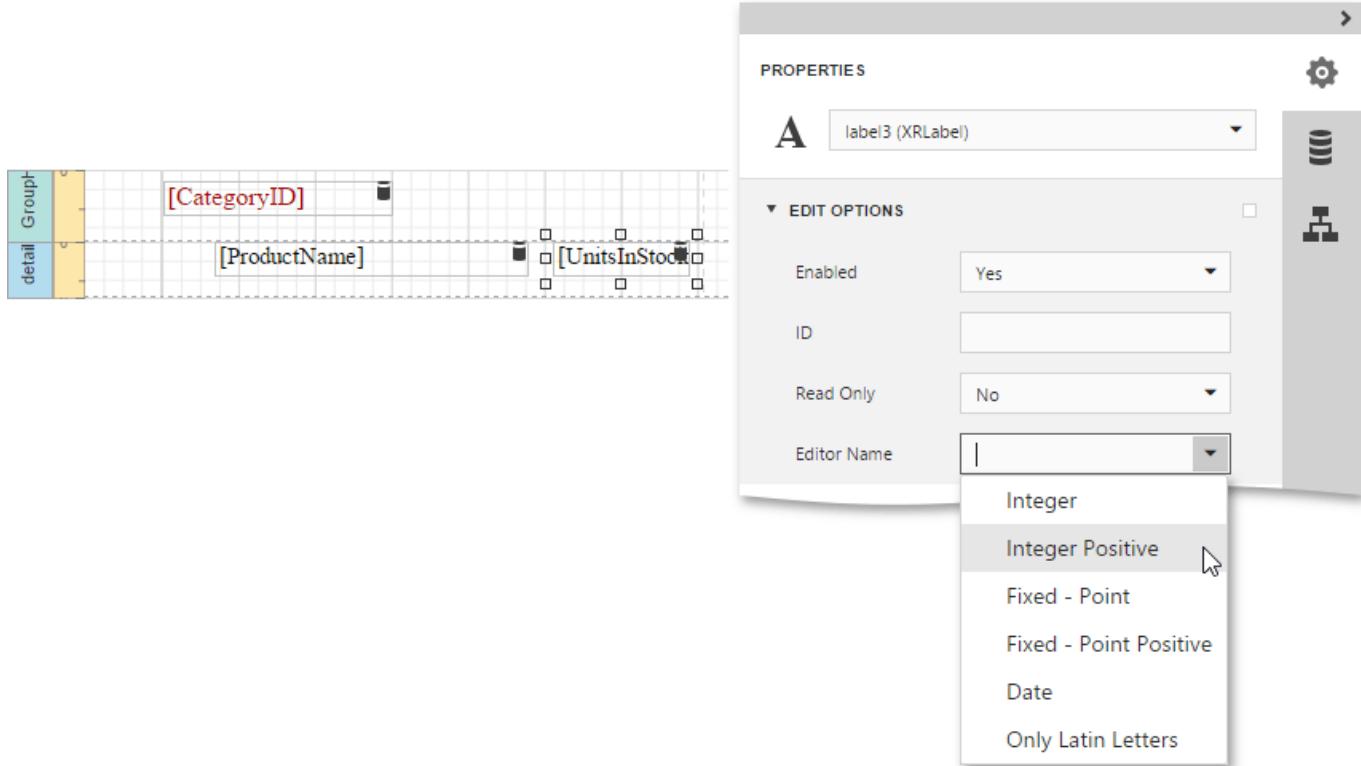
The **Label**, **Table Cell** and **Character Comb** report controls can be assigned editors to customize their content in Print Preview.

To enable content editing for a specific control, do the following.

1. Select a control that you want to become editable in Print Preview and switch to the [Properties Panel](#). In the **Behavior** category, expand the **Edit Options** property and set the **Enabled** property to **Yes**.



2. To provide a mask for editing integer values, set the **Editor Name** property to **Integer Positive** to assign the required editor with a corresponding mask.

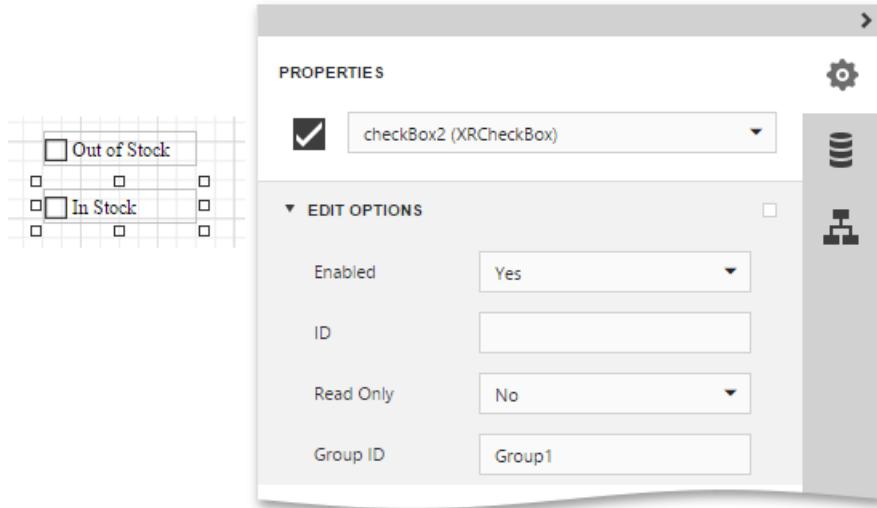


Switch the report to the [Preview](#) mode. To highlight all editing fields available in the document, click the **Editing Fields** button in the Print Preview toolbar. Clicking a field will invoke the appropriate editor.

The screenshot shows the Print Preview toolbar at the top of a report window. The toolbar includes navigation buttons (back, forward, first, last, search), a zoom slider (100%), and a 'Print' button. Below the toolbar is a table with a single header row 'Category: 1' and eight data rows. The table has three columns: Product Name, Unit Count, and a third column which is partially visible. The 'Unit Count' column for the product 'Chang' is highlighted with a light blue background, indicating it is an interactive editing field. The rest of the table is white.

Check Box Editing

In addition to editing text, you can enable switching [Check Box](#) states in Print Preview. When two or more check boxes have identical **Group ID** values, the corresponding editors belong to a single logical group (i.e., only one option can be selected within a group at a time).



□ Note

The changes made to a control's content in Print Preview have no effect on other parts of the document (e.g., the related summary results, grouping, sorting, bookmarks and other settings that have already been processed before generating the document).

Add Details about a Report

This document lists topics that describe how to add technical information about a report to a generated document. This information includes the report's creation date, the author's name, as well as text and/or image watermarks.

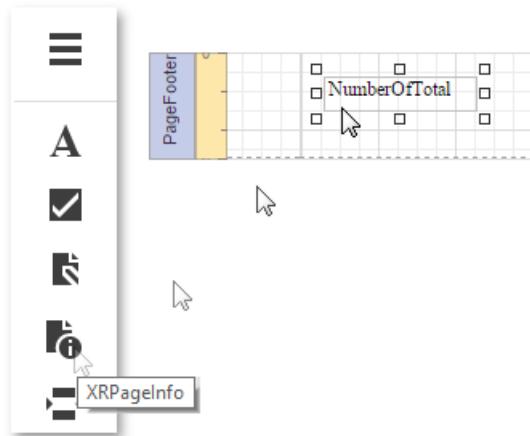
This section consists of the following examples.

- [Add Page Numbers and System Information to a Report](#)
- [Create or Modify Watermarks of a Report](#)

Add Page Numbers and System Information to a Report

This document describes how to insert *page numbers* or other system information (e.g., *current date and time*, *user name*, etc.) into a report, using the [Web Report Designer](#).

Generally, this auxiliary information is displayed within the Page Header and Footer or Page Margin **bands**. To add page numbers or system information to your report, drop the [Page Info](#) control from the [Toolbox](#) onto a band.

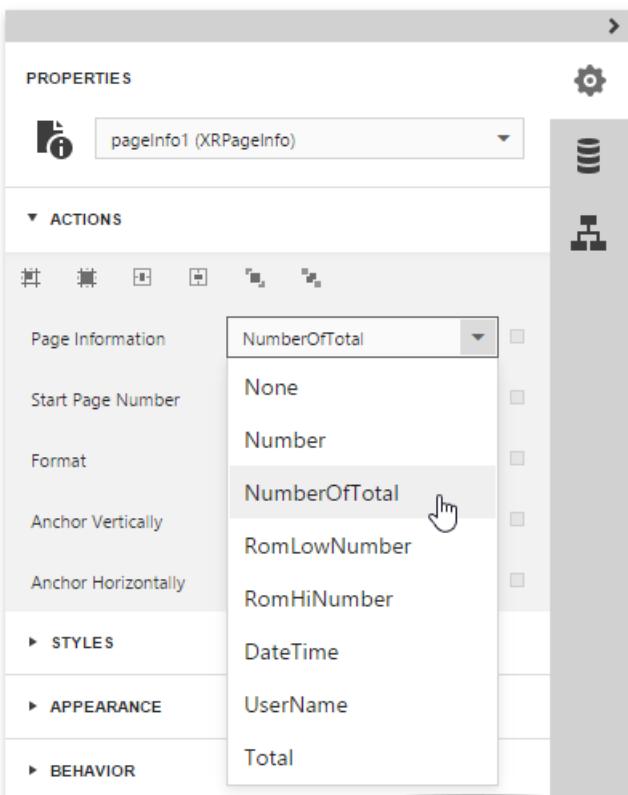


Then, follow the instructions below for your specific task.

- [Add Page Numbers](#)
- [Add System Date and Time](#)
- [Add the User Name](#)

Add Page Numbers

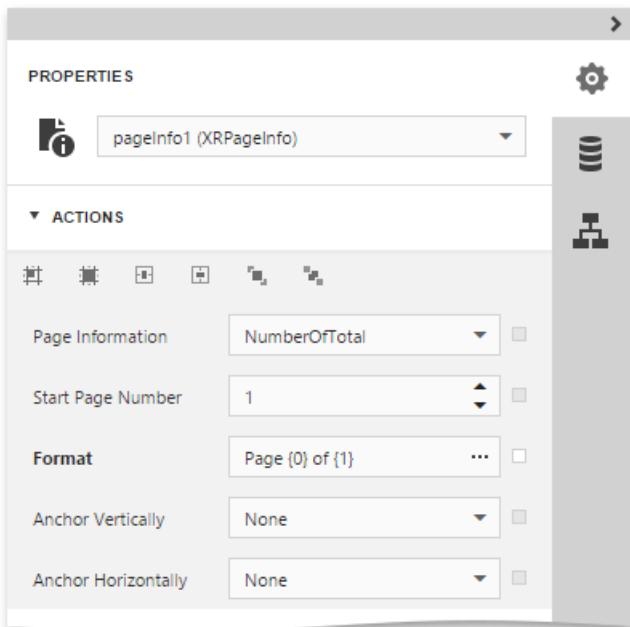
1. Select the **Page Info** control, switch to the [Properties Panel](#), expand the **Actions** or **Behavior** category and specify the **Page Information** property.



You can choose one of the following formats for displaying page numbers:

- **Number** (displays the current page number only);
- **NumberOfTotal** (displays the current page number with total pages);
- **RomLowNumber** (the current page number is written in lowercase Roman letters);
- **RomHiNumber** (the current page number is written in uppercase Roman letters);
- **Total** (displays the total number of pages).

2. To format the control's text, specify the **Format** property (e.g., **Page {0} of {1}**). You can also specify the *starting page number*.



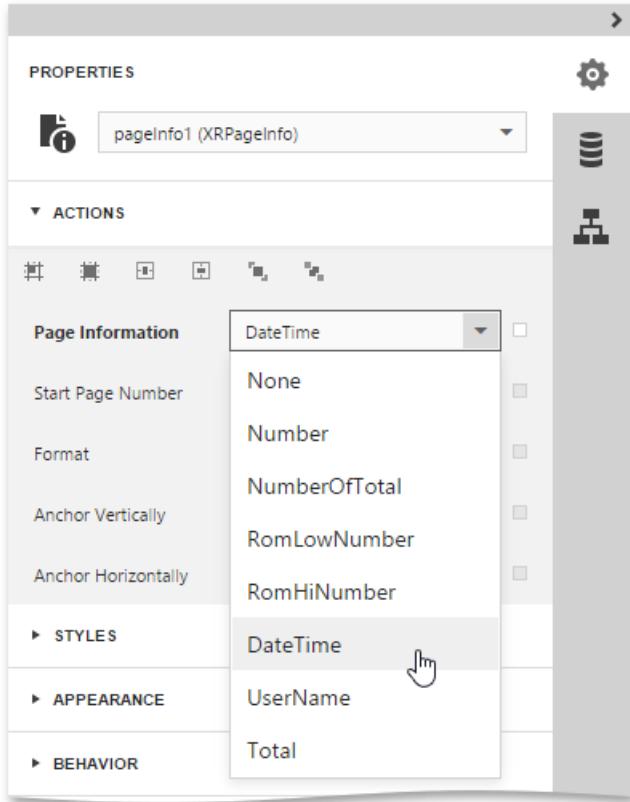
Your report with page numbers is now ready. Switch it to the [Preview](#) mode to view the result.

Thüringer Rostbratwurst	\$123.79
Nord-Ost Matjeshering	\$25.89
Gorgonzola Telino	\$12.50
Mascarpone Fabioli	\$32.00
Geitost	\$2.50

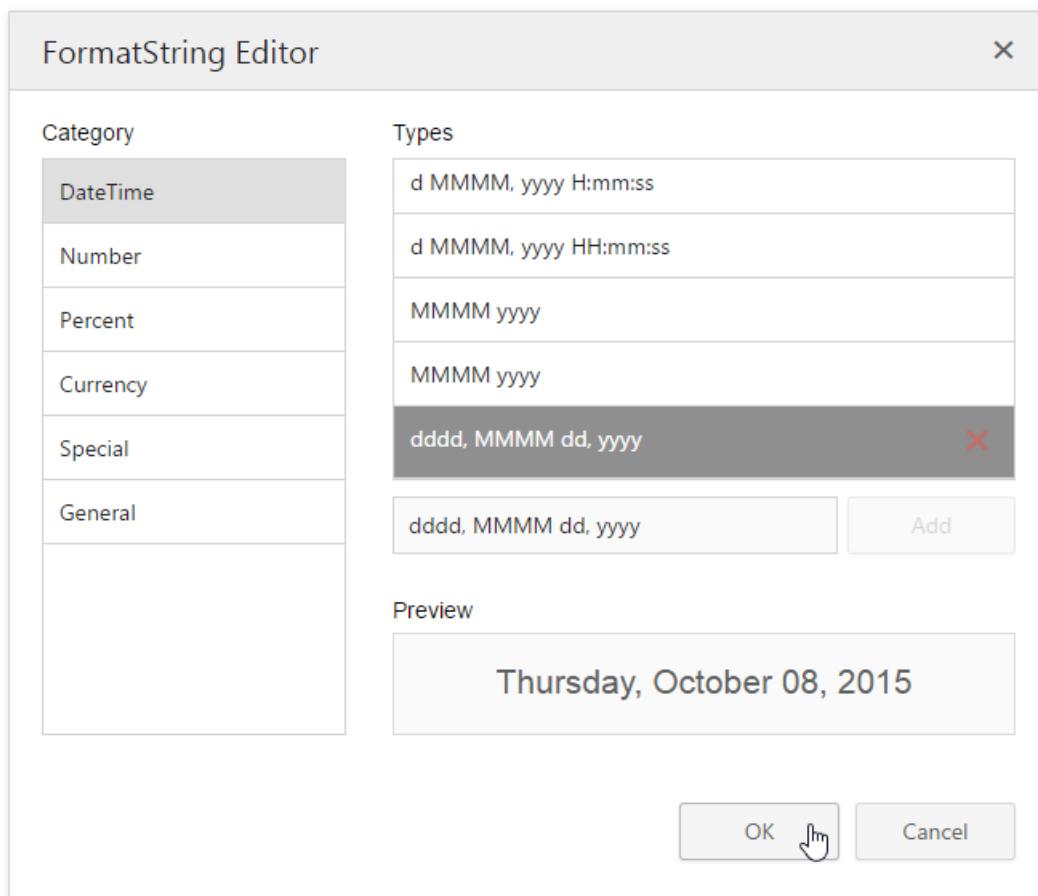
Page 1 of 3

Add System Date and Time

Select the **Page Info** control, and in the [Properties Panel](#), expand the **Actions** or **Behavior** category. Then, expand the drop-down list for the **Page Information** property and select **DateTime**.



To format the control's text, click the ellipsis button for the **Format** property, and in the invoked [Format String Editor](#), specify a date and time format string (e.g., **dddd, MMMM dd, yyyy**).

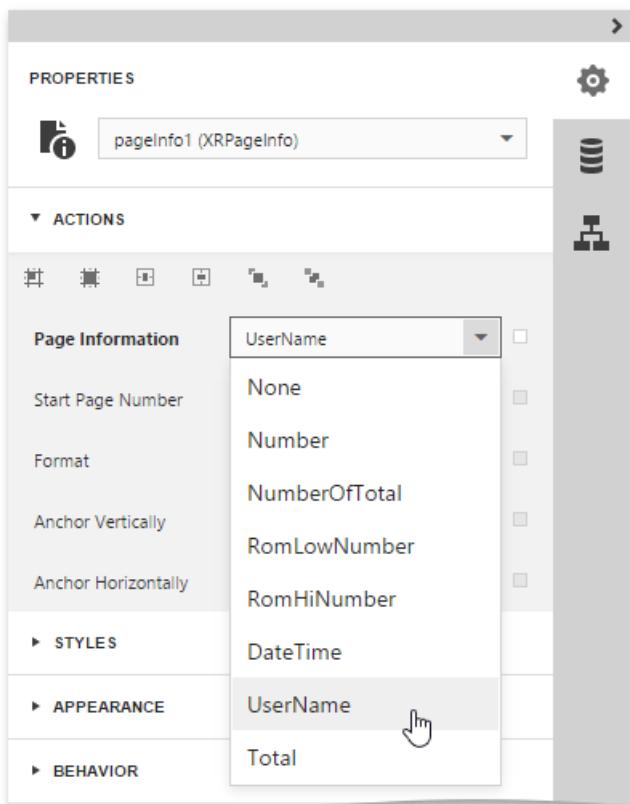


Switch your report to the [Preview](#) mode to view the result.

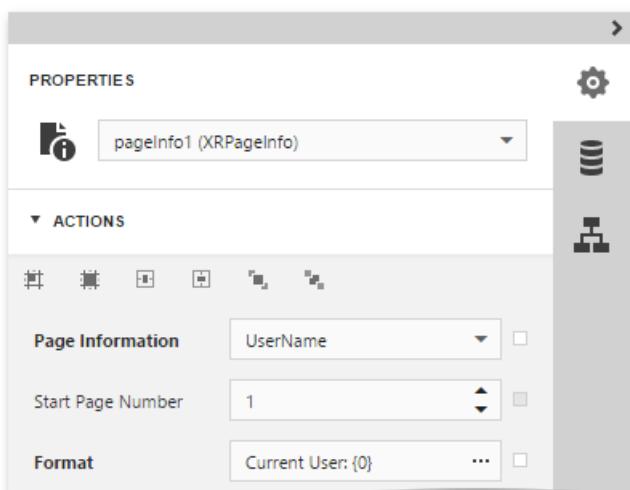
Thüringer Rostbratwurst	\$123.79
Nord-Ost Matjeshering	\$25.89
Gorgonzola Telino	\$12.50
Mascarpone Fabioli	\$32.00
Geitost	\$2.50
Thursday, October 08, 2015	

Add the User Name

Select the **Page Info** control, and in the [Properties Panel](#), expand the **Actions** or **Behavior** category. Expand the drop-down list for the **Page Information** property and select **UserName**.



To format the control's text, specify the **Format** property (e.g., **Current User: {0}**).



Switch your report to the [Preview](#) mode to view the result.

Thüringer Rostbratwurst	\$123.79
Nord-Ost Matjeshering	\$25.89
Gorgonzola Telino	\$12.50
Mascarpone Fabioli	\$32.00
Geitost	\$2.50

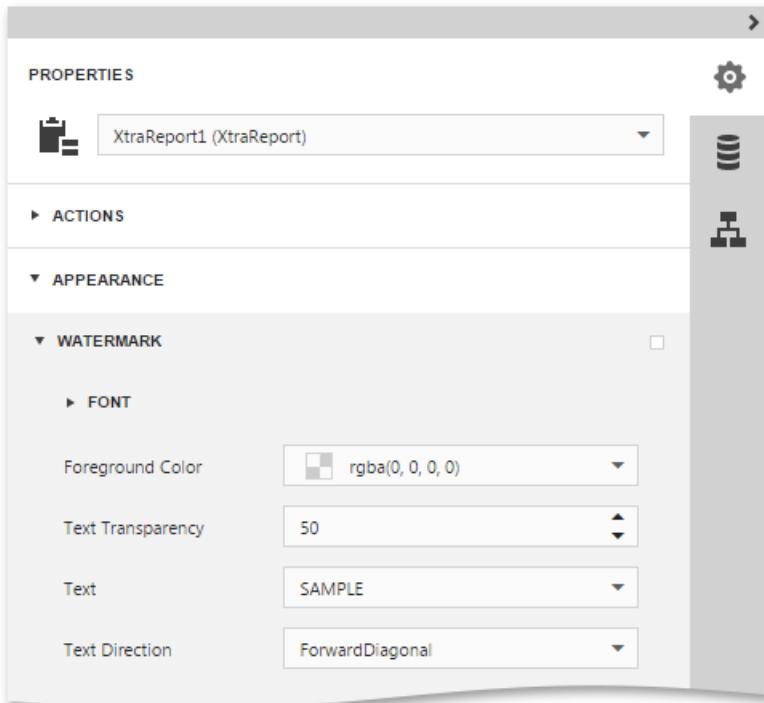
Current User: Andrew Fuller

Create or Modify Watermarks of a Report

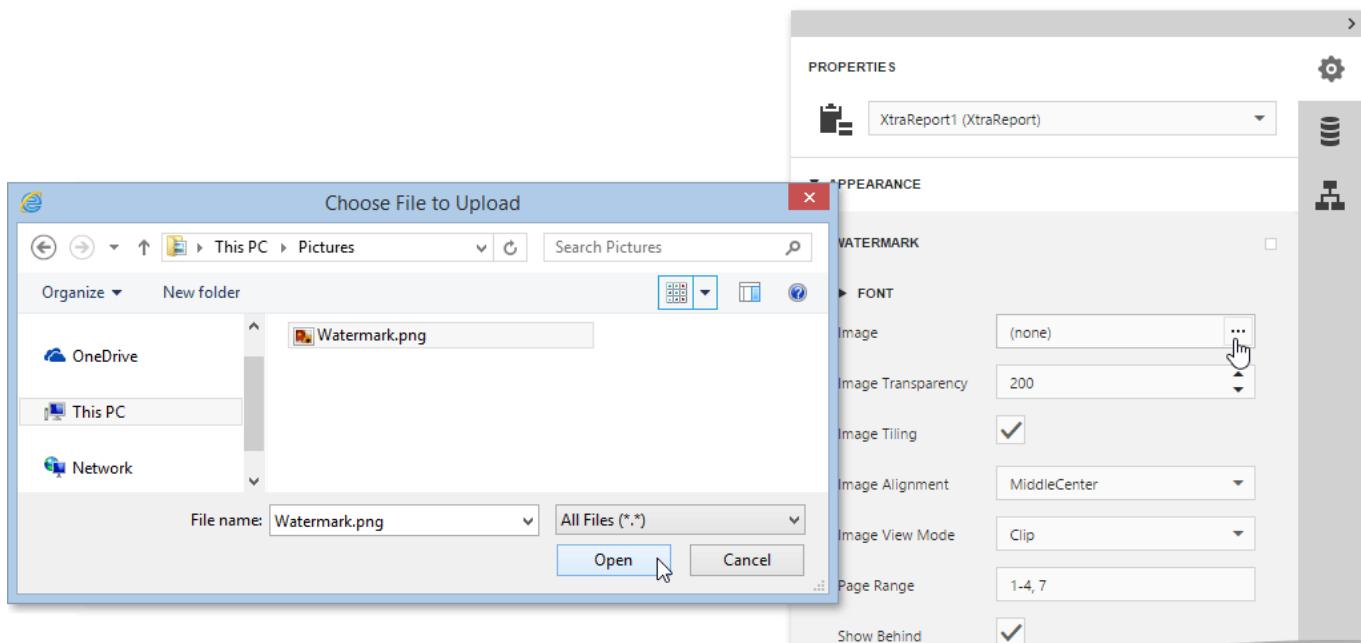
This topic describes how to add a text watermark in a report or turn a picture into a report's background. Note that watermarks are visible only in the [Preview](#) mode.

To create a new watermark in a report (or to modify the existing one), do the following.

1. In the [Properties Panel](#), expand the Report Controls drop-down list and select the report.
2. In the **Appearance** category, expand the **Watermark** section. To adjust text watermark settings, specify the watermark's text as well as direction, transparency, and the color of this text.



3. For a picture watermark, you need to specify an image. To do this, click the ellipsis button for the **Image** property. In the invoked dialog, select the file containing the image that you wish to use as a watermark and click **Open**. Next, define the picture's properties, such as **Transparency**, **Tiling**, **Alignment** and **View Mode**.



For both types of watermarks, you can also adjust a watermark position behind the document content by enabling the **Show Behind** checkbox.

Show Behind flag, and specify the page range in which the watermark will be printed.

Additionally, it is possible to use both textual and image watermarks simultaneously.

The report with watermark is now ready. Switch your report to the [Preview](#) mode and view the result.

Products by Categories	
Category: 1	
Chai	\$18.00
Chang	\$19.00
Guaraná Fantástica	\$4.50
Sasquatch Ale	\$14.00
Steeleye Stout	\$18.00
Côte de Blaye	\$263.50
Chartreuse verte	\$18.00
Ipoh Coffee	\$46.00
Laughing Lumberjack Lager	\$14.00
Outback Lager	\$15.00
Rhönbrau Klosterbier	\$7.75
Lakkalikoo	\$18.00
Category: 2	
Aniseed Syrup	\$10.00
Chef Anton's Cajun Seasoning	\$22.00
Chef Anton's Gumbo Mix	\$21.25
Grandma's Boysenberry Spread	\$25.00
Northwoods Cranberry Sauce	\$40.00
Genen Shoyu	\$45.50
Gula Malacca	\$19.45
Sirup d'érable	\$28.50
Vegie-spread	\$43.90
Louisiana Fiery Hot Pepper Sauce	\$21.05
Louisiana Hot Spiced Okra	\$17.00
Original Frankfurter grüne Söße	\$13.00
Category: 3	
Pavlova	\$17.45
Teatime Chocolate Biscuits	\$9.20
Sir Rodney's Marmalade	\$81.00
Sir Rodney's Scones	\$10.00
NuNuCa Nuß-Nougat-Creme	\$14.00
Gumbär Gummibärchen	\$31.23

SAMPLE

Scripting

This document describes the basic principles of *scripting*, which can be performed by handling the events of a report, and its [bands](#) and [controls](#).

This document consists of the following sections.

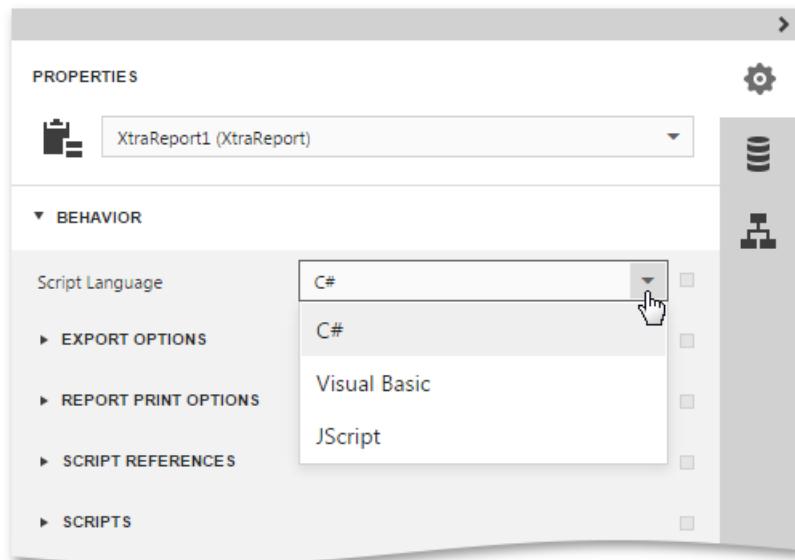
- [Scripting Overview](#)
- [Maintaining Scripts](#)
- [Example: Custom Summary](#)

Scripting Overview

Scripts are program commands, placed within the *event handlers* of the required report elements. And when the corresponding event occurs (e.g., a mouse click), the script code runs. Scripting is made available to extend the standard functionality as far as may be required.

You can write *scripts* for a report or any of its elements (bands and controls) to be executed when the report is being [previewed](#), [printed](#) or [exported](#).

The [Web Report Designer](#) allows you to write scripts using the [Script Editor](#). This editor supports **C#**, **Visual Basic .NET** and **JScript .NET** scripting languages. This means that the scripting language is independent from the language used to create the report. The language is specified by the **Script Language** property of a report. The selected scripting language must be the same for all scripts used in a report.

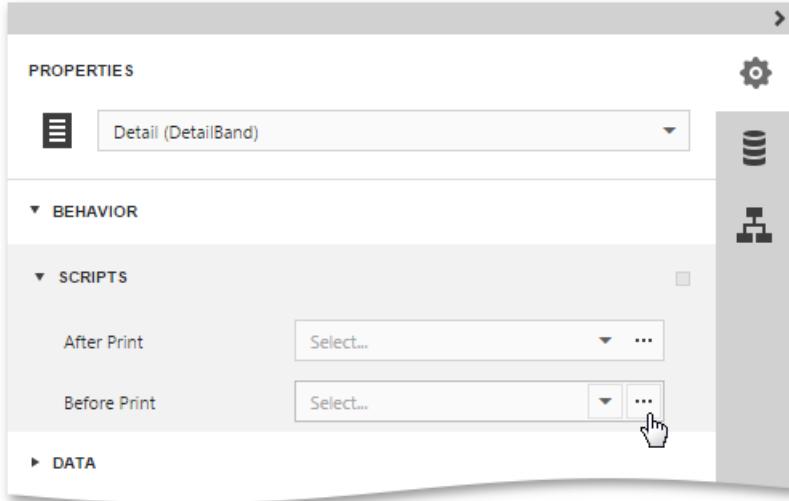


Note that JScript .NET is not installed with the .NET framework installation, by default, so you should make sure it is present before writing code in it.

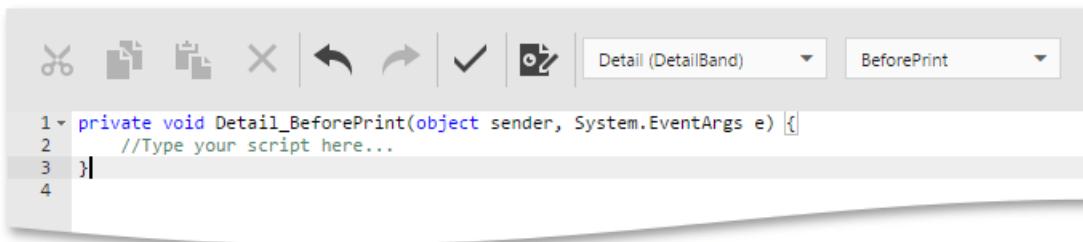
Maintaining Scripts

Every report element has a set of script events, which are individual for each element type. To handle an event of a report element, do the following.

1. Select the required report element. In the [Properties Panel](#), expand the **Behavior** category and then expand the **Scripts** section which lists available events.



- Click the ellipsis button for an event (e.g., the **Before Print**, which is the most used). This will switch to the [Script Editor](#), which allows you to manage and edit all the report scripts.

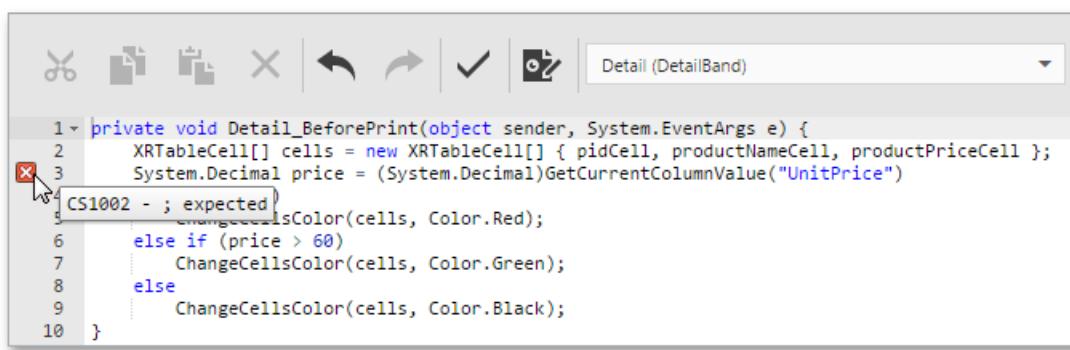


Alternatively, you can click the **Scripts** button () located on the End-User Report Designer's [Main Toolbar](#). In the displayed [Script Editor](#), specify the report control and its event by the toolbar.

After the event is specified, a code template is generated in the language specified with the **Script Language** property of the report.

- To check for errors in the report's script, click the **Validate** button ().

If an error is found, the string containing this error is marked with an icon. When a mouse pointer hovers over this icon, the text of the error is displayed.



Example: Custom Summary

In this example, we will display the total number of product unit packs in a group.

To perform this, execute steps similar to the ones described in the [Calculating Summaries](#) topic, except that for the summary field, you should set the **Function** property to **Custom**.

The screenshot shows the XtraReport designer interface. On the left, there's a preview area with a yellow header bar labeled 'GroupHeader' and a blue footer bar labeled 'GroupFooter'. Below these are sections for 'Detail' and 'Category: [CategoryID]'. In the 'Category' section, there are two labels: '[ProductName]' and '[UnitsOnOrder]'. To the right of the preview is the 'PROPERTIES' panel. Under the 'ACTIONS' tab, there's a 'Text' field set to 'label1' and a 'DATA BINDING' field set to 'Products.UnitsOnOrder'. Under the 'SUMMARY' tab, 'Ignore Null Values' is checked, and the 'Format String' is set to 'Total Packs: {0}'. The 'Running' field is set to 'Group', and the 'Func' field is set to 'Custom'.

Then, the additional events are added to the label's **Scripts** property.

This screenshot shows the 'SCRIPTS' section of the 'PROPERTIES' panel for the 'label1 (XRLLabel)' control. It includes four dropdown menus for handling summary events:

- Summary Calculated:** Select...
- Summary Get Result:** Select...
- Summary Reset:** Select...
- Summary Row Changed:** Select...

You can handle these events in the following way.

C#

```

// Declare a summary and a pack.
double totalUnits = 0;
double pack = 15;

private void label1_SummaryReset(object sender, System.EventArgs e) {
    // Reset the result each time a group is printed.
    totalUnits = 0;
}

private void label1_SummaryRowChanged(object sender, System.EventArgs e) {
    // Calculate a summary.
    totalUnits += Convert.ToDouble(GetCurrentColumnValue("UnitsOnOrder"));
}

private void label1_SummaryGetResult(object sender,
DevExpress.XtraReports.UI.SummaryGetResultEventArgs e) {
    // Round the result, so that a pack will be taken into account
    // even if it contains only one unit.
    e.Result = Math.Ceiling(totalUnits / pack);
    e.Handled = true;
}

```

VB.NET

Switch to Print Preview and view the result.

Products by Categories

Category: 1

Chang	40
Ipooh Coffee	10
Outback Lager	10

Total Packs: 4

Category: 2

Aniseed Syrup	70
Louisiana Hot Spiced Okra	100

Total Packs: 12

Category: 3

Sir Rodney's Scones	40
Chocolade	70
Maxilaku	60
Scottish Longbreads	10

Total Packs: 12

Report Elements

A report is built from *controls* (text labels, images, zip codes, charts, etc.) spread across report sections called *bands* (various headers, footers and content sections). The main interface elements helping you manage these building blocks are [Toolbox](#), [Field List](#) and [Properties Panel](#). These elements allow you add controls to your report, bind them to data and change their appearance and behavior settings, respectively.

To learn more about these report elements used in the [Web Report Designer](#), see the following topics.

- [Report Controls](#)
- [Report Bands](#)

Report Controls

In general, *report controls* allow you to present information of different kinds (e.g., simple or formatted text, pictures, tables, etc.) in your static and [dynamic](#) reports, and to [adjust your report's layout](#) (by organizing controls within panels, and inserting page breaks at the required positions).

The following table lists the available controls (in the same order as in the [Toolbox](#)).

ICON	DESCRIPTION
A	The most basic Label control is intended to display text in your report. It can represent static or dynamic text or both. In addition, it can be used to calculate standard summary functions across a data field. The Label's text can only be formatted as a whole. So if you need to differently format different parts of text, use the Rich Text control.
<input checked="" type="checkbox"/>	The Check Box control is intended to display True/False or Checked/Unchecked/Indeterminate states in a report by displaying (or not) a check mark, which can be accompanied by a text description.
	The Rich Text control allows you to display formatted text in your report. It can represent static or dynamic text or both. You can load content to the Rich Text from an external TXT or RTF file (which can also contain images) and then format any part of it.
	The Picture Box control is intended to display images of numerous formats in a report. An image can be loaded from an external file, from a bound data source , or from a web location using the specified URL.
<input type="checkbox"/>	The Panel control is a container that frames separate report controls to allow them to be easily moved, copied and pasted, and visually unite them in the report's preview (with borders or a uniform color background).
	The Table control is designed to arrange information in a tabular layout . It may contain any number of rows comprised of individual cells . Both rows and cells can be selected and customized individually. In most aspects, a cell is similar to a Label, but can also contain other controls (e.g., Picture Box or Rich Text).
	The Character Comb control displays text so that each character is printed in an individual cell.
	The Line control draws a line of a specified direction, style, width and color. It can be used for both decoration and visual separation of report sections. The Line cannot cross report bands , as opposed to the Cross-band Line control.
	The Shape control allows you to embed simple graphic objects into your report. You can choose one of the multiple predefined shapes (e.g., rectangles, ellipses, arrows, polygons, crosses and brackets of various kinds).
	The Bar Code control transforms its content into a bar code of the specified type. Multiple standard bar code symbologies are supported.
88	The Zip Code control renders a numeric postal code that is used to identify the mail address in some countries. This control is not related to the Zone Improvement Plan (ZIP) code used by the United States Postal Service.
	The Chart is a sophisticated control used to embed graphs into your report. It graphically represents a series of points using numerous 2D or 3D chart types. A Chart can be populated with points both manually (by specifying arguments and values for each point) and dynamically (by connecting it to the report's data source or binding it to a separate one).
	The Gauge control provides you with the capability to embed graphical gauges into your report.
	The Sparkline control displays a compact chart that is commonly used to reflect the flow of data for every row in a report.

ICON	DESCRIPTION
	The Pivot Grid control represents dynamic data (obtained from an underlying data source) in a cross-tabulated form to create cross-tab reports , similar to Pivot Tables in Microsoft Excel®. Column headers display unique values from one data field, and row headers - from another field. Each cell displays a summary for the corresponding row and column values. By specifying different data fields, you can see different totals. This allows you to get a compact layout for a complex data analysis.
	The Subreport control allows you to include other reports in your current report. To learn more, see Master-Detail Report (Subreports) .
	The Table of Contents control generates a table of contents based on bookmarks specified for report elements.
	The Page Info control is intended to add page numbers and system information (the current date and time or the current user name) into your report. As with many other controls, you can format this control's content.
	The Page Break control's sole purpose is to insert a page delimiter at any point within a report.
	The Cross-band Line control allows you to draw a line through several report bands . This can be useful if you need to visually emphasize a section consisting of multiple band areas. In other aspects, it is similar to a regular Line.
	The Cross-band Box control allows you to draw a rectangle through several report bands . This can be useful if you need to visually encompass a section consisting of multiple band areas.

To learn how to create report controls and change their layout, refer to [Create Report Elements](#) and [Adjust the Layout of Report Elements](#).

Report Bands

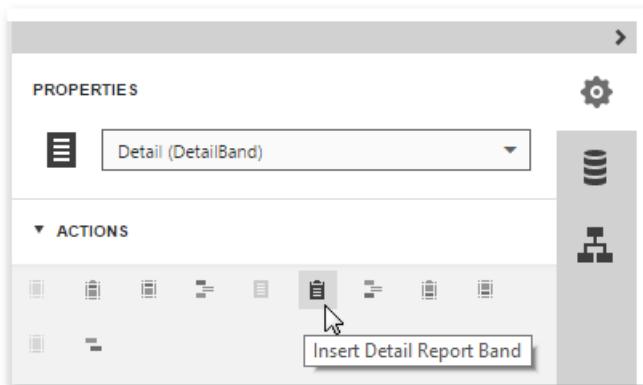
A **Report Band** represents a specific area on a report page, where [report controls](#) are contained. A band is used to define how to render report controls that belong to it. In the [Web Report Designer](#), every report consists of a number of bands, each of a different type.

This document consists of the following sections.

- [Adding Bands](#)
- [Available Bands](#)
- [Positions of Band Types](#)

Adding Bands

To add a new band to a report, select the report or any of its bands in the **Properties** panel and click an appropriate item in the **Actions** category.



Available Bands

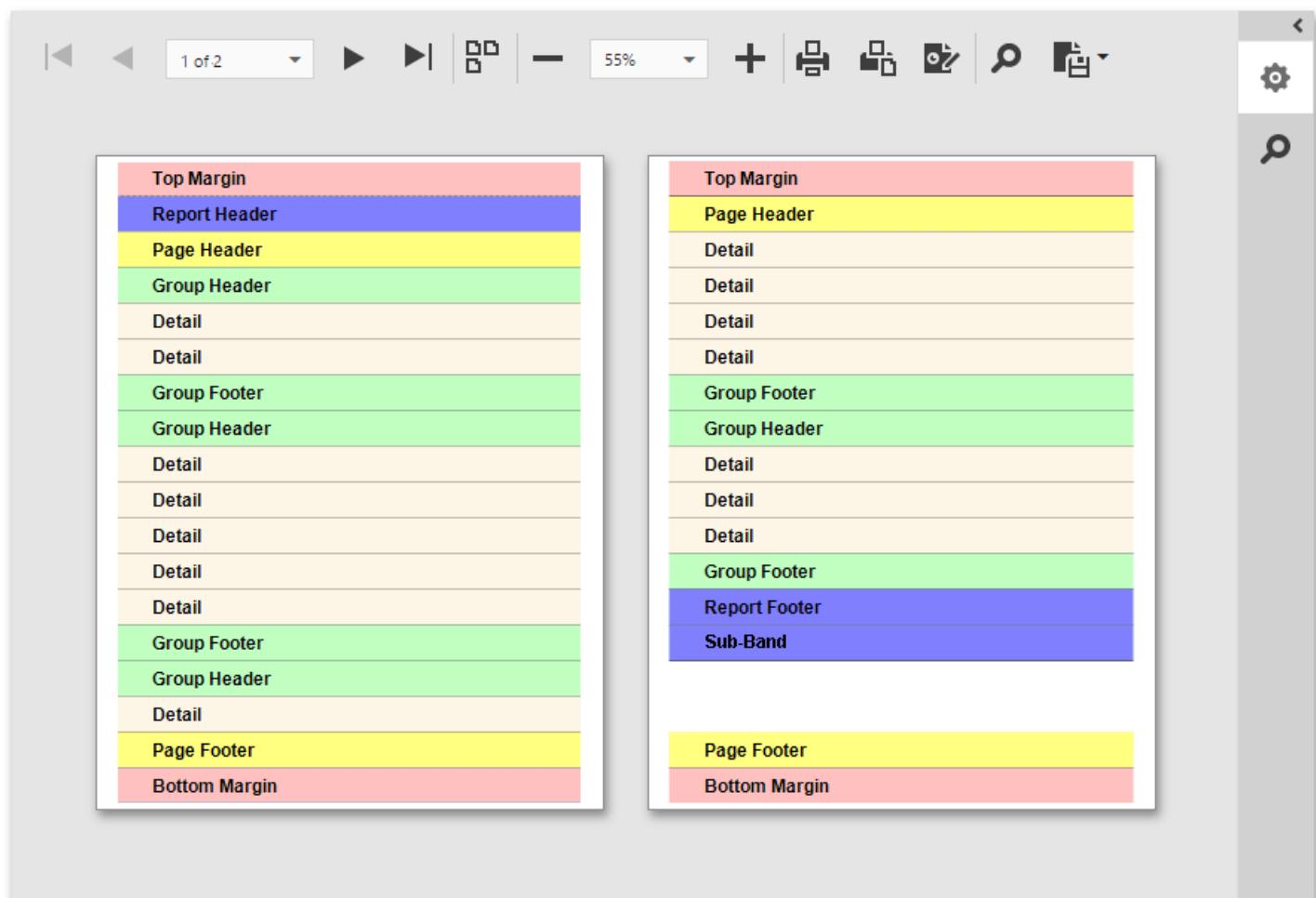
The following table lists the band types.

ICON	DESCRIPTION
	The Top Margin band represents the top page margin. It is intended for displaying page numbers , or some sort of supplementary information (e.g. current system time or the user name).
	The Report Header is located at the beginning of a report. This band is intended to display some introductory information, e.g., a cover page for a report (the report's name, company logo, date of creation and user name , etc.) And, if you plan to add a Chart that visualizes the report's data, place this control onto this band.
	The Page Header band is located at the top of every page, below the Top Margin or Report Header band. This band is intended to display page numbers or a table header, continued from the previous page.
	The Group Header band is located at the beginning of every group or at the top of the page if it is split across pages. This band specifies grouping criteria and is used to display information at the beginning of a group of records. To learn more, refer to Grouping Data .
	The Detail band is located on a page between all other bands. This band cannot be deleted - the present report structure includes the Detail band in its core. In a data-bound report , the contents of the Detail band are repeated for every data entry. And, if static data is also present in the Detail band, it is repeated with each new entry in the resulting report. For more information about data binding, refer to Providing Data .

ICON	DESCRIPTION
	The Detail Report Band is located below the Detail band and is intended to hold the detail report when creating a master-detail report . There can be an unlimited number of Detail Report bands nested inside one another. To learn more about detail reports, refer to Master-Detail Report (Detail Report Bands) .
	The Group Footer band is located at the end of every group or at the bottom of the page if this group is split across pages. This band is primarily intended to show summary information for a group.
	The Report Footer finalizes the informative part of the report. It is placed before the Page Footer and Bottom Margin on the report's last page. This band is intended to display some final information, e.g., report totals.
	The Page Footer band is located at the bottom of every page, below the Report Footer and above the Bottom Margin band. This band is intended to display page numbers or a table footer, which is continued on the following page.
	The Bottom Margin band represents the bottom page margin. It is intended for displaying page numbers , or some sort of supplementary information (e.g., current system time or the user name).
	The Sub-Band provides a functional copy of the source band below which it is located. A sub-band's behavior, as well as its position within the report band hierarchy, is dictated by the source band type. Any number of sub-bands can be added to the report band of any type, except for the Top Margin and Bottom Margin bands and the sub-band itself.

Positions of Band Types

The following image illustrates the relative positions of different band types, and how many times they are rendered in a report.



The **Page Header**, **Page Footer**, **Top Margin** and **Bottom Margin** bands are rendered in the report preview on every page.

The **Report Header** and **Report Footer** bands are rendered in the report preview only once.

The **Group Header** and **Group Footer** bands are rendered for every group of records in a report.

The number of times the **Detail** band is rendered in a report depends upon the number of records returned from the bound data source - one band per record.

To learn how to create a report band and change its layout, refer to [Create Report Elements](#) and [Adjust the Layout of Report Elements](#).

Interface Elements

The following main elements make up the user interface of the Web Report Designer.

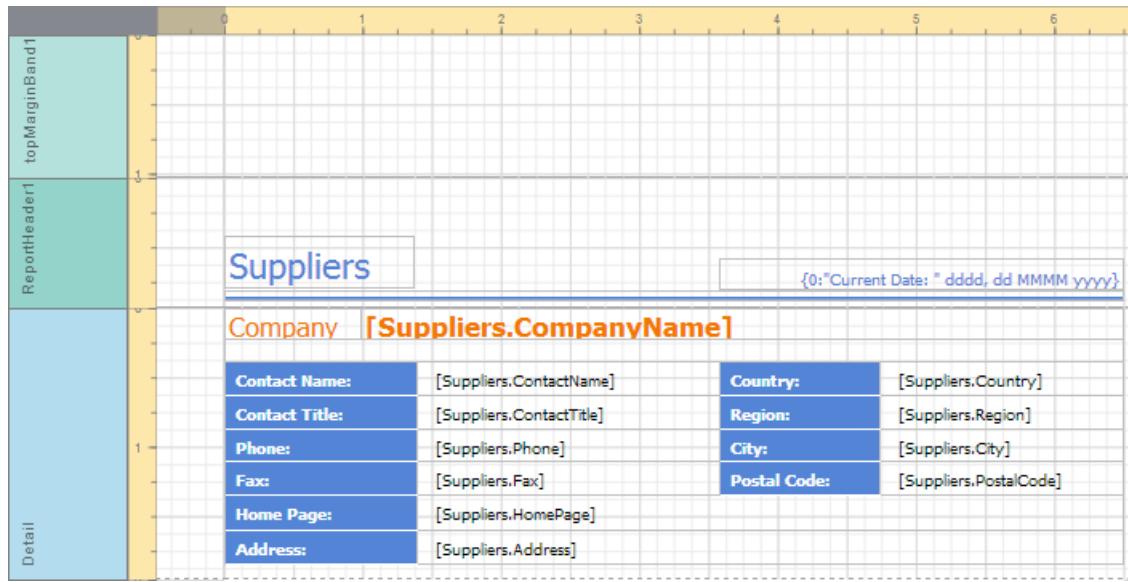
- [Design Surface](#)
- [Field List](#)
- [Main Toolbar](#)
- [Menu](#)
- [Properties Panel](#)
- [Query Builder](#)
- [Report Explorer](#)
- [Toolbox](#)

The following editors are available in the Web Report Designer.

- [Custom SQL Editor](#)
- [Expression Editor](#)
- [Filter Editor](#)
- [Format String Editor](#)
- [Master-Detail Relation Editor](#)
- [Script Editor](#)

Design Surface

The **Design Surface** displays a report that is being edited in the [Web Report Designer](#).



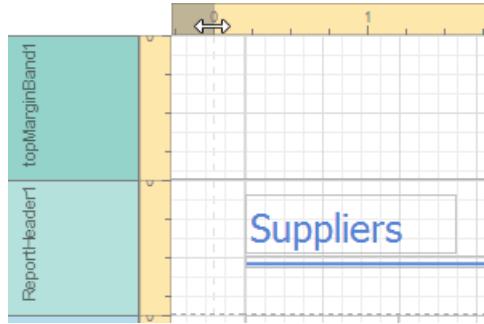
The Design Surface includes the following principal elements.

- [Rulers](#)
- [Band Captions](#)
- [In-Place Editor](#)

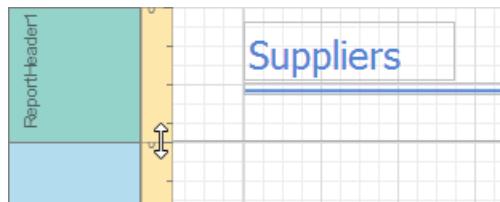
Rulers

The horizontal and vertical rulers display tickmarks in the [measure units](#) specified for your report. Click an element to evaluate its size and location using the rulers.

The horizontal ruler also allows you to modify report side margins by moving the left and right sliders on the ruler.



The vertical ruler shows resizing rectangles for every report band, which you can move to change the band height.



Band Captions

In the Report Designer, each [report band](#) carries a caption, the tab title and color, which depends on the band kind. These captions are not printed in the resultant report document and are only visible at design time.

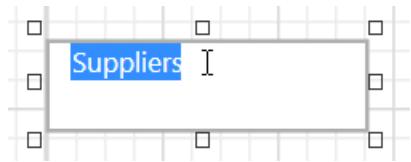
You can expand or collapse band content at design time by clicking the tab at the left side of the band. To access the properties of a band, select the band by clicking its caption, and then switch to the [Properties Panel](#).



To learn more, see the [Report Bands](#) topic.

In-Place Editor

Allows you to edit the content of a text-oriented [Report Controls](#) (Bar Code, Check Box, Label, Rich Text, or Zip Code) by double-clicking it.



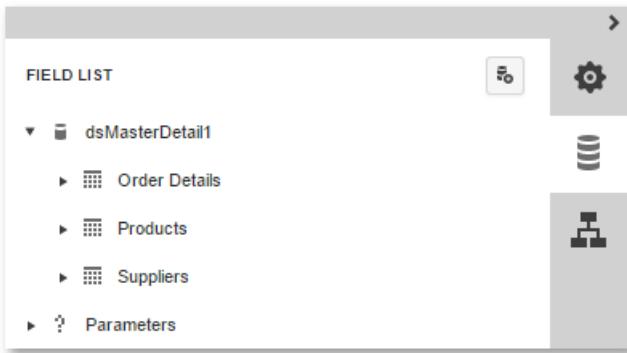
Note

The current Web Report Designer version does not support the in-place editing of rich text in the [Rich Text](#) control. Only plain text editor is available for this report control.

To toggle between the Design and Preview mode of a report, use the corresponding buttons of the [Main Toolbar](#).

Field List

This document describes the **Field List** panel that enables you to explore and manage report data sources and parameters.

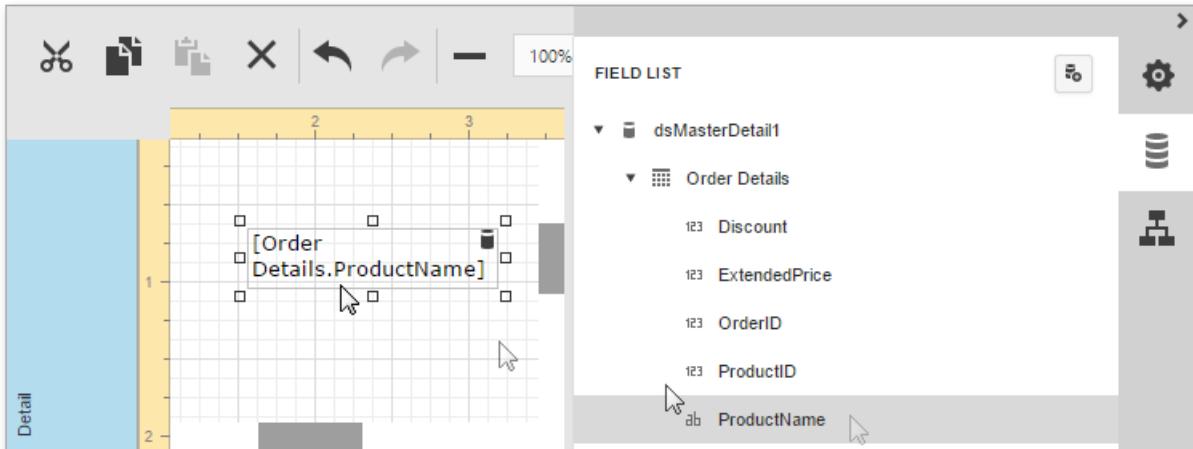


This document consists of the following sections.

- [Manage Report Data Sources](#)
- [Manage Report Parameters](#)

Manage Report Data Sources

The Field List lists available report data sources and displays their structure. Dragging a field from the Field List onto the [Design Surface](#) creates a new [Label](#) bound to that data field.



The following actions are available in the Field List for data source customization.

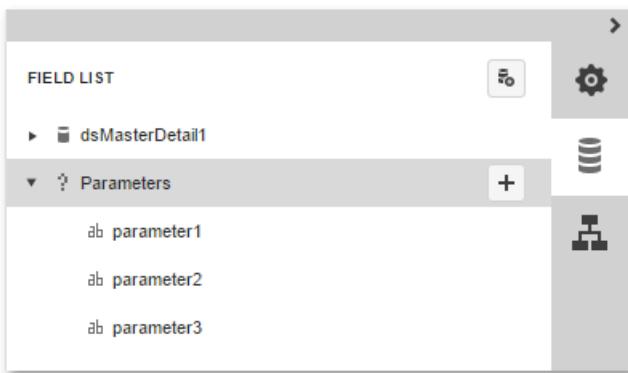
BUTTON	DESCRIPTION
	Removes the selected data source.
	Invokes the Master-Detail Relation Editor .
	Invokes the Create a Query or Select a Stored Procedure wizard page.
	Adds a new calculated field to the data source.

The following actions are available for query customization.

BUTTON	DESCRIPTION
	Removes the selected query.
	Invokes the Create a Query or Select a Stored Procedure wizard page.
	Adds a new calculated field to the query.

Manage Report Parameters

To access the collection of [report parameters](#), expand the corresponding category in the Field List.



The following actions are available for parameter customization.

BUTTON	DESCRIPTION
	Creates a new report parameter.
	Removes the selected parameter.
	Enables customization of the selected parameter.

For more information on report parameters, see [Report Parameters](#).

Main Toolbar

The **Main Toolbar** provides quick access to the report editing commands in the [Web Report Designer](#).



The Main Toolbar commands are divided into the following sections.

- [Clipboard Commands](#)
- [Edit Commands](#)
- [View Commands](#)
- [Mode Commands](#)
- [Scripting Commands](#)

Clipboard Commands

Use these commands to place the selected elements to the clipboard and paste them onto the required [report bands](#).

COMMAND	ICON	DESCRIPTION
Cut		Cuts the selected control to the clipboard.
Copy		Copies the selected control to the clipboard.
Paste		Pastes a control from the clipboard to the selected report band.

Edit Commands

Use the following commands to delete [report elements](#) and cancel previous actions.

COMMAND	ICON	DESCRIPTION
Undo		Cancels the last change made to the document.
Redo		Reverses the results of the last undo action.
Delete		Deletes the selected control.

View Commands

Use the following commands to adjust the report zoom factor.

COMMAND	ICON	DESCRIPTION
Zoom In		Increases a document's current zoom factor by 1 percent.
Zoom Out		Decreases a document's current zoom factor by 1 percent.

COMMAND	ICON	DESCRIPTION
Zoom Factor		Zooms to a specific zoom factor selected from the dropdown list.

Mode Commands

Use the following command to toggle between the Design and Preview mode of a report.

COMMAND	ICON	DESCRIPTION
Preview		Displays the current report.

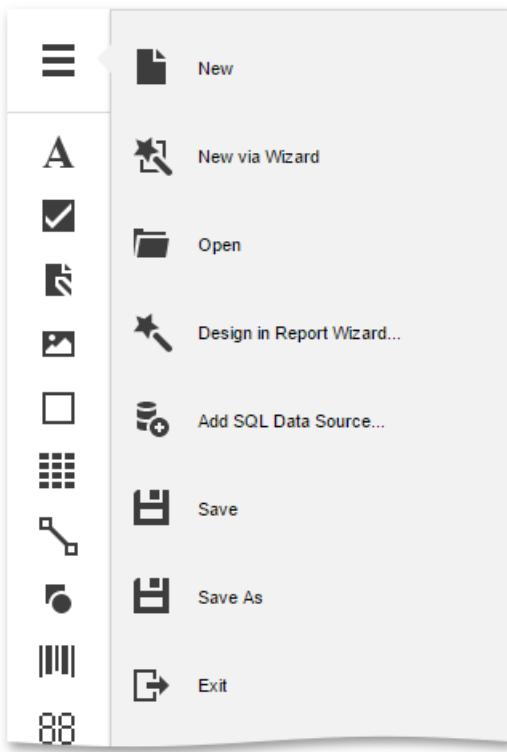
Scripting Commands

Use the following command to invoke the [Script Editor](#).

COMMAND	ICON	DESCRIPTION
Preview		Invokes the Script Editor.

Menu

The [Web Report Designer](#) menu is invoked by clicking the menu button in the upper-left corner of the designer's user interface.

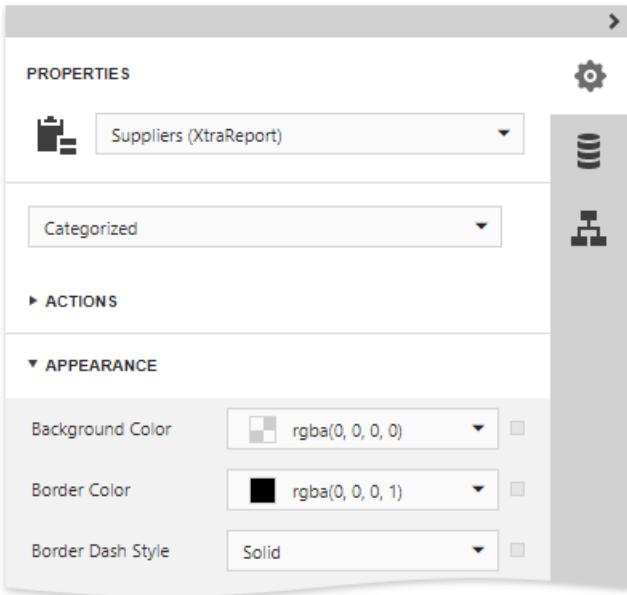


The menu contains the following commands.

COMMAND	ICON	DESCRIPTION
New		Creates a report and opens it in a new tab.
New via Wizard		Invokes the Report Wizard to create a new report and generate the report layout.
Open		Invokes the Open Report dialog to retrieve a report from the server-side report storage and open it in a new tab.
Design in Report Wizard		Invokes the Report Wizard to edit the current report and generate the report layout.
Add SQL Data Source		Invokes the SQL Data Source Wizard to create a new data source and configure it.
Save		Saves the current report to the report storage.
Save As		Invokes the Save Report dialog to save the current report to the report storage under a new URL.
Exit		Closes the Web Report Designer .

Properties Panel

The **Properties** panel allows you to access and edit the settings of a report and its elements.



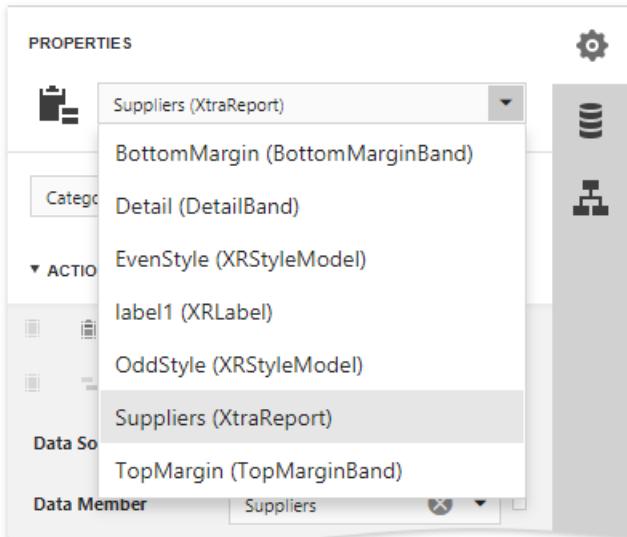
This topic consists of the following section.

- [Select a Report Element](#)
- [Set Property Values](#)
- [Reset Property Values](#)
- [Use Actions](#)

Select a Report Element

To select a report element and show its settings in the **Properties** panel, do one of the following.

- Select a required element in the drop-down list at the top of the **Properties** panel.



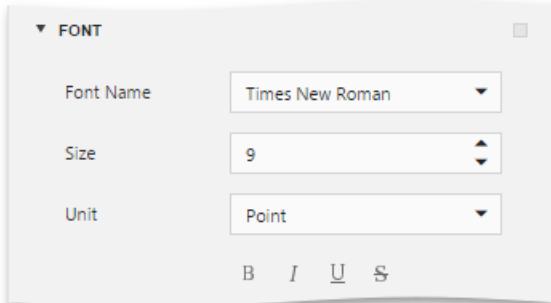
- Click a required element in the [Design Surface](#) and invoke the **Properties** panel by clicking the button.
- Select a required element in the [Report Explorer](#) and click the button.

Set Property Values

In this panel, the properties of a currently selected report element are arranged in categories. To set a property value, expand the corresponding category by clicking its header and specify the necessary value using the property editor.

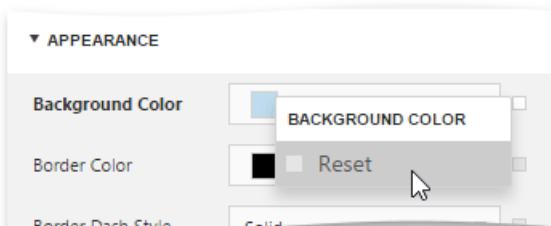


Specific properties can contain nested properties, which can be accessed by clicking the corresponding property header.



Reset Property Values

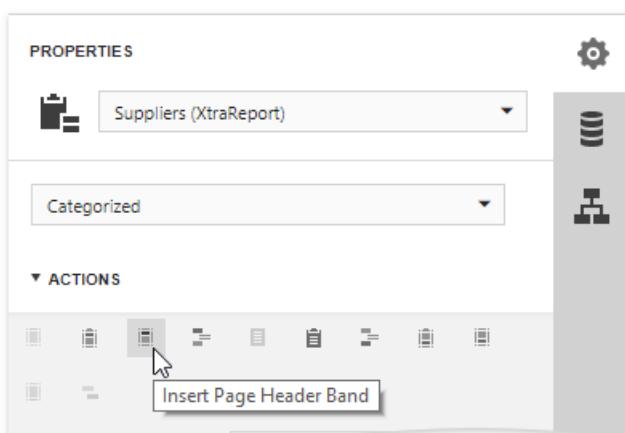
To restore the default value of a property, click the button to the right of the editor, and in the invoked popup menu, select **Reset**.



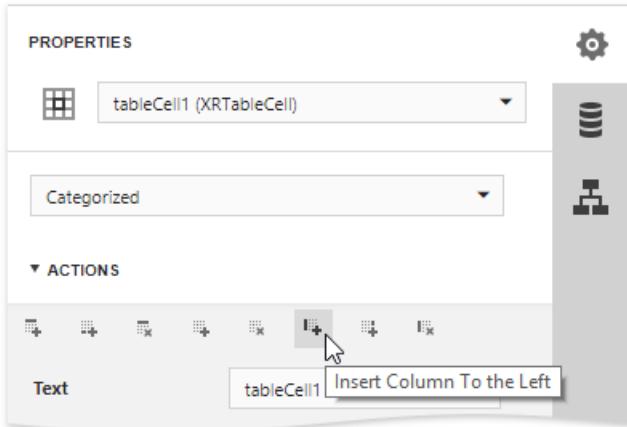
Use Actions

The context-sensitive **Actions** category at the top of the Properties panel displays the most commonly used actions corresponding to the selected report element or a report.

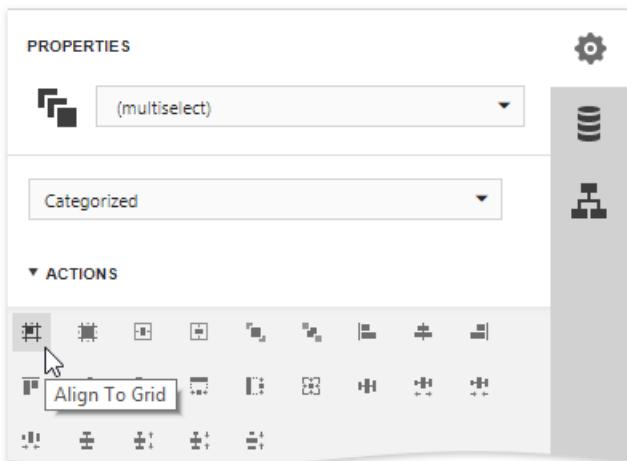
- If a report is selected, this category allows you to add new **bands** of particular types.



- If you select a table element, this category provides actions to manage cells, rows and columns.



- For elements of other types and for multiple selected report elements, you can use actions to align and position these elements (e.g., align and resize elements to the snap grid, specify the horizontal and vertical alignments, etc.)



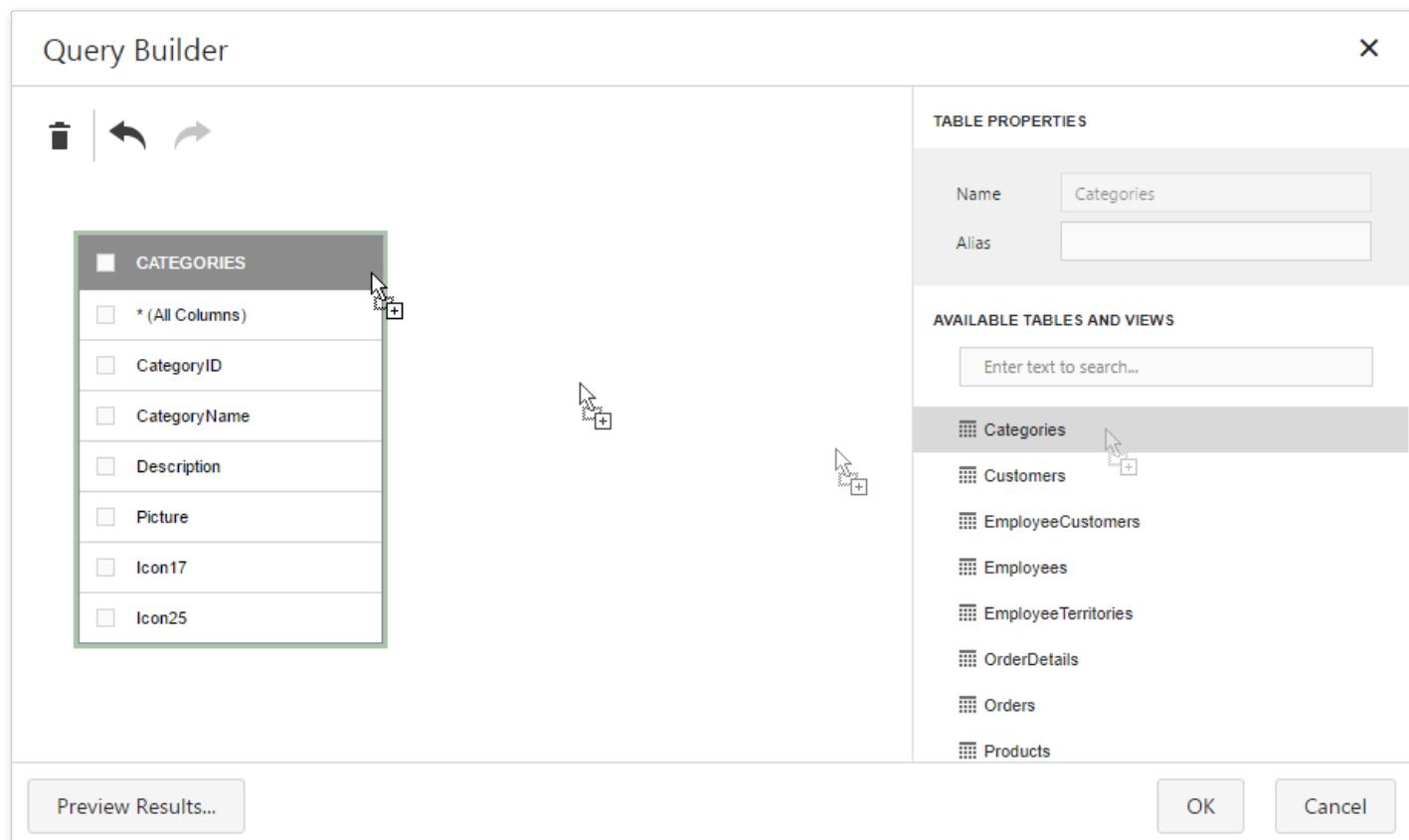
Query Builder

The **Query Builder** can be invoked from the [SQL Data Source Wizard](#). It provides a visual editor to create custom queries and enables you to solve a variety of tasks.

- [Select Tables](#)
- [Join Tables](#)
- [Filter Data](#)
- [Shape Data](#)
- [Preview Results](#)

Select Tables

To include a specific table into a query result set, drag and drop it onto the Query Builder design surface.



The Query Builder provides a toolbar with the following commands.

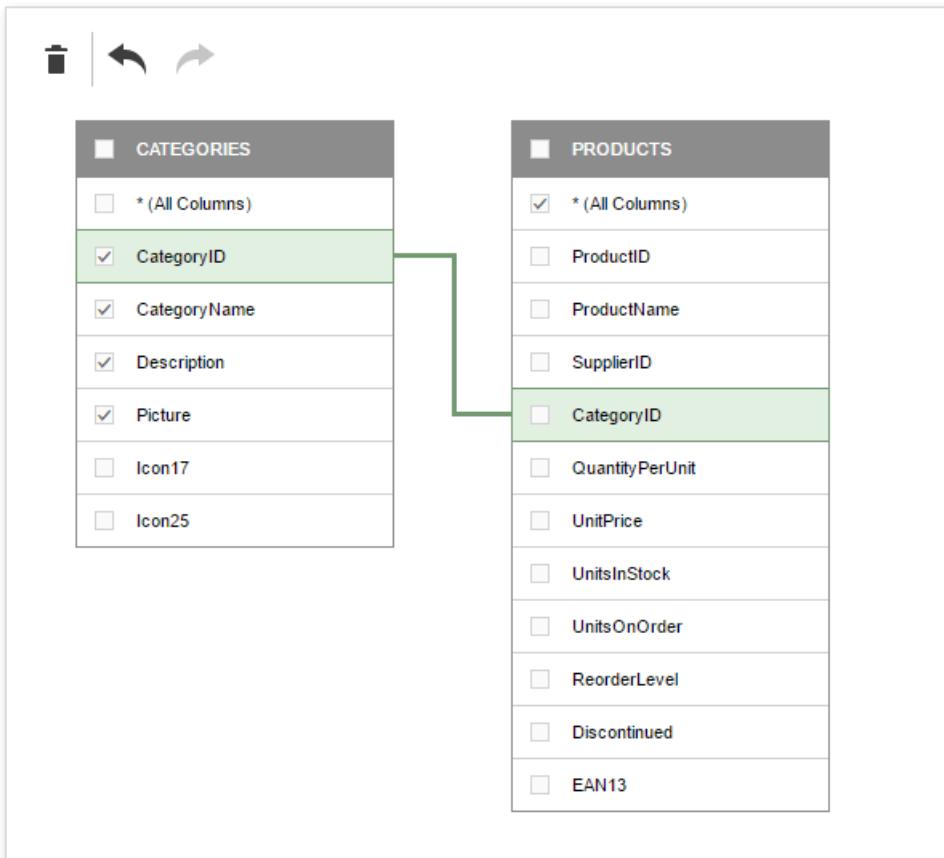
ICON	DESCRIPTION
	Removes the selected table or view from the query.
	Reverses the most recent action.
	Performs the action that has previously been undone.

For each table or view that has been added, you can select which specific columns to include into the query result set by using the corresponding check boxes.

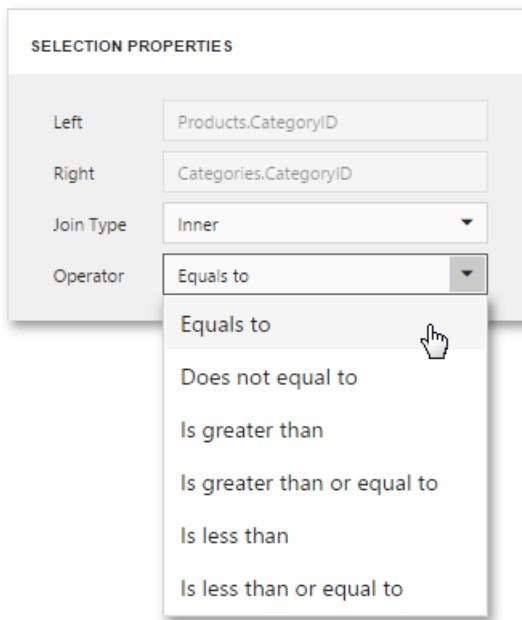
CATEGORIES
<input type="checkbox"/> * (All Columns)
<input checked="" type="checkbox"/> CategoryID
<input checked="" type="checkbox"/> CategoryName
<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Picture
<input type="checkbox"/> Icon17
<input type="checkbox"/> Icon25

Join Tables

To join separate tables and/or views, connect their corresponding columns (key fields) using drag and drop. The connected columns must have identical data types.

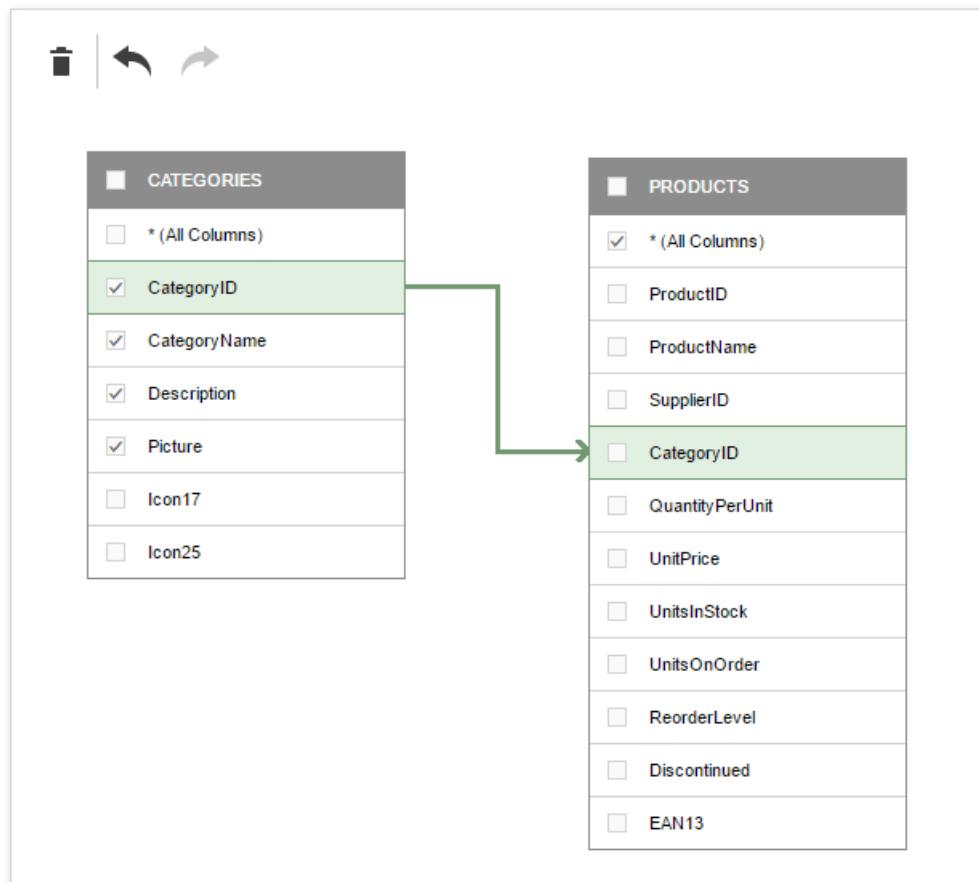


Clicking the data relation will display the corresponding properties that define the join type (**Inner** or **Left Outer**) and applied logical operator.



A left outer join returns all the values from an inner join along with all values in the "left" table that do not match to the "right" table, including rows with NULL (empty) values in the key field.

When the left outer join is selected, the relationship line displays an arrow pointing at the "right" table of the join clause.



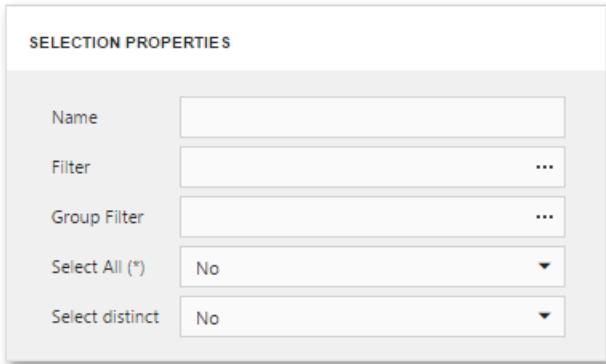
After executing the query, it will return a "flat" table composed of data records selected based on the specified join options.

■ Note

Although joining different tables within a single query may be required in some scenarios, creating [hierarchical data sources](#) generally results in better performance (in general, [master-detail reports](#) are generated faster than similar-looking reports created by grouping "flat" data sources).

Filter Data

Clicking the Query Builder surface will display the query options.



The following options are available.

- **Name**

Specifies a custom query name (alias).

- **Filter**

Runs the [Filter Editor](#) where you can specify filter criteria against which the query result set should be narrowed down.

- **Select All (*)**

Specifies whether or not the query result set should include all columns from the selected tables and/or views, regardless of their individual settings.

This option is set to **No** by default.

Shape Data

Clicking a data column of a selected table or view will display the data column options.

The screenshot shows the 'SELECTION PROPERTIES' dialog box for the 'CategoryName' column. The left pane shows a list of columns: * (All Columns), CategoryID, CategoryName, Description, Picture, Icon17, and Icon25. 'CategoryName' is selected and highlighted in green. The right pane displays properties for 'CategoryName': Name (CategoryName), Type (String(15)), Alias (empty), Output (Yes), Sort Type (Unsorted), Sort Order (dropdown menu), Group By (No), and Aggregate (None). A cursor arrow points towards the 'CategoryName' entry in the list.

The following options are available.

- **Name**

Indicates the column name by which it is referred to in the database.

- **Type**

Indicates the type of data contained in the column.

String columns are provided with information about the maximum string length.

- **Alias**

Specifies a custom column name (alias).

This option is available only for columns that are included into a query.

- **Output**

Specifies whether or not the column is included into the query result set.

- **Sort Type**

Specifies whether to preserve the original order of data records within the column, or sort them (in an ascending or descending order).

- **Sort Order**

This option becomes available after applying sorting to the data column's records.

It defines the priority in which sorting is applied to multiple columns (the less this number is, the higher the priority).

For example, if column **A** has the sort order set to **1** and column **B** has it set to **2**, the query will be first sorted by column **A** and then by the column **B**.

Changing this setting for one column automatically updates the sort order of other columns to avoid conflict of priorities.

- **Group By**

Specifies whether or not the query result set should be grouped by this column.

Note

Grouping and/or aggregation can only be applied to each of the selected columns.

- **Aggregate**

Specifies whether or not the column's data records should be aggregated.

The following aggregate functions are supported: **Count**, **Max**, **Min**, **Avg**, **Sum**.

Applying any of these functions to a column will discard individual data records from the query result set, which will only include the aggregate function result.

Note

Grouping and/or aggregation can only be applied to each of the selected columns.

Preview Results

You can test a query at any time on a limited subset of the actual data by clicking the **Preview Results** button.

This will open the **Data Preview** screen displaying the query result set limited by the first **100** data records.

Data Preview (First 100 Rows Displayed)

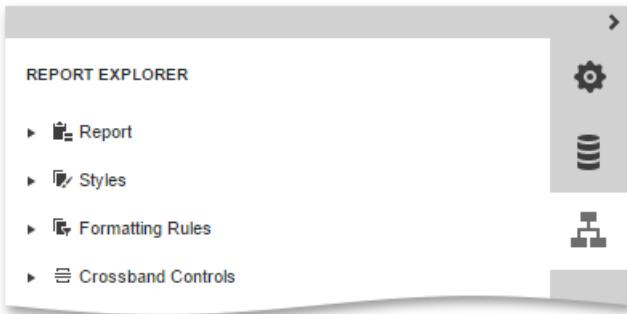
X

CategoryID	Description	CategoryName
1	Soft drinks, coffees, teas, beers, and ales	Beverages
2	Sweet and savory sauces, relishes, spreads, and seasonings	Condiments
3	Desserts, candies, and sweet breads	Confections
4	Cheeses	Dairy Products
5	Breads, crackers, pasta, and cereal	Grains/Cereals
6	Prepared meats	Meat/Poultry
7	Dried fruit and bean curd	Produce
8	Seaweed and fish	Seafood

OK

Report Explorer

This document describes the **Report Explorer** panel that shows a report's structure providing quick access to report elements, styles and formatting rules.

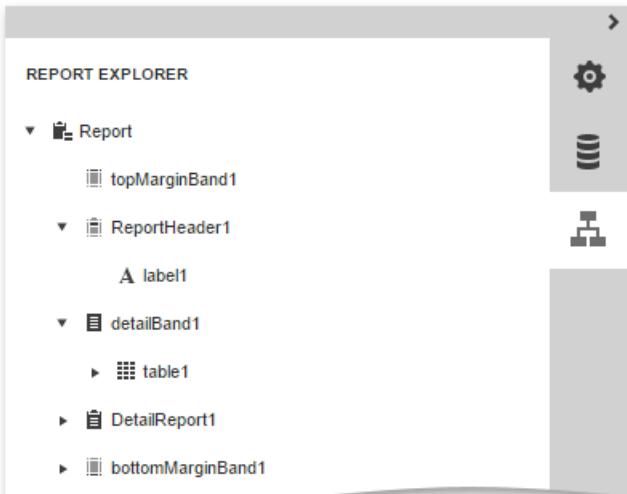


This document consists of the following sections.

- [Manage Report Elements](#)
- [Manage Report Styles and Formatting Rules](#)

Manage Report Elements

The Report Explorer displays all [report controls](#) and [bands](#) in a tree-like form and allows you to easily manage them.



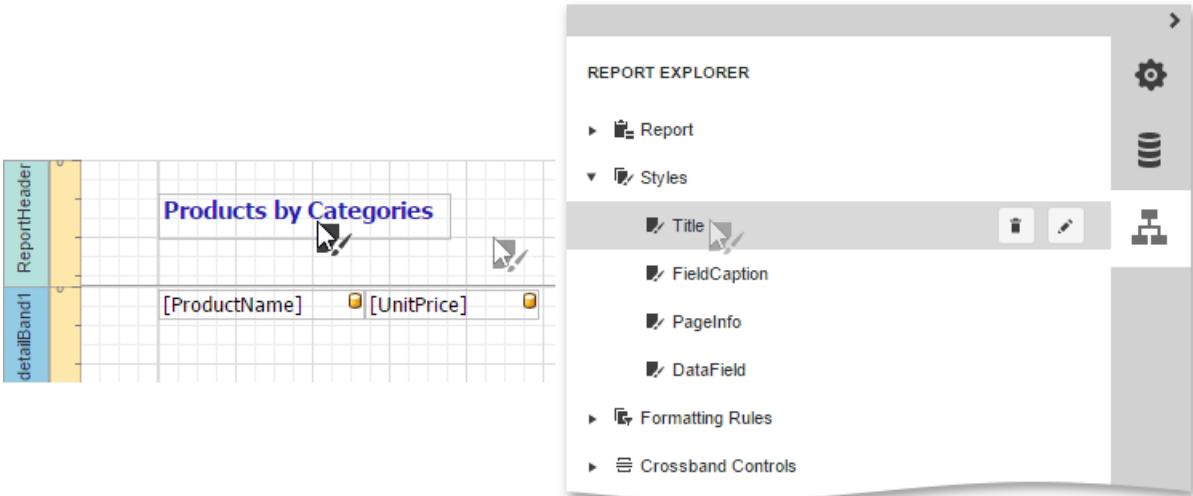
The following actions are available for report element customization.

BUTTON	DESCRIPTION
	Removes the selected report element. This button is not available for the Detail , TopMargin and BottomMargin bands.
	Switches to the Properties Panel where you can adjust the settings of the selected report element or a report itself.

Manage Report Styles and Formatting Rules

To access the collection of [report styles](#) or [formatting rules](#), expand the corresponding category in the Report Explorer.

To apply a style or formatting rule to a report control, drag it from the Report Explorer onto the required report control.



The following actions are available in the Report Explorer for customization styles and formatting rules.

BUTTON	DESCRIPTION
	Creates a new style or formatting rule.
	Removes the selected style or formatting rule.
	Switches to the Properties Panel where you can adjust the settings of the selected style or formatting rule.

Toolbox

The **Toolbox** contains elements ([report controls](#)) that can be added to a report being edited in the [Web Report Designer](#). Different controls correspond to various kinds of data that can be displayed in a report.

To [add a new control to the report](#), drag the corresponding item from the Toolbox and drop it onto the required [report band](#).

The available report controls can be divided into the following categories.

- [General Content](#)
- [Extended Data](#)
- [Report Layout](#)
- [Document Statistics](#)

General Content

The following controls are most commonly used to display data in a report.

ICON	CONTROL NAME
	Barcode
	Check Box
	Gauge
	Label
	Character Comb
	Picture Box
	Rich Text
	Table
	Zip Code

Extended Data

The following controls are connected to data individually, without accessing a report's data source.

ICON	CONTROL NAME
	Chart
	Pivot Grid
	Sparkline

Report Layout

The following controls allow you to draw shapes in a report and customize the report layout.

ICON	CONTROL NAME
	Cross-Band Line
	Cross-Band Box
	Line
	Page Break
	Panel
	Shape
	Subreport

Document Statistics

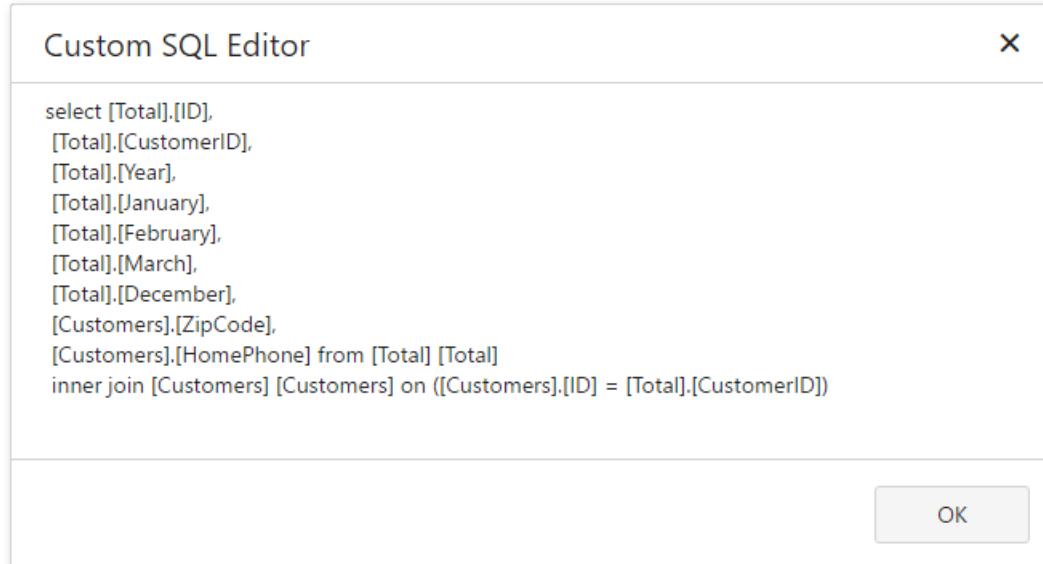
The dynamic content of the following controls is not obtained from a data source.

ICON	CONTROL NAME
	Page Info
	Table of Contents

Custom SQL Editor

If custom SQL editing is enabled by your software provider, the **Custom SQL Editor** can be invoked on the [Create a Query or Select a Stored Procedure](#) wizard page.

The default query validation mechanism only allows custom queries containing SELECT statements.



Expression Editor

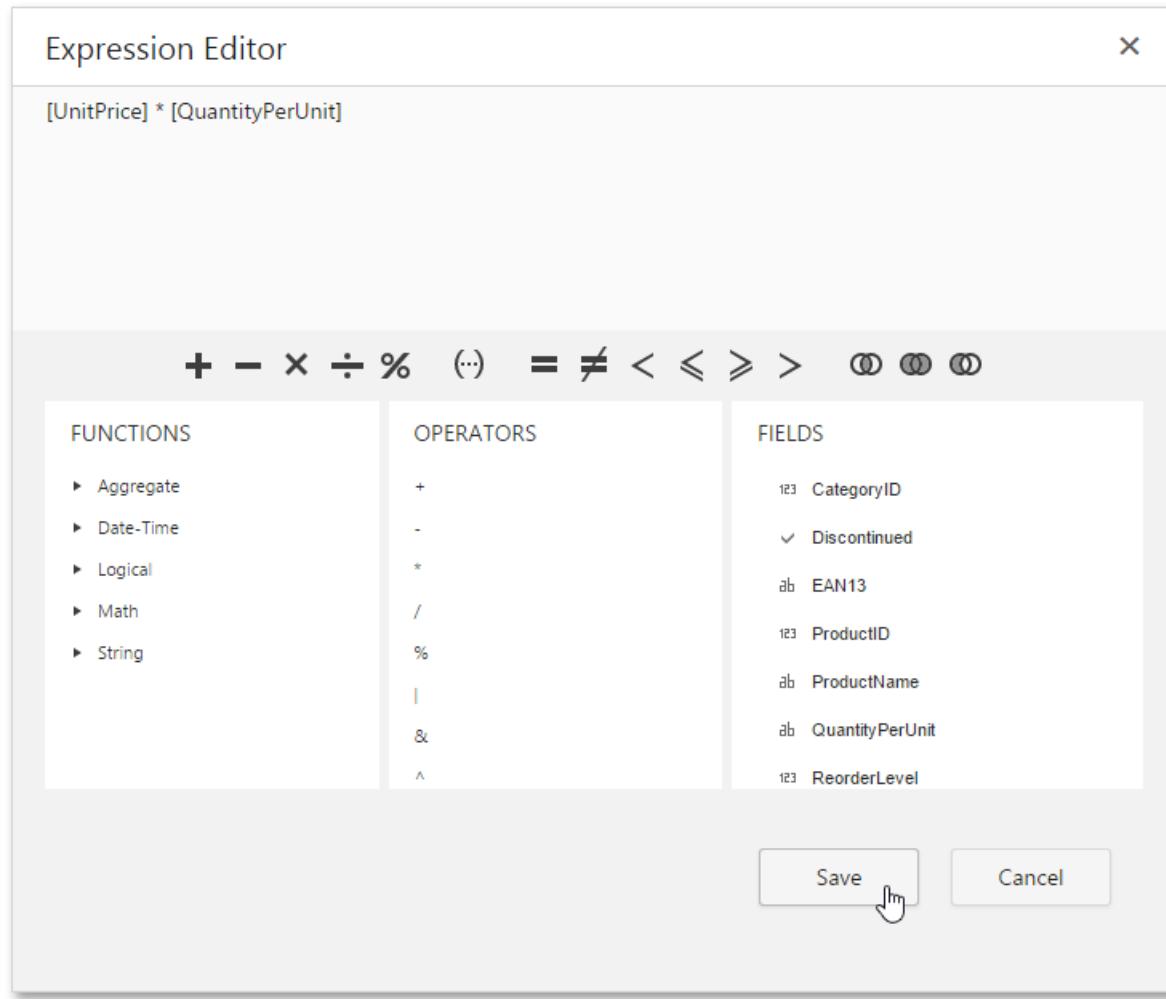
The **Expression Editor** provides the capability for constructing expressions in the [Web Report Designer](#).

This topic consists of the following section.

- [Expression Editor Overview](#)
- [Expression Syntax](#)
- [Using the Expression Editor](#)

Expression Editor Overview

The Expression Editor's visual interface allows you to type an expression manually or select predefined functions, operators and operands. The editor supports a variety of aggregate, date-time, logical, math and string functions. You can also use logical and arithmetic operators and fields of a data source to which a report is bound.



After you finish constructing an expression, click **Save**. If an expression contains any errors, the icon appears meaning that the expression should be rewritten.

Expression Syntax

The following syntax conventions should be taken into account when using the Expression editor.

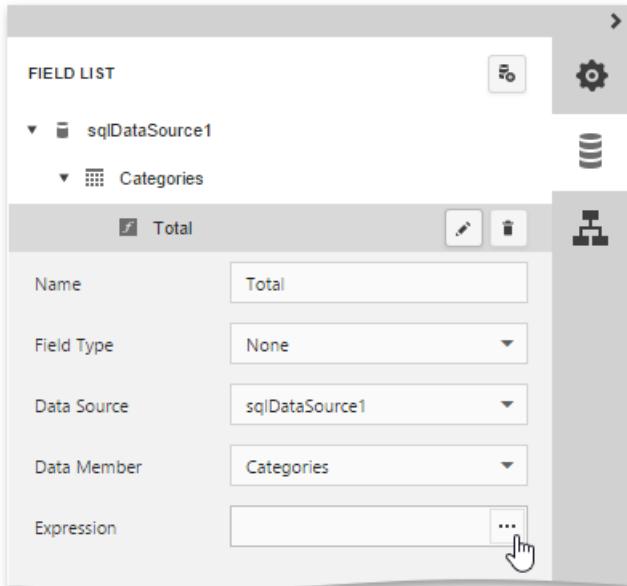
- A data field is referenced in the expression by enclosing its name in square brackets (e.g., **[ProductName]**).
- Report parameters are inserted using the "Parameters." prefix before their names (e.g., **[Parameters.parameter1]**).
- String values are denoted with apostrophes. To embed an apostrophe into an expression's text, type a double apostrophe (e.g., **'It's sample text'**).

- Date-time constants should be enclosed with hashtags (e.g., **[OrderDate] >= #1/1/2016#**).
- To specify a null reference (one that does not refer to any object), use a question mark (e.g., **[Region] != ?**).
- If an expression involves the use of different types, you can convert them to the same type using dedicated functions (e.g., **Max.ToDecimal([Quantity]),[UnitPrice])**).

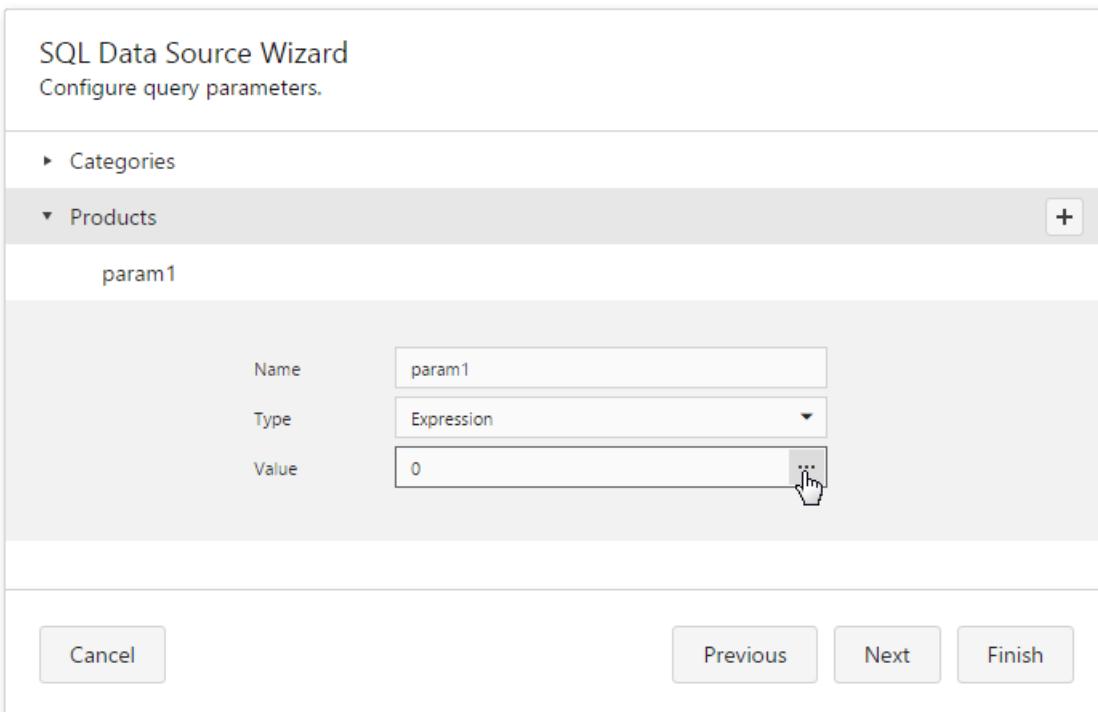
Using the Expression Editor

Expressions can be used for calculating [query parameters](#) and [calculated fields](#) values as well as for specifying conditions of [formatting rules](#).

- To edit an expression for a calculated field, access its settings in the [Field List](#) and click the ellipsis button for the **Expression** property.

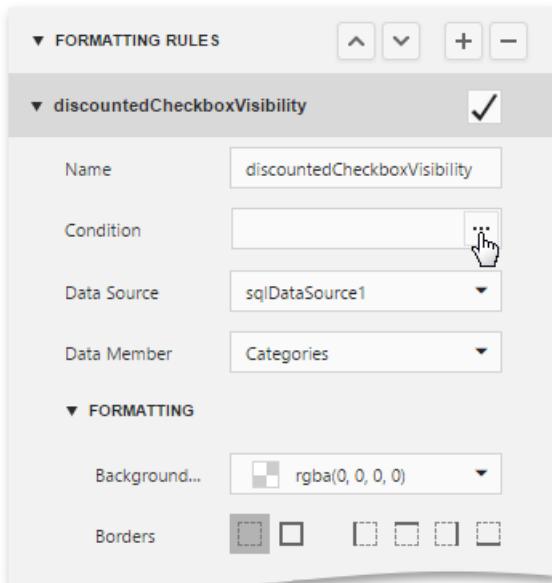


- To specify an expression for a query parameter, in the [Configure Query Parameters](#) wizard page, set the parameter type to **Expression** and click the ellipsis button for the **Value** property.



- To construct a condition for a formatting rule, access its settings in the [Properties](#) panel and click the ellipsis button for the

Condition property.

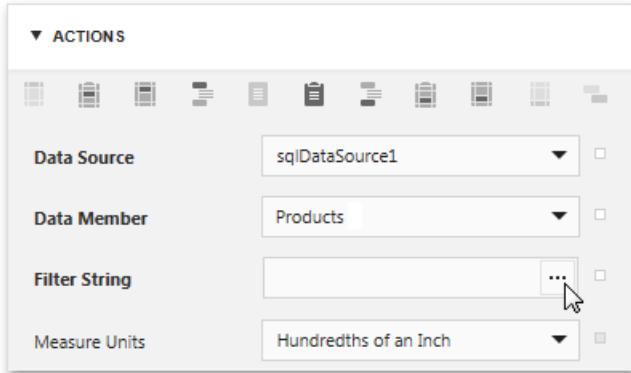


If the specified expression does not return a **Boolean** value, the error ! icon appears on an attempt to save the condition.

Filter Editor

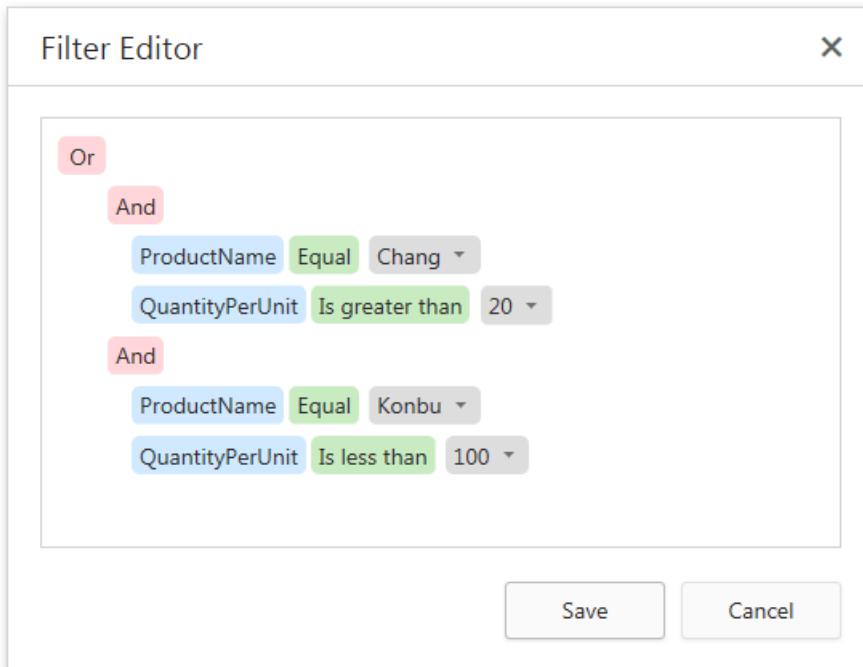
The **Filter Editor** provides a visual interface for constructing filter criteria of any complexity with an unlimited number of filter conditions combined by logical operators.

To invoke this editor to filter report data, expand the **Actions** or **Data** category in the [Properties Panel](#) panel and click the ellipsis button for the report's **Filter String** property.



The Filter Editor displays filter criteria as a tree where individual nodes specify simple filter conditions. Specific conditions can be arranged into groups with **And**, **Or**, **Not And**, and **Not Or** operators. The root node is the logical operator combining all conditions.

The image below shows the filter expression that contains two groups combined by the **Or** logical operator.



Any filter condition consists of three parts.

- The name of a field of a data source to which a report is bound.
- Criteria operator, such as **Equals**, **Is less than**, **Is between**, etc.
- Operand value.

You can also compare a data field with another data field or a report parameter. To do this, expand the drop-down menu for a value placeholder and select **Value** or **Parameter**.

Filter Editor

X

And

Products.UnitPrice

Is less than

Enter a value ▾

Property
Value
Parameter 

Save

Cancel

This will convert the value placeholder into a field placeholder or parameter placeholder, respectively. Then, click the placeholder and select the required item.

Format String Editor

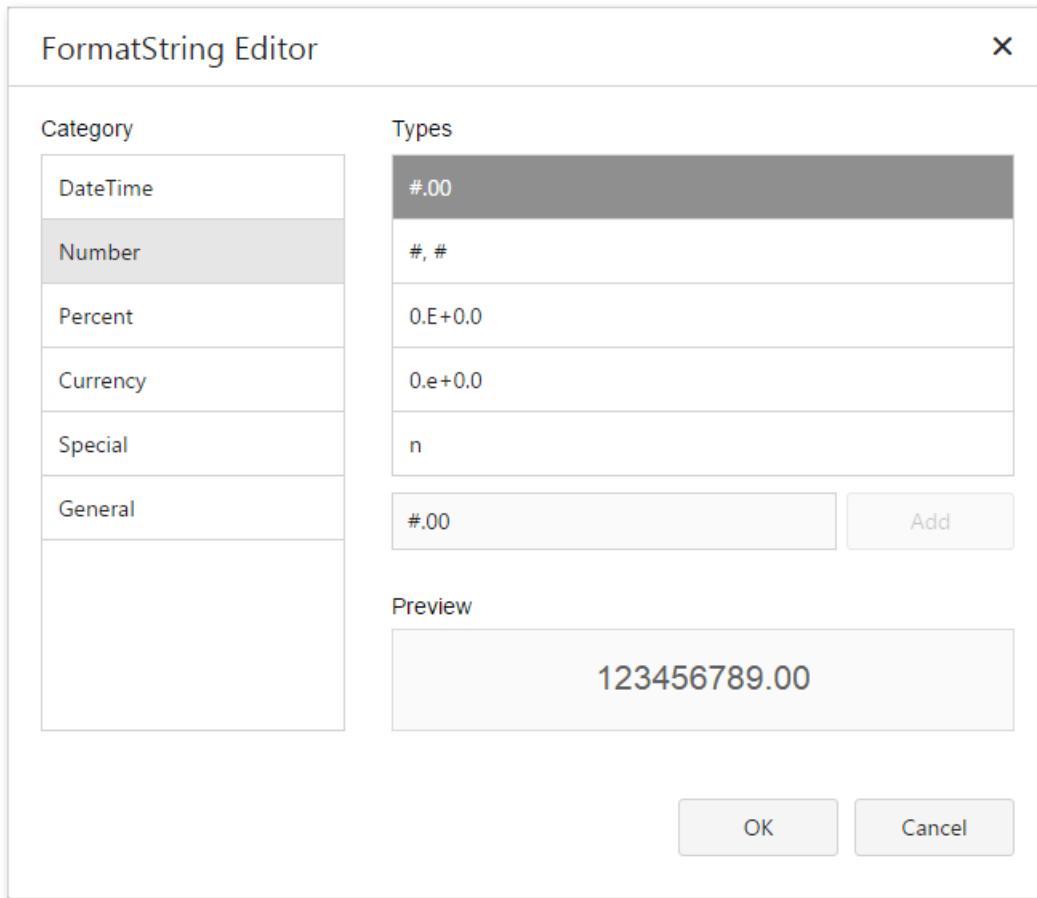
The **Format String Editor** provides the capability to apply the required formatting for report elements to display their incoming data. It allows you to easily select one of the built-in formats or create your own. For instance, you can format a numeric value as currency, display a date/time value in one of the standard forms depending on the culture, etc.

This topic consists of the following section.

- [Use Standard Formats](#)
- [Use General Formats](#)
- [Create Custom Formats](#)
- [Run the Format String Editor](#)

Use Standard Formats

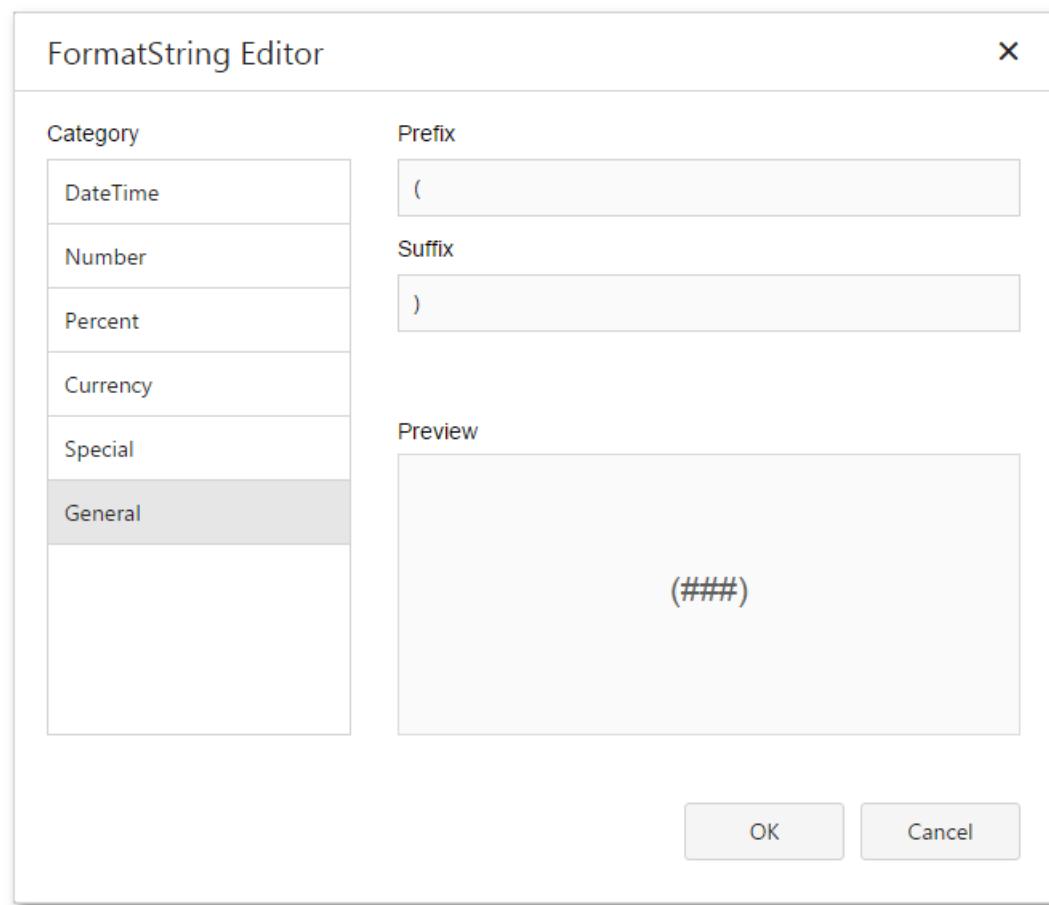
The Format String Editor contains numerous built-in formatting presets grouped by categories.



All categories are displayed in the **Category** list on the left side. The **Types** list on the right side contains formats available within the selected category. The editor also allows you to see the preview of the selected format in the **Preview** section.

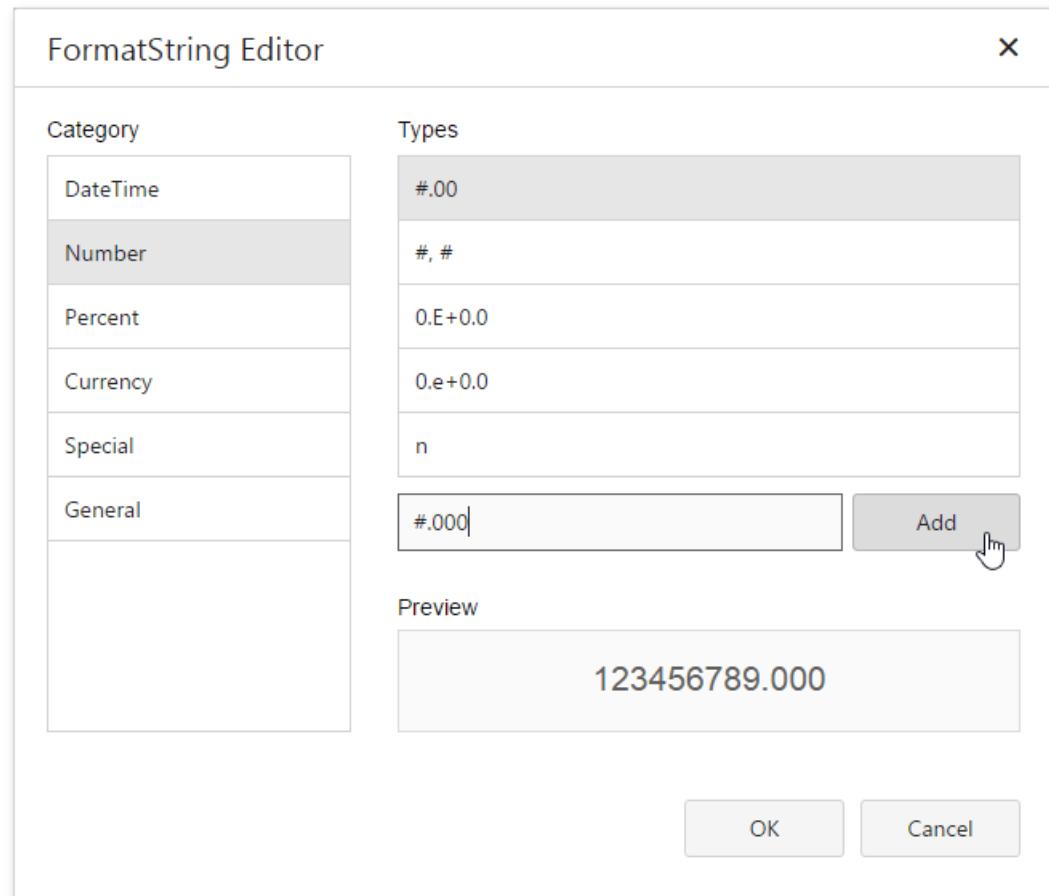
Use General Formats

In the **General** category, you can enter the **Prefix** and **Suffix** specifying custom text that will be added before and after the output value, respectively.



Create Custom Formats

To create a custom format, enter the format string in the dedicated editor and click **Add**. The format will be added to the end of the **Types** list and automatically selected.



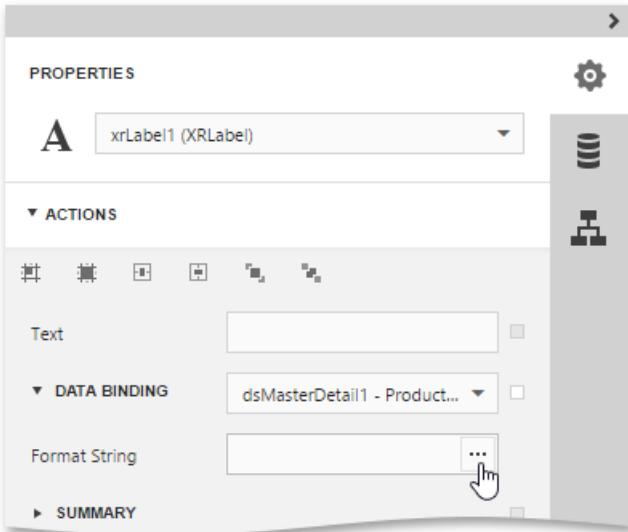
You can then remove a custom format by clicking the corresponding  button.

Run the Format String Editor

You can invoke the Format String Editor to format values of a control's bindable properties (not the control's static content) and summary values.

- **Basic Formatting**

It is common to format a label's **Text** property. To do this, expand the **Actions** or **Data** category, and in the **Data Binding** section, click the ellipsis button for the **Format String** property.

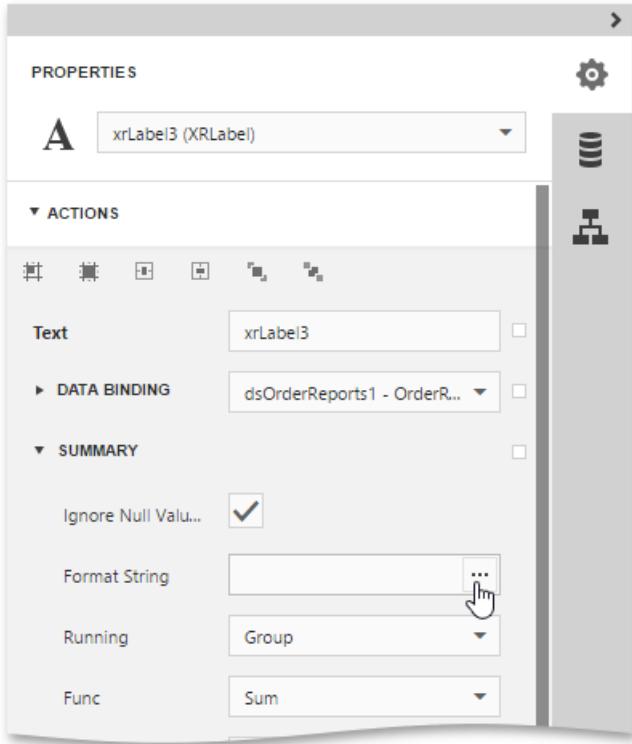


In a similar way, you can also apply formatting to the **Navigation URL** (for example, to add the `https://` prefix to the link's contents), **Tag** and **Bookmark** properties.

Note that the set of bindable properties depends on the control type.

- **Formatting Summaries**

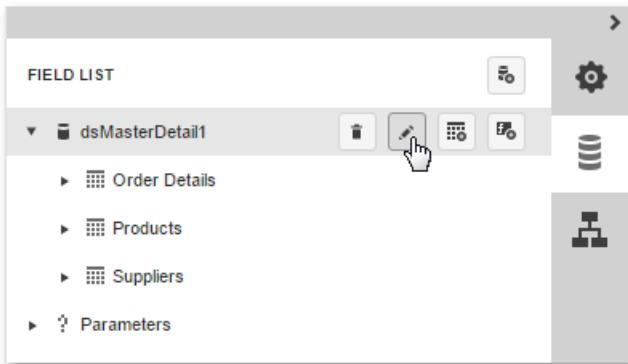
When a summary function is applied to a control's dynamic content, value formatting is specified separately. To do this, expand the **Actions** or **Data** category. Then, in the **Summary** section, click the ellipsis button for the **Format String** property.



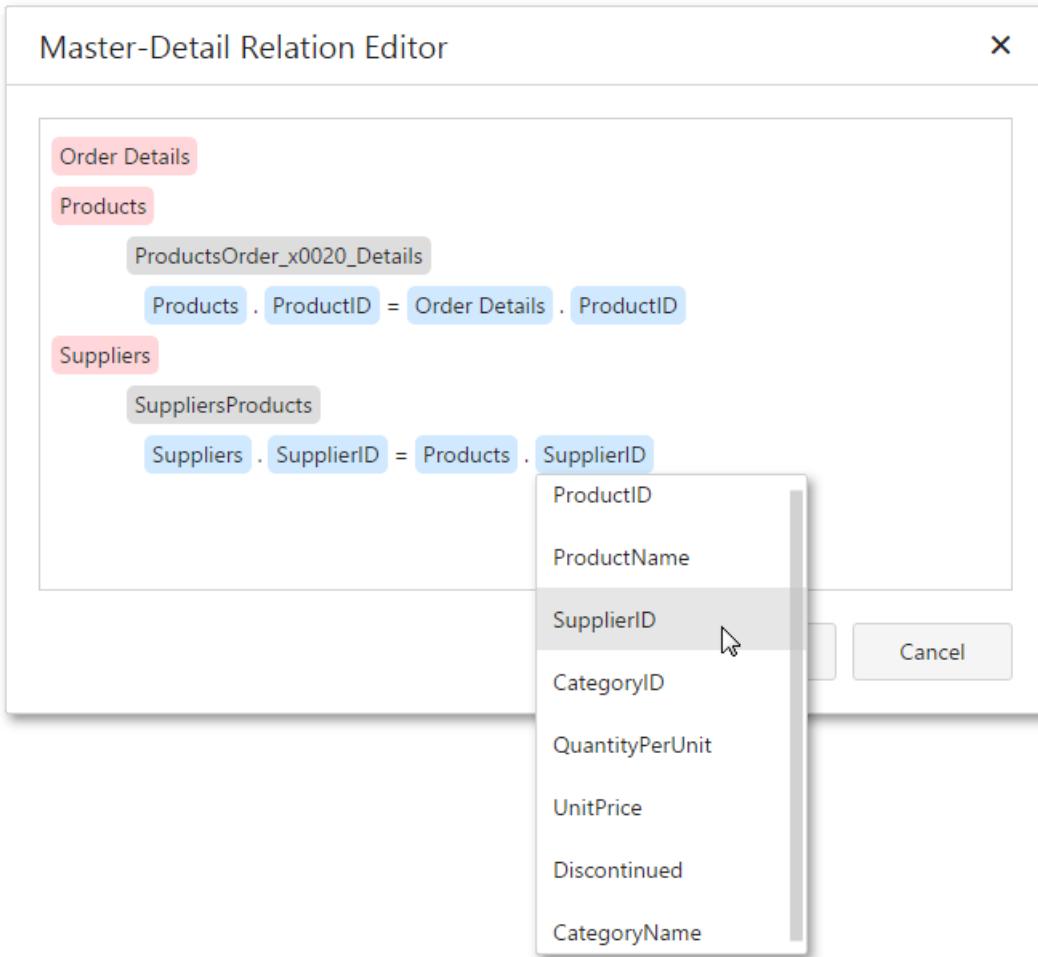
The summary format has priority over the general value format.

Master-Detail Relation Editor

When a data source contains two or more [queries](#), clicking the  button in the [Field List](#) will invoke the **Master-Detail Relation Editor**.



Using this editor, you can define master-detail relationships between queries by specifying their corresponding key fields.



The screenshot shows the 'Master-Detail Relation Editor' dialog. It lists three queries: 'Order Details', 'Products', and 'Suppliers'. Under 'Products', a relationship is defined: 'Products . ProductID = Order Details . ProductID'. A dropdown menu is open over the 'SupplierID' field in the 'Products' section, listing fields from the 'Products' table: ProductID, ProductName, SupplierID, CategoryID, QuantityPerUnit, UnitPrice, Discontinued, and CategoryName. The 'SupplierID' field is currently selected.

This allows you to create hierarchical data sources that are used to create nested [master-detail reports](#).

Note

Although it is also possible to [join different tables](#) within a single query, creating hierarchical data sources is preferred in most cases to provide better performance (in general, master-detail reports are generated faster than similar-looking reports created by grouping "flat" data sources).

Script Editor

The **Script Editor** allows end-users to write code for specific event handlers in the [End-User Report Designer](#) to adjust the behavior of report controls, bands, or a report itself. This topic describes the basic principles of using [scripts](#) in XtraReports, the Script Editor interface, and shows how scripting can be used in a report.

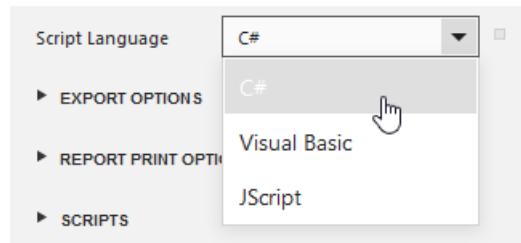
This document consists of the following sections.

- [Overview](#)
- [Maintaining Scripts](#)

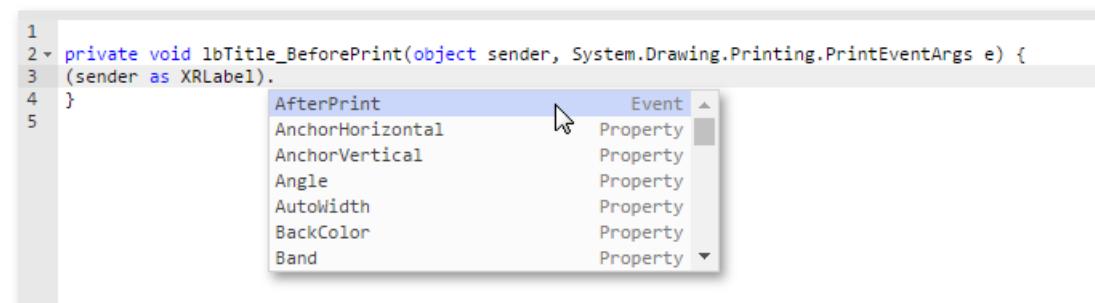
Overview

The Script Editor provides end-users with the capability to write and execute scripts at runtime when a report is generated. Note that although it's possible to add scripts in both the Visual Studio IDE and in the End-User Report Designer, this feature is primarily intended to be used by advanced end-users who want to slightly customize a report in the End-User Report Designer.

The Script Editor supports **C#**, **Visual Basic .NET** and **JScript .NET** scripting languages. This means that the scripting language is independent from the language used to create the report. The language is specified by the **Script Language** property of a report. The selected scripting language must be the same for all scripts used in a report.



The Script Editor supports intelligent code completion that makes it easier and faster for you to write scripts. Context-aware hints are displayed on pressing CTRL+spacebar. This feature is only supported for the **C#** and **Visual Basic .NET** script languages.



Maintaining Scripts

Each report element has its own set of events that can be handled by the Script Editor. To handle an event of a [report element](#), do the following.

1. Click the **Scripts** button () located on the End-User Report Designer's [Main Toolbar](#).
2. In the displayed Script Editor, specify the report control and its event by the toolbar. The toolbar contains all scripts written for all report elements, and allows you to quickly navigate through them by choosing the required report element in the corresponding drop-down list and by specifying one of its available events in another menu.

The screenshot shows the XtraReport IDE's script editor. The top bar has icons for cut, copy, paste, undo, redo, validate, and a search field. The dropdown menu shows 'Detail (DetailBand)' is selected. The code editor contains the following C# script:

```
1 private void Detail_BeforePrint(object sender, System.EventArgs e) {
2     XRTTableCell[] cells = new XRTTableCell[] { pidCell, productNameCell, productPriceCell };
3     System.Decimal price = (System.Decimal)GetCurrentColumnValue("UnitPrice");
4     if (price < 20)
5         ChangeCellsColor(cells, Color.Red);
6     else if (price > 60)
7         ChangeCellsColor(cells, Color.Green);
8     else
9         ChangeCellsColor(cells, Color.Black);
10 }
11 System.Decimal minPrice = System.Decimal.MaxValue;
12
13 private void xrLabel1_SummaryReset(object sender, System.EventArgs e) {
14     minPrice = System.Decimal.MaxValue;
15 }
16
17 private void xrLabel1_SummaryRowChanged(object sender, System.EventArgs e) {
18     minPrice = Math.Min(minPrice, (System.Decimal)GetCurrentColumnValue("UnitPrice"));
19 }
20 }
```

After the event is specified, a code template is generated in the current scripting language.

3. To check for errors in the report's script, click the **Validate** button ().

If an error is found, the string containing this error is marked with an icon. When a mouse pointer hovers over this icon, the text of the error is displayed.

The screenshot shows the XtraReport IDE's script editor after validation. A red error icon is placed before the opening brace of the first 'if' statement. A tooltip 'CS1002 - ; expected' appears when the cursor hovers over the icon. The rest of the script is identical to the one above.

Wizards

The Web Report Designer provides the following two kinds of wizards that enable you to create new reports and bind them to data.

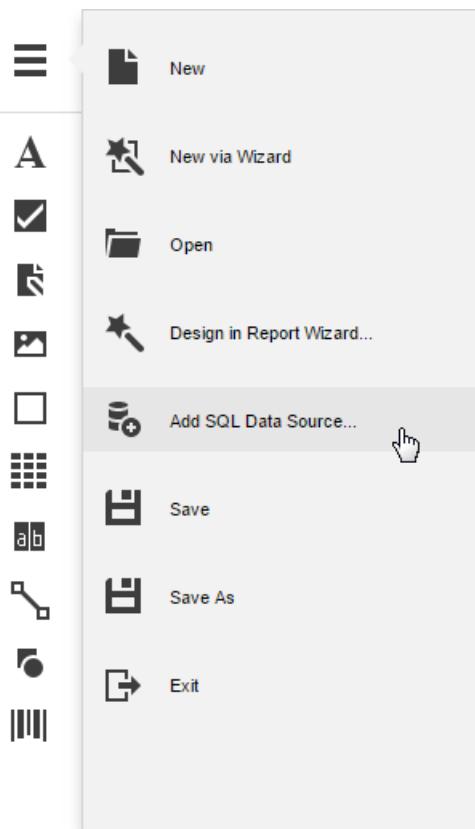
- [Report Wizard](#)
- [SQL Data Source Wizard](#)

SQL Data Source Wizard

Two different SQL Data Source Wizard versions are available, one to create a new data source and the other to edit an existing one.

- [Adding a New Data Source](#)

To run the SQL Data Source Wizard to create a new data source, use the corresponding option in the [Report Designer Menu](#).



This menu command is only available if any data connections were explicitly provided to the Web Report Designer by your software vendor.

The following is a complete list of wizard pages that may be required to create a new SQL data source.

- [Choose a Data Connection](#)
- [Create a Query or Select a Stored Procedure](#)
- [Configure Query Parameters](#)
- [Configure Master-Detail Relationships](#)

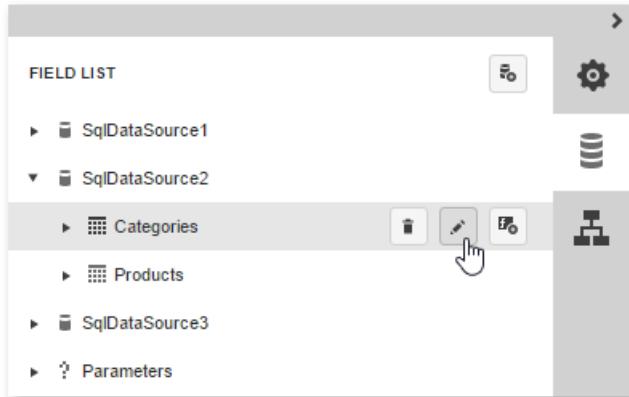
- [Editing an Existing Data Source](#)

To run the SQL Data Source Wizard to edit an existing data source, do one of the following.

- To add a new query to an existing data source, select the data source and click the **Add Query** button in the [Field List](#).



- o To edit an existing query of a data source, select the query and click the **Edit Query** button in the **Field List**.



The following is a complete list of wizard pages that may be required to edit an existing SQL data source.

- o [Create a Query or Select a Stored Procedure](#)
- o [Configure Query Parameters](#)

Adding a New Data Source

The following is a complete list of wizard pages that may be required to create a new SQL data source.

- [Choose a Data Connection](#)
- [Create a Query or Select a Stored Procedure](#)
- [Configure Query Parameters](#)
- [Configure Master-Detail Relationships](#)

Choose a Data Connection

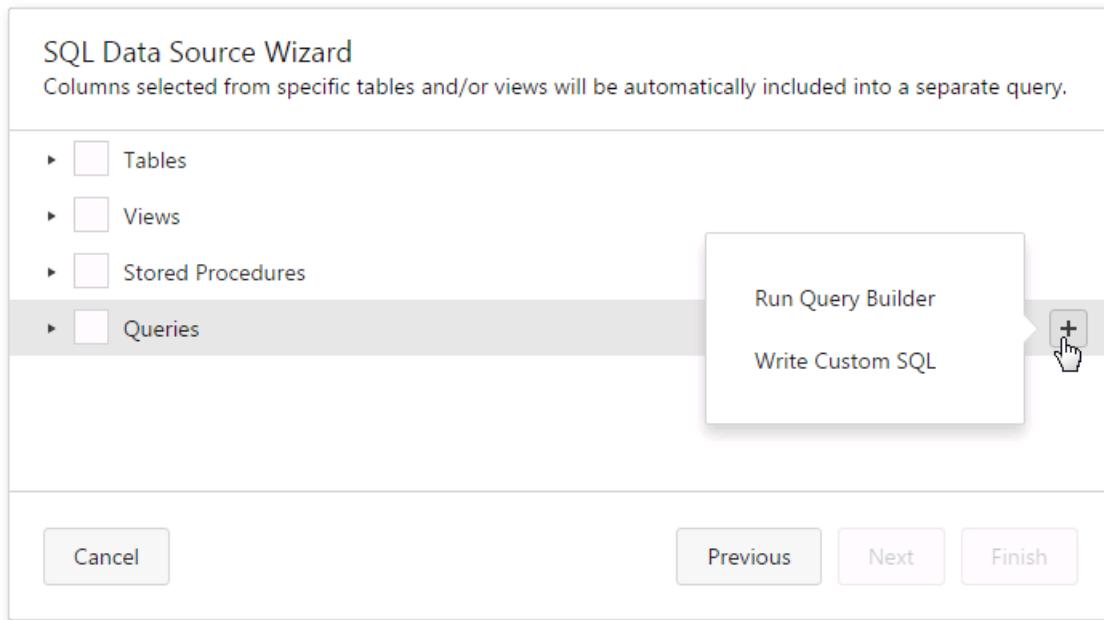
On this wizard page, you are required to select a data connection that provides necessary information to connect to a database.



Select a data connection and click **Next** to proceed to the next wizard page: [Create a Query or Select a Stored Procedure](#).

Create a Query or Select a Stored Procedure

On this wizard page, you can choose which tables, views and/or stored procedures from your data source to display in the report.



When you are required to shape the query data at the level of a data source, you can create custom queries by expanding the **Queries** category and clicking the button.

- If custom SQL editing is disabled by your software provider, clicking this button will invoke the [Query Builder](#) where you can create complex queries by joining multiple tables, filtering, sorting and grouping their data, as well as calculating various aggregate functions.
- If custom SQL editing is enabled by your software provider, clicking this button will invoke a context menu where you can choose whether to run the [Query Builder](#) or [Custom SQL Editor](#).

To customize an existing query using the Query Builder, click the button on this wizard page.

To delete a query, click the button.

You can stop the wizard at this step by clicking **Finish**.

To continue report customization, select at least one item and click **Next** to proceed to the next wizard page.

- If any custom queries and/or parameterized stored procedures are selected on this wizard page, you will be asked to customize parameters on the next wizard page: [Configure Query Parameters](#).
- If two or more tables and/or views are selected on this wizard page (and no custom queries), you will be asked to specify the data relationships on the next wizard page: [Configure Master-Detail Relationships](#).

Note

When invoking the SQL Data Source Wizard to edit an existing data source, [another version](#) of this page is displayed.

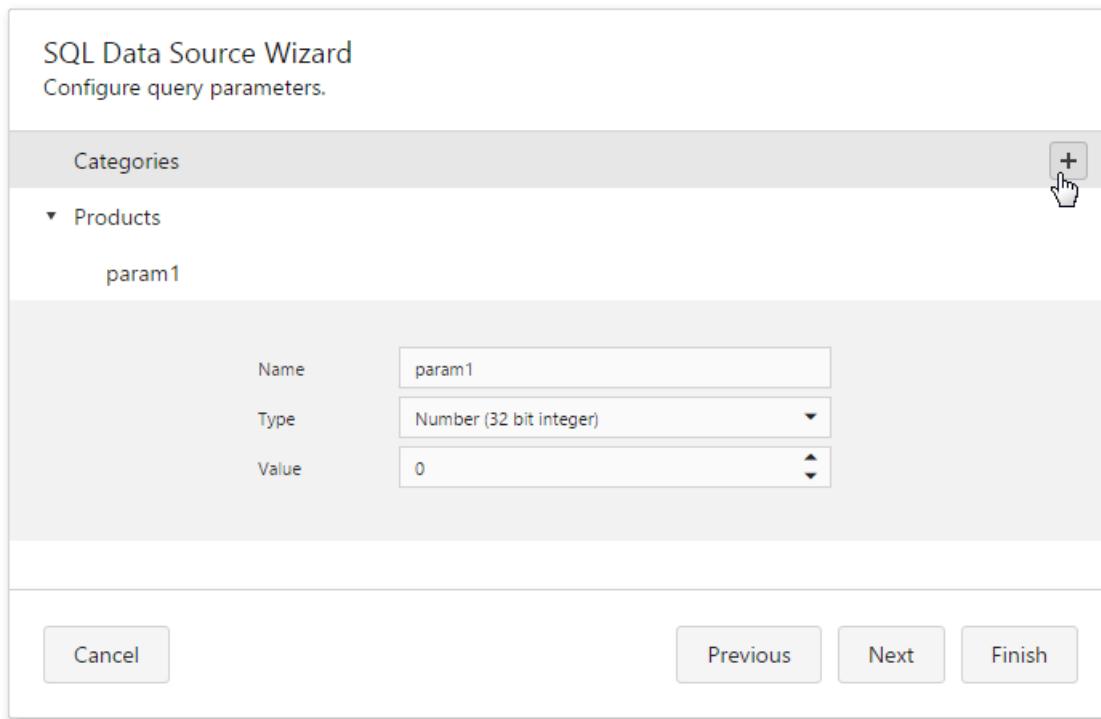
This version is also shown if your software vendor switched the SQL Data Source Wizard to single-query mode.

Configure Query Parameters

This page is displayed if any custom queries and/or parameterized stored procedures were selected on the [previous wizard page](#).

On this page, you can manage parameters that are used in queries and/or stored procedures and specify parameter values.

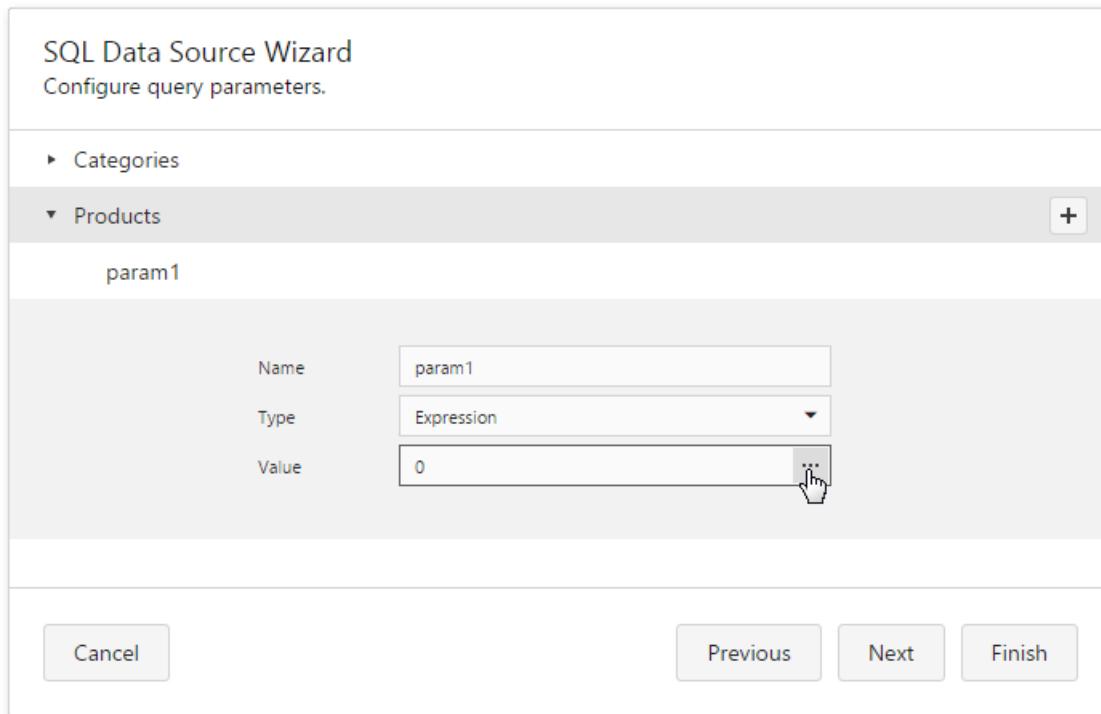
To add a new parameter, select a query and click the  button.



To delete a parameter, click the  button.

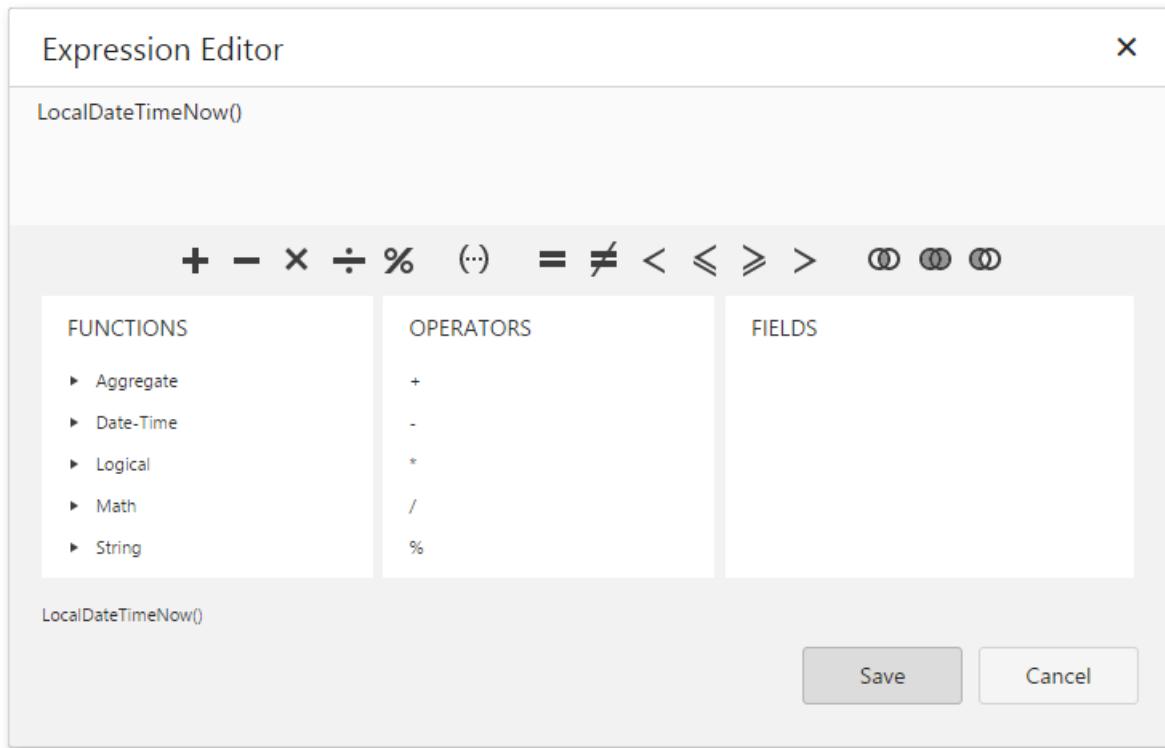
To customize an existing parameter, click the  button.

Next, you can specify the parameter name, type and value.



When the parameter type is set to **Expression**, the value editor displays the ellipsis button, and clicking on it invokes the

Expression Editor



To link a query parameter to an existing report parameter, type the report parameter name using the following syntax:
[parameters.parameter1].

Click **Next** to proceed to the next wizard page: [Configure Master-Detail Relationships](#).

Note

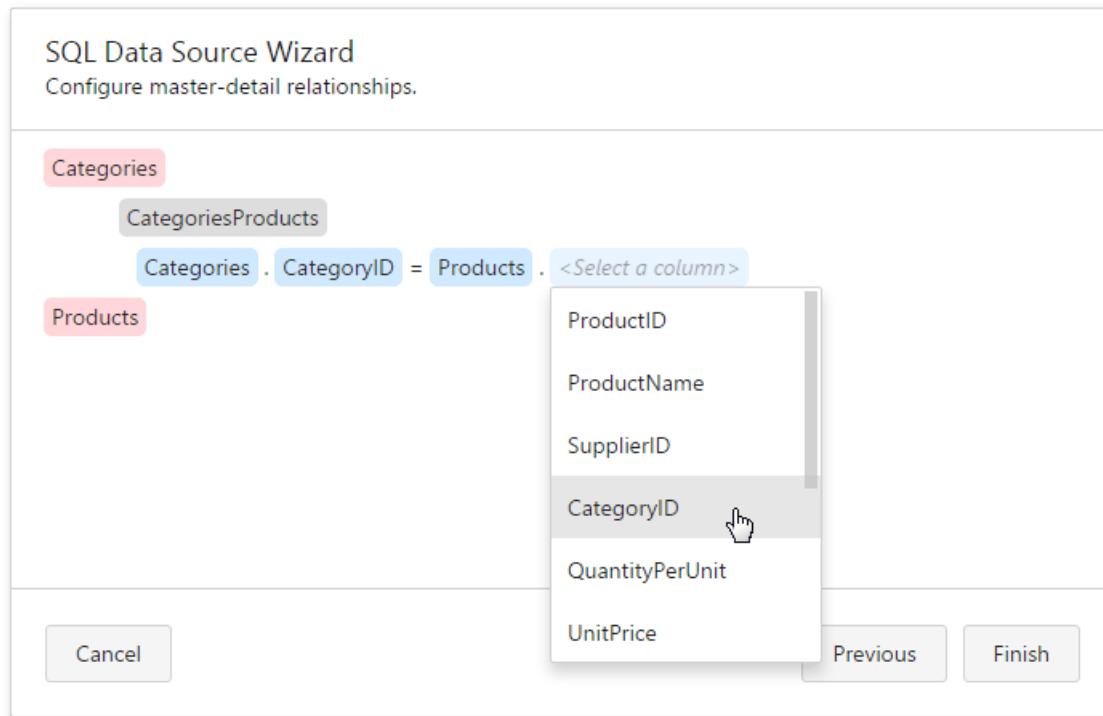
When invoking the SQL Data Source Wizard to edit an existing data source, [another version](#) of this page is displayed.

This version is also shown if your software vendor switched the SQL Data Source Wizard to the single-query mode.

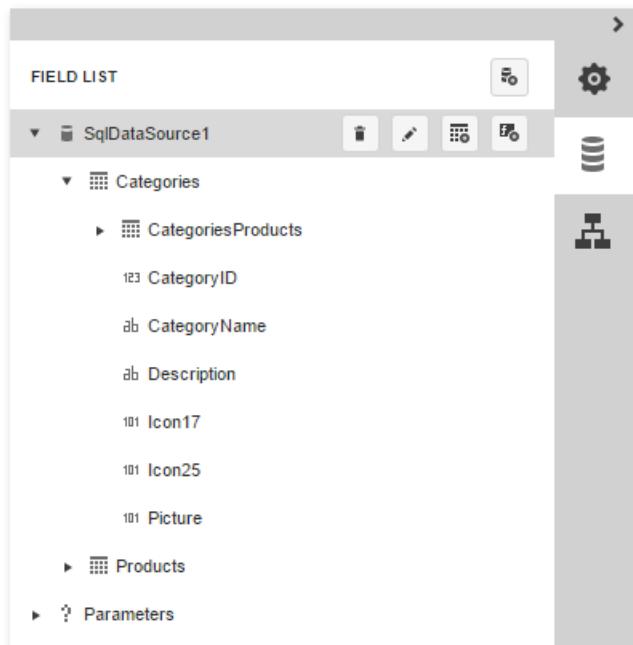
Configure Master-Detail Relationships

This page is displayed if two or more tables and/or views are selected on a previous wizard page: [Create a Query or Select a Stored Procedure](#).

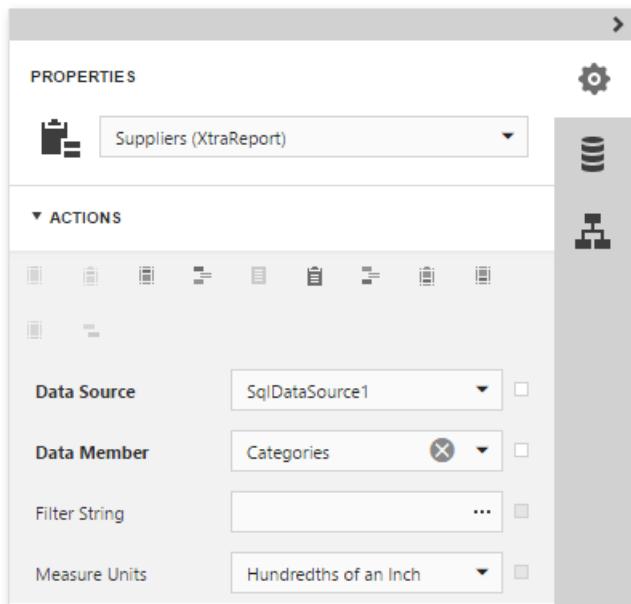
On this page, you can define master-detail relationships between two or more queries by specifying their corresponding key fields.



On clicking **Finish**, the new data source will be added to the report and displayed in the [Field List](#).



To use the created data source in a report, assign this data source to the report's **Data Source** property and set the **Data Member** property to a required query name.



Editing an Existing Data Source

The following is a complete list of wizard pages that may be required to customize an existing SQL data source.

- [Create a Query or Select a Stored Procedure](#)
- [Configure Query Parameters](#)

Create a Query or Select a Stored Procedure

On this page, you can run the [Query Builder](#) to create a new query, specify custom SQL (if this option is enabled by your software vendor) or select a stored procedure.

SQL Data Source Wizard
Create a query or select a stored procedure.

Query
 Stored Procedure

SQL string:

[Run Query Builder...](#) 

[Cancel](#) [Previous](#) [Next](#) [Finish](#)

If a custom query or stored procedure selected on this wizard page does not contain any parameters, you can stop the wizard at this step by clicking **Finish**.

Otherwise, you will be asked to specify parameter values on the next wizard page: [Configure Query Parameters](#).

Configure Query Parameters

This page is displayed if any query parameters were created on the [previous wizard page](#).

On this page, you can manage query or stored procedure parameters and specify their values.

SQL Data Source Wizard
Configure query parameters

► QueryParameter1

▼ QueryParameter2

Name	QueryParameter2
Type	String
Value	

Add Remove

Cancel Previous Next Finish

To add a new query parameter or remove an existing one, use the **Add** and **Remove** buttons.

You can customize the name, type and value of an existing parameter.

When the parameter type is set to **Expression**, the value editor displays the ellipsis button, and clicking on it invokes the [Expression Editor](#).

Expression Editor

X

LocalDateTimeNow()

+ - × ÷ % (·) = ≠ < ≤ ≥ > ○○○○

FUNCTIONS

- ▶ Aggregate
- ▶ Date-Time
- ▶ Logical
- ▶ Math
- ▶ String

OPERATORS

- +
-
- *
- /
- %

FIELDS

LocalDateTimeNow()

Save

Cancel

To link a query parameter to an existing report parameter, type the report parameter name using the following syntax:
[parameters.parameter1].

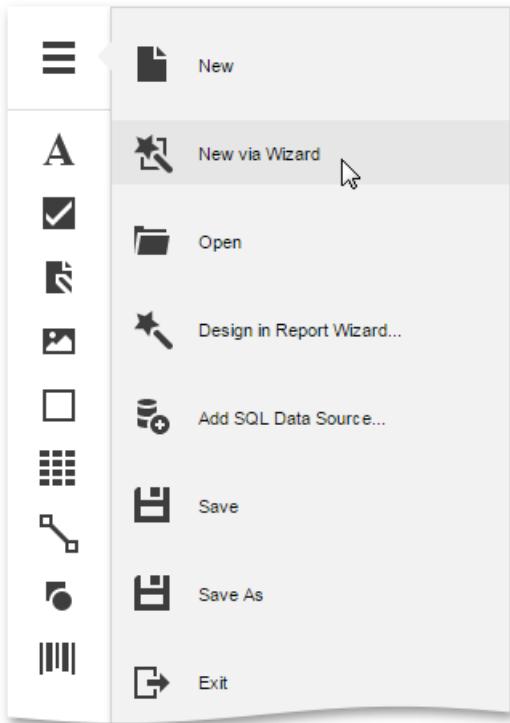
Clicking **Finish** will close the wizard and apply the changes to the data source.

Report Wizard

The **Report Wizard** is a tool that allows you to easily create reports based on built-in templates and generate their layout from scratch. Using this tool, you can do the following.

- **Create a new report from scratch**

In the [menu](#), select **New via Wizard**.



- **Edit an existing report**

In the [menu](#), select **Design in Report Wizard**.

The following is a complete list of pages that may be available in the Report Wizard.

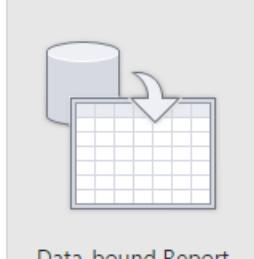
- [Choose a Report Type](#)
- [Empty Report](#)
- [Data-bound Report](#)
 - [Choose a Data Source](#)
 - [Choose a Table or View](#)
 - [Choose Columns](#)
 - [Create Groups](#)
 - [Choose Summary Options](#)
 - [Choose a Report Layout](#)
 - [Choose a Report Style](#)
 - [Specify the Report Title](#)
- [Label Report](#)
 - [Choose the Label Type](#)
 - [Specify the Label's Parameters](#)

Choose a Report Type

On this wizard page, you can choose the kind of a report you want to create.

Report Wizard
Select the report type you wish to create.

 Empty Report

 Data-bound Report

 Label Report

[Cancel](#) [Previous](#) [Next](#) [Finish](#)

The following report types are available.

- [Empty Report](#)

Choose this option to create a new blank report that is not bound to data and doesn't contain any report controls.

- [Data-bound Report](#)

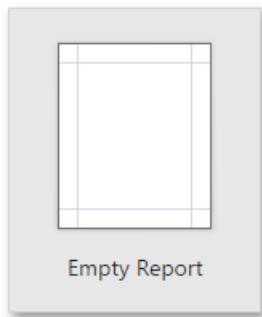
This option allows you to easily create a report bound to data and generate its layout from scratch. While setting up the report, you can group and sort data, add totals, apply one of the predefined report styles, etc.

- [Label Report](#)

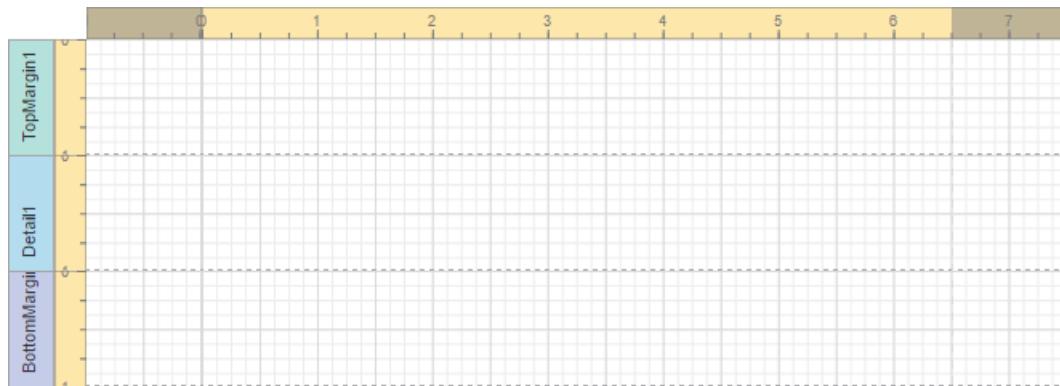
Select this report type if you need to print out labels. In the Label Report Wizard, simply choose the required paper supplier and label type, and the report is adjusted automatically. After completing the wizard, you get an empty report that clearly indicates label boundaries and properly positions labels within paper sheets.

Empty Report

Selecting this option on the [Choose a Report Type](#) wizard page will create a new blank report that is not bound to any data source.



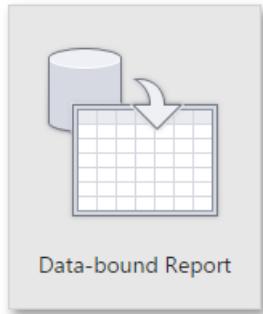
The following image illustrates the created report layout.



To provide data to the created report, use the [SQL Data Source Wizard](#).

Data-bound Report

Selecting this option on the [Choose a Report Type](#) wizard page will proceed to the Report Wizard that enables you to select the data to display in a report and define the report layout.



The Report Wizard includes the following pages (only the first two pages are necessary and you can finish the wizard on any other page).

- [Choose a Data Source](#)
- [Choose a Table or View](#)
- [Choose Columns](#)
- [Create Groups](#)
- [Choose Summary Options](#)
- [Choose a Report Layout](#)
- [Choose a Report Style](#)
- [Specify the Report Title](#)

Choose a Data Source

On this page, you can select the report data source from the list of the available data sources.

Choose a Data Source
Choose a Data Source to use in your report.

Northwind	
Sales	

Cancel **Previous** **Next** **Finish**

Click **Next** to proceed to the next wizard page: [Choose a Table or View](#)

Choose a Table or View

On this page, select a data table or view that will provide data to your report.

Choose a Table or View

The table or view you choose determines which columns will be available in your report.

► Categories

► Products



[Cancel](#)

[Previous](#)

[Next](#)

[Finish](#)

Click **Next** to proceed to the next wizard page: [Choose Columns](#).

Choose Columns

On this page, you can choose fields whose data will be displayed in your report. The selected fields and corresponding captions will be automatically added to the report body.

Choose Columns to Display in Your Report
Select the columns you want to display within your report.

Available fields	Selected fields
QuantityPerUnit	
ReorderLevel	
SupplierID	
UnitPrice	
UnitsInStock	
UnitsOnOrder	

Available fields:

- QuantityPerUnit
- ReorderLevel
- SupplierID
- UnitPrice
- UnitsInStock
- UnitsOnOrder

Selected fields:

- CategoryID
- Discontinued
- EAN13
- ProductID
- ProductName

Buttons:

- Cancel
- Previous
- Next
- Finish

Note

To continue or finish report creation, you must select at least one field.

You can stop the wizard at this step by clicking **Finish**. If you want to customize your report further, click **Next** to proceed to the next wizard page: [Create Groups](#).

Create Groups

This page allows you to group data in your report. If you don't need to group your data, simply click **Next** on this page to skip this step.

Create Groups

Create multiple groups, each with a single field value, or define several fields in the same group.

Available fields		Groups
CategoryID	>	No data to display
Discontinued	+	
EAN13	<	
ProductID		
ProductName		
QuantityPerUnit		

Cancel **Previous** **Next** **Finish**

Nested grouping and grouping against multiple fields are fully supported. The following image illustrates all basic grouping types.

No grouping			
BMW	525i	1/1/2009	1
BMW	525i	1/2/2009	2
BMW	740i	1/3/2009	3
Toyota	Camry	1/4/2009	4
Toyota	Prius	1/5/2009	5
Toyota	Prius	1/6/2009	6

One-level Grouping			
BMW	525i	1/1/2009	1
BMW	525i	1/2/2009	2
BMW	740i	1/3/2009	3
Toyota			
Toyota	Camry	1/4/2009	4
Toyota	Prius	1/5/2009	5
Toyota	Prius	1/6/2009	6

Nested Grouping			
BMW	525i	1/1/2009	1
BMW	525i	1/2/2009	2
Toyota	740i	1/3/2009	3
Toyota	Camry	1/4/2009	4
Toyota	Prius	1/5/2009	5
Toyota	Prius	1/6/2009	6

Multiple Fields			
BMW	525i	1/1/2009	1
BMW	525i	1/2/2009	2
BMW	740i	1/3/2009	3
Toyota	Camry	1/4/2009	4
Toyota	Prius	1/5/2009	5
Toyota	Prius	1/6/2009	6

The list on the left-hand side displays data fields that can be used to group data. To apply grouping, select columns and click the right arrow (>) button.

Note that grouping fields on the right-hand side can be selected by clicking them. This is useful if you need to remove them or change their order. To accomplish the latter, use the up arrow (**A**) and down arrow (**V**) buttons.

You can stop the wizard on this step by clicking **Finish**. If you want to customize your report further, click **Next**. If data grouping has been applied on this page, you'll proceed to the [Choose Summary Options](#) page. If you haven't grouped your data, skip the Summaries step and go to the [Choose a Report Layout](#) page.

Choose Summary Options

Use this page to specify totals to be displayed for each data group and grand totals for the entire report. For instance, you may need to display the sum of values in a particular field, the average value, etc. Specified totals will be displayed after corresponding groups and in the report footer.

Report Wizard
What summary function would you like to calculate?

	Average	Count	Max	Min	Sum
ProductID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UnitPrice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UnitsInStock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UnitsOnOrder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ignore null values

[Cancel](#) [Previous](#) [Next](#) [Finish](#)

This page displays all available numerical and date-time fields that aren't used to group data. Using the check box table, you can specify which functions should be calculated for these fields.

Sometimes, data fields can contain empty values (this is different from zero in a numeric field). If you don't want to take these values into account when calculating totals, check **Ignore NULL values**. Otherwise, these values will be treated as zeros for numeric fields and the earliest system date for date-time fields.

You can stop the wizard at this step by clicking **Finish**. If you want to customize your report further, click **Next** to proceed to the next wizard page: [Choose a Report Layout](#).

Choose a Report Layout

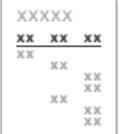
This page allows you to specify the layout of [elements](#) in your report. If you haven't applied data [grouping](#), you can specify how data field values are arranged - into a table, one under another, etc. If report data is grouped, you can choose one of the available indentation styles for nested elements.

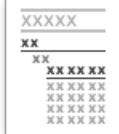
Additionally, this page allows you to specify the page orientation for your report.

The following options are available if data grouping has been applied.

Choose a Report Layout
The report layout specifies the manner in which selected data fields are arranged on individual pages.

Portrait Landscape


Stepped


Outline 1


Outline 2


Align Left 1


Align Left 2

Adjust the field width so all fields fit onto a page

[Cancel](#) [Previous](#) [Next](#) [Finish](#)

If data hasn't been grouped, you will see the following report layout options.



You can stop the wizard at this step by clicking **Finish**. If you want to customize your report further, click **Next** to proceed to the next wizard page: [Choose a Report Style](#).

Choose a Report Style

On this page, you can specify a visual style for the report.

Report Wizard

The report style specifies the appearance of your report.

Title
Caption
Data

- Bold
- Casual
- Corporate
- Compact
- Formal

Cancel

Previous **Next** **Finish**

You can stop the wizard at this step by clicking **Finish**. If you want to customize your report further, click **Next** to proceed to the next wizard page: [Specify the Report Title](#).

Specify the Report Title

On this page, specify the title for the report and click **Finish** to exit the wizard.

Report Wizard

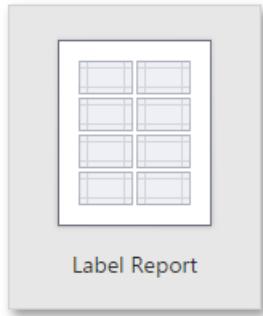
We have all the information needed to process the report.

Specify the report's title



Label Report

Selecting this option on the [Choose a Report Type](#) wizard page will proceed to the Label Wizard that enables you to create labels of a required type.



The Label Wizard includes the following pages.

- [Choose the Label Type](#)
- [Specify the Label's Parameters](#)

After completing the Label Report Wizard, you will get a blank report that generates labels of a particular size. The report designer will indicate the label boundaries and properly position labels on paper sheets. You can then populate the label area with the required content and print out your labels.

Choose the Label Type

This wizard page is intended to select one of the numerous predefined label types.

On this page, you can choose the proper supplier from the **Label Product** combo box and a particular product from the **Product Number** list. The selected type defines the label's size and layout, as well as the default page type for this label.

Report Wizard
Select one of the predefined labels by specifying the Product and its ID

Label Product: AOne

Product Number: 28171 - Address

Width: 90.2 mm
Height: 42.3 mm
Paper Type: A4
Paper Size: 210.0 x 297.0 mm

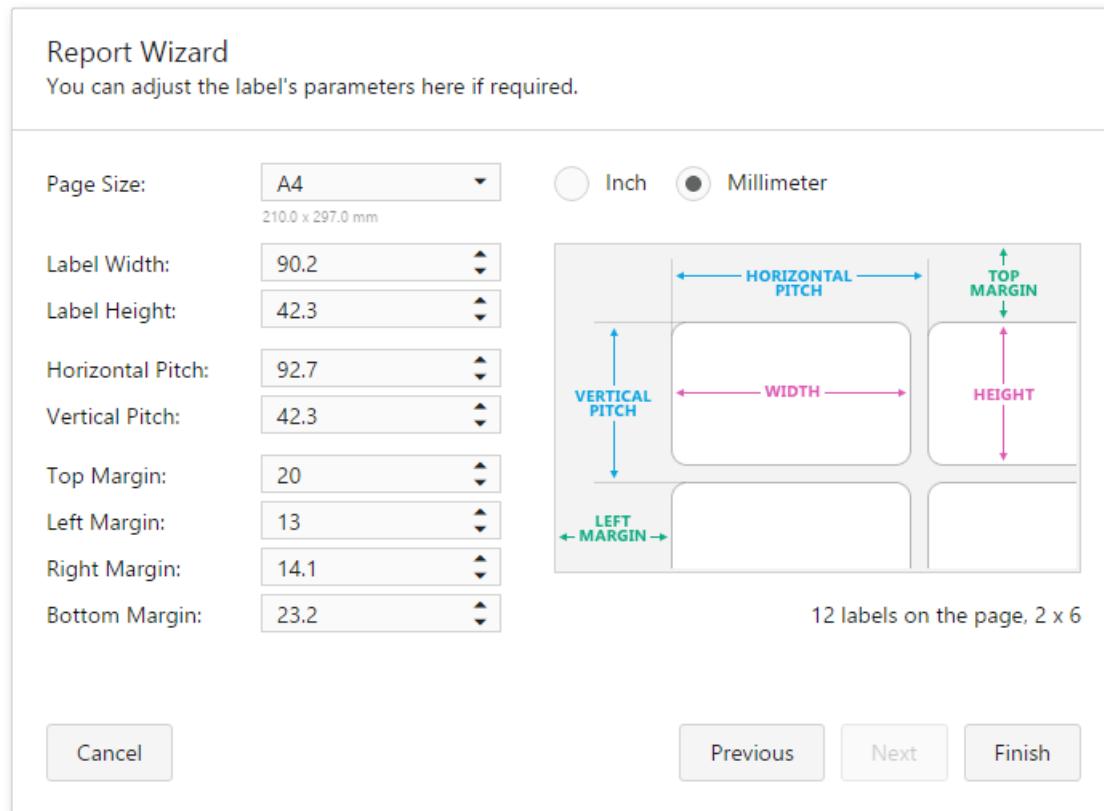
[Cancel](#) [Previous](#) [Next](#)  [Finish](#)

Click **Next** to proceed to the next wizard page: [Specify the Label's Parameters](#).

Specify the Label's Parameters

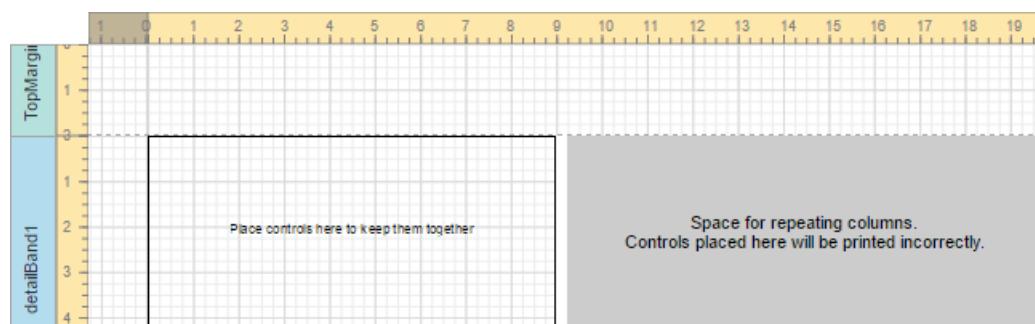
This wizard page is intended to manually adjust label settings that were automatically specified in the previous step based on the selected supplier and product.

Editors on this page allow you to choose the **Page Size** and freely customize label parameters. The pane on the right-hand side provides a label dimensions preview.



Click **Finish** to complete report creation.

The following image illustrates the created report layout.



To learn how to provide content for the labels, see [Label Report](#).

Document Preview

The documents in this section describe the Document Preview that is built into the Web Report Designer.

Suppliers

Current Date: Friday, 20 January 2017

Company Exotic Liquids

Contact Name:	Charlotte Cooper	Country:	UK
Contact Title:	Purchasing Manager	Region:	
Phone:	(171)555-2222	City:	London
Fax:		Postal Code:	EC1 4SD
Home Page:			
Address:	49 Gilbert St.		

Product Name	Product ID	Category	Quantity per Unit	Unit Price	Discontinued
Chai	1	Beverages	10 boxes x 20 bags	18	<input type="checkbox"/>
	OrderID	Quantity	Discount	Sub Total	
	Unit price:	\$14.4			
	10285	45	0.20	\$648.0	
	10294	18	0.00	\$259.2	

To display a preview for the report currently being opened in the Web Report Designer, click the **Preview** button on the Designer Toolbar.

The Document Preview provides a [Preview Toolbar](#), as well as the following panels that become available depending on the document content.

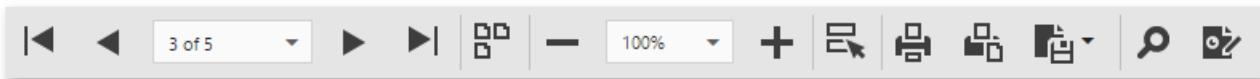
ICON	ELEMENT
	Export Options Panel
	Search Panel
	Document Map Panel
	Preview Parameters Panel

Note

To learn more about the options available in the preview mode, refer to the [HTML5 Document Viewer](#) section of this documentation.

Preview Toolbar

The **Preview Toolbar** provides quick access to the commands related to report viewing and publishing.



The Preview Toolbar commands are divided into the following sections by their intended use.

- [Navigation Commands](#)
- [View Commands](#)
- [Interaction Commands](#)
- [Print and Export Commands](#)
- [Search Command](#)
- [Mode Command](#)

Navigation Commands

The commands in this section are used to navigate through the resulting report.

COMMAND	ICON	DESCRIPTION
Previous page	◀	Switches to the previous report page.
Next page	▶	Switches to the next report page.
First page	◀◀	Switches to the first report page.
Last page	▶▶	Switches to the last report page.
Page factor	1 of 5 ▾	Navigates to a specific page.

View Commands

The commands in this section are used to adjust the view in the Web Report Designer.

COMMAND	ICON	DESCRIPTION
Zoom In	+	Increases the document's current zoom factor by 1 percent.
Zoom Out	-	Decreases the document's current zoom factor by 1 percent.
Zoom Factor	100% ▾	Zooms to a specific zoom factor from the drop-down list.
Toggle Multipage mode	□□	Displays several report pages together in the multipage mode.

Interaction Commands

The only command in this section is used to maintain the interactive capabilities of previewed reports.

COMMAND	ICON	DESCRIPTION
Highlight Editing Fields		Highlights all editing fields to quickly discover which of the document elements are editable.

Print and Export Commands

The commands in this section are used to print an entire report or its current page, and export a report into one of the supported third-party formats.

COMMAND	ICON	DESCRIPTION
Print		Initiates report printing.
Print Page		Initiates printing of a report's current page.
Export to		Exports a report into one of the supported third-party formats.

Search Command

The command in this section is used to show the Search panel.

COMMAND	ICON	DESCRIPTION
Search		Shows the Search panel, which allows users to find a specified text throughout a document.

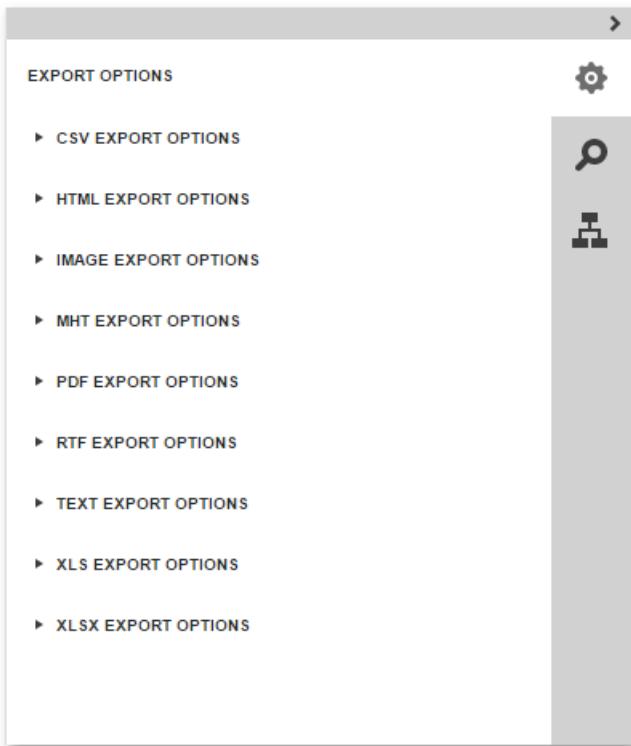
Mode Command

The command in this section is used for switching the Web Report Designer operation mode.

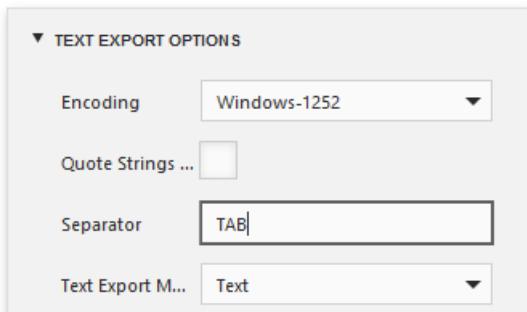
COMMAND	ICON	DESCRIPTION
Design		Activates the Design mode.

Export Options Panel

The **Export Options** panel allows you to view and edit format-specific options required for exporting a report to one of the supported third-party formats.

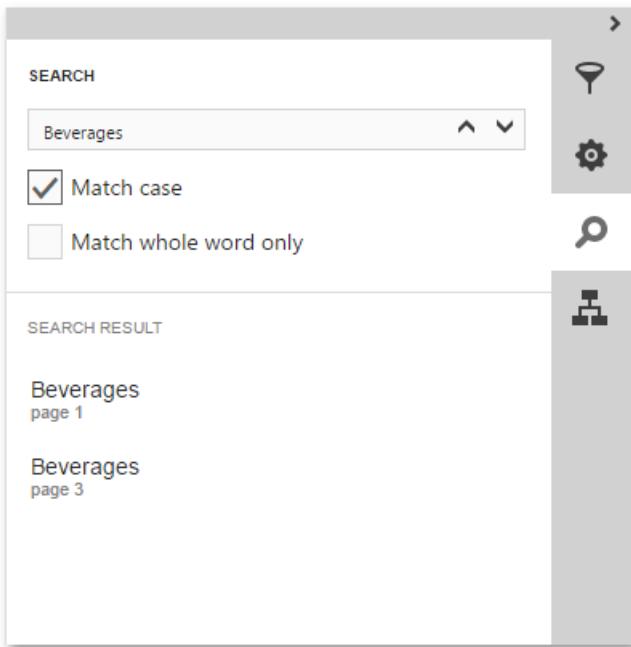


The options are allocated in groups by an export format to which they are applied. To customize export options, expand the required options group by clicking on its header, and specify the required options.



Search Panel

The **Search Panel** enables you to find specific text in a document with specified search options.



Once occurrences of the specified string are found, they are listed in the search results. Clicking a search result will navigate you to the corresponding entry in the document.

When the [Document Map](#) is available, it is filtered to display only those document sections that contain the found entries.

Document Map Panel

The **Document Map Panel** is available in the Document Preview of the Web Report Designer when any [bookmarks](#) are assigned to the report elements.



The Document Map displays the hierarchy of bookmarks assigned to report elements.

Clicking a specific entry in the Document Map will navigate you to the corresponding element in the document.

Preview Parameters Panel

The **Preview Parameters Panel** is available in the Document Preview if any visible [parameters](#) exist in the current report.

Using this panel, you can specify and submit new report parameters values, which will recreate the document with the new values taken into account.

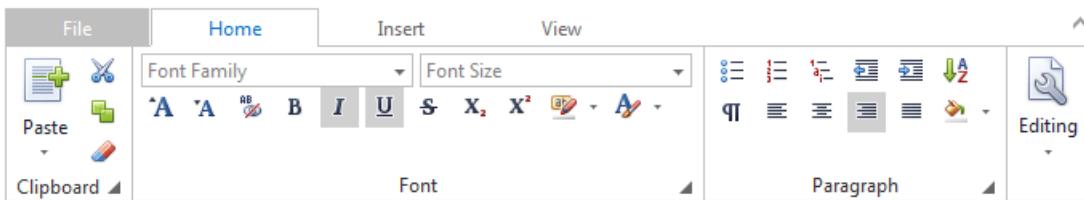


The following actions are available on this panel.

- To update the document after customizing parameter values, click **Submit**.
- To restore the default parameter values, click **Reset**.

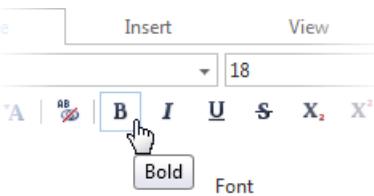
Ribbon

The **Ribbon** provides a rich toolbar functionality.

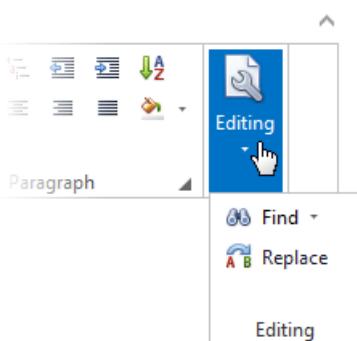


If a ribbon contains several tabs, click a tab header to switch to the tab and display its items. However, the **File** tab does not contain items. Click it to display the **File** menu.

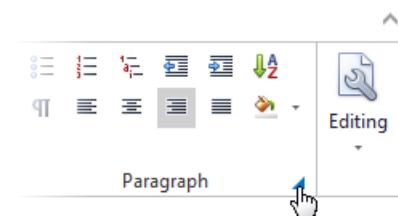
Click the ribbon items to perform specific item actions. You can see an item action hint by hovering the item.



Ribbon items are categorized by groups. You can view the group name under the items. When the ribbon has insufficient space to display all of its items, a group can automatically be collapsed. Click the group's button to display the content of the group.



Ribbon groups can display a dialog box launcher, which is an arrow icon located in the bottom right corner of a group. Click the launcher to display a dialog box related to the group.

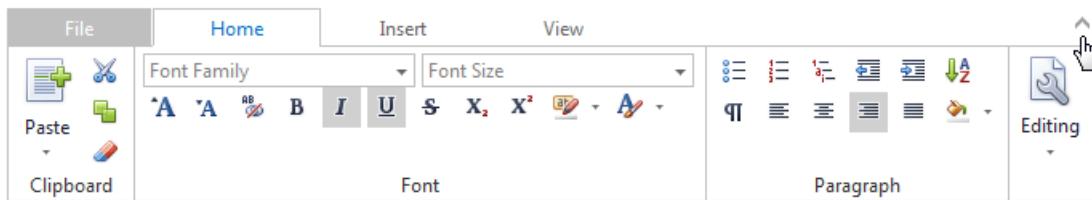


If an item displays a drop-down button (an arrow), click it to display the item's drop-down menu.



Minimizing the Ribbon

To minimize a ribbon, use the **Minimize** button displayed in the top right corner of the ribbon.



When the ribbon is minimized, it displays a tab header only. Click a tab to display the content of that specific tab.



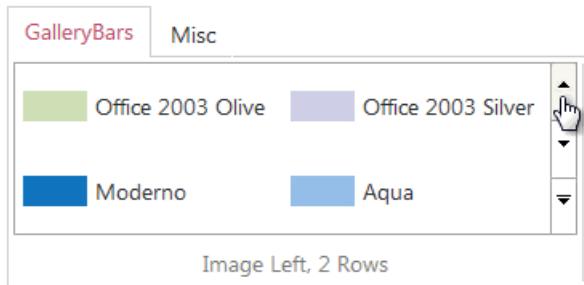
To maximize the ribbon, click the **Minimize** button once again.

Gallery Bar

The **Gallery Bar** provides a gallery of items that you can select by clicking them.



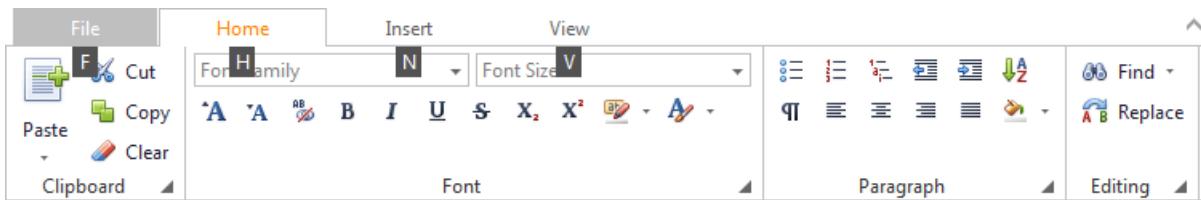
You can scroll items contained in the **Gallery Bar** using the scroll buttons, or invoke the drop-down window containing the items by clicking the pop-out button.



Invoke Ribbon Commands

To select a specific command, you can click it with the mouse or invoke it via its access key. See below for more information.

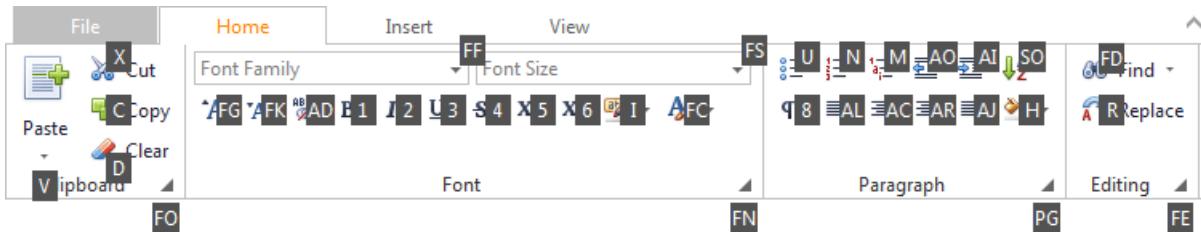
Access keys are associated with each tab and command in the Ribbon. Access keys can be visualized using KeyTips. The KeyTips are little boxes displaying access keys. To see the KeyTips, press **Ctrl+Shift+[access key]**. The access key is defined by your application vendor. KeyTips will appear next to the corresponding tabs and commands.



Access keys can be composed of one, two or three symbols. If an access key is represented by one symbol, you can invoke the command by pressing the symbol shown in the KeyTip. If an access key is represented by two or three symbols, to invoke the command, press the symbols shown in the KeyTip one after another.

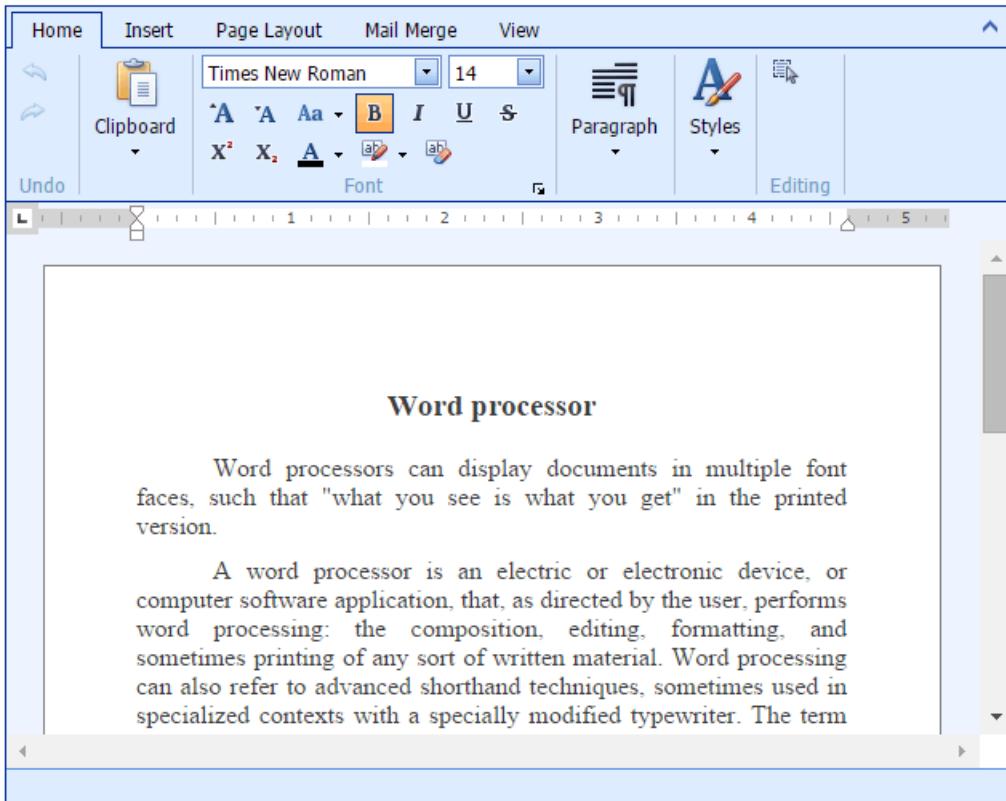
Initially, when pressing **Ctrl+Shift+[access key]**, KeyTips are displayed for tabs. To invoke KeyTips for commands within a specific tab, you need to press the access key associated with this tab. To move from a specific tab back to displaying KeyTips for all tabs press **Esc**.

For example, to display KeyTips for commands within the Home tab (see the image above), press **H**:



Rich Text Editor

This section describes the capabilities provided by the **Rich Text Editor**.



Text Editor UI

- [Editor Elements](#)
- [Ribbon Interface](#)

File Operations

- [Create a New Document](#)
- [Load a Document](#)
- [Save a Document](#)
- [Print a Document](#)

Document Layout and Page Setup

- [Divide a Documents into Sections](#)
- [Adjust Page Settings](#)
- [Lay Out Text in Columns](#)

Viewing and Navigating

- [Navigate through a Document](#)
- [Show Horizontal Ruler](#)

- Full Screen Mode

Text Editing

- Select Text
- Delete Text
- Cut, Copy and Paste Editor's Content
- Undo and Redo Last Operations

Formatting

- Format Text
- Format Paragraphs
- Using Tabs
- Using Indents
- Apply Predefined Styles

Pictures and Text Boxes

- Insert, Select, Copy or Delete a Picture or Text Box
- Move a Picture or Text Box
- Resize a Picture or Text Box
- Rotate a Picture or Text Box
- Wrap Text Around a Picture or Text Box
- Add, Change or Delete a Border for a Picture or Text Box
- Add, Change or Delete a Text Box Fill

Lists

- Numbered Lists
- Bulleted Lists
- Multilevel Lists

Mail Merge

- Mail Merge

Keyboard Shortcuts

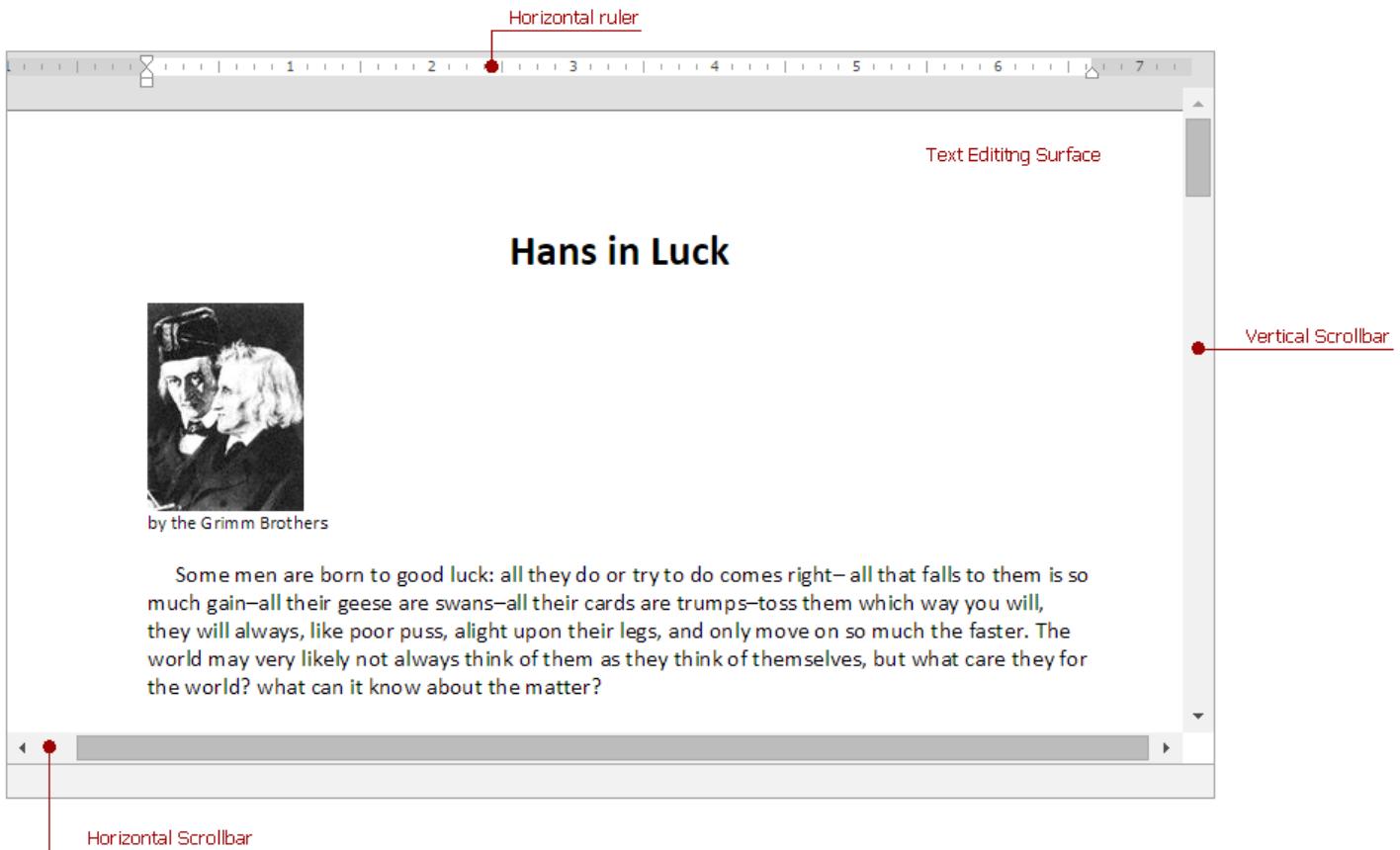
- File Operations
- Navigation inside Documents
- Work with Selections
- Copy, Paste and Edit the Content
- Text Formatting

Miscellaneous

- [Insert a Page Break](#)
- [Insert a Hyperlink](#)
- [Insert a Symbol](#)

Editor Elements

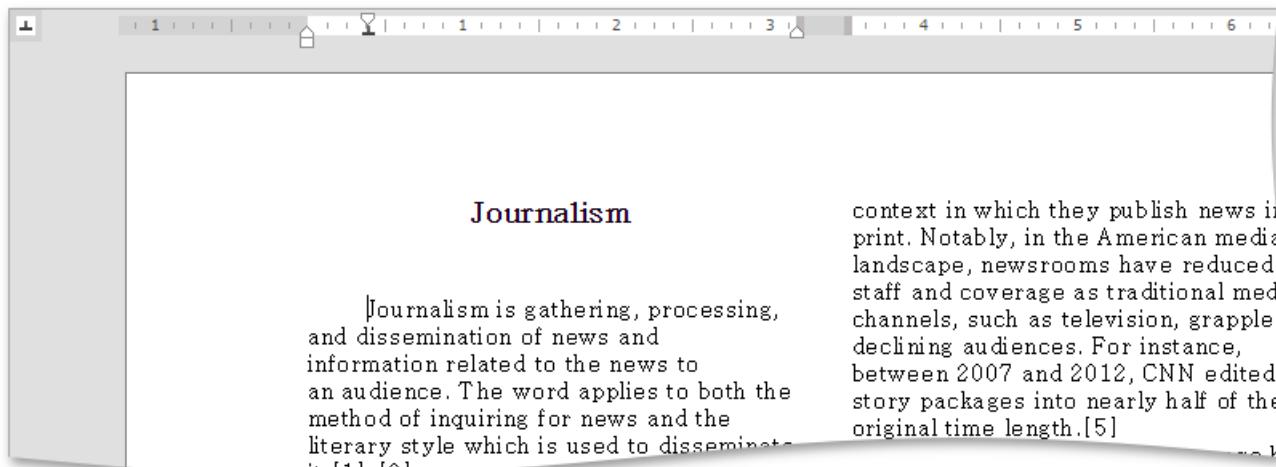
The **Rich Text Editor** consists of visual elements that provide you with the capability to edit and view documents.



Main Elements

The main area of the **Rich Text Editor** control is the **Text Editing Surface** that displays a document to be edited. Here, a document looks as it will appear when you print it.

At the top of the **Text Editing Surface**, the **Rich Text Editor** displays a horizontal **ruler**, which you can use to align text, graphics, and other elements in a document. The horizontal **ruler** controls the width of table columns and the horizontal spacing of paragraph margins, columns and tabs.

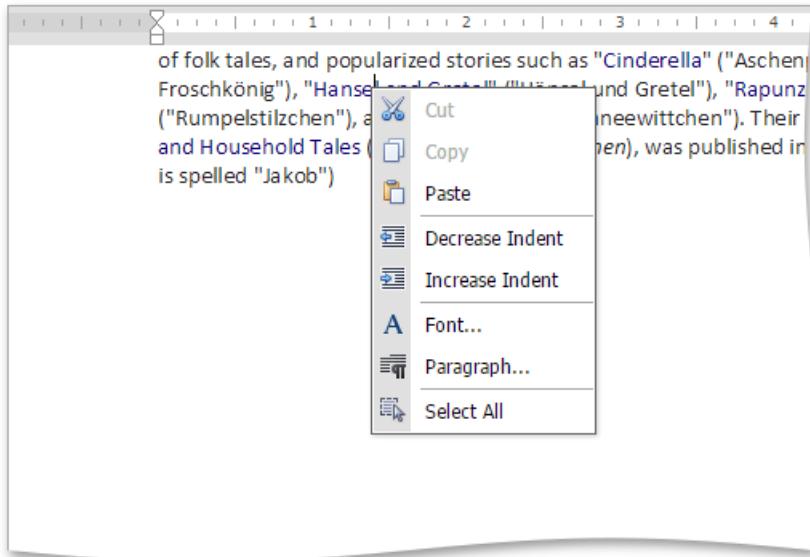


At the bottom and at the right of the **Text Editing Surface** there are horizontal and vertical **scrollbars**, which allow you to navigate through a document.

context in which they publish news in print. Notably, in the American media landscape, newsrooms have reduced staff and coverage as traditional media channels, such as television, grapple with declining audiences. For instance, between 2007 and 2012, CNN edited story packages into nearly half of the original time length.[5]

Context Menu

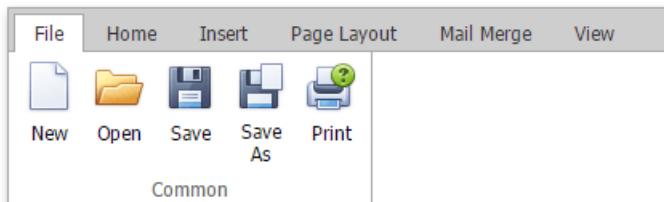
The **Rich Text Editor** supports the **Context Menu** that appears when you right-click on the **Text Editing Surface**.



Ribbon Interface

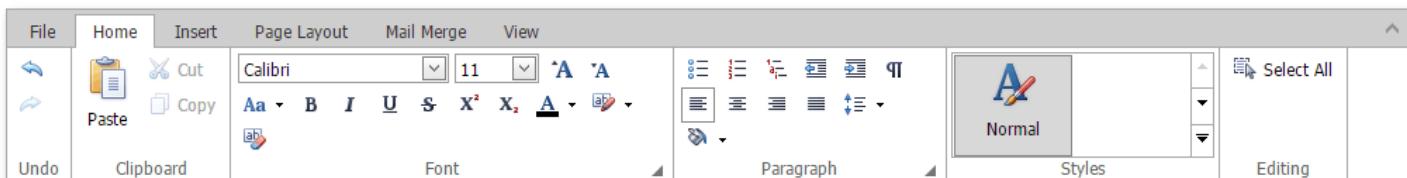
The comprehensive functionality for the **Rich Text** control can be provided via a set of **Ribbon** tabbed pages. **Ribbon** pages are divided into logical groups that include commands with common features.

File



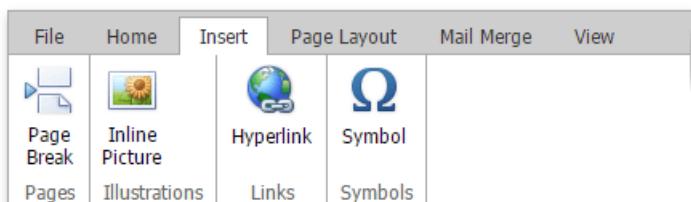
- Create a New Document
- Load a Document
- Save a Document
- Print a Document

Home



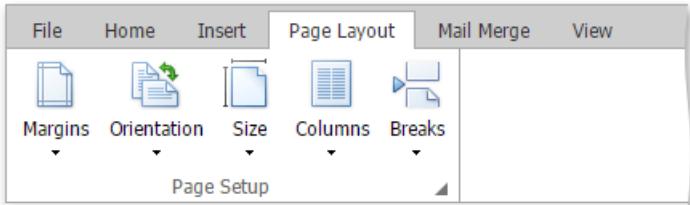
- Undo and Redo Last Operations
- Cut, Copy and Paste Editor's Content
- Format Text
- Format Paragraphs
- Using Indents
- Using Tabs
- Apply Predefined Styles

Insert



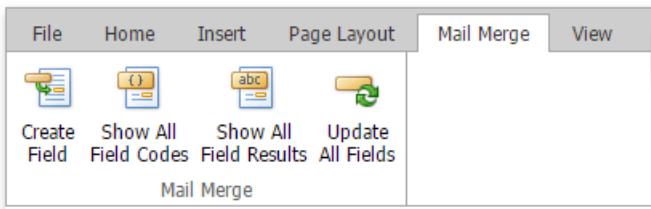
- Insert a Page Break
- Insert, Select, Copy or Delete a Picture or Text Box
- Insert a Hyperlink
- Insert a Symbol

Page Layout



- Adjust Page Settings
- Divide a Document into Sections
- Lay Out Text in Columns
- Insert a Page Break

Mail Merge



- Mail Merge

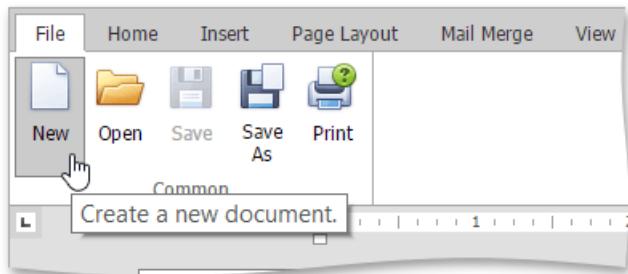
View



- Show Horizontal Ruler
- Full Screen Mode

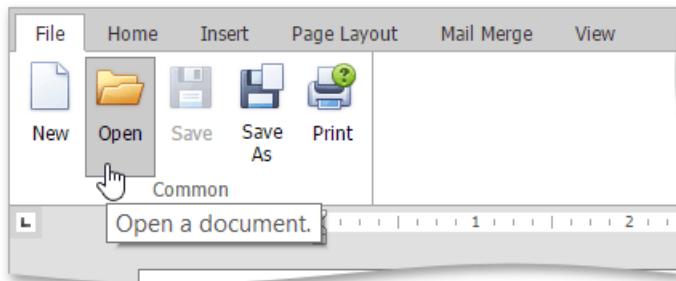
Create a New Document

To create a new empty document, select the **File** tab, and click the **New** button in the **Common** group.

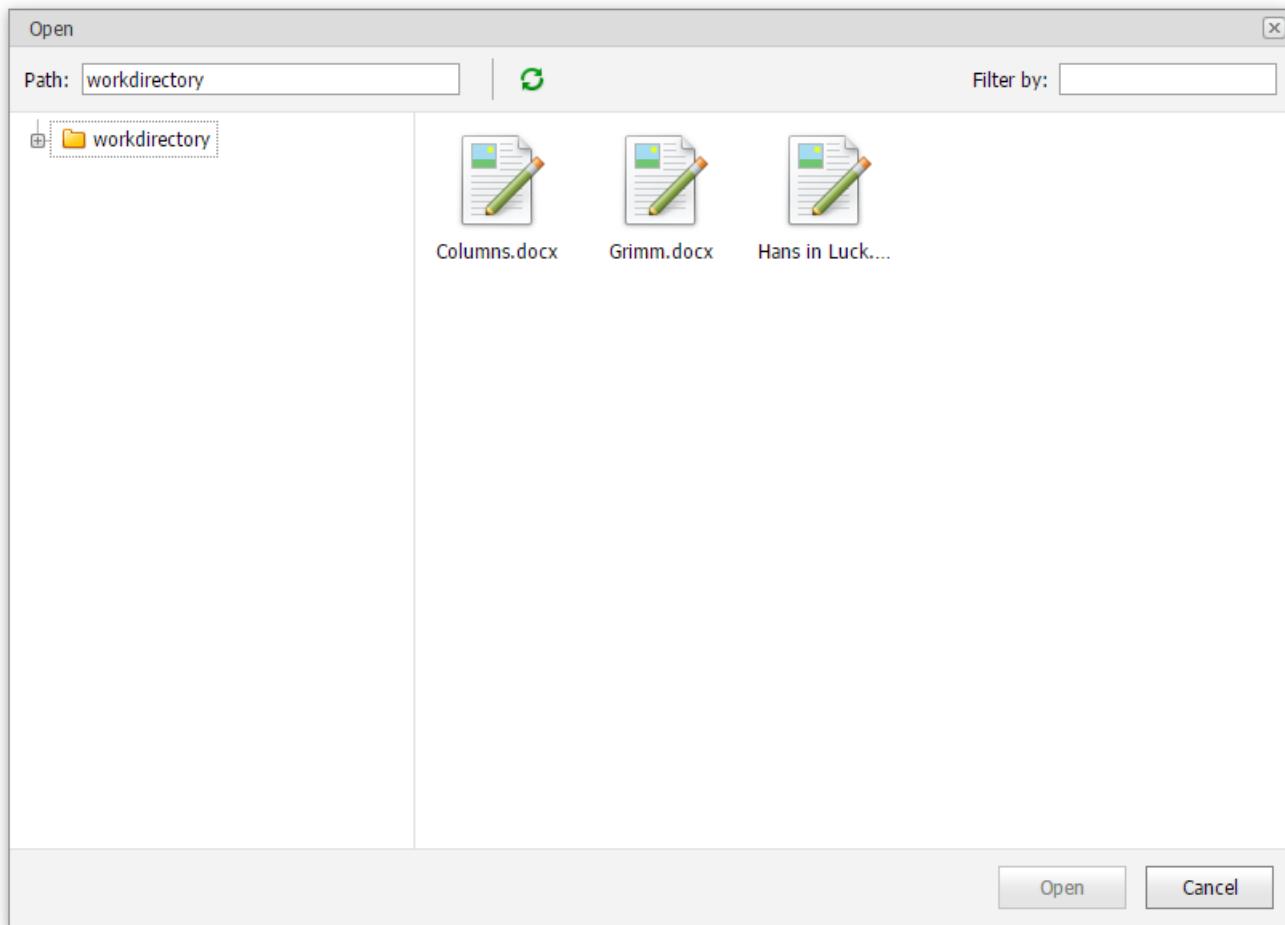


Load a Document

To load a document, select the **File** tab, and click the **Open** button in the **Common** group.



The **Open** dialog appears, allowing you to select a file from your working directory.

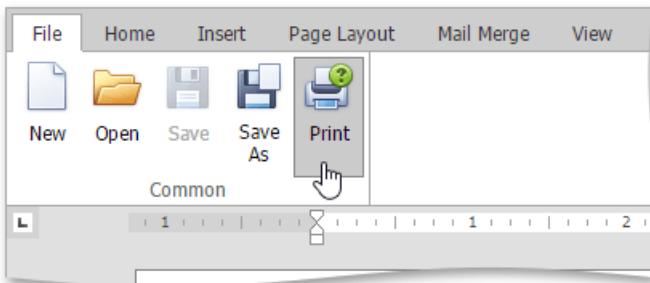


The **Rich Editor** enables you to open documents of the following types:

- Rich Text Format (*.rtf)
- Text Files format (*.txt)
- Hyper Text Markup Language format (*.htm, *.html)
- Web page archive format (*.mht)
- Microsoft Word 97-2003 format (*.doc)
- WordML (*.xml)
- Open Office XML format (aka Office 2007 or *.docx)
- Open Document Format (*.odt)
- Electronic Publication (*.epub)

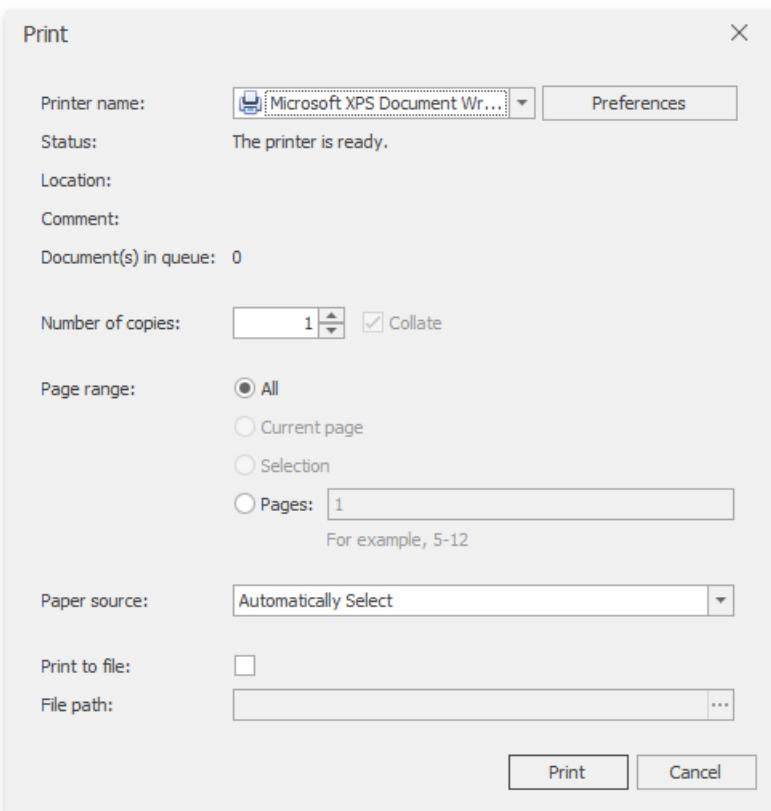
Print a Document

1. Select the **File** tab and click the **Print** button in the **Common** group.



...or press **CTRL+P**.

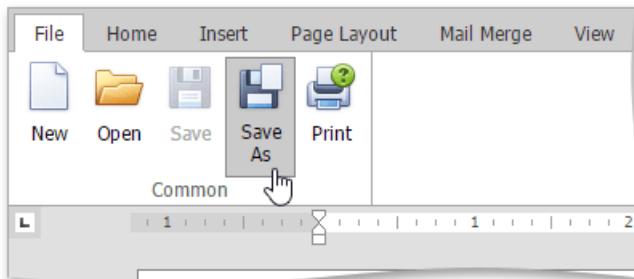
The **Print** dialog will be invoked.



2. In the **Print** dialog, specify all required settings and click **Print**.

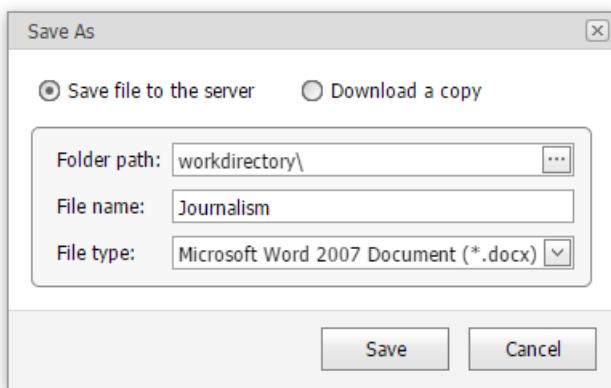
Save a Document

To save a document, go to the **File** tab, and then click the **Save as** button in the **Common** group.



After that, the **Save as** dialog box is invoked.

Specify whether the file should be saved to the server or downloaded as a copy. Then, specify the folder path, file name and the file format in which to save the document.



The **Rich Edit** control allows you to save documents in the following formats:

- Rich Text Format (*.rtf)
- Text Files format (*.txt)
- Hyper Text Markup Language format (*.htm, *.html)
- Web page archive format (*.mht)
- Microsoft Word 97-2003 format (*.doc)
- WordML (*.xml)
- Open Office XML format (aka Office 2007 or *.docx)
- Open Document Format (*.odt)
- Electronic Publication (*.epub)

To save the active document with its current file format and location, go to the **File** tab, and then click the **Save** button in the **Common** group. If you click the **Save** button to save a newly created document, the **Save as** dialog is invoked.

Note

When saving a document in HTML format, in-line pictures are saved in the %FileName%_files folder, where %FileName% is the name of the document file. Image files are named "imageN.png", where N is the picture index starting from the beginning of the document.

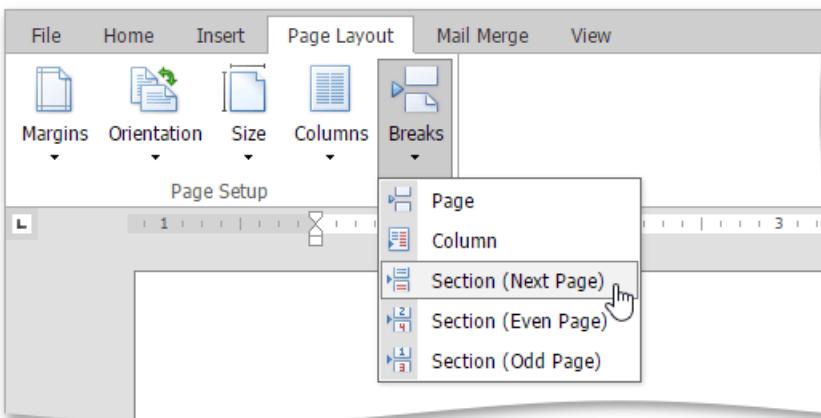
Divide a Document into Sections

You can divide your document into sections to specify parts of a document that have different [page settings](#) (page margins, page orientation, paper size) and [column layouts](#).

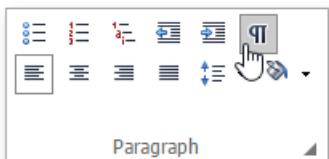
Insert Section Breaks

To divide a document into sections, insert section breaks.

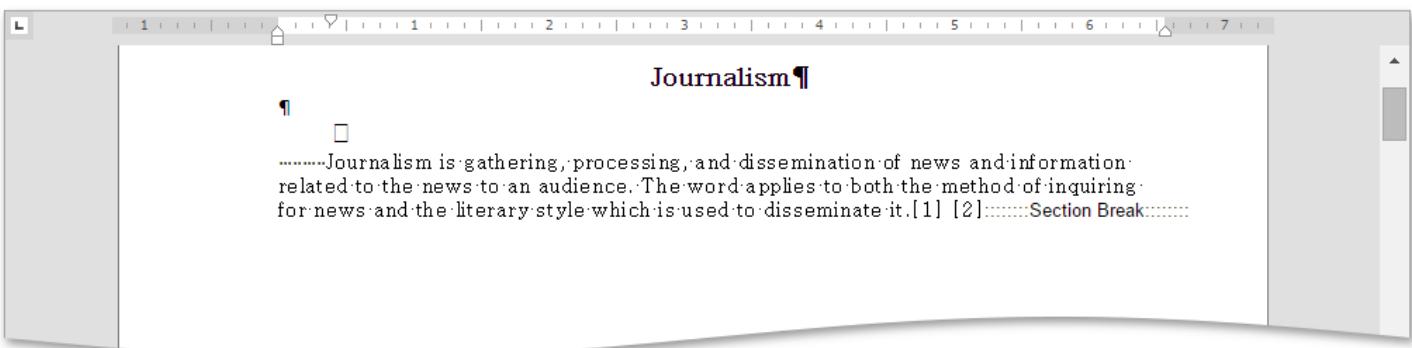
1. Click where you want to inset a section break within a document.
2. Select the **Page Layout** tab, click the **Breaks** button in the **Page Setup** group and select the required [type of the section break](#).



To show the section break mark, press **CTRL+SHIFT+8** or select the **Home** tab and click the  button in the **Paragraph** group.



In a document, section breaks are marked as illustrated below.



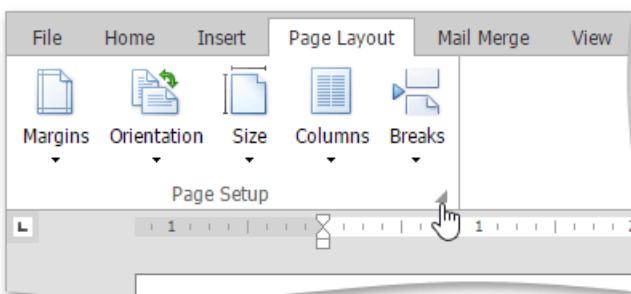
Types of Section Breaks

- **Next Page** inserts a section break and starts a new section on the next page.
- **Even Page** inserts a section break and starts a new section on the next even-numbered page.
- **Odd Page** inserts a section break and starts a new section on the next odd-numbered page.

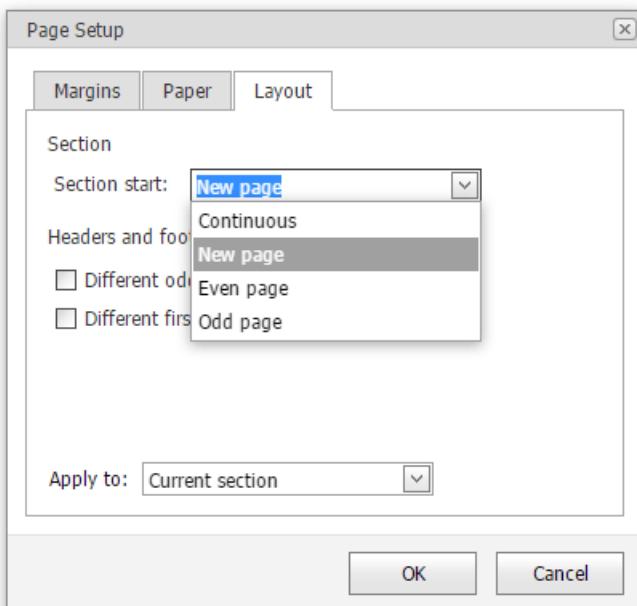
Change Section Break Type

You can change the type of the section break that has been inserted to start a section. To do this, follow the instructions below.

1. Click the section following the section break that you wish to change.
2. Within the **Page Layout** tab, click in the right bottom corner of the **Page Setup** group to invoke the **Page Setup** dialog.



3. Change the **Section start** property on the **Layout** tab as required.

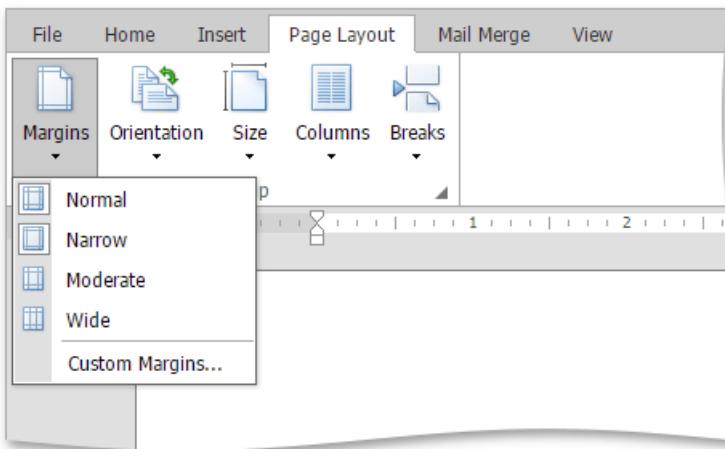


Adjust Page Settings

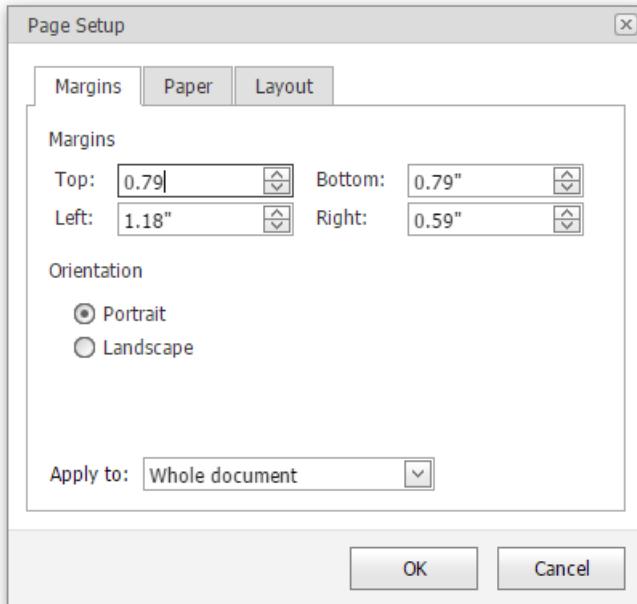
When changing page layout settings (such as [page margins](#), [page orientation](#), [paper size](#)), you can apply them to the whole document or set specific page layout settings for each individual section if your [document is divided into sections](#).

Change Page Margins

1. Click within a [section](#) whose page margins you wish to set.
2. Select the **Page Layout** tab, click the **Margins** button in the **Page Setup** group and select the margin sizes to be set for the current section from the invoked list...

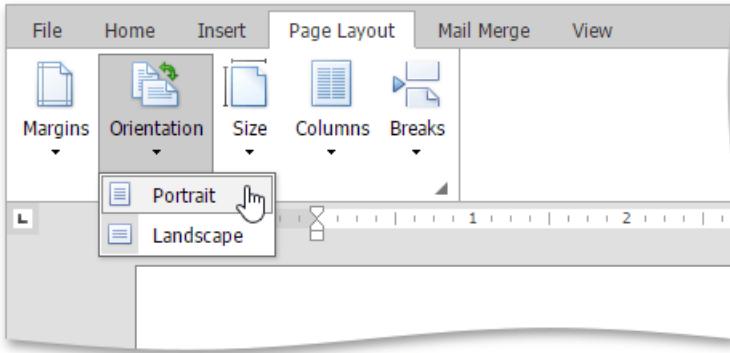


... or specify page margins for the current section or the whole document via the **Page Setup** dialog.



Change Page Orientation

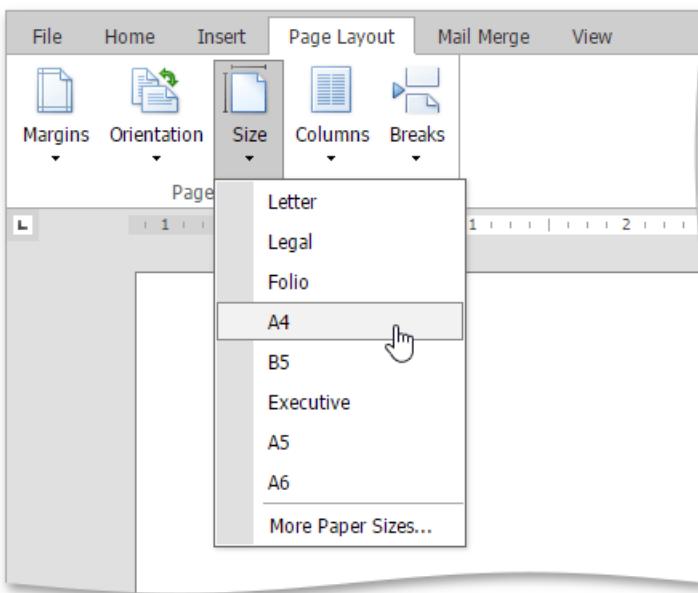
1. Click within a [section](#) for which you wish to specify page orientation.
2. Select the **Page Layout** tab, click the **Orientation** button in the **Page Setup** group and select **Portrait** or **Landscape** from the invoked list...



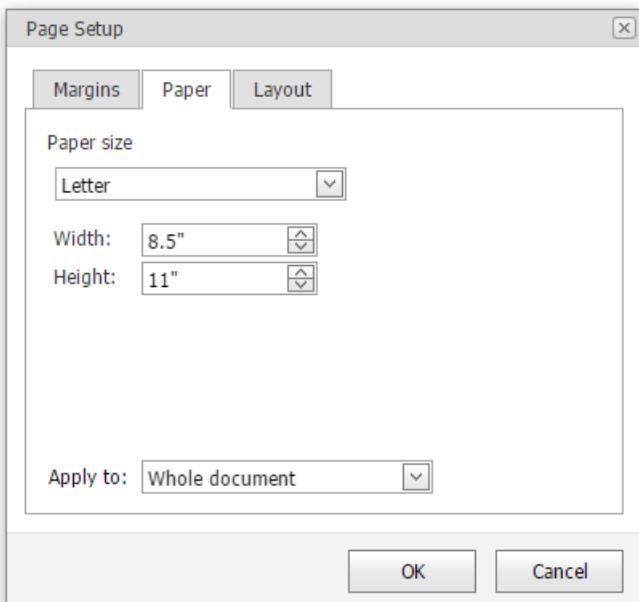
... or set the page orientation for the current section or the whole document on the **Margins** tab of the **Page Setup** dialog.

Change Paper Size

1. Click within a **section** for which you wish to set the paper size.
2. Select the **Page Layout** tab, click the **Size** button in the **Page Setup** group and select one of the standard paper sizes from the invoked list...



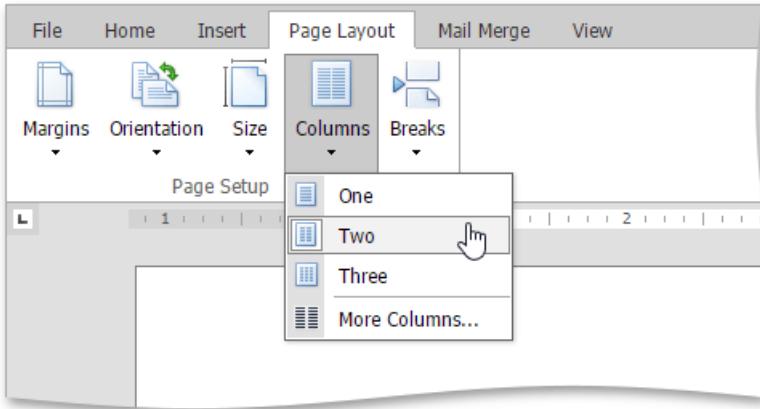
... or specify the paper size for the current section or the entire document on the **Paper** tab of the **Page Setup** dialog.



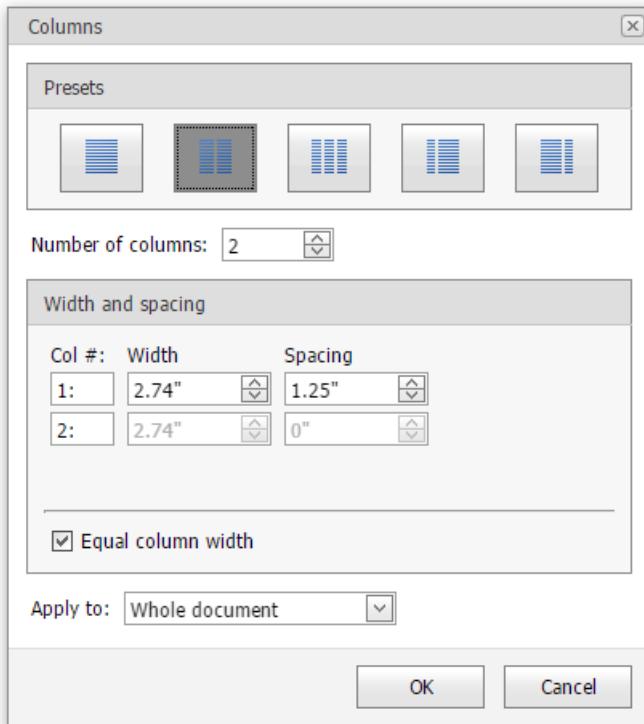
Lay Out Text in Columns

To split a text into columns, follow the steps below.

1. Click within a **section** which you wish to lay out in several columns.
2. Select the **Page Layout** tab, click the **Columns** button in the **Page Setup** group and select the number of columns into which the text should be split...

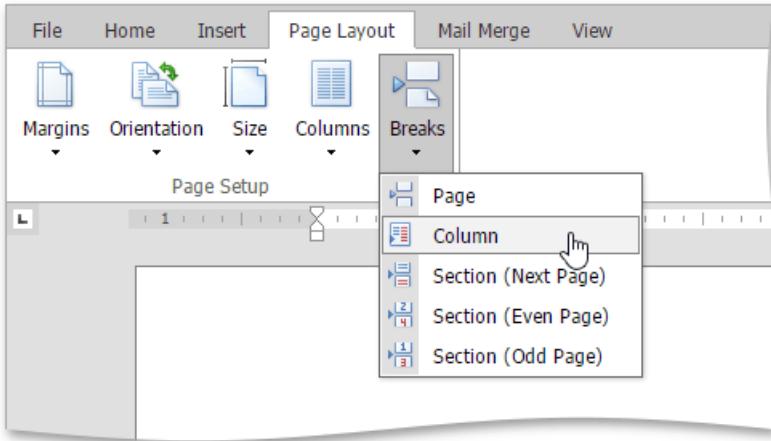


... or click **More Columns** to invoke the **Columns** dialog where you can adjust the columns layout of the text in a more flexible way for the current section or the whole document.



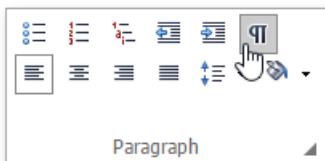
To move the text to the next column (if the text in the current section is laid out into multiple columns), insert a column break.

1. Click within a document where you wish to insert a column break.
2. Select the **Page Layout** tab, click the **Breaks** button on the **Page Setup** group and select **Column** from the invoked list...

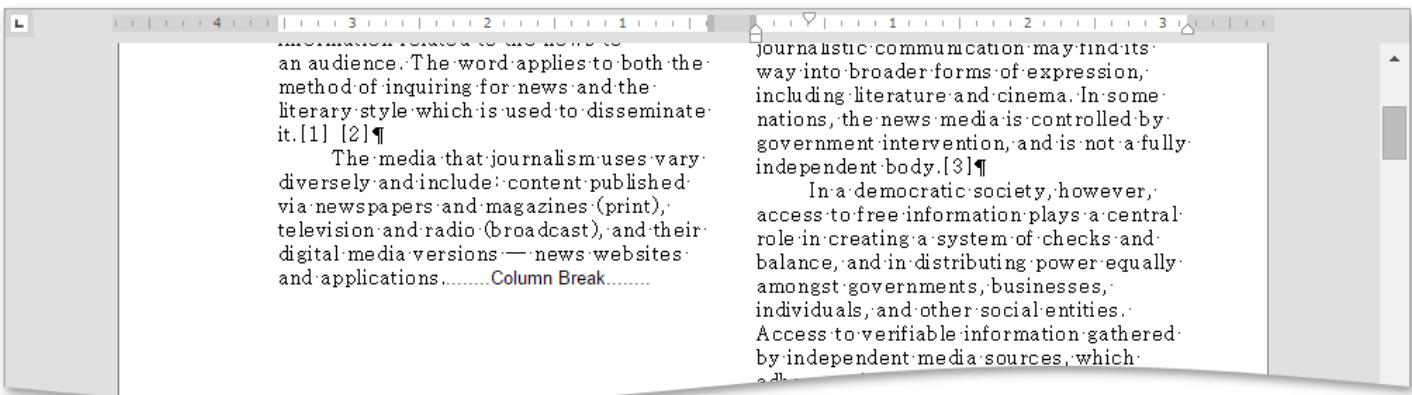


... or press **CTRL+SHIFT+ENTER**.

To show the column break mark, press **CTRL+SHIFT+8** or select the **Home** tab, click the  button in the **Paragraph** group.



In a document, column breaks are marked as illustrated below.



Navigate through a Document

You can navigate through a document in the following ways:

- Use the mouse device to click anywhere in the document;
- Use the mouse device to drag the scroll box to move through the document;
- Rotate the wheel button to scroll up and down the document;
- Use keyboard shortcuts.

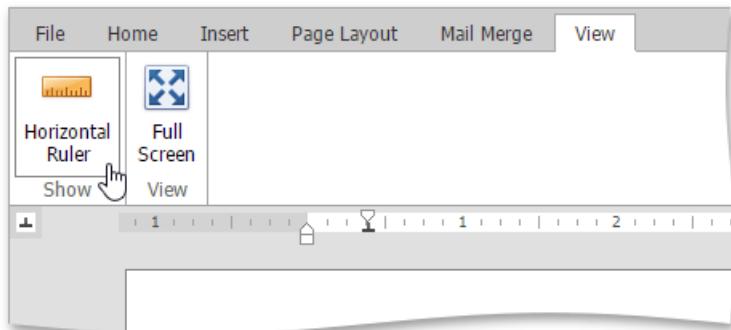
The following table lists the default keyboard shortcuts used to navigate through a document.

KEYBOARD SHORTCUT	EFFECT
LEFT ARROW	Moves the cursor to the previous character.
RIGHT ARROW	Moves the cursor to the next character.
UP ARROW	Moves the cursor to the previous line.
DOWN ARROW	Moves the cursor to the next line.
HOME	Moves the cursor to the start of the current line.
END	Moves the cursor to the end of line.
PAGE UP	Moves the cursor backward by the number of lines in the current control's window, minus one.
PAGE DOWN	Moves the cursor forward by the number of lines in the current control's window, minus one.
CTRL+LEFT ARROW	Moves the cursor to the previous word.
CTRL+RIGHT ARROW	Moves the cursor to the next word.
CTRL+UP ARROW	Moves the cursor to the beginning of the previous paragraph.
CTRL+DOWN ARROW	Moves the cursor to the beginning of the next paragraph.
CTRL+HOME	Moves the cursor to the start of the document, and scrolls the document to show the cursor position.
CTRL+END	Moves the cursor to the end of the document, and scrolls the document to show the cursor position.

Show Horizontal Ruler

The horizontal ruler is used to align text, graphics and other elements in a document. It also controls the width of table columns and the horizontal spacing of paragraph margins, columns and tabs.

By default, the horizontal ruler is shown on the **Text Editing Surface**. To hide the ruler, select the **View** tab and click the **Horizontal Ruler** button in the **Show** group.

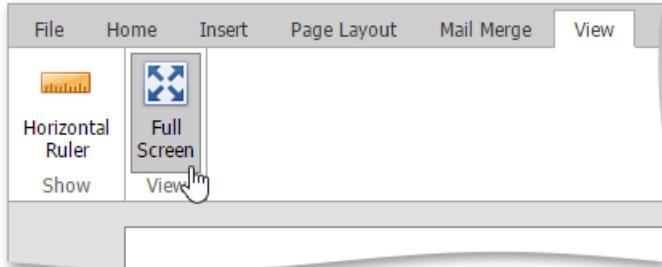


To show the ruler again, click the same button.

Full Screen Mode

The **Rich Editor** provides functionality to display a document in full screen mode.

To turn on full screen mode, go to the **View** tab and click the **Full Screen** button in the **View** group.



To disable the full screen mode, click the same button.

Select Text

To select text in the **Rich Editor**, use the following mouse actions and keyboard shortcuts.

- Selecting **one character**

To select only one character, click before the character, hold down the **Shift** key and click the **Right Arrow** once.

- Selecting **one word**

To select one word in a document, place the cursor anywhere in the word (or just before it) and **double-click** with the left mouse button. Another method is to place your cursor at the beginning of the word, hold down the **Shift** and **Ctrl** keys, and click the **Right Arrow**.

- Selecting **one paragraph**

Place the cursor in the left margin and **click twice** to highlight the whole paragraph.

- Selecting **one line**

The cursor in the margin will highlight one line with one click. Another method is to place the cursor at the beginning of the line, and use the **SHIFT+END** keyboard shortcut to extend selection to the end of the line. Similarly, at the end of the line the **SHIFT+HOME** keyboard shortcut can be used.

The following table lists the default keyboard shortcuts used for selecting text in the **Rich Editor**.

SHIFT+LEFT ARROW	Extends the selection to the previous character.
SHIFT+RIGHT ARROW	Extends the selection to the next character.
SHIFT+UP ARROW	Extends the selection to the previous line.
SHIFT+DOWN ARROW	Extends the selection one line down.
SHIFT+HOME	Extends the selection to the beginning of the line.
SHIFT+END	Extends the selection to the end of the current line.
CTRL+SHIFT+LEFT ARROW	Extends the selection to the previous word.
CTRL+SHIFT+RIGHT ARROW	Extends the selection to the next word.
CTRL+SHIFT+UP ARROW	Extends the selection to the previous paragraph.
CTRL+SHIFT+DOWN ARROW	Extends the selection to the next paragraph.
CTRL+SHIFT+HOME	Extends the selection to the beginning of the document.
CTRL+SHIFT+END	Extends the selection to the end of the document.
CTRL+A	Selects the entire document.

Delete Text

The **Backspace** key deletes one character to the left of the caret. The **Delete** key deletes one character to the right of the caret.

To delete more than just a few characters, [select text](#) and press the **Delete** key.

Cut, Copy and Paste Editor's Content

The **Rich Text Editor** allows you to move and copy text and images using the Clipboard.

■ Note

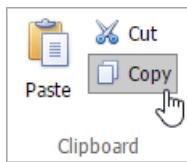
Note that you can use Clipboard only in IE. For other browsers, use the keyboard shortcuts **Ctrl+C**, **Ctrl+X** and **Ctrl+V** to copy, cut and paste respectively.

To move or copy a text or image, follow the steps below.

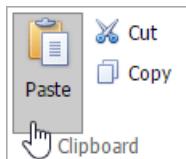
1. [Select the text or image](#) you wish to move or copy.
2. Depending on what you want, do one of the following.
 - o To move the selection, click the **Cut** button in the **Clipboard** group within the **Home** tab, or press **CTRL+X**. This cuts the selection from the document and places it on the Clipboard.



- o To copy the selection, click the **Copy** button in the **Clipboard** group within the **Home** tab, or press **CTRL+C**. This copies the selection and places it on the Clipboard.



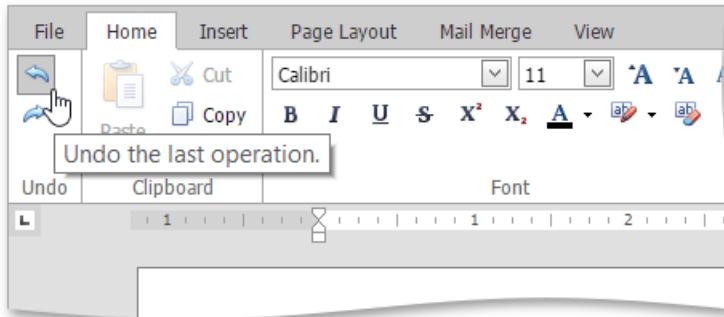
3. Point to the position where you want to insert the contents from the Clipboard.
4. Click the **Paste** button in the **Clipboard** group within the **Home** tab, or press **CTRL+V**, or press **SHIFT+INSERT**. This pastes the contents of the Clipboard into the document.



Undo and Redo Last Operations

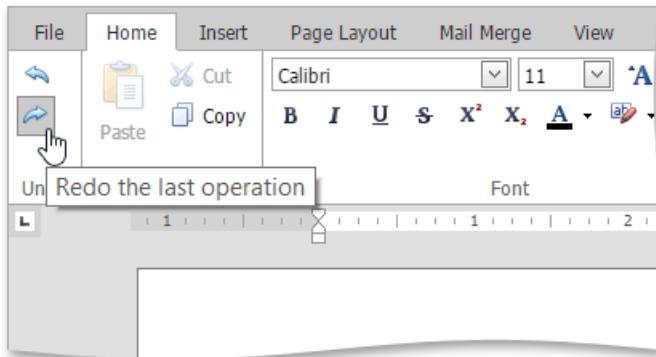
The **Rich Editor** allows you to undo and redo the last operation using special buttons (**Undo** and **Redo**) in the **Common** group in the **Home** tab.

The **Undo** command reverses the most recent action you have performed. To undo an action, click the **Undo** button in the **Common** group, or press **CTRL+Z**.



You can execute multiple Undo operations. To return the document to its previous state, just keep performing Undo.

The **Redo** command enables you to take back the last action you've undone. To redo an action, click the **Redo** button in the **Common** group, or press **CTRL+Y**.

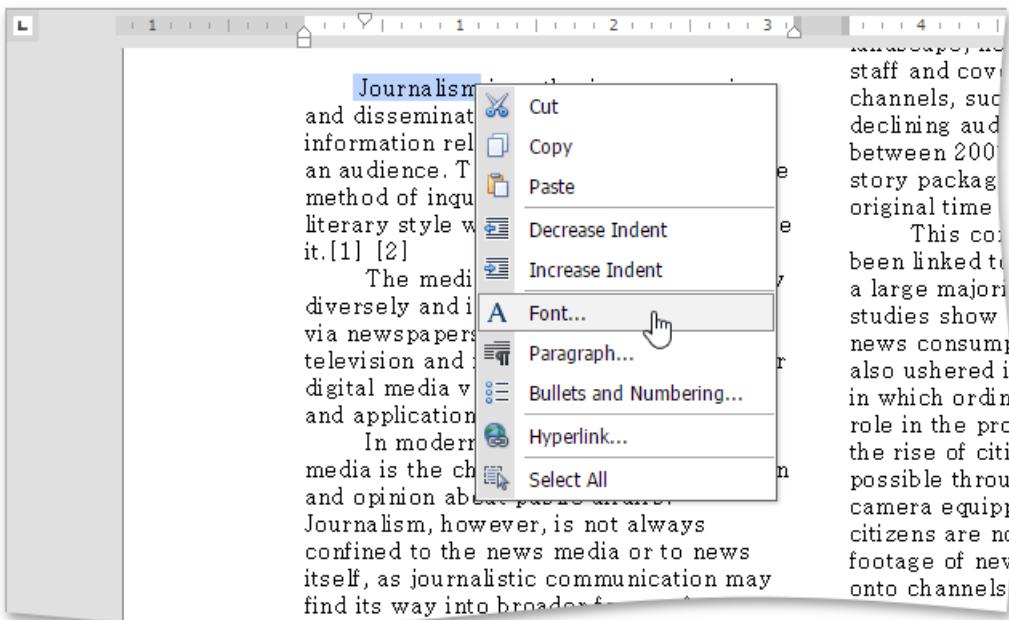


Format Text

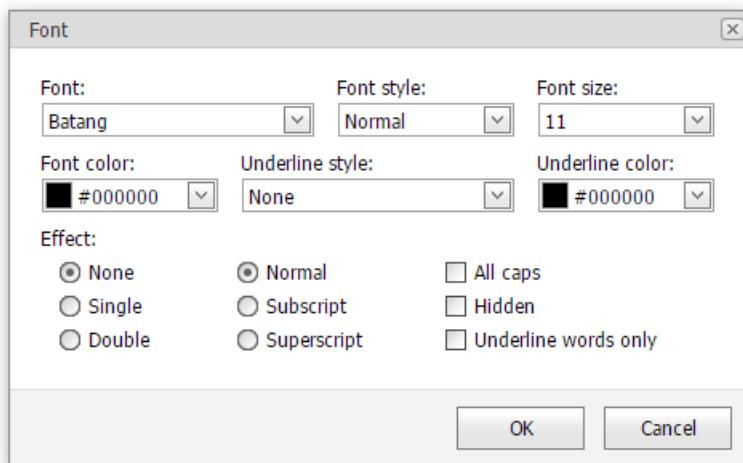
To format text, first **select it** and then use the **Font** group in the **Home** tab to change the font family, size, color, clear formatting etc.



Also, you can modify the font using the **Font** dialog. Select the text that you want to format, right-click it and choose the **Font** item from the context menu or click the arrow in the right bottom corner of the **Font** group within the **Home** tab.



The **Font** dialog appears as illustrated below.



In this dialog, you can specify all required font parameters, and apply them to the selected text.

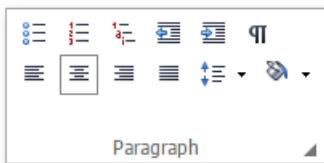
In addition, the **Rich Editor** provides a list of default keyboard shortcuts for text formatting:

CTRL+B	Toggles the bold style on the selection.
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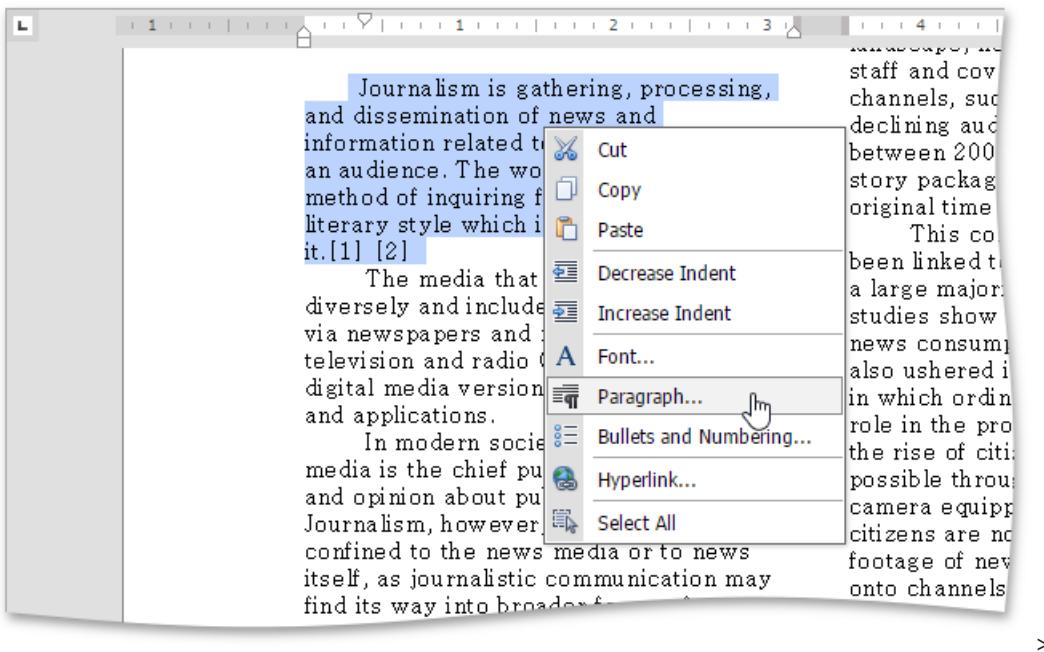
CTRL+I	Toggles the italic style on the selection.
CTRL+U	Toggles the underline style on the selection.

Format Paragraphs

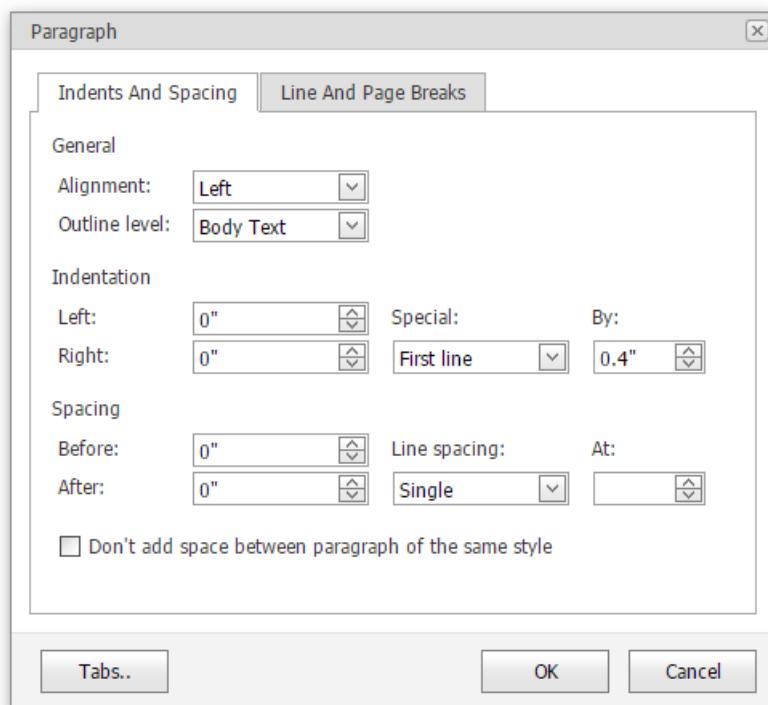
To format a paragraph, first click anywhere in it or **select** the paragraph, and then use the **Paragraph** group on the **Home** tab to create a **bulleted**, **numbered** and **multilevel** list, change line spacing, indentation, alignment and styles.



Also, you can use the **Paragraph** dialog to format the paragraph. To invoke this dialog, right-click the paragraph and click the arrow in the right bottom corner of the **Paragraph** group or select the **Paragraph** item from the context menu.



The **Paragraph** dialog appears, as illustrated below.

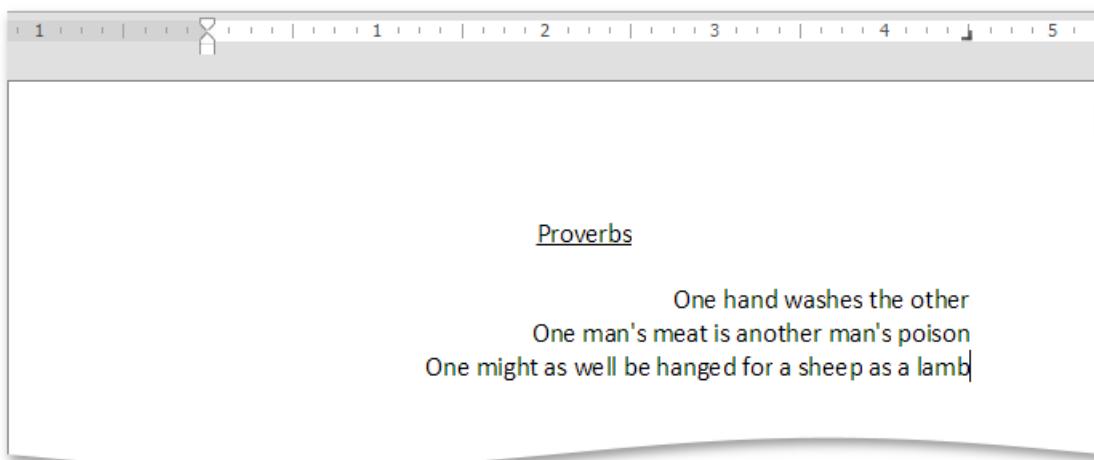


In this dialog, you can change different parameters for the paragraph (Indents and Spacing tab) and pagination (Line and Page

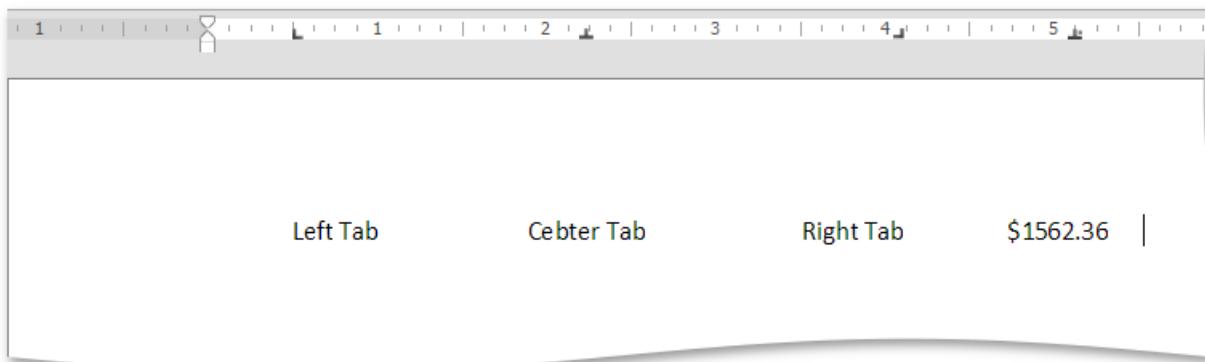
Breaks tab).

Using Tabs

Tab stops specify the exact positions the cursor moves after repeatedly clicking the **Tab** key. Tab stops are located on the [horizontal ruler](#) and allows you to align text.



Depending upon [types of tab stops](#), typed text can be extended to the right, left or center position of the tab.



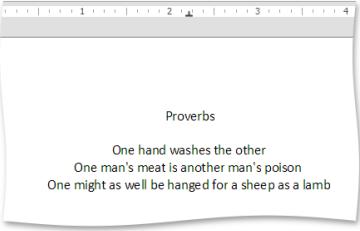
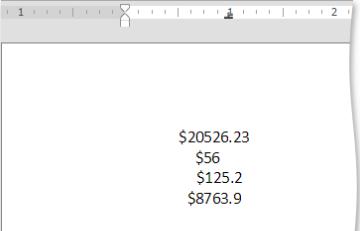
You can set any type of tab stops either [by using the ruler](#) or [by using the dialog box](#).

■ Note

By default, there are no tab stops on the ruler when you create a new document.

Types of Tab Stops

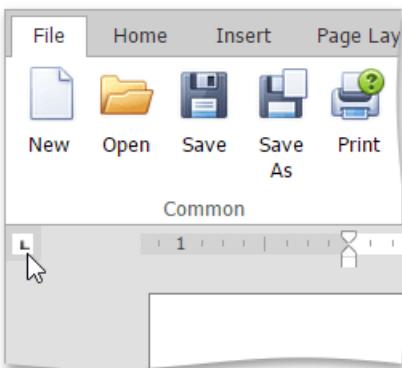
TYPE OF A TAB STOP	EXAMPLE								
 - Left Tab. The start position of text is located to the right of the tab. Text will move to the right.	<table><tbody><tr><td>Apple</td><td>\$1.5</td></tr><tr><td>Pear</td><td>\$1.7</td></tr><tr><td>Pineapple</td><td>\$2.2</td></tr><tr><td>Apricot</td><td>\$3.1</td></tr></tbody></table>	Apple	\$1.5	Pear	\$1.7	Pineapple	\$2.2	Apricot	\$3.1
Apple	\$1.5								
Pear	\$1.7								
Pineapple	\$2.2								
Apricot	\$3.1								

TYPE OF A TAB STOP	EXAMPLE								
 - Center Tab. The cursor is located in the middle of the tab. Text will be centered based on the tab position.	 <p>Proverbs</p> <p>One hand washes the other One man's meat is another man's poison One might as well be hanged for a sheep as a lamb</p>								
 - Right Tab. The start position of text is located to the left of the tab. Text will move to the left.	 <table> <tbody> <tr> <td>Apple</td> <td>\$1.5</td> </tr> <tr> <td>Pear</td> <td>\$1.7</td> </tr> <tr> <td>Pineapple</td> <td>\$2.2</td> </tr> <tr> <td>Apricot</td> <td>\$3.1</td> </tr> </tbody> </table>	Apple	\$1.5	Pear	\$1.7	Pineapple	\$2.2	Apricot	\$3.1
Apple	\$1.5								
Pear	\$1.7								
Pineapple	\$2.2								
Apricot	\$3.1								
 - Decimal Tab. The tab position specifies the location of the decimal point. Text before the decimal point extends to the left and text after the decimal point, extends to the right.	 <table> <tbody> <tr> <td>\$20526.23</td> </tr> <tr> <td>\$56</td> </tr> <tr> <td>\$125.2</td> </tr> <tr> <td>\$8763.9</td> </tr> </tbody> </table>	\$20526.23	\$56	\$125.2	\$8763.9				
\$20526.23									
\$56									
\$125.2									
\$8763.9									

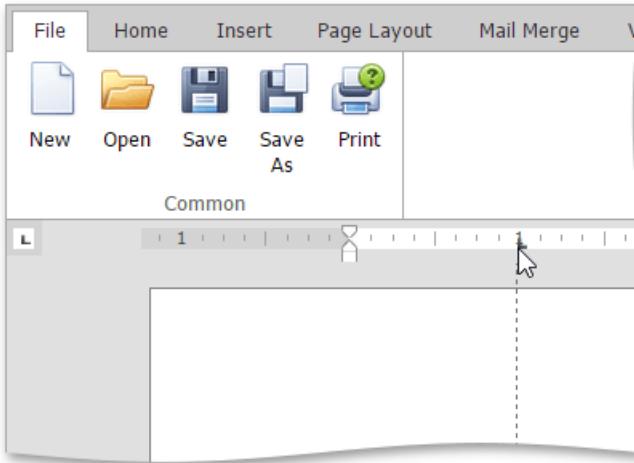
Set Tab Stops by Using the Ruler

To set a tab stop by using the ruler, do the following:

- Click the tab selector at the left end of the horizontal ruler until it displays the [type of tab](#) that you want.



- Click on the ruler to set a tab stop at a specific position.



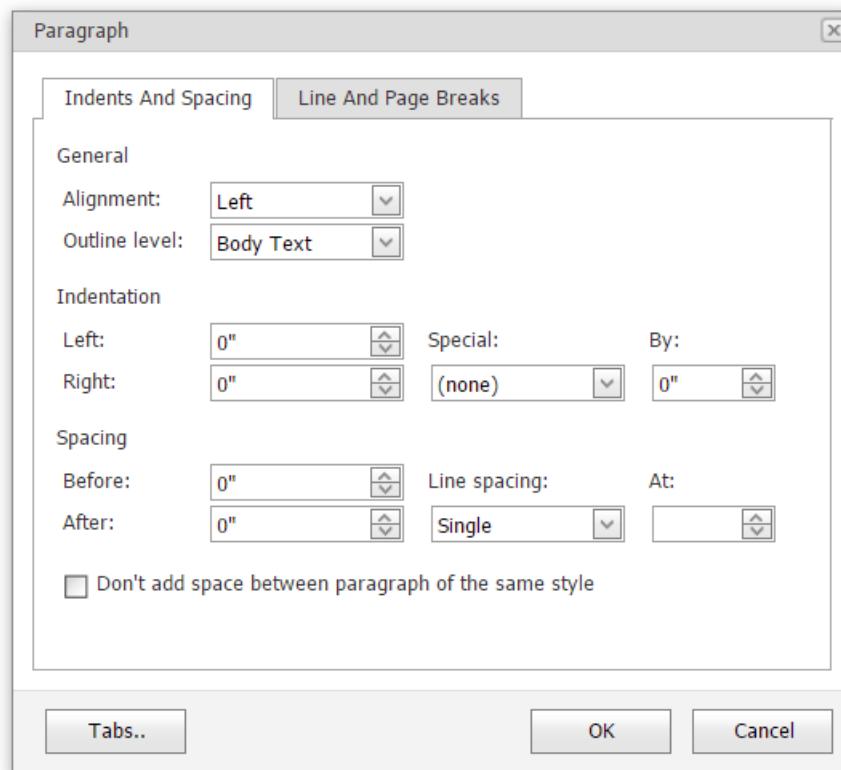
Set Tab Stops by Using the Tab Dialog Box

To set a tab stop by using the dialog box, do the following:

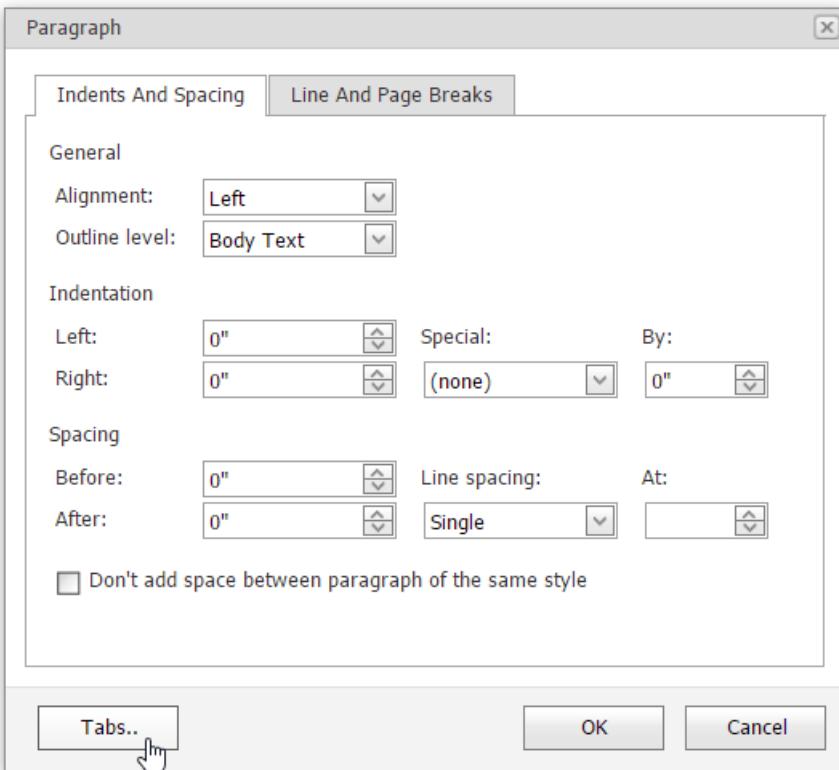
- Select the **Page Layout** tab, and click in the right bottom corner of the **Paragraph** group.



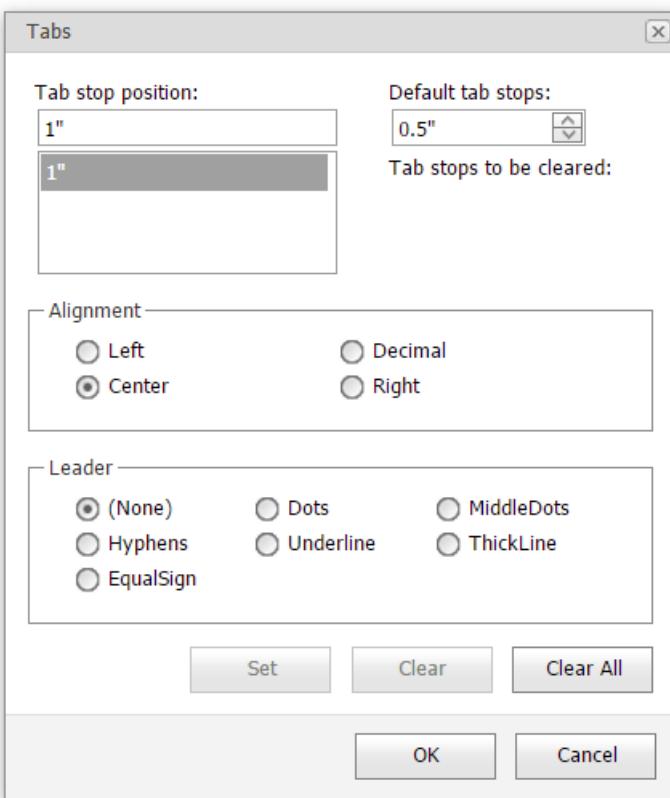
The **Paragraph** dialog box is invoked.



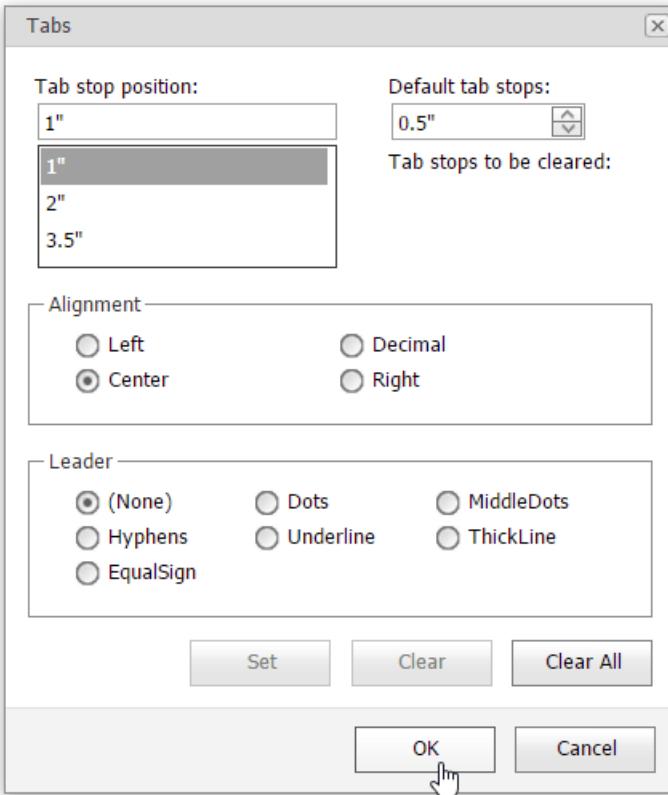
- In the invoked **Paragraph** dialog box, click the **Tabs..** button. The **Tabs** dialog box is invoked.



- In the opened **Tabs** dialog box, specify a tab stop's settings and click the **Set** button.



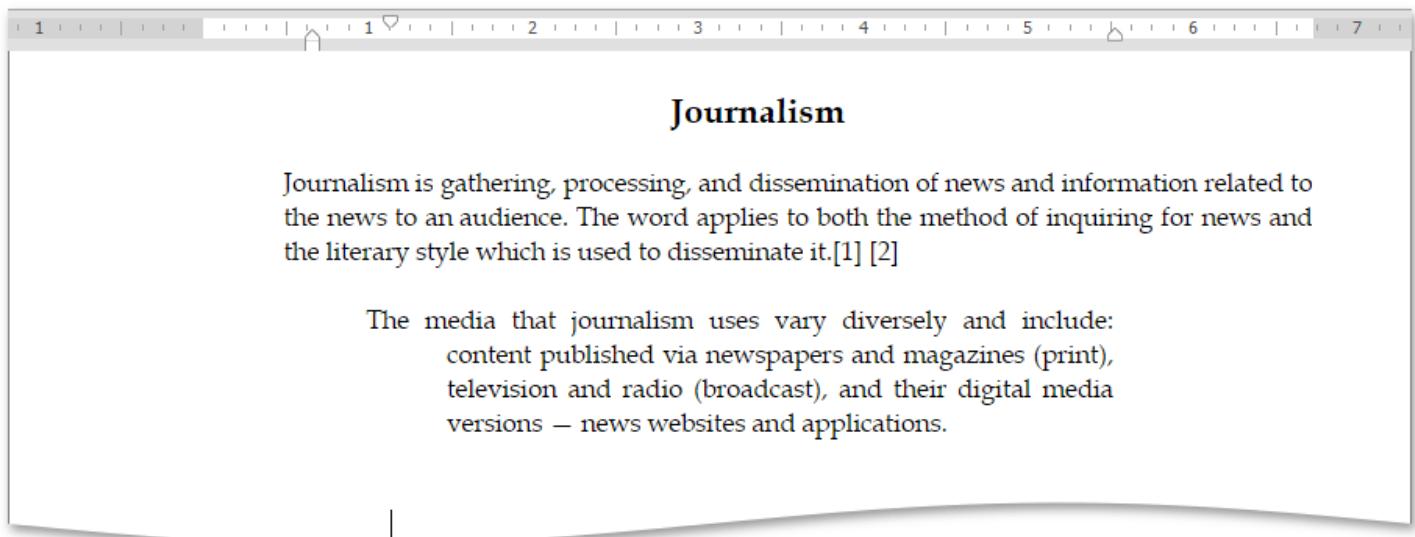
- Repeat the previous steps for each tab stop and click **OK**.



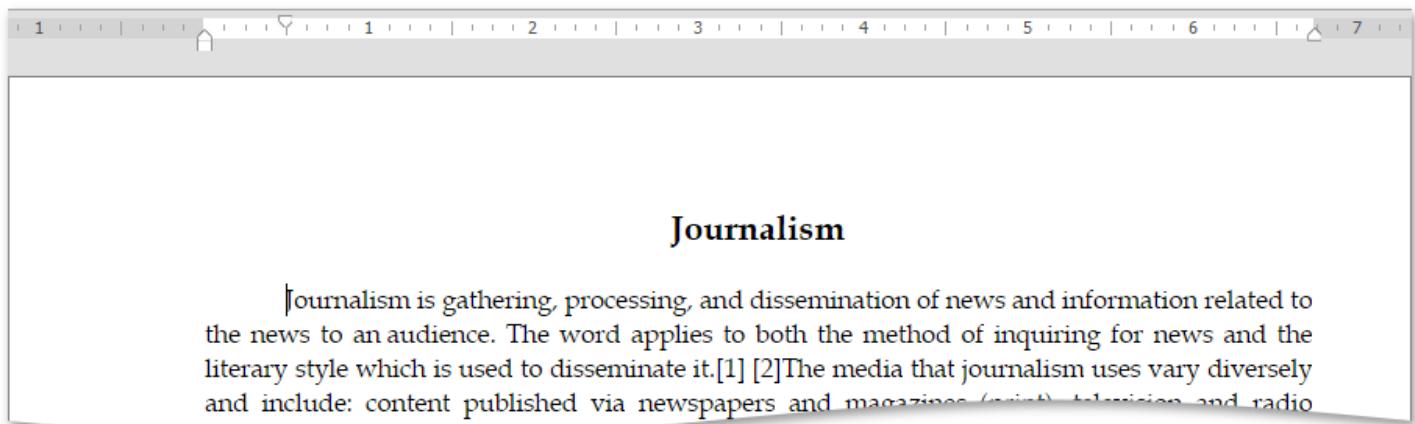
You can drag any existing tab stop along the horizontal ruler to a different position.

Using Indents

You can set or modify a first line indent, right indent, left indent and hanging indent of a paragraph by using the [horizontal ruler](#), [Dialog Box](#) or [Increase/Decrease Indent buttons](#).

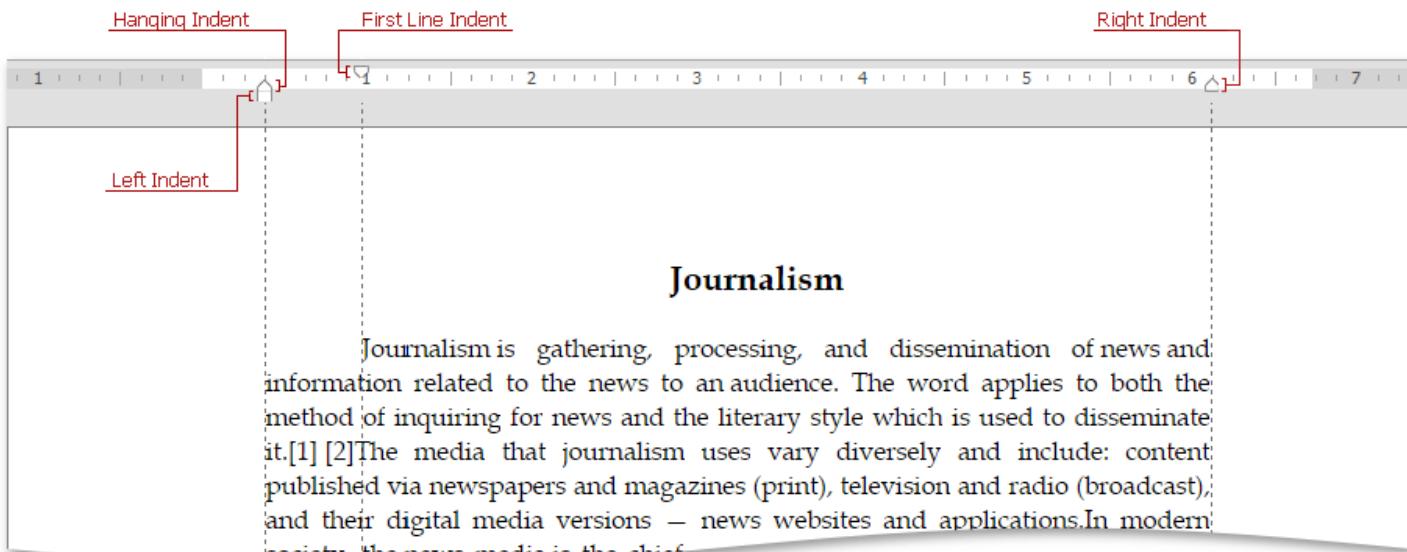


The first line indent can be created using the **Tab** key on the keyboard. Each click on the **Tab** key moves the first line indent to 0,5 inch.



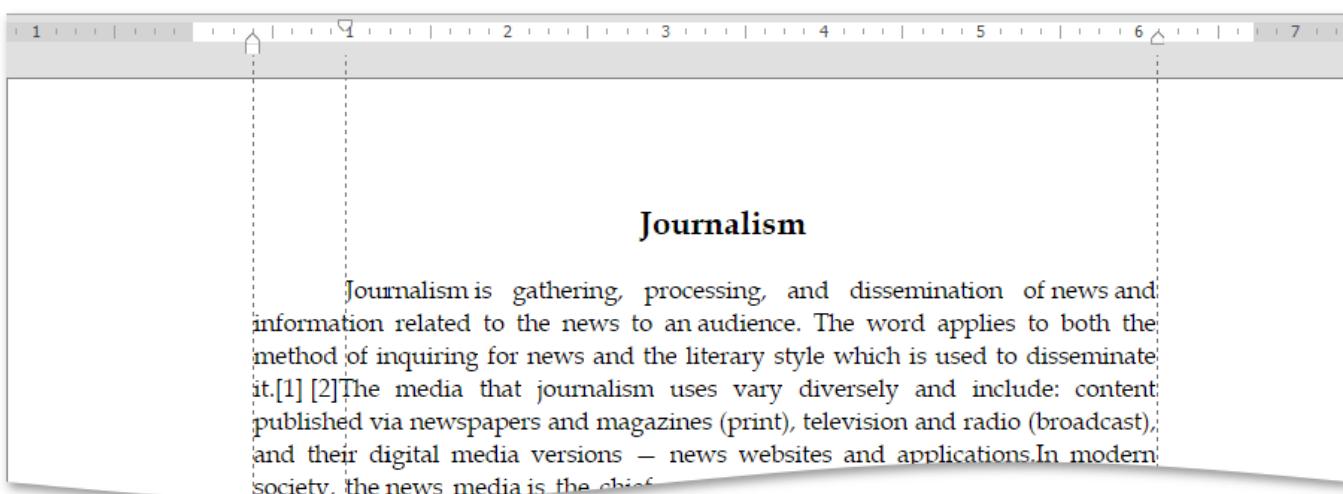
Changing Indents by Using the Ruler

Rich Text Editor provides **indent markers** of the following types:



To set or modify indents by using the ruler, do the following:

- Click anywhere in a paragraph that will be formatted or select one or more paragraphs.
- Move an indent marker to a specific position on the ruler.



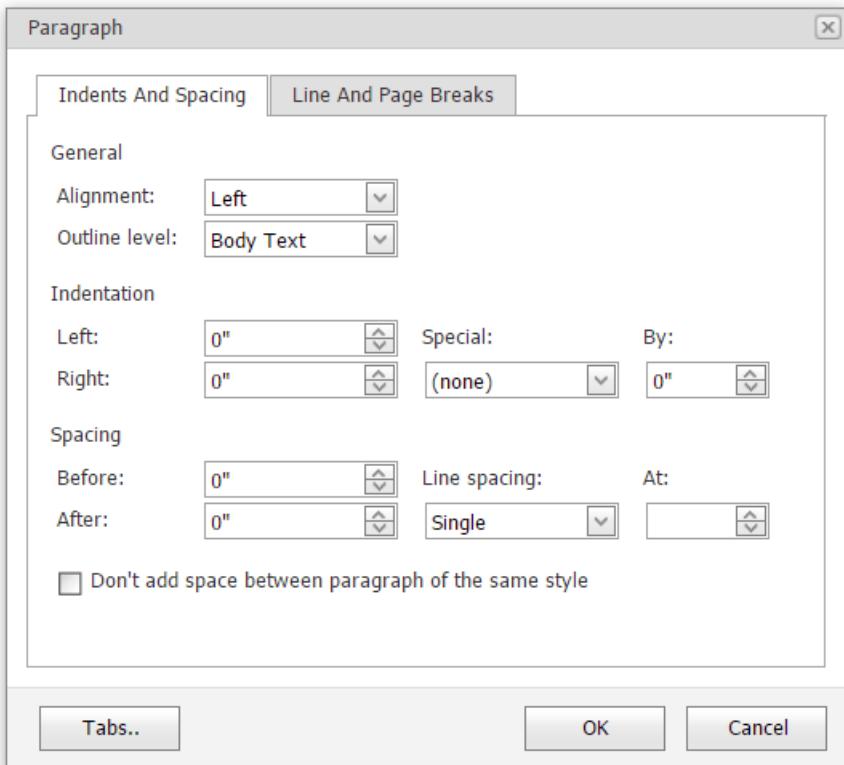
Changing Indents by Using the Dialog Box

To set or modify indents by using the Dialog Box, do the following:

- Click anywhere within a paragraph that will be formatted or select one or more paragraphs.
- Select the **Page Layout** tab, and click in the right bottom corner of the **Paragraph** group.



Specify indents settings within the invoked **Paragraph** dialog box and click **OK**.



Changing Indents by Using Increase/Decrease Indent Buttons

To set or modify indents by using the **Increase/Decrease Indent** buttons, do the following:

- Click anywhere within a paragraph that will be formatted or select one or more paragraphs.
- Select the **Home** tab, and click the **Increase Indent** or **Decrease Indent** button in the **Paragraph** group. **Increase Indent** and **Decrease indent** buttons increases and decreases the indent by increments of 0.5 inch respectively.

Journalism

Journalism is gathering, processing, and dissemination of news and information to the news to an audience. The word applies to both the method of inquiring f and the literary style which is used to disseminate it.[1] [2]The media that journal vary diversely and include: print media, electronic media, and new media.

Apply Predefined Styles

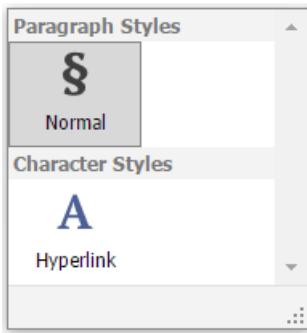
To format a text or a paragraph you can apply styles. A style is a group of formatting characteristics. All these characteristics are applied to a text or a paragraph at once when you apply a style. Thus, styles allow you to change text and paragraph appearance more quickly than setting all formatting characteristics separately ([Format Text](#), [Format Paragraphs](#)).

A **character based style** includes characteristics to format text within a paragraph (e.g., font type and size, bold and italic formats, etc.)

A **paragraph based style** affects paragraph formatting characteristics such as text alignment, line spacing, etc. It can also include character formatting characteristics.

To apply a style, do the following.

1. [Select text](#) or a paragraph that you want to format.
2. Click or type the required style name in the **Styles** box in the **Styles** group within the **Home** tab.

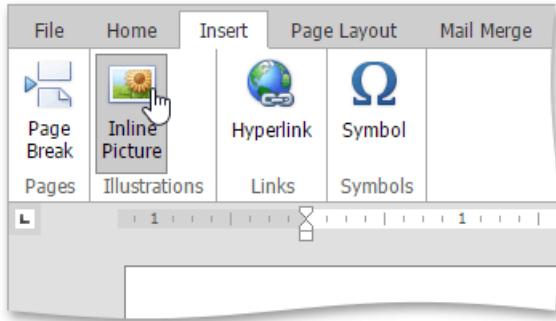


Insert, Select, Copy or Delete a Picture or Text Box

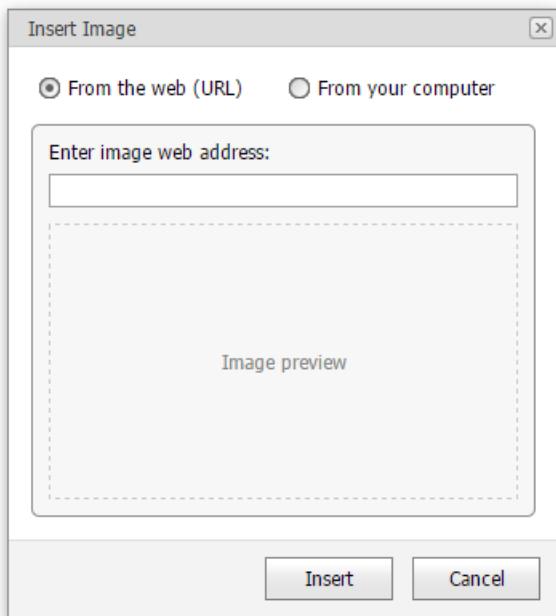
You can insert floating [images](#) or [text boxes](#) and [select](#) them for [copying](#) or [deleting](#).

Insert a Picture

Position the caret to the desired location and click the **Inline Picture** button in the **Insert** tab's **Illustrations** group to insert an inline picture into the document.



In the invoked **Insert Image** dialog box, enter an image's web address (to load a picture from the web) or locate the required folder and select a file with graphics (to load pictures from your computer). Click **Insert** to insert the picture into the document.

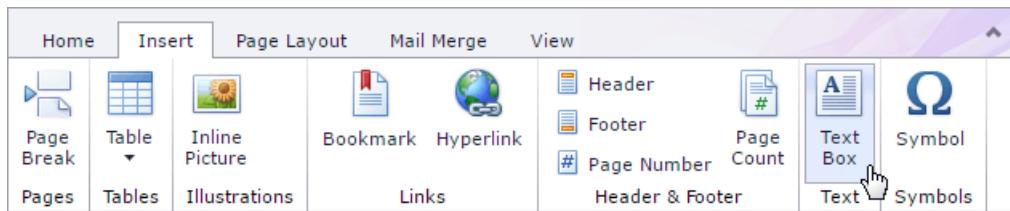


The **Rich Text Editor** enables you to insert graphics of the following types:

- JPEG File Interchange Format (*.jpe, *.jpg, *.jpeg)
- Portable Network Graphics (*.png)
- Graphics Interchange Format (*.gif)

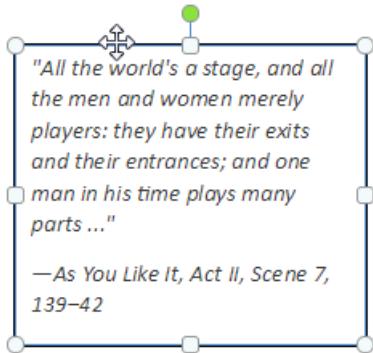
Insert a Text Box

Position the caret at the desired location and click the **Text Box** button in the **Insert** tab's **Text** group to insert a text box into your document.



Select a Picture or Text Box

Click a picture/text box's border to select it.



Note

Place the caret inside the text box to modify its content. Note that it is impossible to move, copy or delete the text box.

Copy/Paste a Picture or Text Box

To copy floating images and text boxes within a document, do the following:

1. Select a picture/text box to be copied.
2. On the **Home** tab, in the **Clipboard** group, click **Copy**, or select it from the context menu, or press **Ctrl+C**.
3. Position the caret at the location for inserting the copied picture/text box.
4. On the **Home** tab, in the **Clipboard** group, click **Paste**, or select it from the context menu, or press **Ctrl+V**.

To delete an image or text box follow the instructions below.

Delete a Picture or Text Box

1. Select a picture/text box.
2. Press **Delete** or **Backspace**

Move a Picture or Text Box

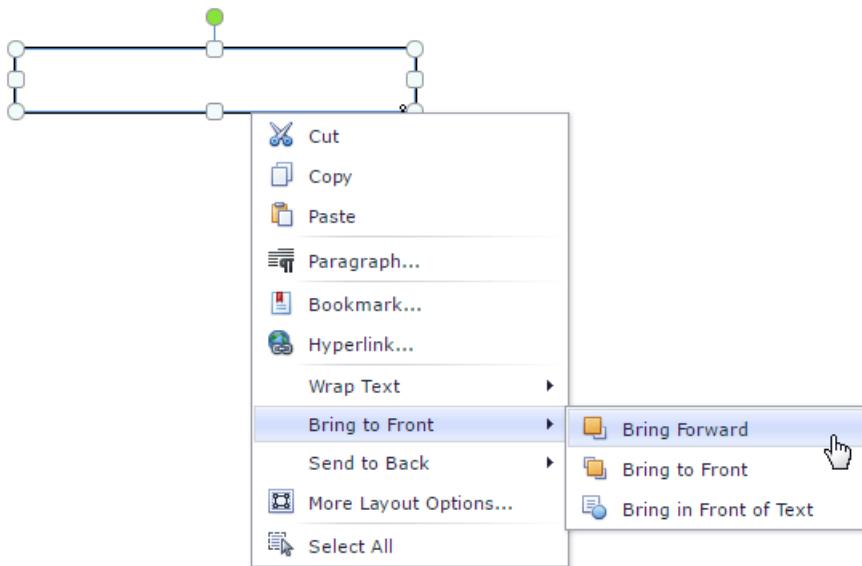
Move a Picture or Text Box

1. Select a floating picture or text box that you wish to move.
2. Drag the object to the new location.

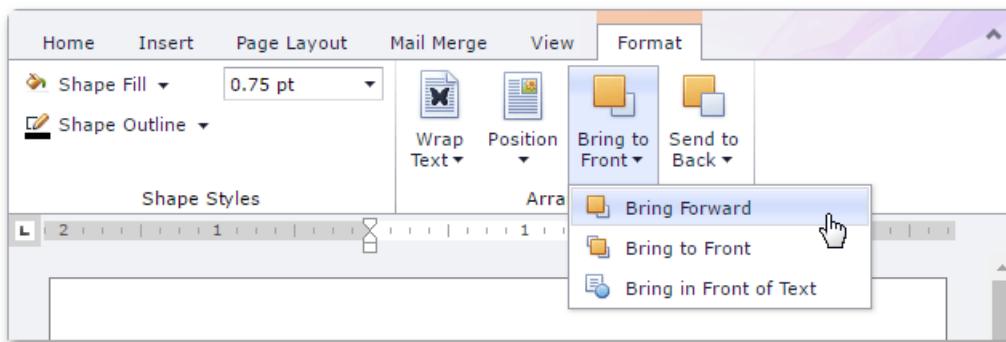
Move a Picture or Text Box Forward or Backward

When you add floating objects into a document, they are automatically inserted in particular layers. Objects can overlap. In this case, the top object covers lower objects (in full or in part). You can move particular objects up and down in a stack one layer at a time, or move them to the top or bottom of a stack in one click.

1. Select a floating picture or text box that you wish to move up or down in the stack.
2. Select the required item from the floating object's context menu...



... or Format tab.

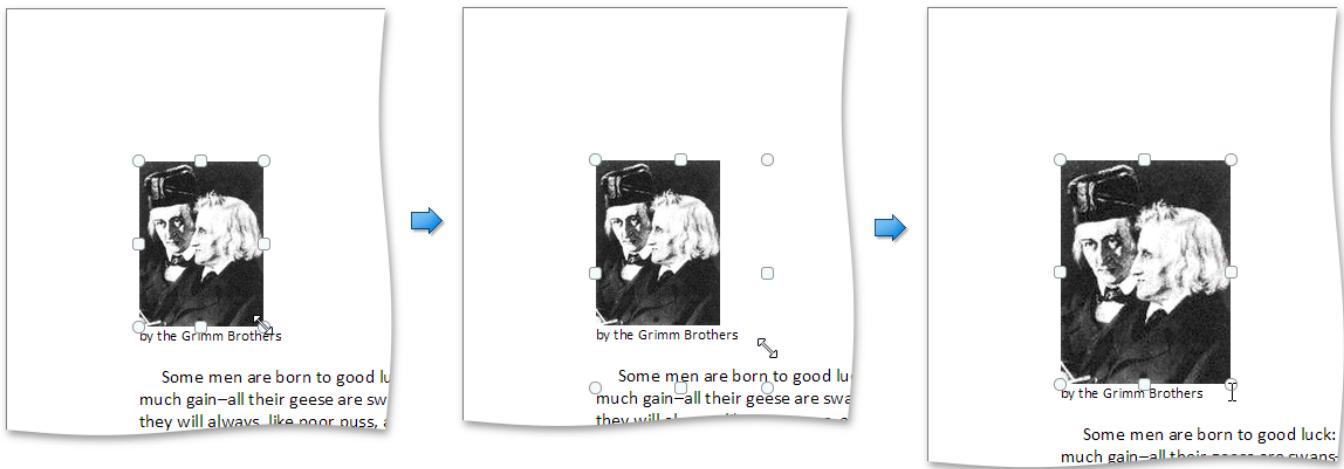


3. To move the selected floating object one layer forward to the front, click **Bring to Front -> Bring Forward**.
4. To move the selected floating object in front of the text layer and any other floating objects, **Bring to Front -> Bring to Front**.
5. To move the selected floating object in front of the text layer, click **Bring to Front -> Bring in Front of Text**.
6. To move the selected floating object one layer forward to the back, click **Send to Back -> Send Backward**.
7. To move the selected floating object behind the text or any other floating object, click **Send to Back -> Send to Back**.
8. To move the selected floating object behind the text layer, click **Send to Back -> Send Behind Text**.

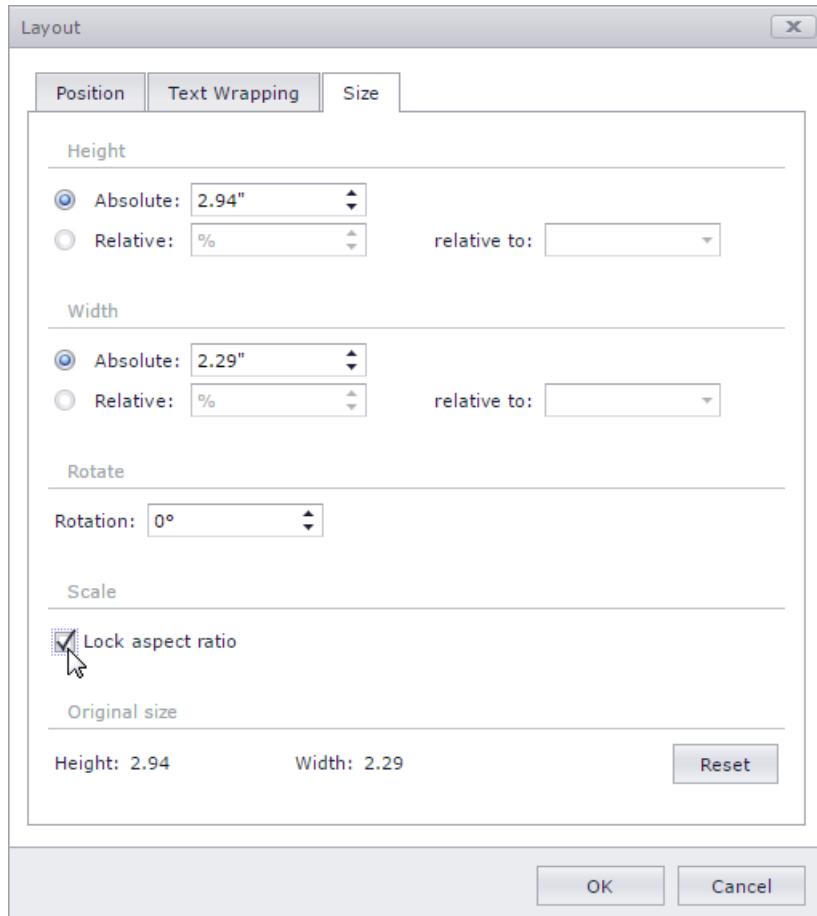
Resize a Picture or Text Box

To resize a picture or text box, shrink or stretch an object in the following way.

1. Select a floating picture or text box to be resized.
2. Drag a *sizing handle* towards or away from the object center until the required size is reached. Note that an object keeps its proportions during resizing.



To keep object proportions when resizing it, check the **Lock aspect ratio** option (to access it, open the context menu of the floating object, select **More Layout Options...**, then open the **Size** tab in the invoked **Layout** dialog. In this case, when you change a width of the object by dragging a *corner sizing handle*, the object's height will be automatically changed to maintain exact proportions of the object and vice-versa.



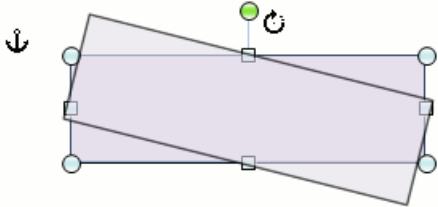
To specify an exact height and width of the object, clear the **Lock aspect ratio** check box.

Rotate a Picture or Text Box

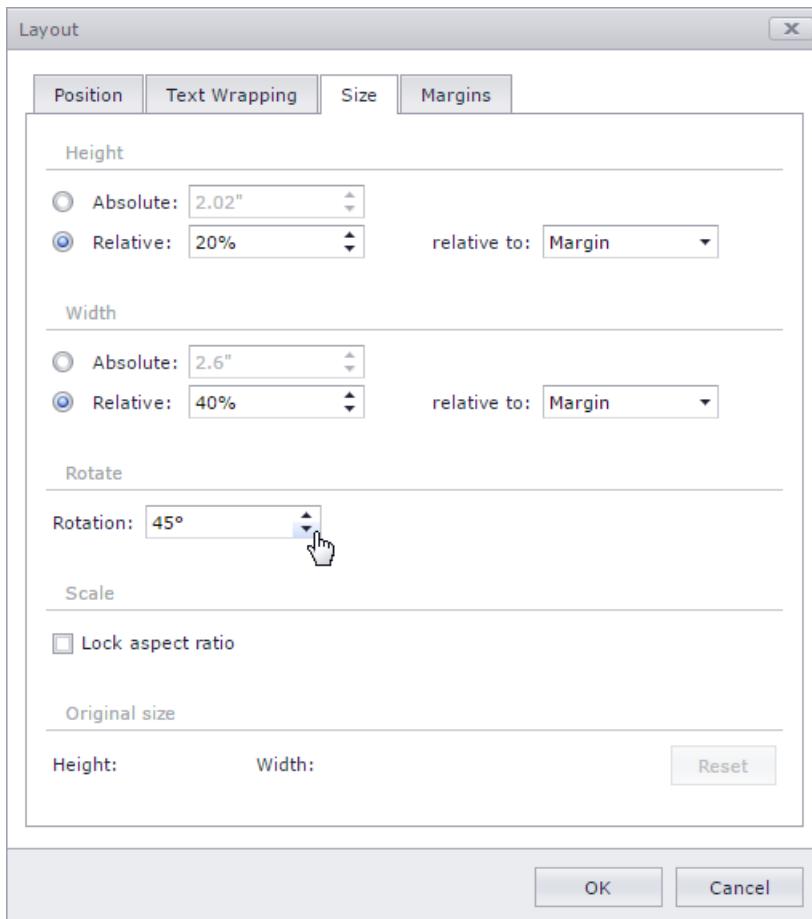
1. Select the floating picture or text box that you wish to rotate.

2. Do one of the following.

- Click the round arrow that appears over the selected floating picture or text box and drag it in the direction to which you wish to rotate the object.



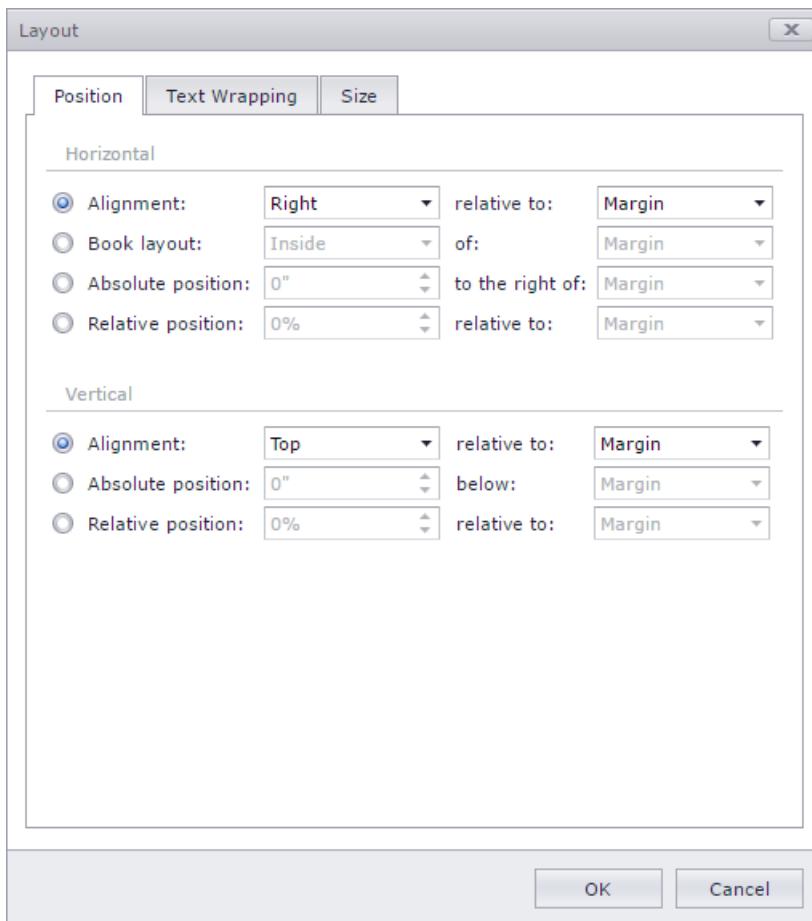
- Right-click a picture or text box to be rotated and select the **More Layout Options...** item from the context menu. Switch to the **Size** tab in the invoked **Layout** dialog and set the required value of the angle to rotate the object in the **Rotation** box.



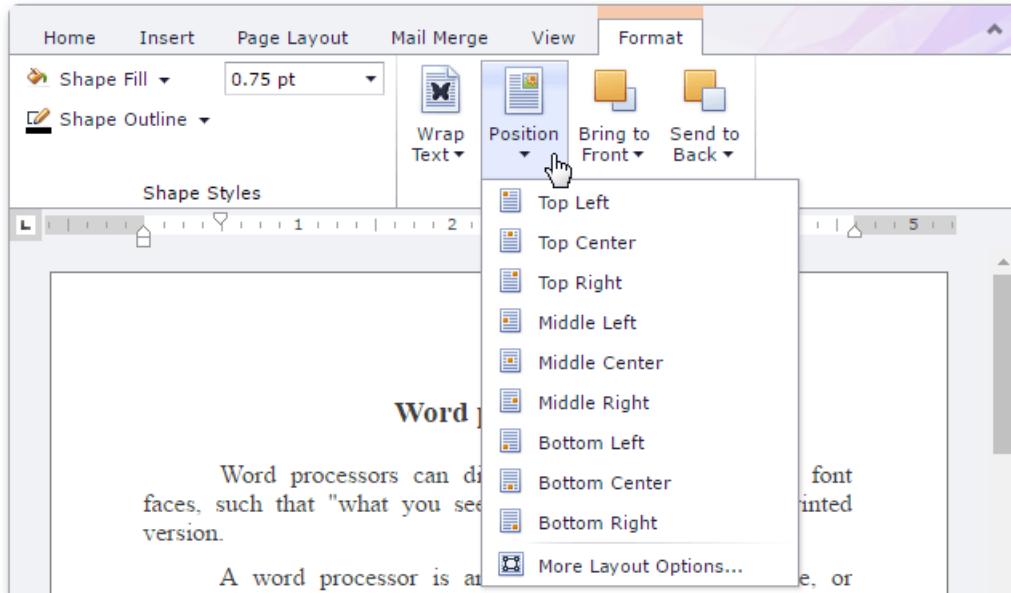
Wrap Text Around a Picture or Text Box

Position a Picture or Text Box within a Document

1. [Select](#) a floating picture or text box whose location you want to specify.
2. Specify an object location in one of the following ways.
 - o On the **Format** tab, in the **Arrange** group, click the **Position** button and select the required position of the object from the invoked list.

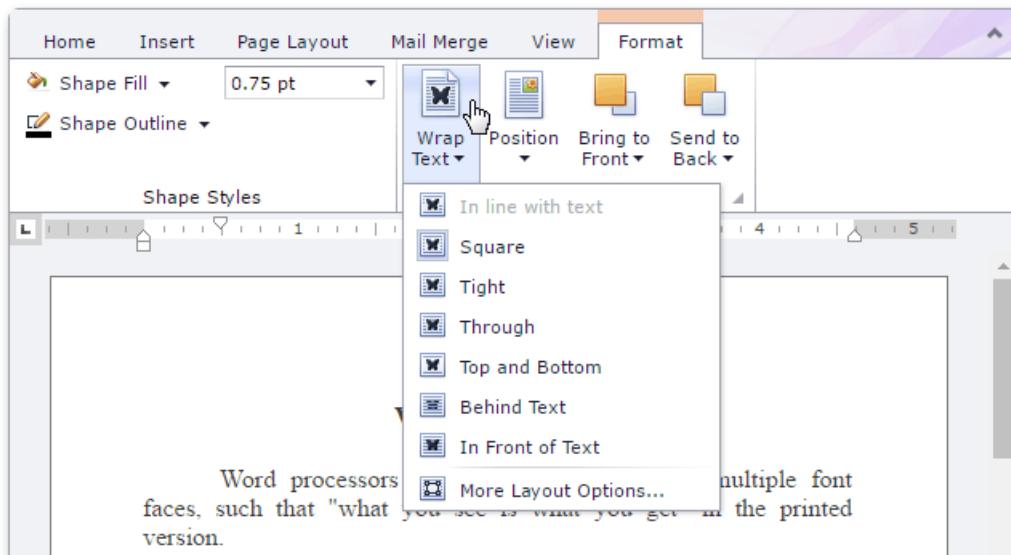


- o Right-click the object to be positioned and select the **More Layout Options...** item from the context menu. On the **Position** tab of the invoked **Layout** dialog, specify the required position for the floating object.

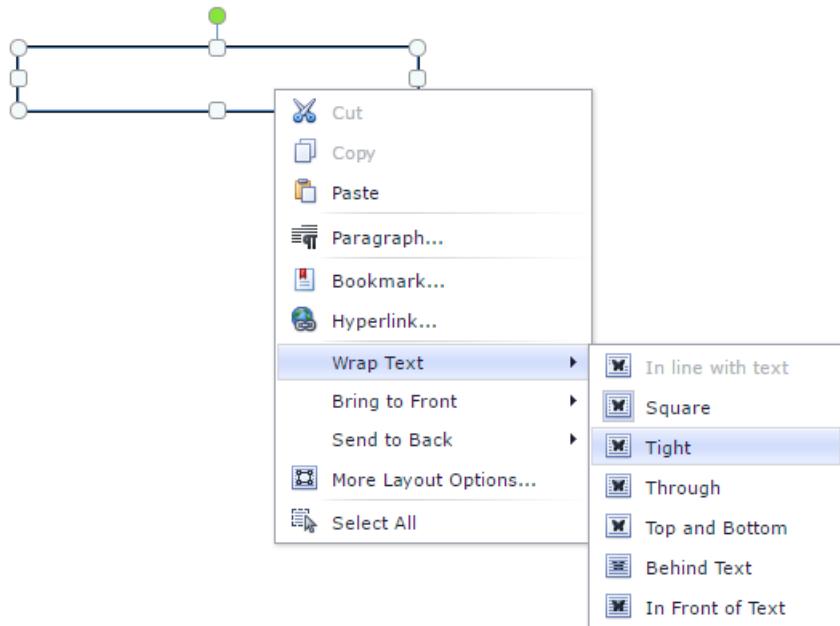


Wrap Text around Picture or Text Box

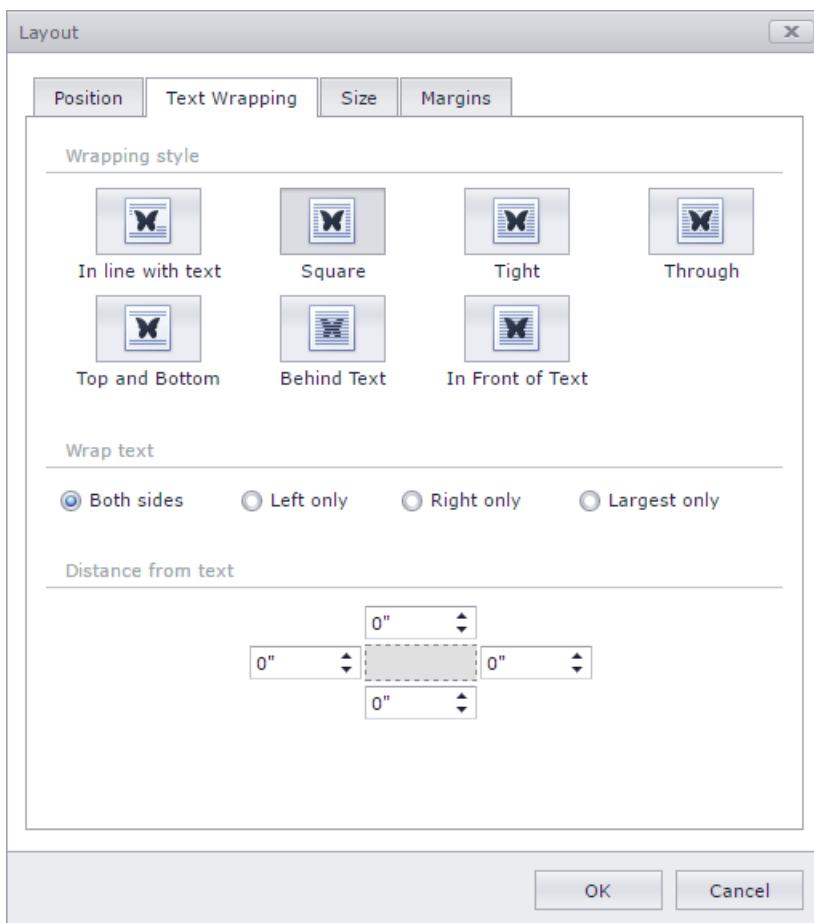
1. Select a floating picture or a text box.
2. To specify a way text wraps around the selected object, do one of the following.
 - o On the **Format** tab, in the **Arrange** group, click **Wrap Text** and select the required type of text wrapping around the selected object from the invoked list.



- o Right-click the selected floating object, and select the required type of the text wrapping from the **Wrap Text** submenu of the invoked context menu.



- Right-click the selected floating object, and select the **More Layout Options...** item from the context menu. Switch to the **Text Wrapping** tab of the invoked **Layout** dialog and specify the required text wrapping settings for the floating object.

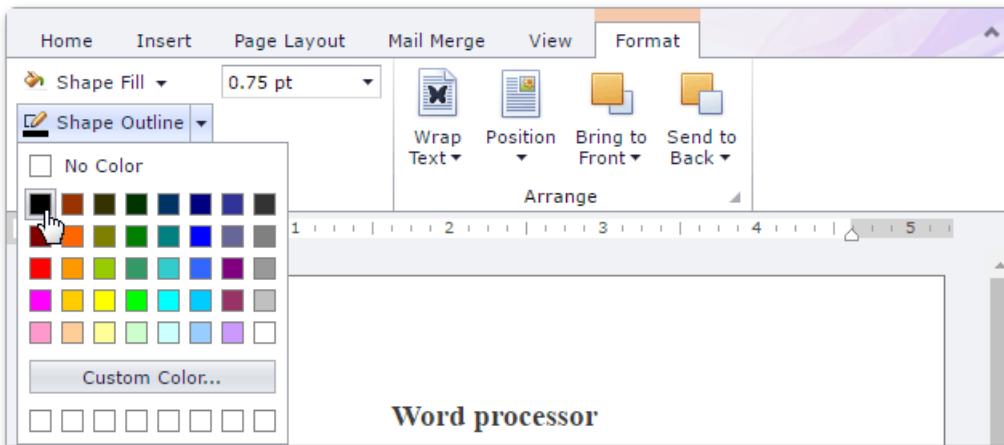


Add, Change or Delete a Border for a Picture or Text Box

You can specify the color and weight of the outside border of a floating picture or text box, or fully delete the border.

Set the Color of a Picture or Text Box Border

1. Select the floating picture or text box whose outline border color you wish to specify.
2. On the **Format** tab, in the **Shape Styles** group, click **Shape Outline** and select the required color.

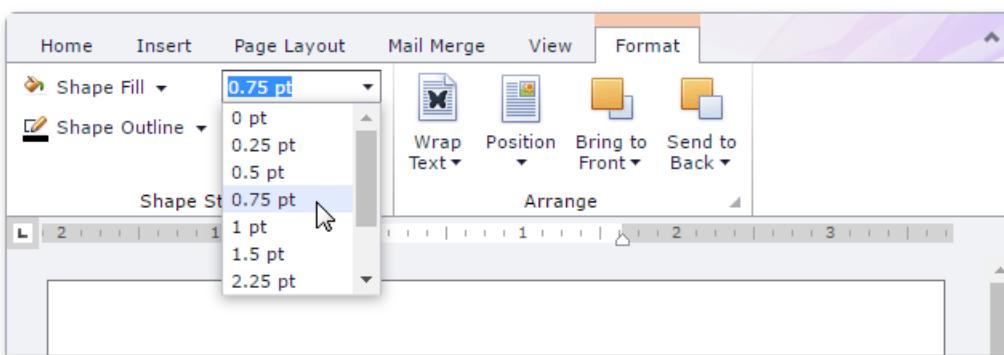


■ Note

By default, a floating picture is inserted with no border. To specify a colored outline border for a picture, a border weight must be set.

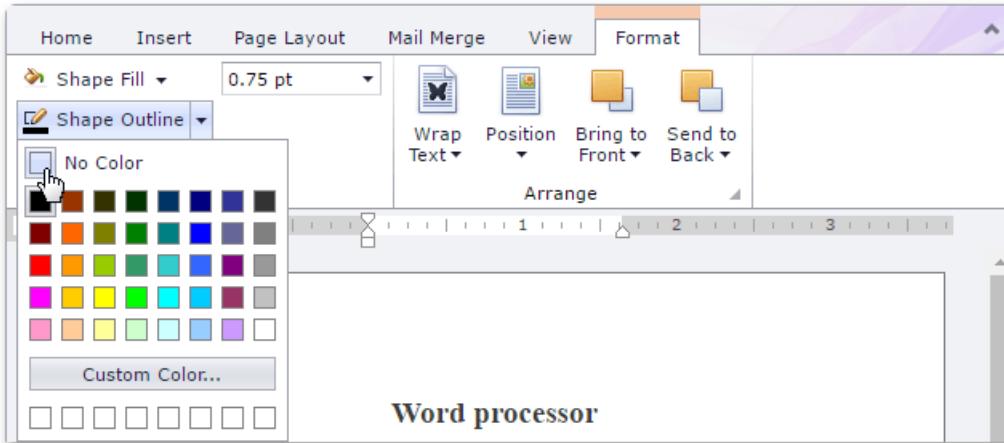
Set the Weight of a Picture or Text Box Border

1. Select a floating picture or text box whose outline border weight you wish to specify.
2. Select the required border weight from the **Shape Outline Weight** list accessed on the **Format tab**, in the **Shape Styles** group.



Remove a Picture or Text Box Border

1. Select a floating picture or text box whose outline border you wish to remove.
2. On the **Format** tab, in the **Shape Styles** group, click **Shape Outline** button and select **No Color**.

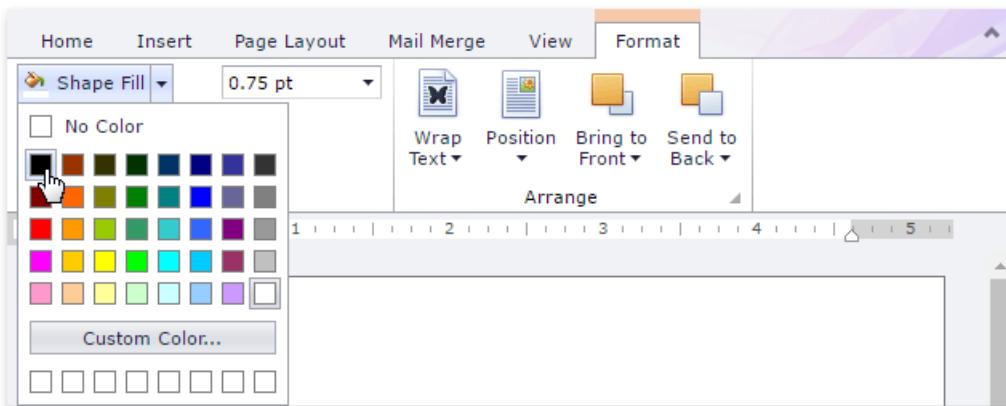


Add, Change or Delete a Text Box Fill

You can fill the floating text box with a specified color or delete the filling

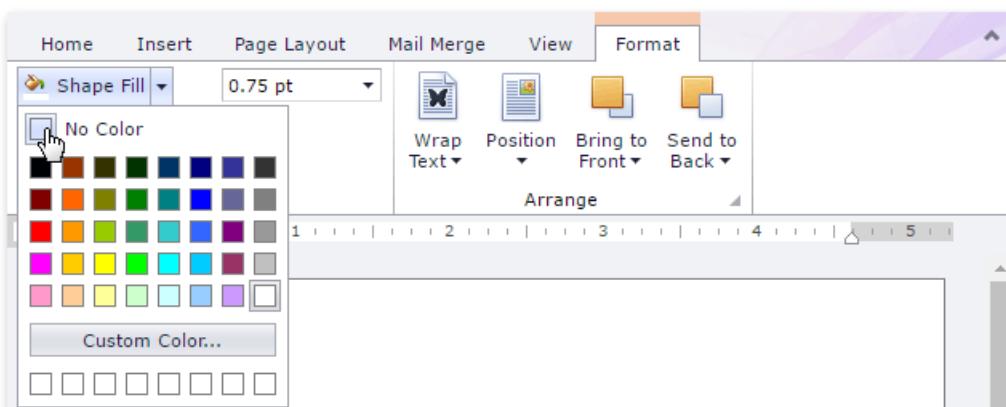
Specify a Text Box Fill

1. [Select](#) a text box whose background you wish to color.
2. On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button and select the required color.



Delete a Text Box Fill

1. [Select](#) a text box whose fill you wish to remove.
2. On the **Format** tab, in the **Shape Styles** group, click **Shape Fill** button and select **No Color**.

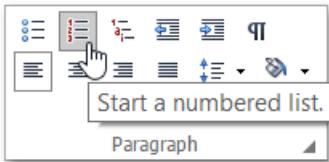


Numbered Lists

Create a Numbered List as You Type

1. Point to the position within a document from which you want to begin your list.

2. Click the **Numbering**  button in the **Paragraph** group in the **Home** tab.



3. Type the text.

4. Press **ENTER** to create the next item of the list.

5. To finish the list, press **ENTER** twice.

Make a Numbered List from the Selected Text

You can add numbers to existing lines of text in two ways. The first one is to use the **Paragraph** group in the **Home** tab:

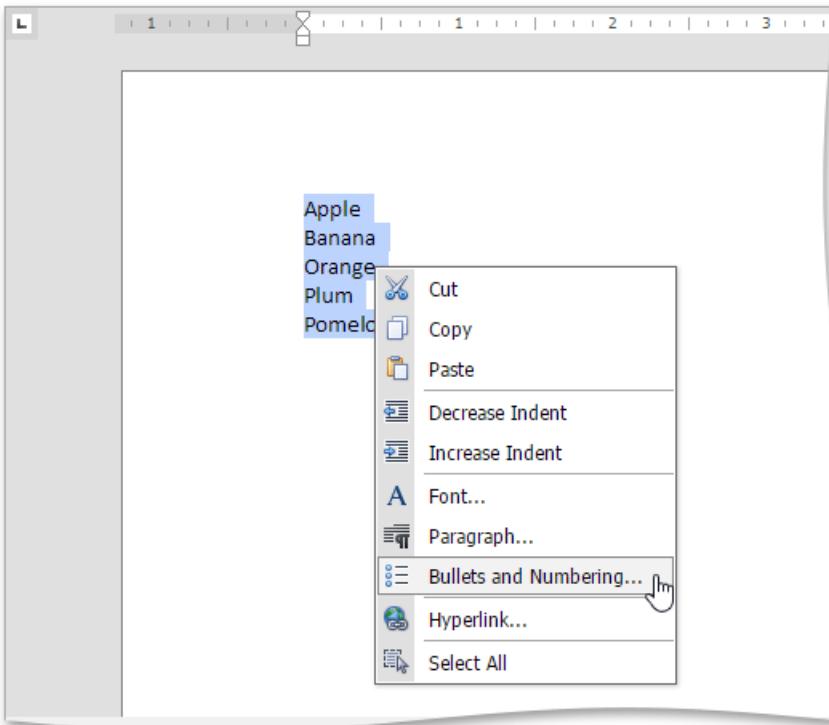
1. Select the text lines that you want to transform into a list.

2. Click the **Numbering**  button in the **Paragraph** group within the **Home** tab.

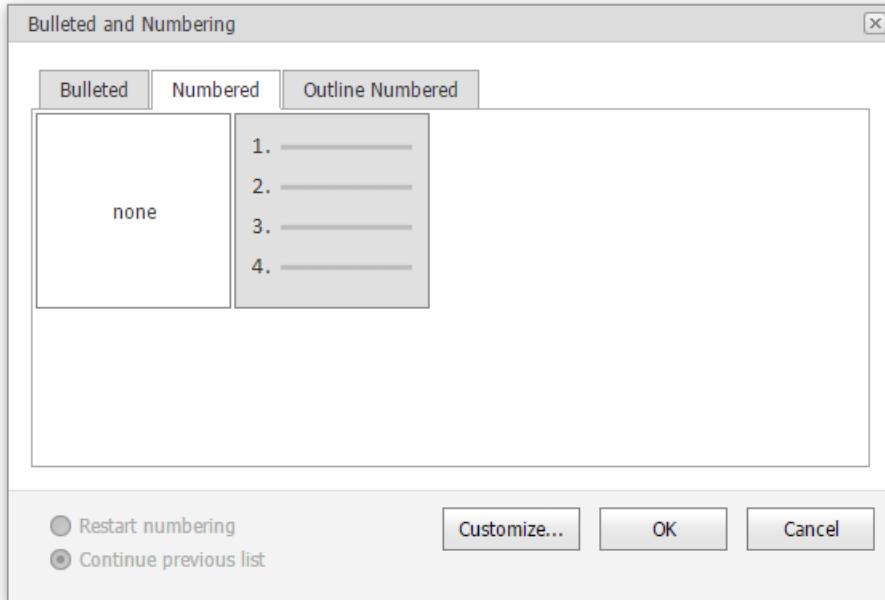
Another way to do the same thing is to use the [context menu](#):

1. Select the text to be transformed into a list.

2. Right-click in the document and select the **Bullets and Numbering** item from the appeared context menu.



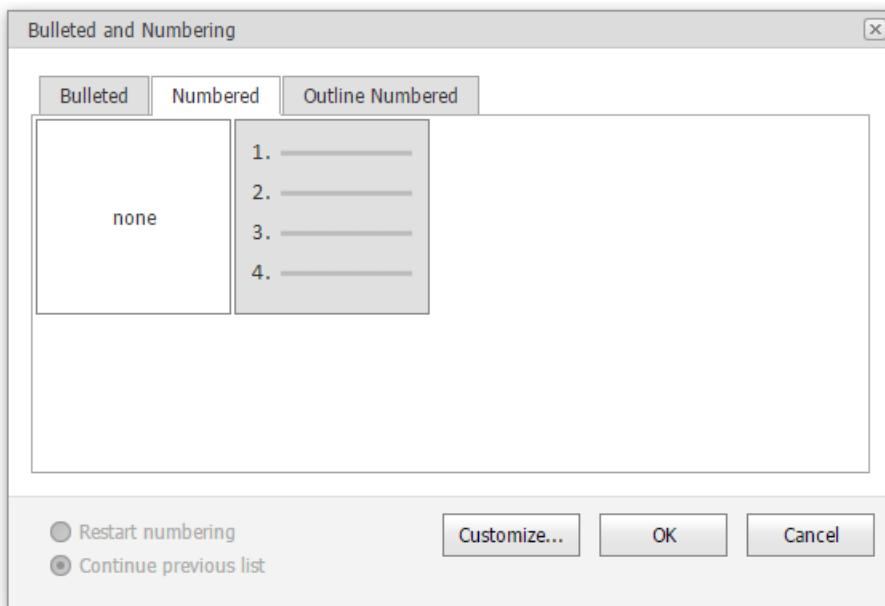
3. In the invoked **Bulleted and Numbering** dialog, click the **Numbered** tab and choose the list style that you want to apply.



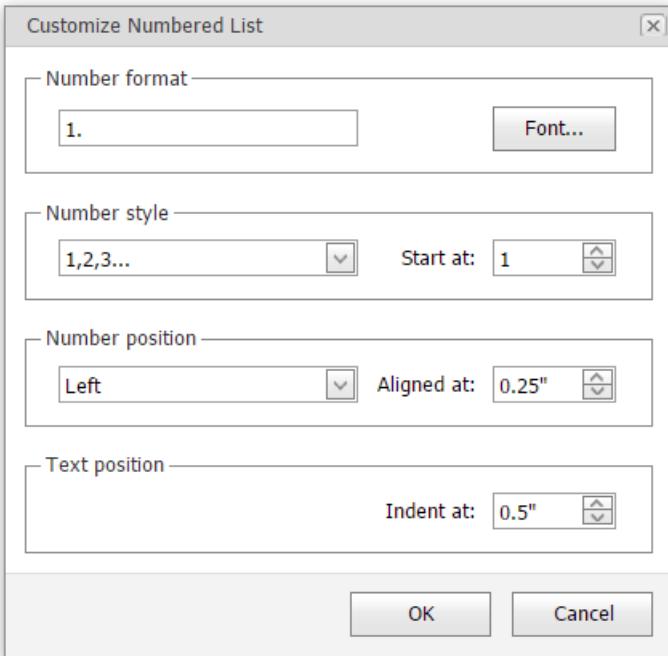
Create Your Own List Style

You can create your own style for a numbered list on the basis of one of the existing list styles, by changing different list parameters.

1. Select the numbered list (or text to be transformed into the numbered list) to which you want to apply your own style.
2. Right-click in the document and select the **Bullets and Numbering** item from the invoked [context menu](#). The **Bullets and Numbering** dialog will be displayed.



3. Click the **Numbered** tab, choose one of the existing styles and click **Customize...**. The **Customize Numbered List** dialog will be invoked.

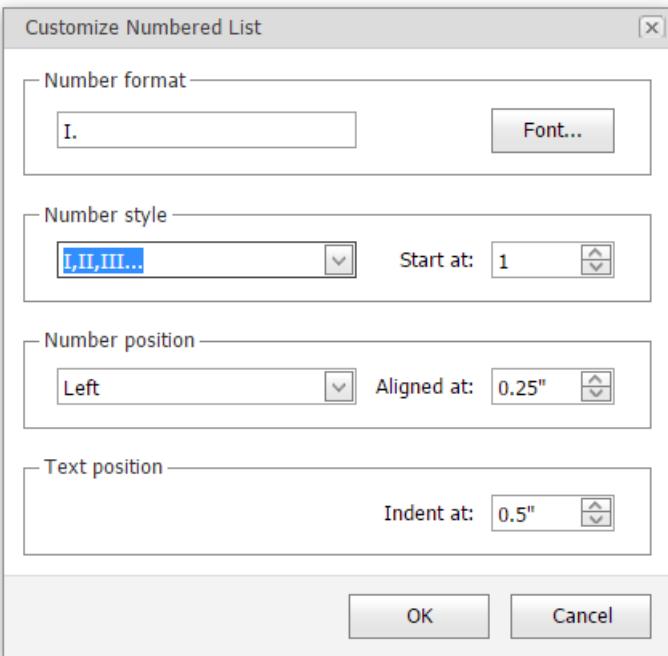


■ Note

The **Customize...** button is disabled if the **None** item of the **Bullets and Numbering** dialog is selected.

4. In this dialog, change different list parameters to create your own list style.

For instance, if you specify list parameters in the following way,...



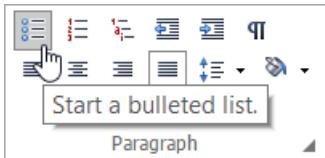
...you will get the list style as illustrated below.

- I. Apple
- II. Banana
- III. Orange
- IV. Plum
- V. Pomelo

Bulleted Lists

Create a Bulleted List as You Type

1. Point to the position in a document from where you want to begin your list.
2. Click the **Bullets**  button in the **Paragraph** group within the **Home** tab.



3. Type the text.
4. Press **ENTER** to create the next item in the list.
5. To finish the list, press **ENTER** twice.

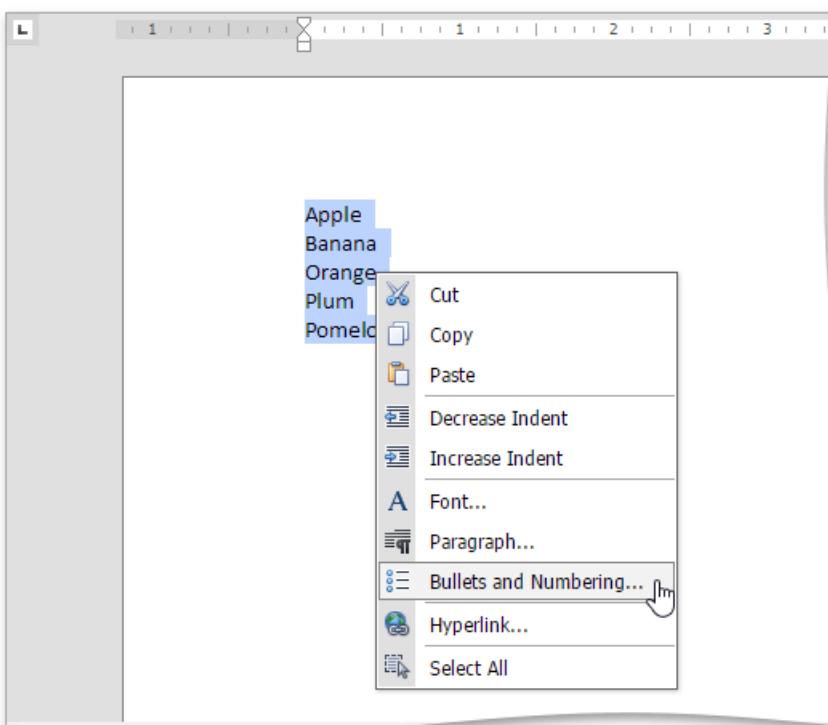
Make a Bulleted List from the Selected Text

You can add bullets to existing lines of text in two ways. The first method is to use the **Paragraph** group within the **Home** tab:

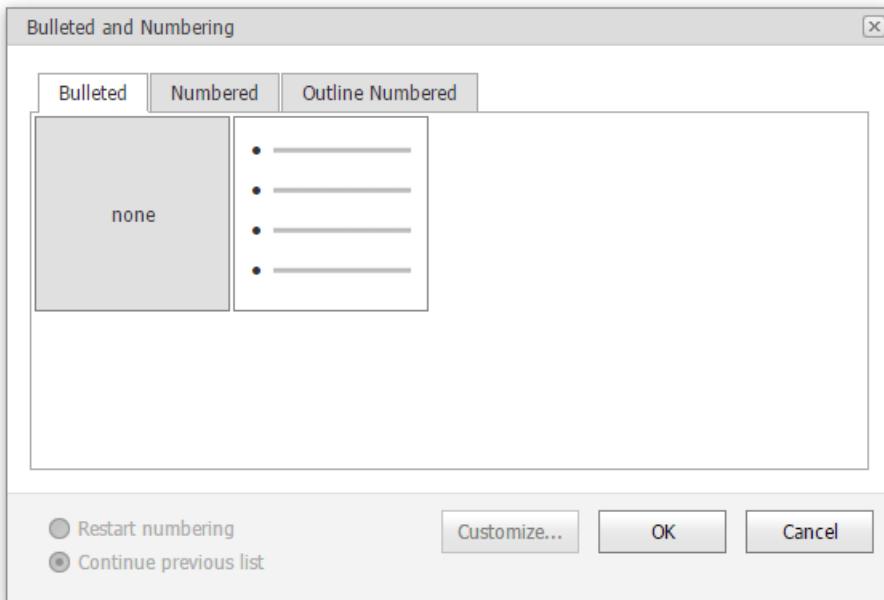
1. Select the text lines that you want to transform into a list.
2. Select the **Home** tab, and click the **Bullets**  button in the **Paragraph** group.

Another way to do the same thing is to use the [context menu](#):

1. Select the text to be transformed into a list.
2. Right-click within the document and select the **Bullets and Numbering** item from the invoked context menu.



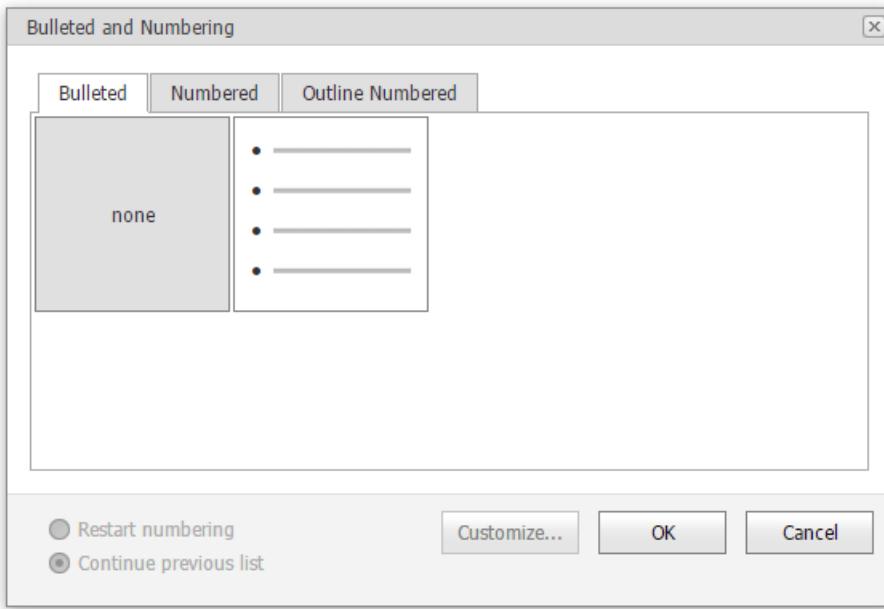
3. In the invoked **Bullets and Numbering** dialog, click the **Bulleted** tab and choose the list style that you want to apply.



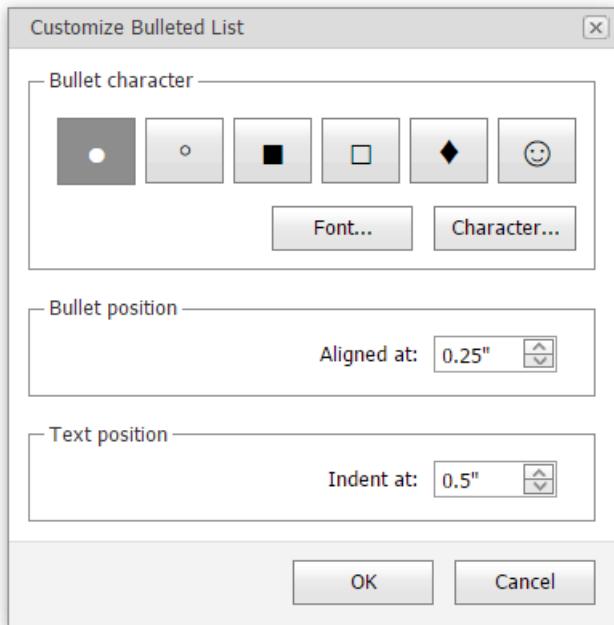
Create Your Own List Style

You can create your own style for a bulleted list on the basis of one of the existing list styles, by changing various list parameters.

1. Select the bulleted list (or text to be transformed into the bulleted list) to which you want to apply your own style.
2. Right-click within the document and select the **Bullets and Numbering** item from the resulting [context menu](#). The **Bullets and Numbering** dialog will be displayed.



3. Click the **Bulleted** tab, choose one of the existing styles and click **Customize...**. The **Customize Bulleted List** dialog will be invoked.

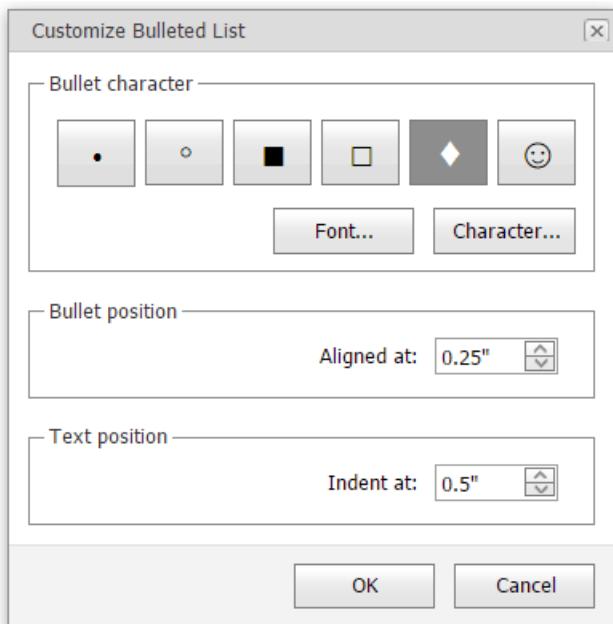


■ Note

The **Customize...** button is disabled if the **None** item of the **Bullets and Numbering** dialog is selected.

4. In this dialog, change different list parameters to create your own list style.

For instance, if you specify list parameters in the following way,...

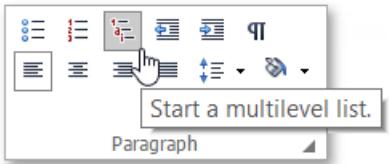


...you will get the list style as illustrated below.

- ◆ Apple
- ◆ Banana
- ◆ Orange
- ◆ Plum
- ◆ Pomelo

Multilevel Lists

Create a Multilevel List as You Type

1. In the document, point to the position at which you want to begin your list.
2. Select the **Home** tab, and click the **Multilevel list**  button in the **Paragraph** group.


The screenshot shows the Microsoft Word ribbon with the "Home" tab selected. In the "Paragraph" group, the "Multilevel list" button (represented by a list icon with three levels) is highlighted with a blue box. A tooltip "Start a multilevel list." is displayed below it.
3. Type the text.
4. To change list levels, press **TAB** and **SHIFT+TAB**, or click the **Increase Indent**  and **Decrease Indent**  buttons in the **Paragraph** toolbar in the **Home** tab. Press **ENTER** to create the next item on the current level.
5. To finish the list, press **ENTER** twice.

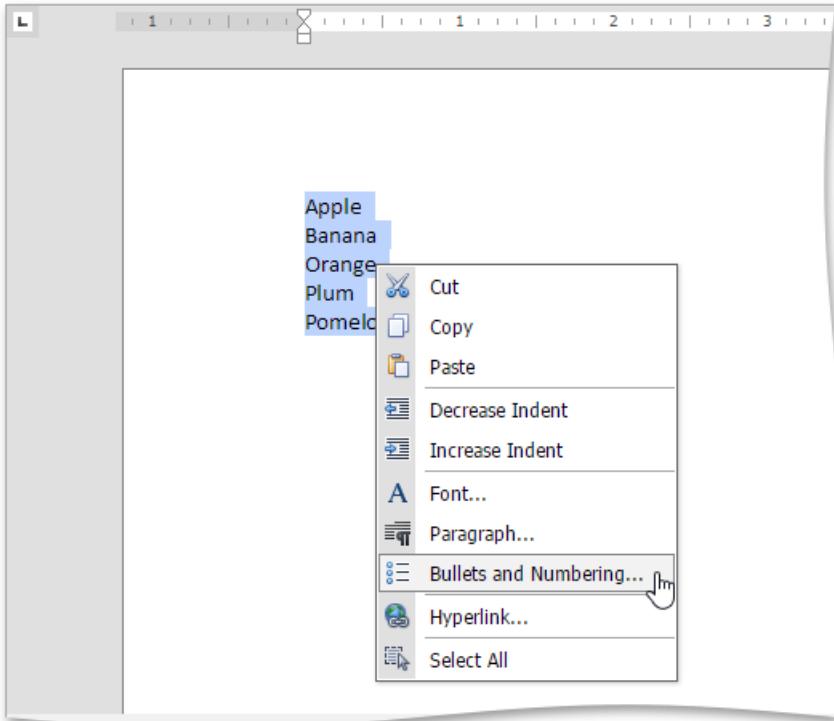
Make a Multilevel List from the Selected Text

You can make a multilevel list from existing lines of text in two ways. The first one is to use the **Paragraph** group in the **Home** tab.

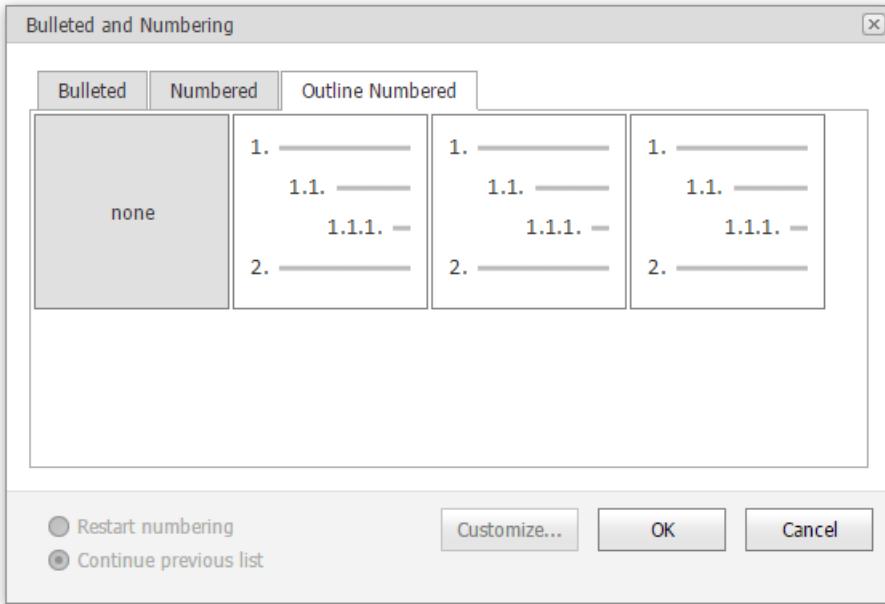
1. Select the text lines that you want to transform into a list.
2. Select the **Home** tab, and click the **Multilevel list**  button in the **Paragraph** group.
3. Use **TAB** and **SHIFT+TAB**, or the **Increase Indent**  and **Decrease Indent**  buttons of the **Paragraph** group in the **Home** tab to change levels.

Another way to do the same thing is to use the [context menu](#):

1. Select the text to be transformed into a list.
2. Right-click in the document and select the **Bullets and Numbering** item from the invoked context menu.



3. In the invoked **Bullets and Numbering** dialog, click the **Outline Numbered** tab and choose the list style that you want to apply.

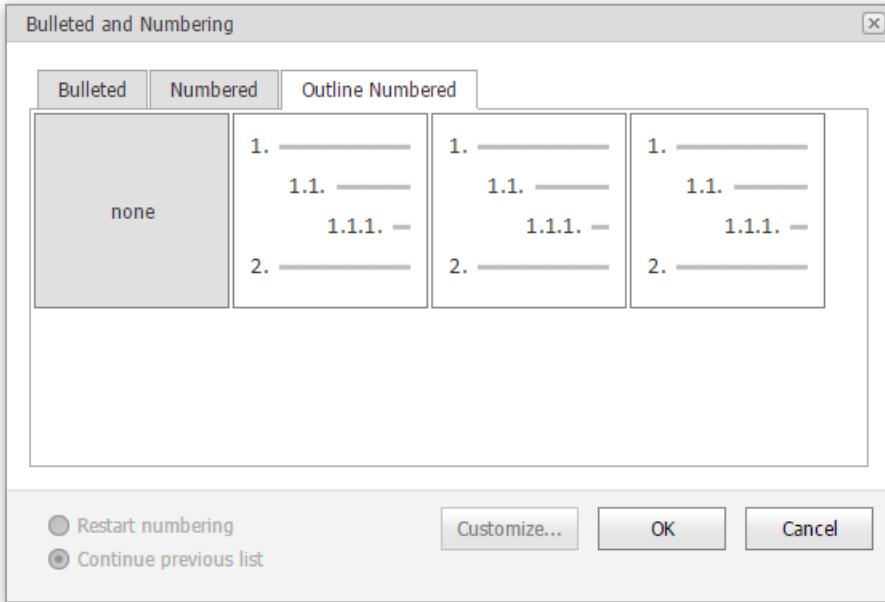


4. Use **TAB** and **SHIFT+TAB**, or the **Increase Indent** and **Decrease Indent** buttons of the **Paragraph** group in the **Home** tab to change levels.

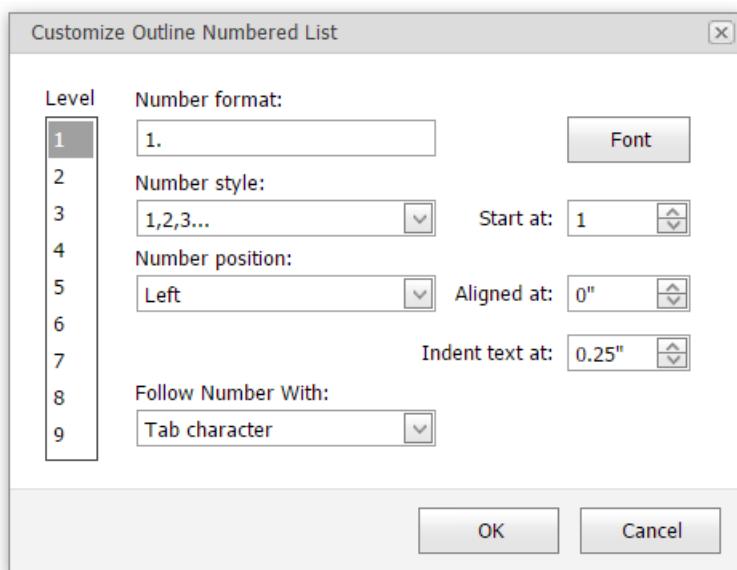
Create Your Own List Style

You can create your own style for a multilevel list on the basis of one of the existing list styles, by changing different list parameters.

1. Select the multilevel list (or text to be transformed into the multilevel list) to which you want to apply your own style.
2. Right-click in the document and select the **Bullets and Numbering** item from the resulting [context menu](#). The **Bullets and Numbering** dialog will be displayed.



3. Click the **Outline Numbered** tab, choose one of the existing styles and click **Customize...**. The **Customize Outline Numbered List** dialog will be invoked.

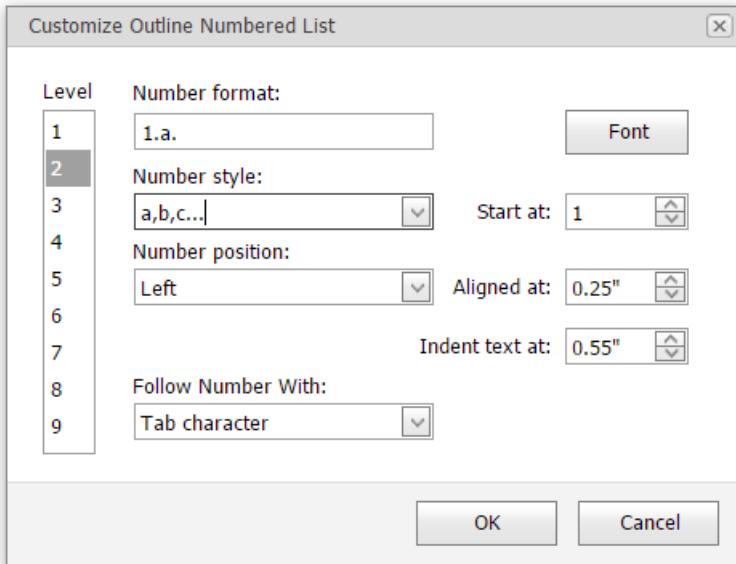


□ Note

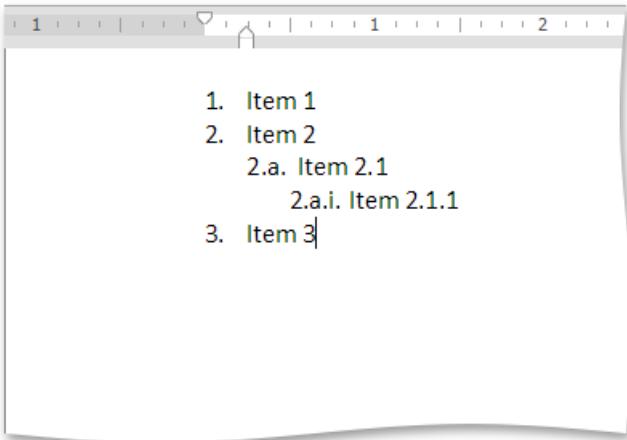
The **Customize...** button is disabled if the **None** item of the **Bullets and Numbering** dialog is selected.

4. In this dialog, change different list parameters to create your own list style.

For instance, if you specify list parameters in the following way,...



...you will get the list style as illustrated below.

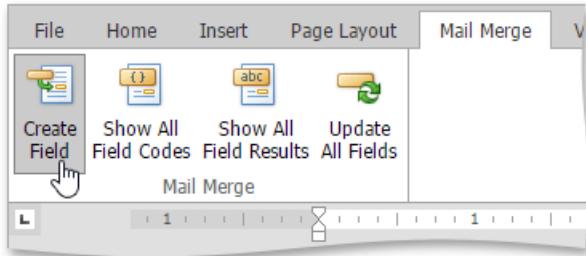


5. Use **TAB** and **SHIFT+TAB**, or the **Increase Indent** and **Decrease Indent** buttons of the **Paragraph** toolbar to change levels.

Mail Merge

Document fields are special placeholders for non-static data that might change (be updated on a field update). These placeholders are replaced with actual data when the document is rendered for display or printing. The default **Mail Merge** tab can be used to work with fields (create, update, switch between field display modes).

To insert a field, position the mouse cursor within a document and select the **Create Field** button in the **Mail Merge** tab (or use the **Ctrl+F9** shortcut). Field codes appear between curly brackets ({}).



The following field codes are supported:

DATE - Inserts the current date and time.

TIME - Inserts the current time.

DOCVARIABLE - Enables you to programmatically insert complex content when this field is updated.

HYPERLINK - Enables you to navigate to another location or to a bookmark.

NUMPAGES - Inserts the total number of pages.

PAGE - Inserts the number of the page containing the field.

Keyboard Shortcuts

The **Rich Text Editor** provides the capability to perform common commands quickly using keyboard shortcuts.

All supported shortcuts are divided into the following groups.

- [File Operations](#)
- [Navigation inside Documents](#)
- [Work with Selections](#)
- [Copy, Paste and Edit the Content](#)
- [Text Formatting](#)

File Operations

The key combinations used to perform file operations are listed in the table below.

SHORTCUT	DESCRIPTION
CTRL+N	Creates a new document.
CTRL+O	Invokes the Open dialog box to open a document.
CTRL+S	Invokes the Save As dialog box to save the document.
CTRL+P	Invokes the Print dialog box to print the document.

Navigation inside Documents

The key combinations that allow you to navigate through a document are listed in the table below.

Shortcut	Description
LEFT ARROW KEY	Moves one character to the left in a document.
RIGHT ARROW KEY	Moves one character to the right in a document.
UP ARROW KEY	Moves one line up.
DOWN ARROW KEY	Moves one line down.
ENTER	Creates a new paragraph in a document.
SHIFT+ENTER	Creates a new line in a document.
TAB	Moves the cursor to the next tab stop or inserts an indent.
HOME	Moves to the beginning of the line.
END	Moves to the end of the line.
PAGE DOWN	Moves to the beginning of the next page.
PAGE UP	Moves to the beginning of the current page.
CTRL+HOME	Moves to the beginning of the document.
CTRL+END	Moves to the end of the document.
CTRL+RIGHT ARROW KEY	Moves one word right.
CTRL+LEFT ARROW KEY	Moves one word left.
F11	Switches to full screen.

Work with Selections

The key combinations that allow you to work with selections are listed in the table below.

SHORTCUT	DESCRIPTION
ENTER	Deletes the selected character/text and starts a new paragraph.
SHIFT+ENTER	Delete the selected character/text and starts a new line.
CTRL+A	Selects the entire document.
SHIFT+ LEFT/RIGHT ARROW KEYS	Expands the selection by one character to the left/right.
SHIFT+ UP/DOWN ARROW KEYS	Expands the selection by one line up/down.
SHIFT+HOME	Expands the selection to the beginning of the line.
SHIFT+END	Expands the selection to the end of the line.
SHIFT+PAGE UP	Expands the selection one screen up.
SHIFT+PAGE DOWN	Expands the selection one screen down.
CTRL+SHIFT+HOME	Expands the selection to the beginning of the document.
CTRL+SHIFT+END	Expands the selection to the end of the document.
CTRL+SHIFT+LEFT ARROW KEY	Expands the selection one word left.
CTRL+SHIFT+RIGHT ARROW KEY	Expands the selection one word right.
CTRL+SHIFT+UP ARROW KEY	Expands the selection to the beginning of the paragraph.
CTRL+SHIFT+DOWN ARROW KEY	Expands the selection to the end of the paragraph.

Copy, Paste and Edit the Content

The key combinations used to work with a document content are listed below.

SHORTCUT	DESCRIPTION
BACKSPACE	Deletes one character to the left.
DELETE	Deletes one character to the right.
CTRL+C	Copies the selected content in the clipboard.
CTRL+V or SHIFT+INSERT	Inserts the contents of the clipboard in the specified position and replaces any selection.
CTRL+X	Cuts the selected content.
CTRL+A	Selects the entire document.
CTRL+Z	Performs the Undo command to reverse the last action or to delete the last entry you typed.
CTRL+Y	Repeats the last action.

Text Formatting

The key combinations that allow you to apply formatting options quickly are listed in the following table.

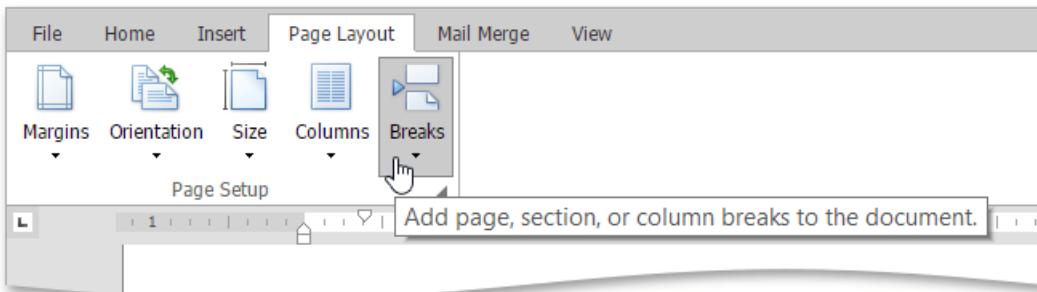
Shortcut	Description
ENTER	Starts a new paragraph.
SHIFT+ENTER	Starts a new line.
CTRL+B	Applies or removes bold formatting.
CTRL+I	Applies or removes italic formatting.
CTRL+U	Applies or removes underlining.
CTRL+SHIFT+8	Shows paragraph marks and other hidden formatting symbols.
CTRL+ENTER	Inserts a page break.
CTRL+SHIFT+ENTER	Inserts a column break.

Insert a Page Break

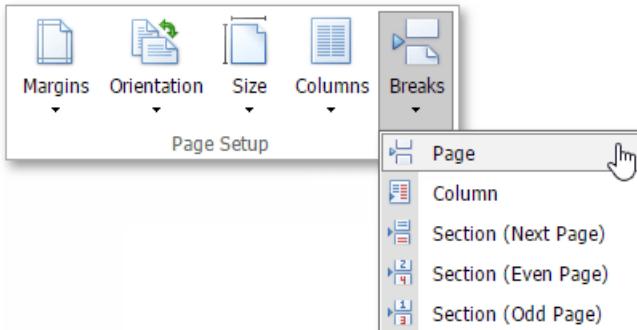
Insert Page Break

You can insert a page break in your document anywhere you want. To do this, follow the steps below.

1. Point to the position within a document where you want to insert a page break.
2. Click the **Breaks** button in the **Page Setup** group in the **Page Layout** tab.



Select the **Page** item in the opened drop-down list.

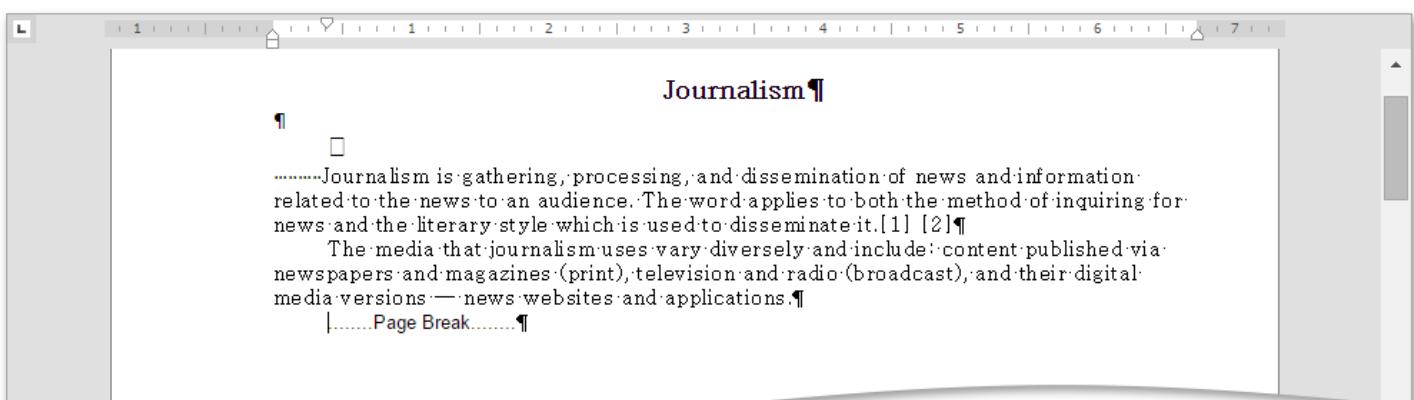


Or press **CTRL+ENTER**.

To show the page break mark, press **CTRL+SHIFT+8** or click the  button in the **Paragraph** group in the **Home** tab.



In a document, page breaks are marked as illustrated below.



Keyboard Shortcuts to Insert Breaks

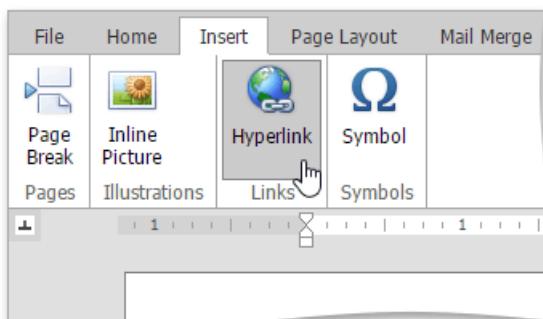
You can use the following keyboard shortcuts to insert breaks of different types.

CTRL+SHIFT+ENTER	Inserts a column break in a document.
CTRL+ENTER	Inserts a page break.
ENTER	Inserts a paragraph break.
SHIFT+ENTER	Inserts a line break.
TAB	Inserts a tab

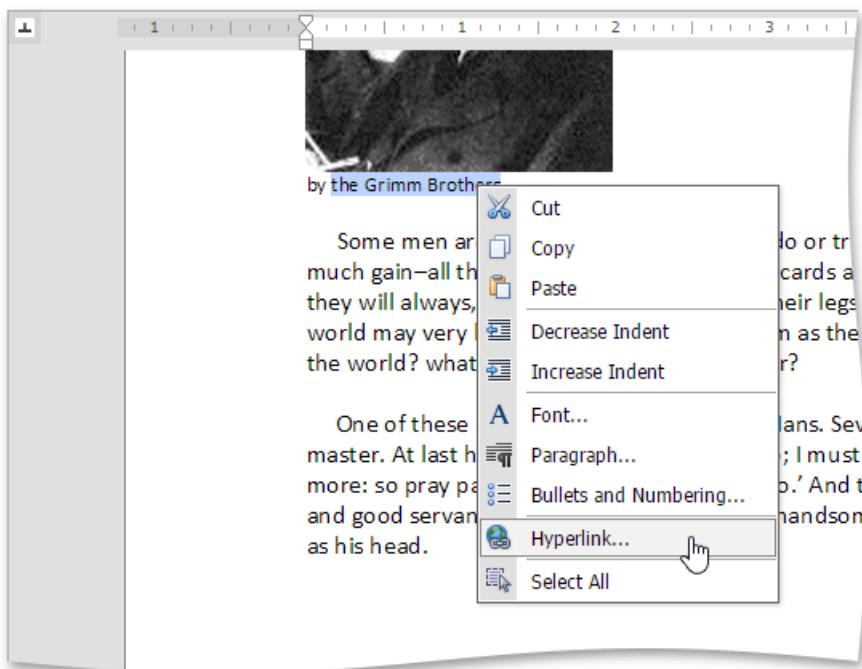
Insert a Hyperlink

The **Hyperlink** marks the document range as a hot spot in the document. It can be activated by clicking or pressing **ENTER** to navigate the specified external URL.

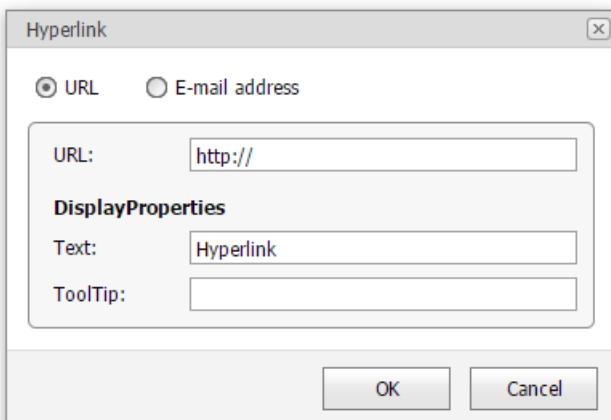
To create a new hyperlink, select a range to mark and click the **Hyperlink** button in the **Links** group in the **Insert** tab...



...or select the **Hyperlink...** item from the context menu.



The **Hyperlink** dialog will appear.

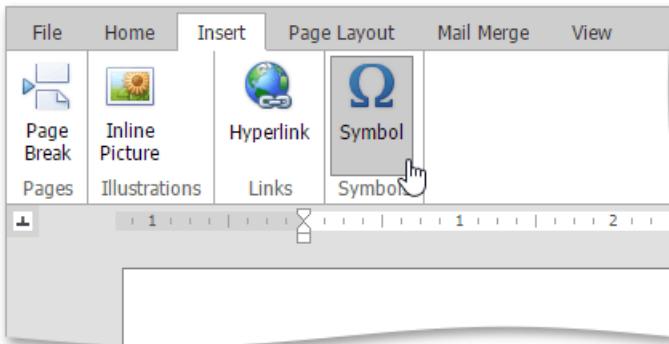


Insert a Symbol

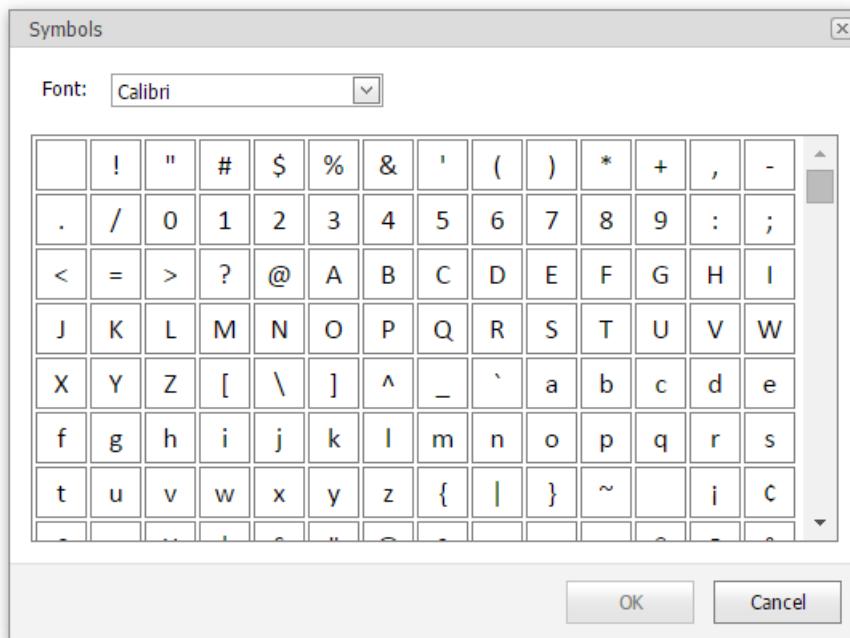
The **Rich Text Editor** allows you to insert symbols that are not on your keyboard, such as copyright symbols, trademark symbols, paragraph marks.

To insert a symbol, do the following.

1. Point to the position in the document where you want to insert a symbol.
2. Select the **Insert** tab, and click the **Symbol** button in the **Symbols** group.



The **Symbol** dialog will be invoked.

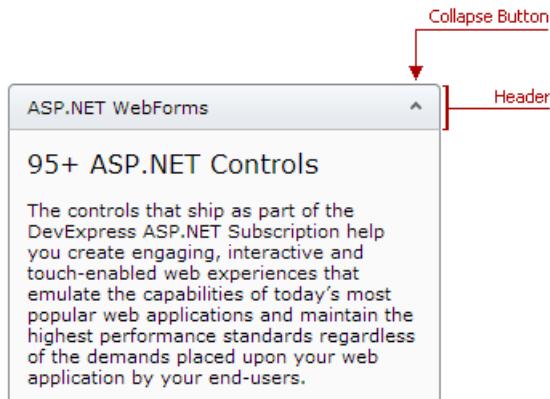


3. Select the symbol to be inserted and click **OK** or double-click the symbol.

Round Panel

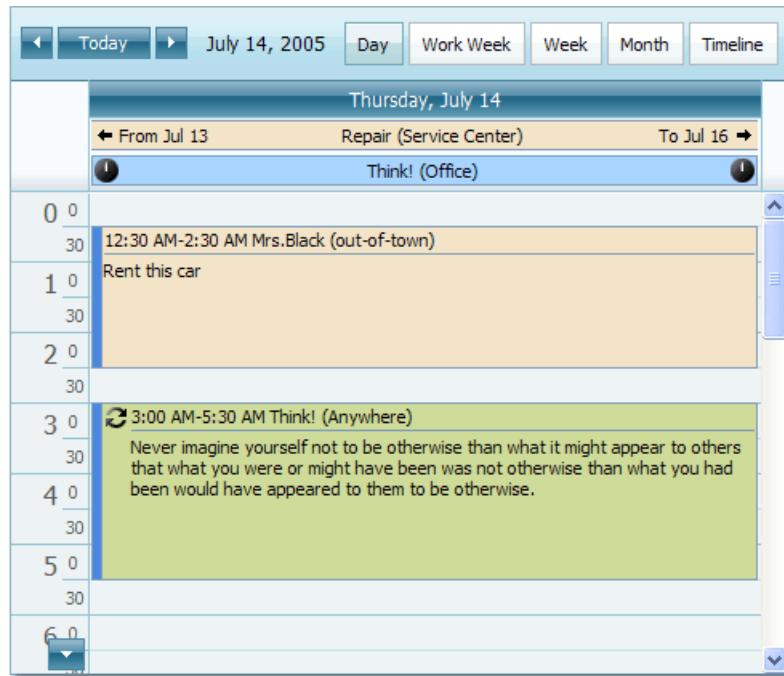
The **round panel** is a container area with rounded corners.

You can collapse and expand a panel by clicking the collapse button or the header.



Scheduler

This section describes the capabilities provided by the Scheduler, which is used for scheduling/calendar activities.



Appointment Editing

- [Create an Appointment](#)
- [Edit an Appointment](#)
- [Manage Reminders](#)
- [Make a Series of Recurring Appointments](#)
- [Delete an Appointment](#)
- [Restrictions for Operations with Appointments](#)

Layout Customization

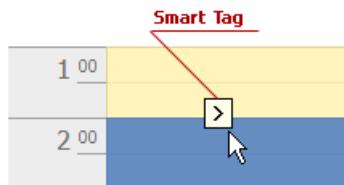
- [Switch Scheduler Views](#)
- [Scheduler Grouping](#)

Selection and Navigation

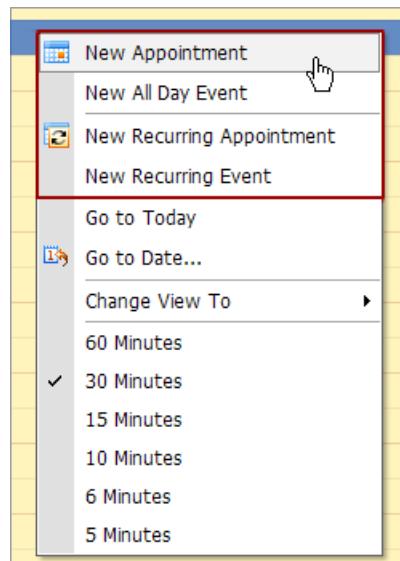
- [Navigate Time Cells and Dates in the Scheduler](#)
- [Navigate Scheduler Resources](#)
- [Scheduler Navigation Buttons](#)
- [Scheduler 'More' Buttons](#)

Create an Appointment

To create a new appointment, click within the Scheduler's time cell area to select the cell(s). This makes a smart tag appear:



Click it to invoke the default popup menu:



The default menu items highlighted in the illustration are intended for creating new appointments.

1. New Appointment

Invokes the **Edit Appointment** dialog shown below.

The **Start time** and **End time** values are initially set to the current date and time selection's start and end boundaries. The **Show time as** field is set to **Busy**. The **Resource** field value is set to the selected cell's resource. It can also be **Any** when appointments are not grouped by resources.

Appointment with Reminder - Appointment

Subject:				
All day event:	<input type="checkbox"/>	Location:		
Start time:	12/19/2017	6:20 AM	Label:	Important
End time:	12/19/2017	8:20 AM	Show time as:	Busy
Resource:	(Any)			
Reminder:	5 minutes			
Recurrence:	<input type="checkbox"/>			
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	

Complete the **Subject** and **Location** fields. If necessary, drop lines of text into the text box at the bottom of the dialog to display it within an appointment in **Day View** or **Work Week View**.

You can switch the appointment's **Reminder** on to enable notifications.

2. New All Day Event

Invokes the **Edit Event** window, which is used to create a new all-day appointment (also called an 'all-day event'). The window is the same as the **Edit Appointment**, except that, in this case, the **All day event** option is checked, its time range is measured in days (not hours) and it is marked as **Free**. The appointment can be transformed into the all-day event and vice-versa by selecting this check box.

3. New Recurring Appointment

All appointments the Scheduler maintains can either be simple (non-recurring) or **recurring** (occur multiple times with a predefined time interval).

Selecting this menu item invokes the **Edit Appointment** dialog used to create a new appointment, extended with the **Recurrence** feature which allows specifying the recurrence pattern for the new appointment.

The screenshot displays the 'My Appointment with Reminder - Appointment' dialog box. At the top, the subject is set to 'My Appointment with Reminder'. The 'All day event' checkbox is checked. The start time is set to 12/19/2017 at 6:03 AM, and the end time is set to 12/19/2017 at 8:03 AM. The location is 'USA', and the label is 'Important'. The resource is listed as 'SL500 Roadster'. A reminder is set for '30 minutes'. Below the main fields is a large text area containing the placeholder text 'some text'. In the 'Recurrence' section, the 'Recurrence' dropdown is set to 'Yearly'. Under 'Every', the month is set to 'January' and the day is '1'. Under 'The', the day is set to 'First' and the week day is 'Tuesday'. The 'of:' dropdown is set to 'January'. The 'Recurrence' section also includes options for 'No end date' (set to '10 occurrences' ending on '12/20/2017') and 'End after' (set to '10 occurrences'). At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Delete'.

4. New Recurring Event

Selecting this menu item invokes the **Edit Event** window used to create a new all-day appointment, extended with the **Recurrence** feature which allows specifying the recurrence pattern for the new event.

See [Make a Series of Recurring Appointments](#) for more information.

Edit an Appointment

Context Menu

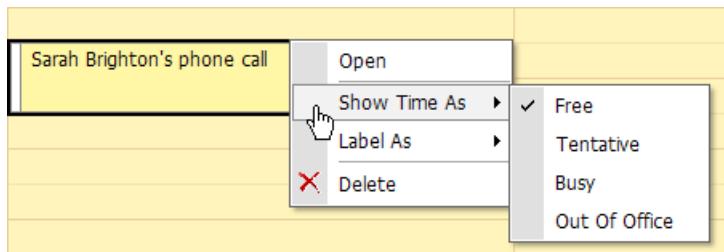
There are two ways to invoke an appointment's context menu:

- **Right-click an appointment.**
- **Use a smart tag.** To invoke a smart tag, click on an appointment and wait for the smart tag to appear. Then, click on the smart tag to invoke the context menu.

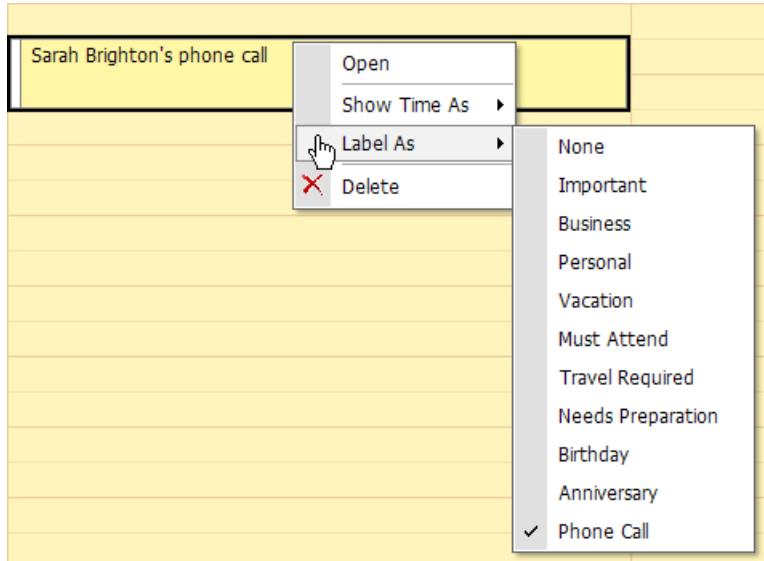
Note

This approach may be useful if you use a web browser (for example, **Opera**) and right-clicking on an appointment does not invoke a **Scheduler** control's context menu.

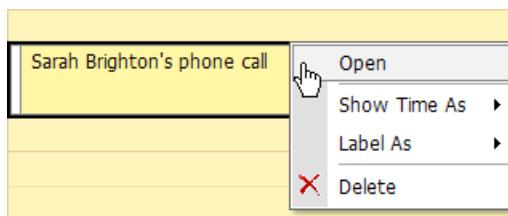
This context menu contains items that allow you to modify certain appointment properties. For example, you can use the **Show Time As** submenu to change an appointment's status.



If you select the **Label As** menu item, you can choose another label for the current appointment from the list of available label types.



This menu also contains the **Open** item which allows you to invoke the appointment's [Edit Appointment dialog](#).



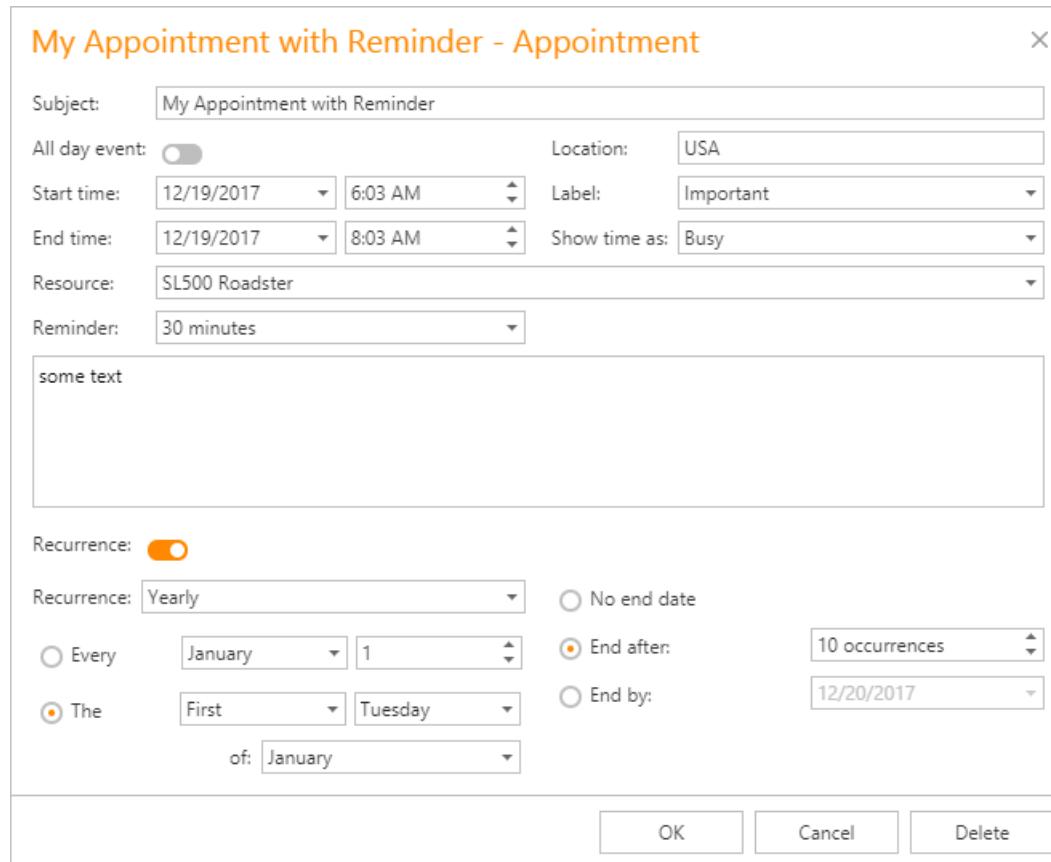
Note

The appointment's context menu can also contain the **Edit Series** and **Restore Default State** menu items. This means that an

appointment is a part of a recurring appointment series. See [Make a Series of Recurring Appointments](#) for more information.

Edit Appointment Dialog

To invoke the **Edit Appointment** dialog, select **Open** in an appointment's [context menu](#). This dialog's usual appearance is illustrated below.



The **Edit Appointment** dialog allows you to edit the following appointment properties:

- **Subject**

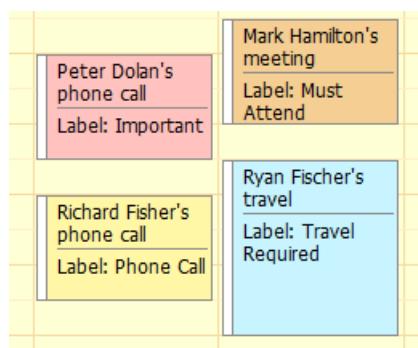
An appointment's subject. This text is displayed within an appointment to identify it.

- **Location**

Information about where an appointment takes place. This text is displayed within the appointment in parentheses after the subject text.

- **Label**

Used for at-a-glance appointment identification. It is displayed in the **Scheduler** as a background color of the rectangle that represents the appointment.

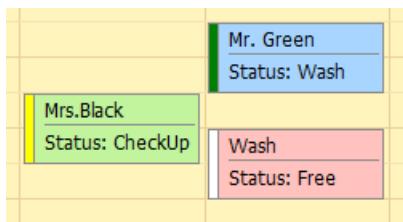


- **Start time** and **End time**

An appointment's start/end date and time.

- **Show time as**

Indicates an appointment's availability status. It is displayed as a strip on the appointment rectangle's left side. The strip is colored according to the status type.



- **All day event**

Transforms an appointment into an all-day event which always lasts an entire day (or several days). Note that if this property is **true**, the **Start** and **End** properties' real-time values are ignored, and instead, the appointment starts at **0:00** on the **Start** date and ends at **24:00** on the **End** date.

- **Resource**

A resource that is assigned to an appointment. This resource can be used to [group appointments by resources](#).

- **Reminder**

Allows you to set a reminder that is responsible for sending notifications at a specified period before an appointment's start time. Refer to [Manage Reminders](#) for more details.

- **Description**

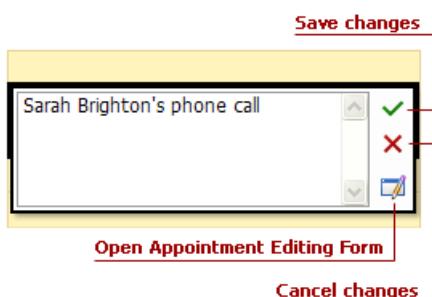
The text box located below the **Resource** and **Reminder** options. This text box allows you to enter a description that is shown within an appointment in **Day View** or **Work Week View**.

- **Recurrence**

Expands the **Recurrence** section that specifies the appointment's recurrence pattern. See [Make a Series of Recurring Appointments](#) for more information.

In-place Editor

Double-click an appointment to invoke its **In-place Editor** which allows you to edit an appointment's **Subject**.

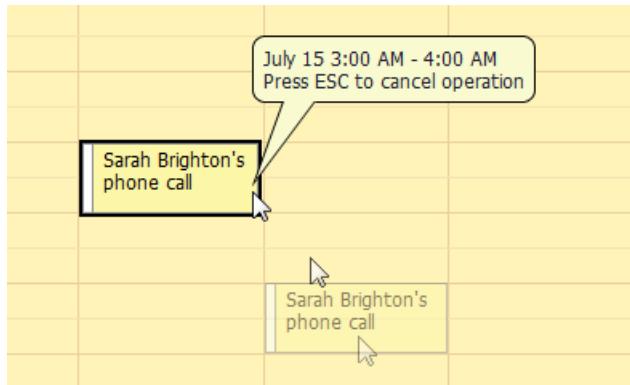


Note that if you need to edit other appointment properties, you can invoke the [Edit Appointment dialog](#) via the **Open Appointment Editing Form** button.

Mouse Operations

To select an appointment, click it with the left mouse button. To select several appointments, press and hold the Ctrl key and then click appointments with the left mouse button.

Drag-and-drop operations enable you to change an appointment's time interval if an appointment is moved along a time cell area.



If you press Esc before dropping an appointment, all changes are canceled, and the appointment returns to its original location.

If you press and hold the Ctrl key and click and drag an appointment (or several appointments), you create appointment copy(s) when the mouse button is released.

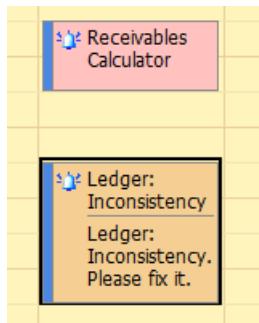
You can also change an appointment's type to **all-day** and vice-versa by dragging the appointment between the all-day area and time cells.

In **grouped** views, when different columns represent different resources, dragging the appointment to another column automatically changes the associated resource.

Manage Reminders

What is a Reminder?

Any appointment can have one or more reminders. They are responsible for sending alerts at a specified time period before an appointment's start time. If an appointment has a reminder, the bell  image is displayed.



Specifying Reminders

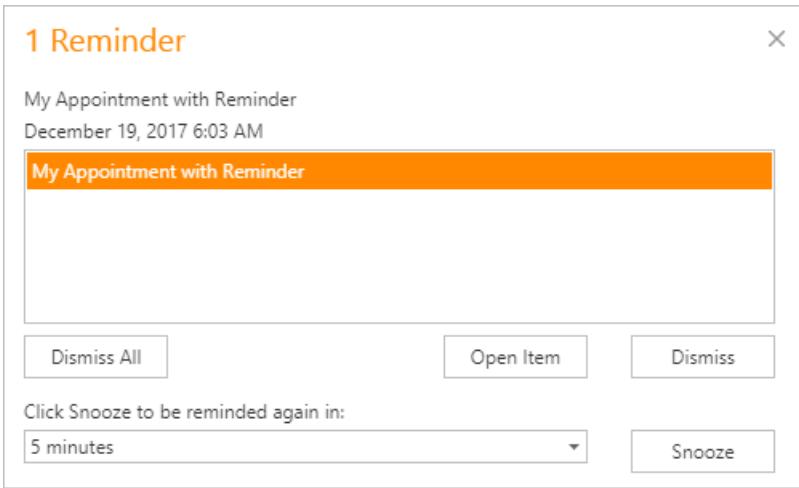
A reminder can be created for a particular appointment with the help of the appointment's editing form, demonstrated below. Select the **Reminder** check box and enter the amount of time before the appointment when you want the reminder to occur. You can select a predefined value in a drop-down list, or just type it in. The duration editor recognizes digits as the number of minutes, if an "h" postfix is added - as hours, "d" - days.

Appointment with Reminder - Appointment

Subject:	Appointment with Reminder		
All day event:	<input checked="" type="checkbox"/>	Location:	
Start time:	12/19/2017	6:03 AM	Label: Important
End time:	12/19/2017	8:03 AM	Show time as: Busy
Resource:	(Any)		
Reminder:	5 minutes		
	<ul style="list-style-type: none">None0 minutes5 minutes10 minutes15 minutes30 minutes1 hour		
Recurrence:	<input type="checkbox"/>		
	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>		

How Does It Work?

When the time has come for the reminder alert, it invokes the notification dialog, as illustrated below:



You can switch the reminders off by clicking the **Dismiss** or **Dismiss All** buttons.

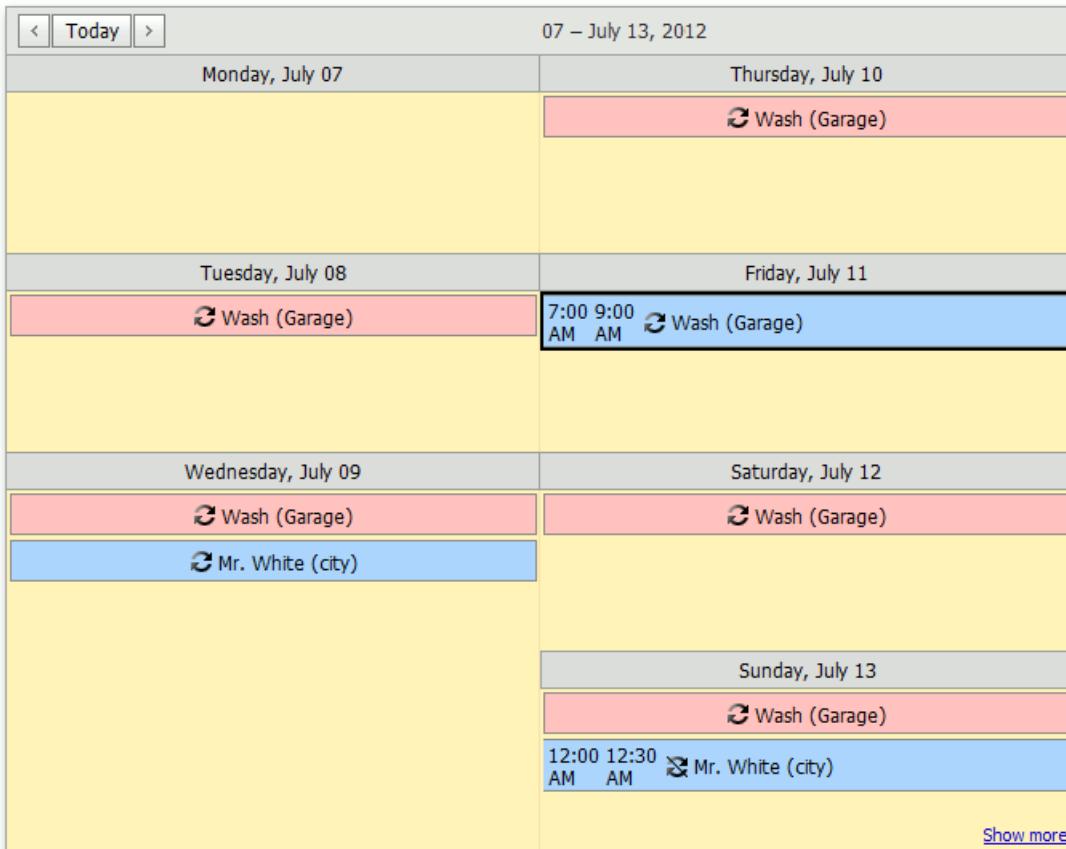
Another option is to shift the alert time by selecting the time interval in the combo box and clicking the **Snooze** button. Then, the notification will be postponed for a specified time frame.

Make a Series of Recurring Appointments

What is a Recurring Appointment?

The **Scheduler** control supports simple (non-recurring) or recurring appointments. Non-recurring appointments occur only once at a specified time interval. Recurring appointments occur many times at the same time interval on different dates.

Recurring appointments are created as a series of appointments using the [recurrence pattern](#) and identified by the  recurrence sign.



Recurrence Pattern

The recurrence pattern contains information on appointment recurrence (the recurrence series's start date and time and a rule according to which a series is repeated).

You can create and edit an appointment's recurrence pattern in the standard [Edit Appointment](#) dialog by selecting the **Recurrence** check box. The image below illustrates the usual appearance of the **Edit Appointment** dialog's recurrence section.

My Appointment with Reminder - Appointment

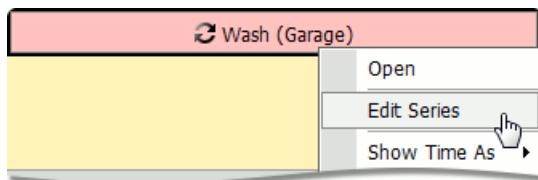
Subject:	My Appointment with Reminder			
All day event:	<input checked="" type="checkbox"/>	Location:	USA	
Start time:	12/19/2017	6:03 AM	Label:	Important
End time:	12/19/2017	8:03 AM	Show time as:	Busy
Resource:	SL500 Roadster			
Reminder:	30 minutes			
some text				
Recurrence:	<input checked="" type="checkbox"/>			
Recurrence:	Yearly		<input type="radio"/> No end date	
<input type="radio"/> Every	January	1	<input type="radio"/> End after:	10 occurrences
<input checked="" type="radio"/> The	First	Tuesday	<input type="radio"/> End by:	12/20/2017
	of:		January	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>				

In this dialog, you can specify different elements' values to define the recurrence behavior. Frequency is the recurrence pattern's base element. It specifies how often the corresponding appointments occur: **Daily**, **Weekly**, **Monthly** or **Yearly**.

You can define periodicity for each frequency type - the time interval in which the recurrence's frequency is applied. For instance, if you have specified that appointments occur **Daily**, you can also specify whether appointments repeat every couple of days or every weekday. For the **Monthly** appointment frequency, you can specify for how many weeks and on which weekdays an appointment recurs.

You can also specify when an appointment's recurrence must end.

If an appointment is recurring, its context menu contains the **Edit Series** item. Clicking this item invokes the **Edit Appointment** dialog for editing the recurrence pattern.



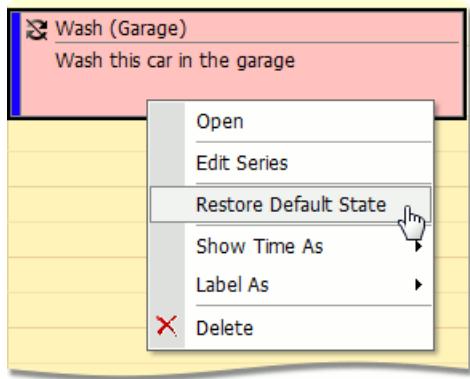
If you use the context menu's **Open** item to invoke the **Edit Appointment** dialog, you can edit only the current appointment to avoid raising [exceptions](#).

Exceptions

When you modify an occurrence's (an appointment that belongs to a recurring appointment series) properties, it is called an **Exception**. Such appointments are marked with the crossed recurrence sign.

You can delete one or several occurrences in the recurrence chain. A deleted occurrence is a type of recurrence pattern Exception, and the SchedulerControl does not visualize it.

To replace an exception with a regular occurrence and discard all modifications, right-click the exception and click on the **Restore Default State** item in the invoked context menu.

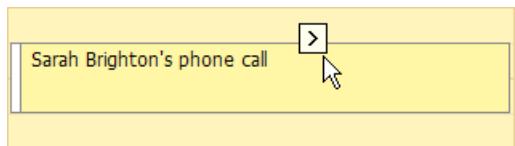


Editing an appointment series's recurrence pattern (**Edit Series** context menu item) resets the recurrence chain, and restores all the exceptions to their default state. A warning is displayed before this happens.

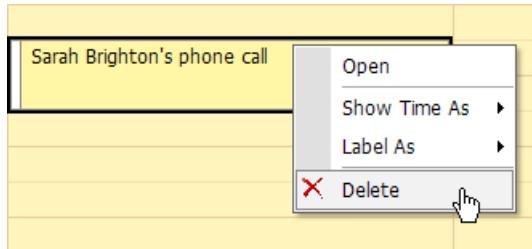
Delete an Appointment

Use the popup (context) menu to delete an appointment.

First, click within the appointment to select it. Wait a moment. A smart tag will appear shortly:



Click it to invoke the default popup menu.

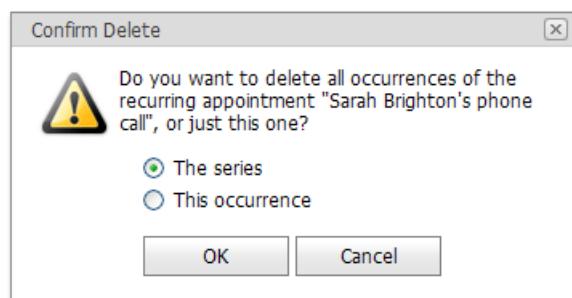


Note

You can right-click within the appointment to invoke the editing menu, but this action may result in different menus if the browser (or the page) provides another context menu, overriding the scheduler action.

Click **Delete**.

If an appointment belongs to a recurrence chain, then a confirmation dialog appears.



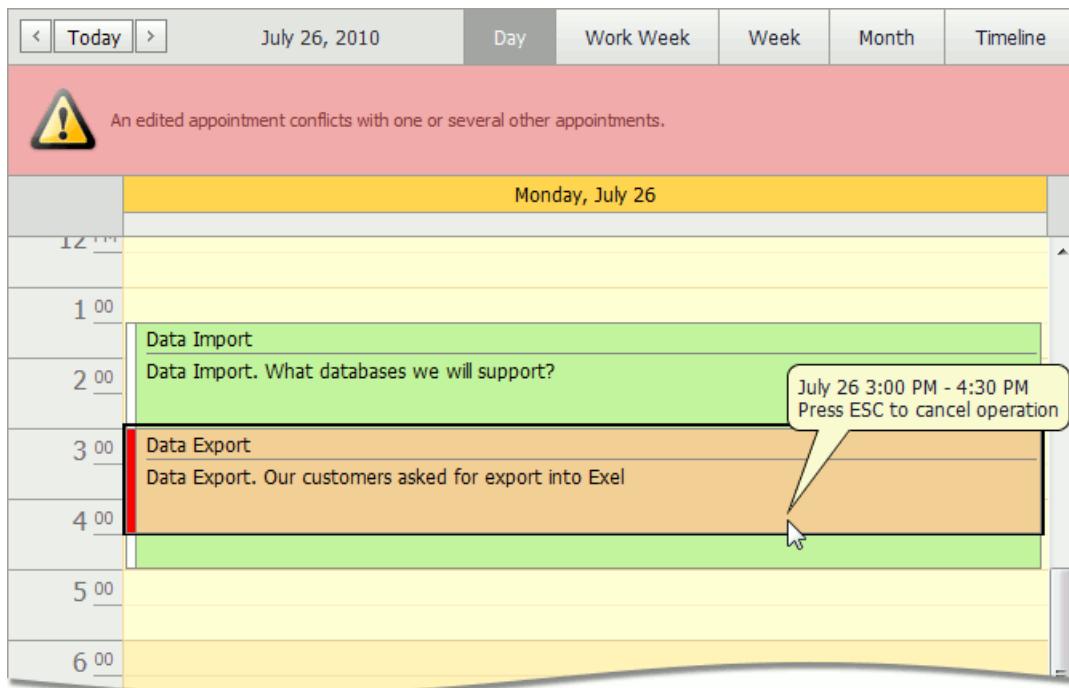
You can choose whether all appointments in a series should be deleted, or only this particular appointment.

Restrictions for Operations with Appointments

Access to several operations may be restricted. You may find that you're not able to perform the following operations due to restrictions applied by the application vendor or administrator.

- Create new appointments.
- Edit appointments.
- Invoke the appointment editing form.
- Activate an in-place editor for an appointment.
- Change the time boundaries of appointments.
- Drag and drop appointments to another time slot or date.
- Drag and drop appointments between resources.
- Copy appointments.
- Delete appointments.
- Select more than one appointment simultaneously.
- Share the scheduled time between two or more appointments.

When you drag an appointment to relocate it, it may come into conflict with another by sharing the same time interval or resource. If conflicts are forbidden, then an attempt to move the appointment fails, and it is restored to its previous position. This situation is visually indicated as illustrated below:



Switch Scheduler Views

The Scheduler is intended to display appointment data using one of the standard **Views**.

The following views are currently available:

- **Day view**

This view gives the most detailed view of appointments for a certain day(s).

- **Work-Week view**

This view displays appointments for the working days in a particular week.

- **Full Week view**

This view displays appointments for the entire week.

- **Month (also called Multi-Week) view**

The month view is the least detailed of the views, and is designed for browsing and long-term plan analysis. This view positions the days one after another horizontally, so that they form weeks, while weeks are placed one under another.

- **Timeline view**

This view plots appointments as horizontal bars along the timescales, and provides a clearer overview for scheduling purposes.

- **Agenda view**

This view displays a chronological list of appointments grouped by day.

To switch views, you may use either a special **View Selector** element, or the context menu.

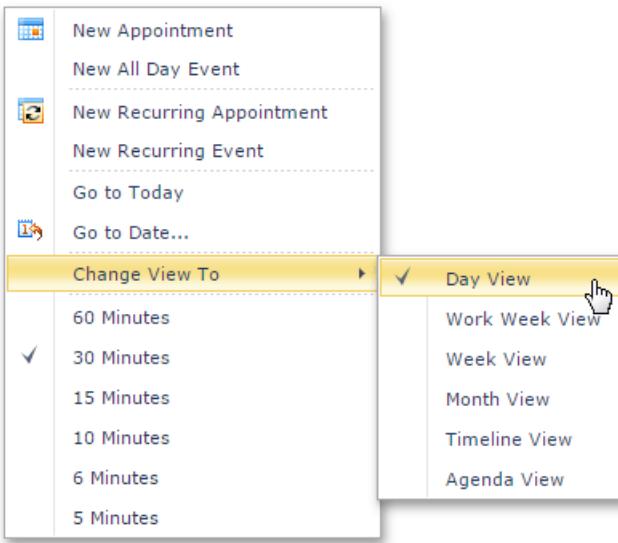
- The **View Selector** element may look like this:



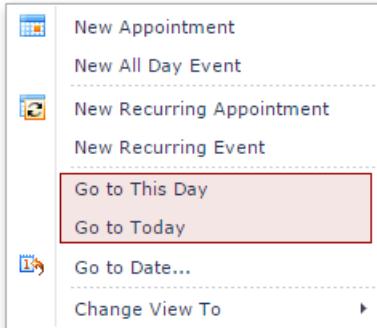
When a particular view is disabled, the corresponding item is not shown.

- The context menu is invoked when you right-click any region of the **Scheduler** control not occupied with an appointment. You can also click on a free area, wait until the smart tag appears, and then click it.

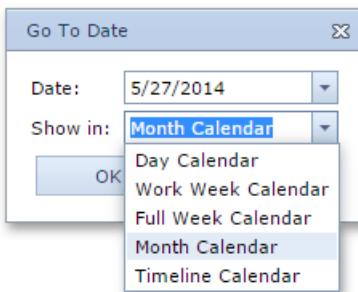
The invoked menu contains items for switching views, as illustrated in the following picture (the menu in the picture is specific for the **Day View**):



The context menu also includes such date navigation commands as **Go to Today** and **Go to This Day**. The latter is available only in the **Week View** and **Month View** views. These commands switch the Scheduler to the **Day View**.



- While navigating dates via the **Go to Date** dialog, you can specify a view type to display a new time interval. The following picture illustrates selecting the View type:

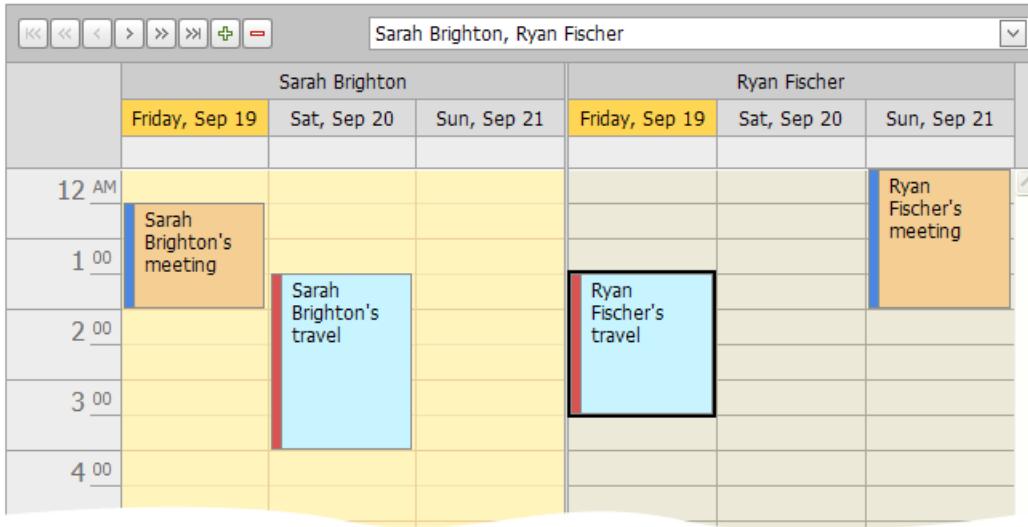


- The Scheduler selects a view mode **automatically** based on the date range selected in the **Calendar**. To learn more about this capability, refer to the [Navigate Time Cells and Dates in the Scheduler](#) topic.

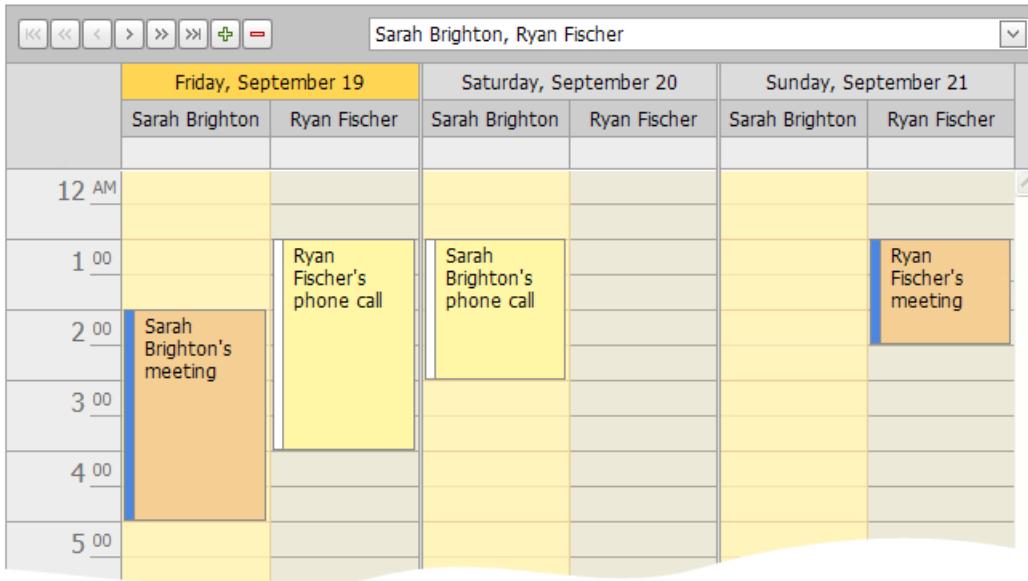
Scheduler Grouping

The data can be grouped either by resources or by dates, to enhance the visual representation. The following pictures illustrate the appearance of the control in grouping mode.

Appointments Grouped by Resources



Appointments Grouped by Date



Navigate Time Cells and Dates in the Scheduler

View Navigator

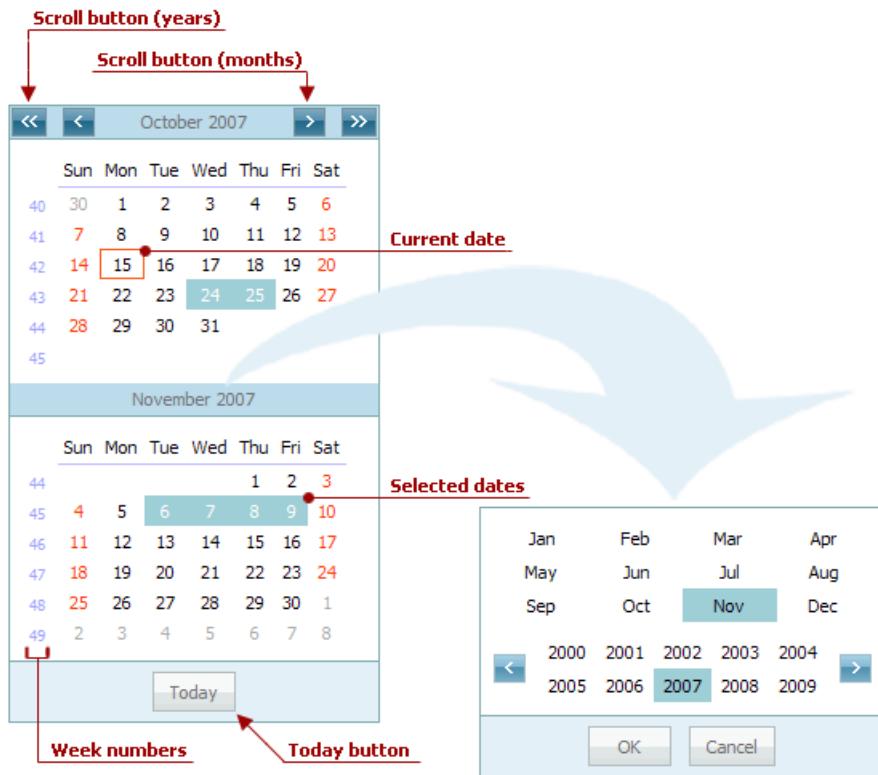
To navigate dates, you can use the **View Navigator** shown below.



Use the left and right arrow buttons to go to the previous or next time interval (next day, week, month, depending on the currently visible date interval). The **Today** scrolls the view to locate the current date.

Calendar

The **Calendar** control is designed specifically for the date navigation and selection task. It is shown in the following picture.



Note

The availability of the Calendar depends on the application vendor.

You are able to select either a particular date, or a range of dates by means of the Calendar, or directly in the Scheduler's time cell grid. Selecting dates using the Calendar results in displaying them by the Scheduler, to which it is linked.

The methods of selecting dates are listed below:

- **Using the Calendar control**

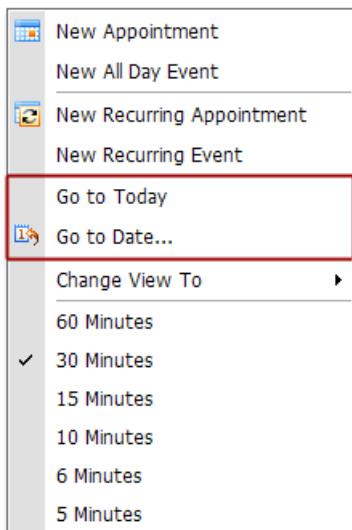
ACTION	EFFECT
Click any date in the Calendar.	One day becomes selected, and the Scheduler displays it using the Day View . If the currently active view is of another type, it is automatically changed to Day View . The only exception is the Work Week View . In this instance, the entire work week is selected.
Click and drag across the Calendar	The continuous range of dates is selected. The Scheduler adjusts the currently active view to display the selected range of dates. If the selection is smaller than a week, the view type is switched to Day View . A week-long range is displayed using the Week View . If the range is more than a week, then the Month View is used.
Hold down the CTRL key and click several dates.	A set of dates is selected. The Scheduler displays it using the Day View , irrespective of the size of the selected range.
Click a week number in the Calendar	A corresponding week-long range is selected. The Scheduler displays it using the Week View .

- Using the Scheduler control

ACTION	EFFECT
Click any date in the Scheduler (if the currently active view is set to either the Week View or the Month View).	One day is selected.
Click and drag across the time cells (in the Week View or Month View only).	A continuous range of dates is selected. The selected range in the Calendar control is not affected, although it goes along with the range displayed within the Scheduler.

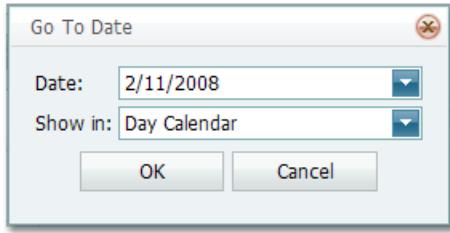
Context Menu

The popup (context) menu provides the capability to navigate to a particular date.



"Go to Date" Dialog

If the **Go to Date...** menu item is selected, the **Go to Date** form is invoked.

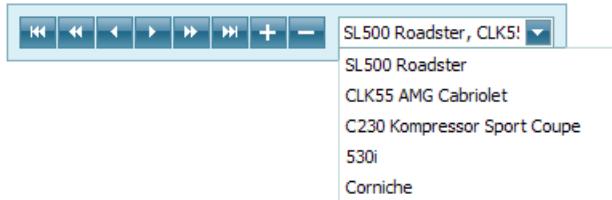


It enables you to select the date and the view to which the scheduler switches to display the date.

Navigate Scheduler Resources

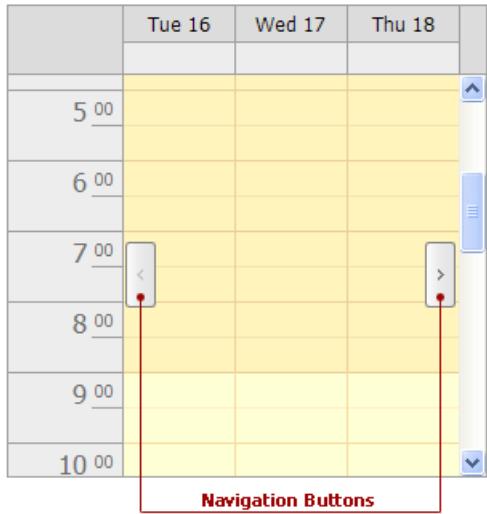
When appointment data is **grouped** (either by resources or by dates), the number of resources shown on the screen within the scheduler simultaneously can make it difficult to see all the scheduled data. To make the layout more readable, it is possible to limit the number of visible resources, and then scroll between them. In these cases, use the **Resource Navigator** embedded into the Scheduler.

The Resource Navigator displays a set of buttons used to navigate to the first or last element, previous or next resource, or page. Plus and minus buttons are used to increase or decrease the number of resources displayed at once. The combo box allows you to select the resource to display (or the first resource to display if the page shows several resources at one time).



Scheduler Navigation Buttons

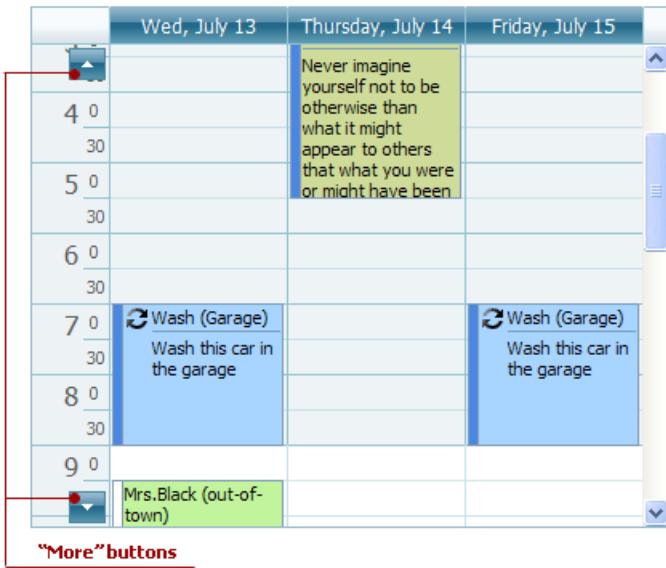
The **Navigation Buttons** are used to scroll to the previous or next appointment. This feature is helpful when there is a significant time interval between scheduled appointments.



A disabled button indicates that there is no appointment in that direction, i.e. before or after that date. The buttons can be smart enough to be displayed only when there are no appointments in the currently visible interval.

Scheduler 'More' Buttons

The "More" buttons are used to show more appointments for a particular day by scrolling to the next appointment. They may appear in the **Day View** and **Work-Week View**.



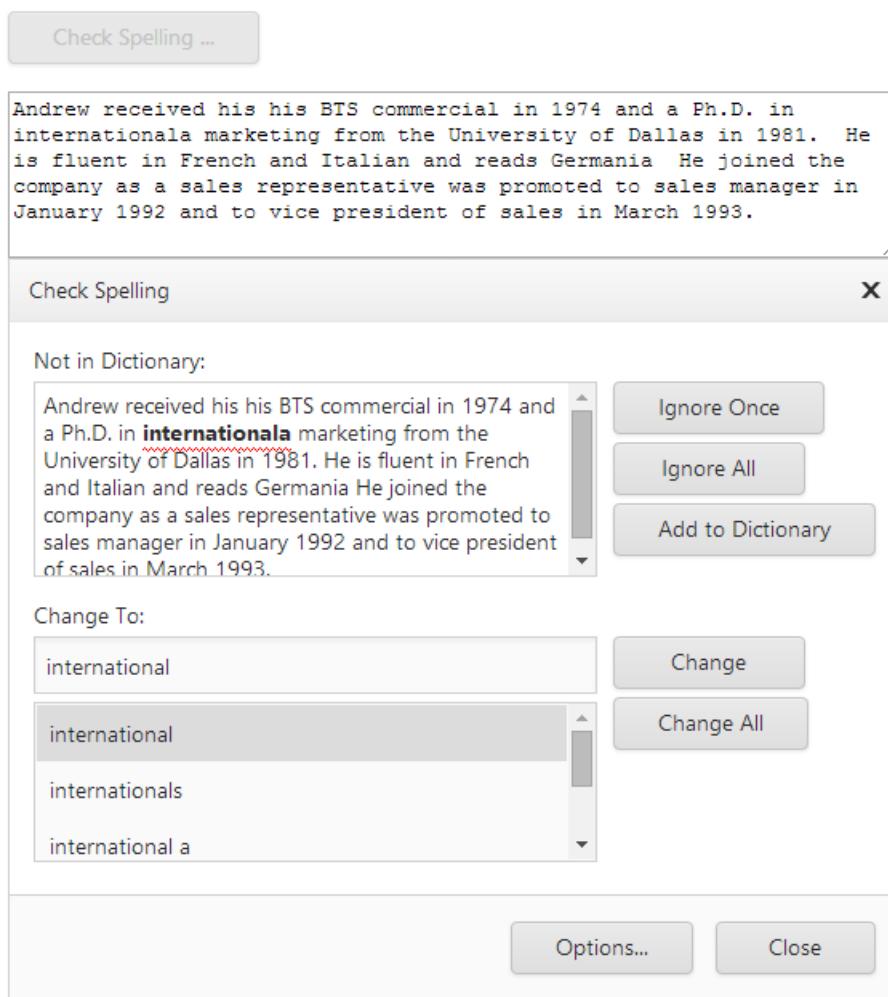
Week View and **Month (Multi-Week) View** present another visual representation of these elements. They indicate that particular dates have more appointments than the view can display (due to insufficient space laid out for day cells). The "Show more" hyperlink appears in these instances. Clicking this hyperlink shows the selected date using the **Day View**, enabling you to scroll the cells and review hidden appointments.

The "Show more" buttons are shown in the following image.

Thursday	Friday	Saturday
14	15	16
Repair (Service Center)	7:00 9:00 Wash AM AM (Gara)	
«Show more» button → Show more	Show more	Show more
21	22	23
4:30 6:00 Wash PM PM (Gara)	7:00 9:00 Wash AM AM (Gara)	
	4:30 5:00 Wash PM PM (Gara)	

Spell Checker

The **Spell Checker** provides the capability to check spelling and correct mistakes in a text.



To start the check, click **Check Spelling...**.

Note

An action required to start checking depends on your application vendor.

The Spell Checker compares words in the text with words in the dictionaries. If the Spell Checker cannot find a word in the dictionaries, a Check Spelling window appears. The Spell Checker highlights words which are not in the dictionaries and suggests a list of alternates. To correct the current word, choose the right version from a list and click **Change**. Click **Change All** to correct this word in the entire text. To ignore the current word, click **Ignore Once**. To ignore this word in the entire document, click **Ignore All**.

To add a new word to a custom dictionary, click **Add To Dictionary**. A capability to add words to a custom dictionary depends on your application vendor.

Options

General Options

Spell checker options allow you to ignore emails, URLs, mixed case/upper-case words, markup tags and words with numbers. Select required options from a list.

Dictionaries

Choose the required language in the drop-down list.

Spelling Options

General options	
<input checked="" type="checkbox"/>	Ignore words in UPPERCASE
<input checked="" type="checkbox"/>	Ignore words in MiXeDcAsE
<input checked="" type="checkbox"/>	Ignore words with numbers
<input checked="" type="checkbox"/>	Ignore e-mails
<input checked="" type="checkbox"/>	Ignore URLs
<input type="checkbox"/>	Ignore markup tags
International dictionaries	
Choose which dictionary to use when checking your spelling.	
Language:	<input type="button" value="English (United States)"/> ▼
<input type="button" value="English (United States)"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Splitter

Splitter is used to separate the content of a web page into several resizable panes.

The screenshot shows a Splitter component with three panes. The left pane contains a list of names: Davolio Nancy, Fuller Andrew, Leverling Janet, Peacock Margaret, Buchanan Steven, Suyama Michael, King Robert, Callahan Laura, and Dodsworth Anne. The middle pane is a grid table with columns: Order, Ship Name, Quant, and Unit P. It lists several orders from Richter Supermarkt, such as order 10255 with 20 units at \$15.20. Below the grid is a pager showing 'Page 1 of 3 (107 items)' with buttons for [1], 2, 3, and >. The right pane displays customer details for Michael Holz: Company name: Richter Supermarkt, Contacts: City: Genève, Address: Grenzacherweg 237, Phone: 0897-034214.

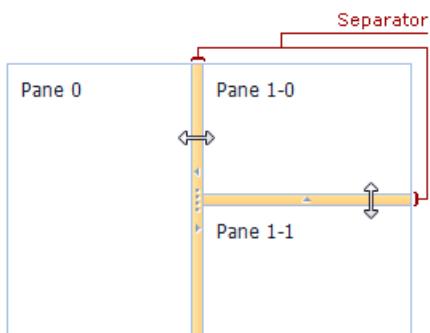
	Order	Ship Name	Quant	Unit P
Davolio Nancy	10255	Richter Supermarkt	20	\$15.2
Fuller Andrew	10255	Richter Supermarkt	35	\$13.9
Leverling Janet	10255	Richter Supermarkt	25	\$15.2
Peacock Margaret	10255	Richter Supermarkt	30	\$44.0
Buchanan Steven	10263	Ernst Handel	60	\$13.9
Suyama Michael	10263	Ernst Handel	28	\$3.60
King Robert	10263	Ernst Handel	60	\$20.7
Callahan Laura	10263	Ernst Handel	36	\$8.00
Dodsworth Anne	10263	Ernst Handel	24	\$12.0

This section contains topics that describe how to work with **Splitter**:

- [Expand or Collapse a Pane](#)
- [Resizing a Pane](#)

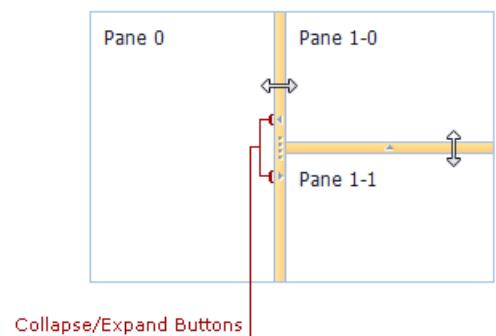
Resizing a Pane

To resize a pane, place the mouse pointer over the separator (vertical or horizontal) until a double-sided arrow appears. When the arrow appears, drag the separator to the required side.



Expand or Collapse a Pane

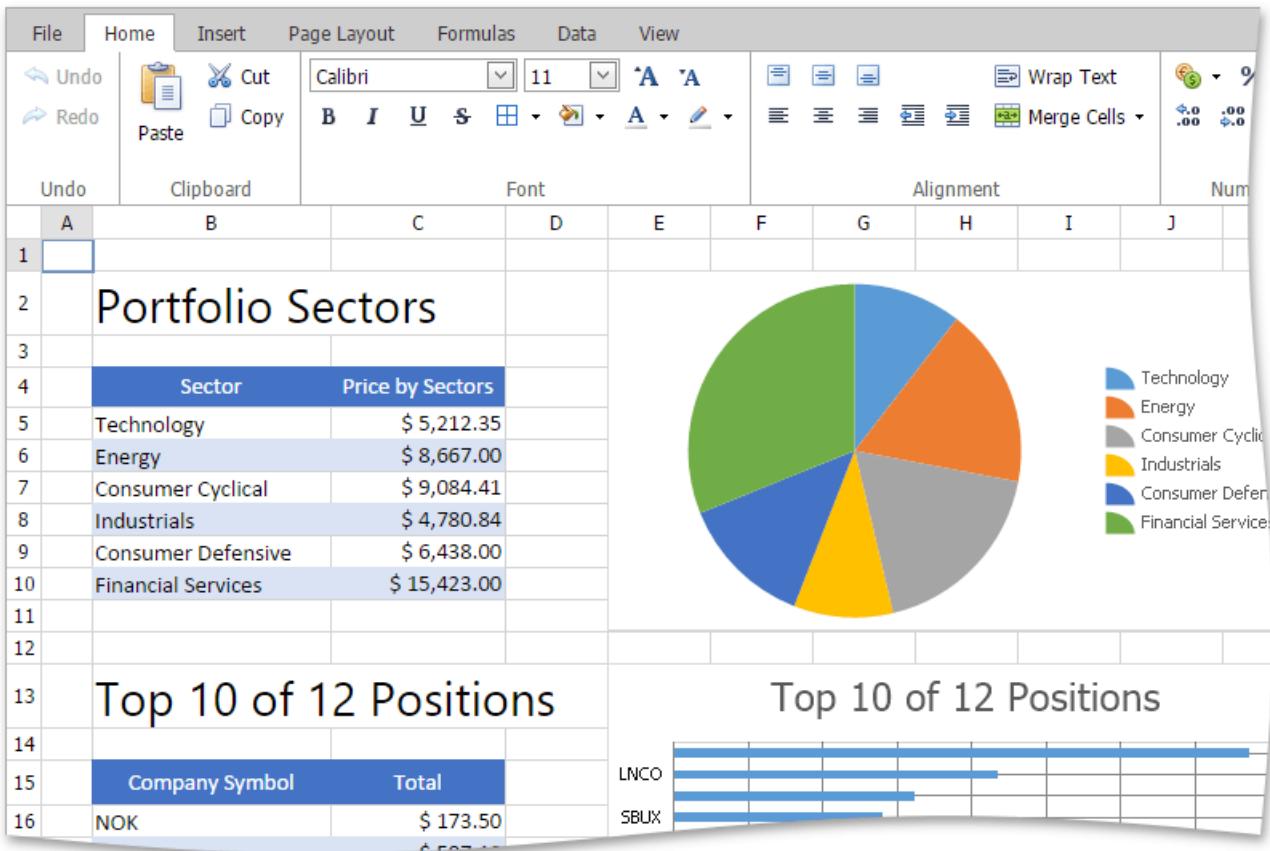
Use the **Collapse** or **Expand** buttons to collapse or expand a pane.



[Collapse/Expand Buttons](#)

Spreadsheet

This section describes the capabilities provided by the **Spreadsheet**.



Spreadsheet UI

- Ribbon Interface
- Spreadsheet Elements

File Operations

- Create a Workbook
- Load a Workbook
- Create a Worksheet
- Rename a Worksheet
- Delete a Worksheet
- Save a Workbook
- Import Text Files
- Print a Workbook
- Adjust Page Settings
- Undo and Redo Last Actions

Viewing and Navigating

- Hide and Display Worksheets
- Hide Gridlines
- Full Screen Mode

Editing Cells

- Select Cells or Cell Content
- Copy and Paste Cell Content

- Fill Data Automatically
- Find and Replace
- Insert a Comment

Cell Formatting

- Format Cells
- Format Cell Content
- Wrap Text and Merge Cells
- Number Formatting
- Clear Cell Formatting

Columns and Rows

- Insert and Delete Rows and Columns
- Show and Hide Columns and Rows
- Specify Column Width and Row Height

Data Presentation

- Sort Data

Formulas

- Create a Simple Formula
- Cell References
- Using Functions in Formulas
- Supported Functions
- Error Types in Formulas

Charting

- Charting Overview
- Creating a Chart
- Changing a Chart Type
- Applying a Predefined Chart Layout and Style
- Modifying a Chart Manually

Pictures and Hyperlinks

- Insert a Picture
- Move and Resize a Picture
- Insert and Delete Hyperlinks

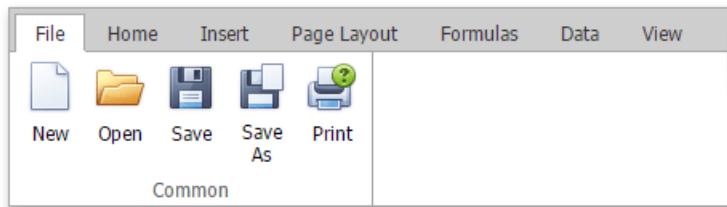
Keyboard Shortcuts

- File Operations
- Navigation inside Worksheets
- Work with Selections
- Copy, Paste and Edit the Cell Content
- Cell Formatting
- Work with Columns and Rows

Ribbon Interface

The comprehensive functionality of the **Spreadsheet** is provided by a set of **Ribbon** pages. Ribbon pages are divided into logical groups that include commands with common features. Use the **Ribbon** interface to perform basic operations in the **Spreadsheet** (to [create](#) a workbook, [create](#) or [delete](#) worksheets, [select](#) data in a worksheet, navigate through a worksheet, etc.).

File



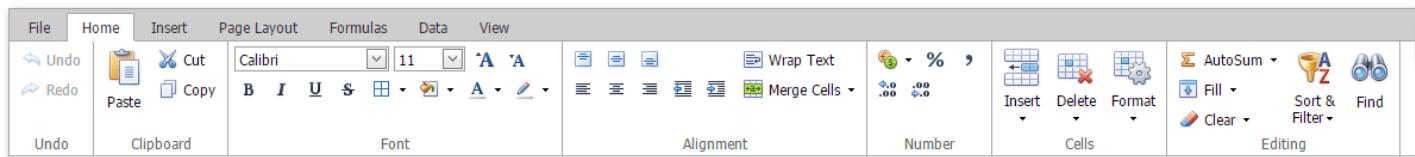
[Create a Workbook](#)

[Load a Workbook](#)

[Save a Workbook](#)

[Print a Workbook](#)

Home



[Undo and Redo Last Actions](#)

[Copy and Paste Cell Content](#)

[Format Cells](#)

[Format Cell Content](#)

[Wrap Text and Merge Cells](#)

[Number Formatting](#)

[Clear Cell Formatting](#)

[Insert and Delete Rows and Columns](#)

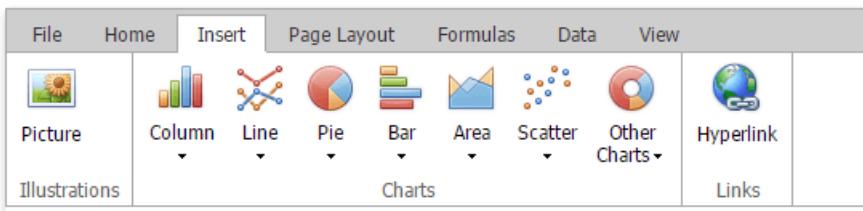
[Show and Hide Columns and Rows](#)

[Specify Column Width and Row Height](#)

[Fill Data Automatically](#)

[Find and Replace](#)

Insert



[Insert a Picture](#)

[Move and Resize a Picture](#)

[Insert and Delete Hyperlinks](#)

[Charting Overview](#)

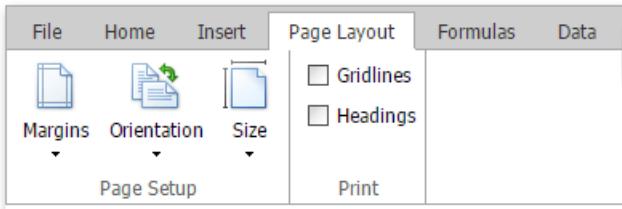
[Creating a Chart](#)

[Changing a Chart Type](#)

[Applying a Predefined Chart Layout and Style](#)

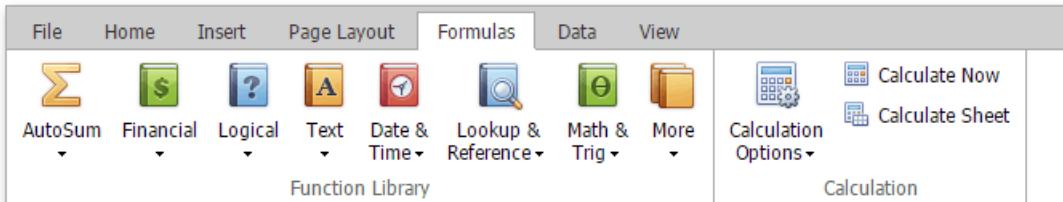
[Modifying a Chart Manually](#)

Page Layout



[Adjust Page Settings](#)

Formulas



[Create a Simple Formula](#)

[Cell References](#)

[Using Functions in Formulas](#)

[Supported Functions](#)

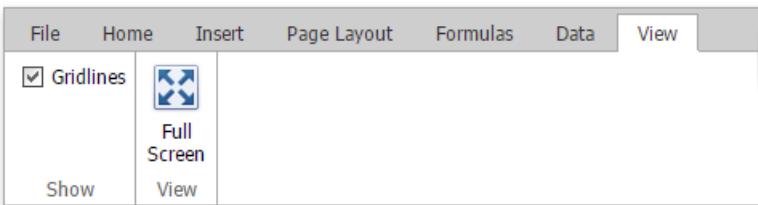
[Error Types in Formulas](#)

Data



[Sort Data](#)

View



[Hide Gridlines](#)

[Full Screen Mode](#)

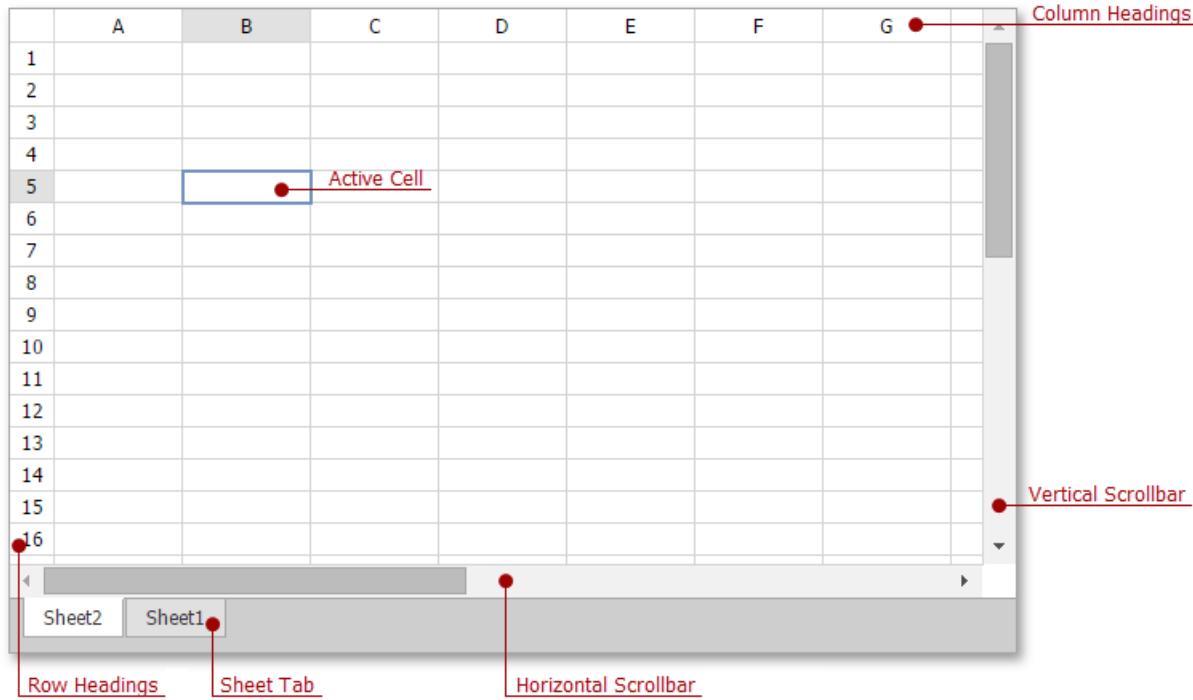
Spreadsheet Elements

The **Spreadsheet** consists of visual elements that provide the capability to [create](#), edit and view spreadsheet documents, which are called **workbooks**. A workbook includes one or more **worksheets** used to store data. You can [add](#), [delete](#) and [rename](#) worksheets in a workbook. All existing worksheets are displayed on the **Sheet tab** bar at the bottom of the control. Click one of the sheet tabs to switch between existing worksheets. To navigate through the current worksheet, use the horizontal and vertical **scrollbars**.

A worksheet consists of **cells** that are organized into 1,048,576 **rows** and 16,384 **columns**. Each row is numbered (1, 2, 3, ...) and each column is lettered (A, B, C, ...) according to the [A1 reference style](#). **Row** and **column headings** are displayed at the left and at the top of a worksheet, respectively.

An individual cell is a box at the intersection of a column and a row. Each cell is indicated by a **cell reference** (the column letter and row number where the column and row intersect). For example, **B2** refers to a cell at the intersection of column **B** and row **2**. The current cell that is selected and used to enter data is called the **active cell**. The active cell is identified by a blue border around the cell.

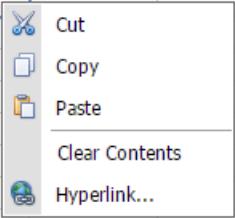
Each cell contains a single piece of data, the **cell value**. You can enter different types of values such as text, numbers or dates. The **Spreadsheet** also provides the capability to create and edit [formulas](#) that perform calculations on the data on a worksheet.



Context Menu

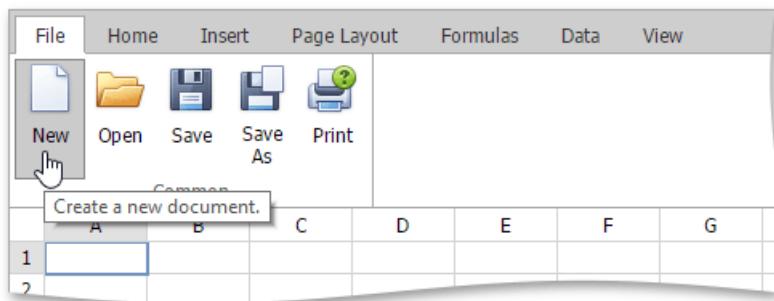
The **Spreadsheet** supports a **Context Menu**, which appears when you right-click a worksheet. The context menu provides common commands for working with cell content.

	A	B	C	D	E
1					
2		\$ 250.78			
3					
4					
5					
6					
7					
8					
9					
10					
11					



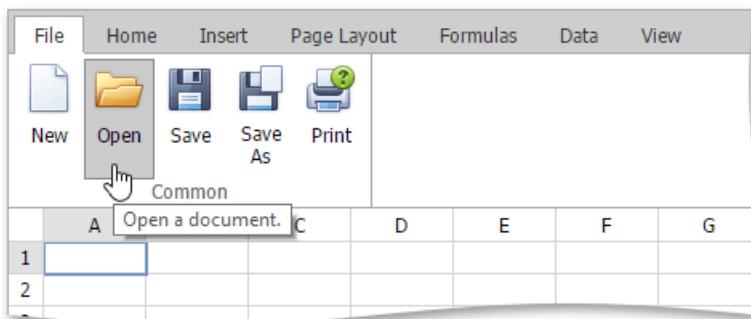
Create a Workbook

To create a blank workbook, select the **File** tab, and click the **New** button in the **Common** group.

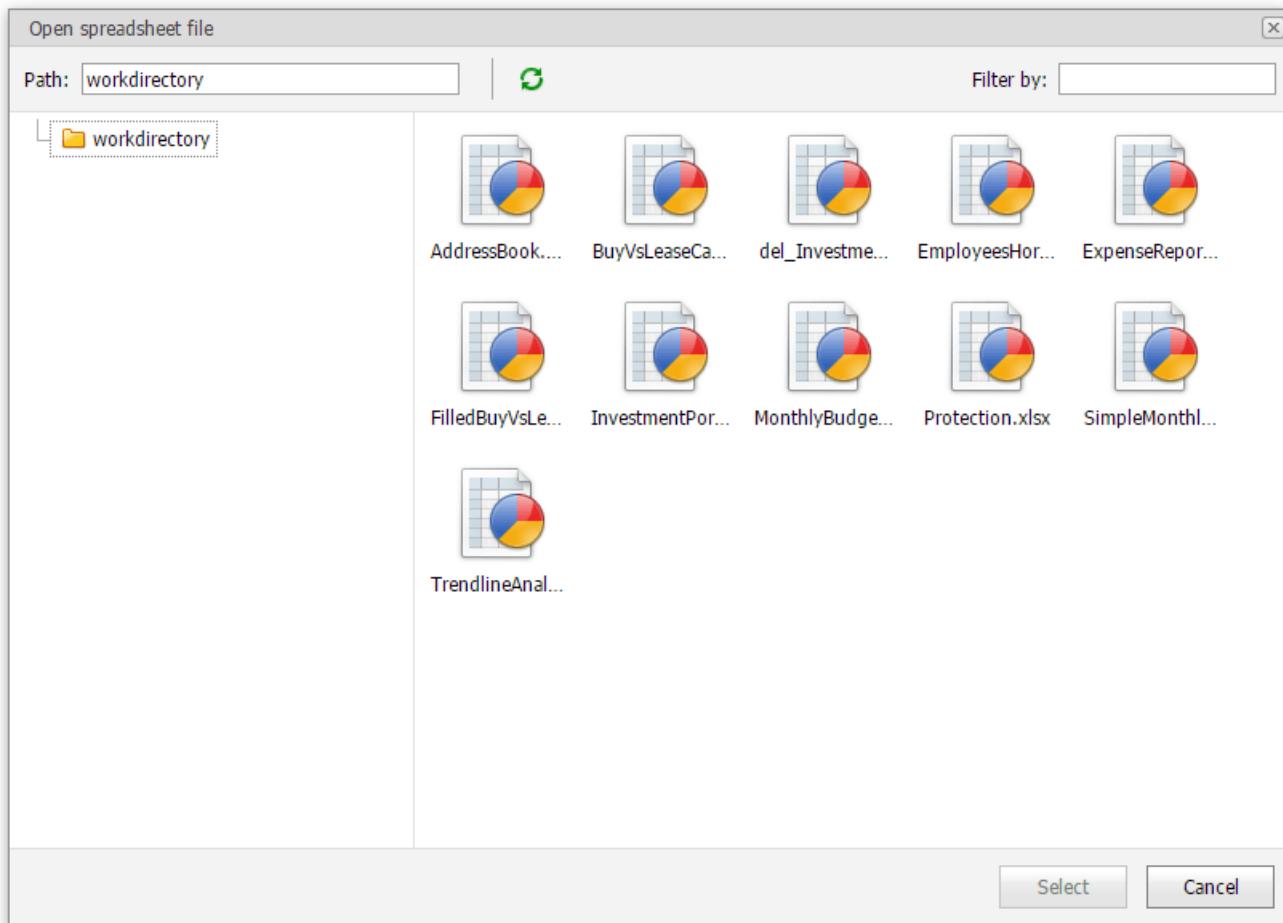


Load a Workbook

To load a workbook, select the **File** tab, and click the **Open** button in the **Common** group.



In the invoked **Open spreadsheet file** dialog box, select the file you wish to open from your working directory.

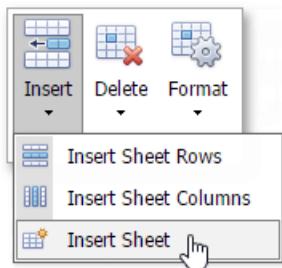


The **Spreadsheet** supports the following file formats.

- Excel Workbook (*.xlsx)
- Excel Macro-Enabled Workbook (*.xlsm)
- Excel 97-2003 Workbook (*.xls)
- Tab-delimited Text File format (*.txt)
- Comma-separated Values File format (*.csv)

Create a Worksheet

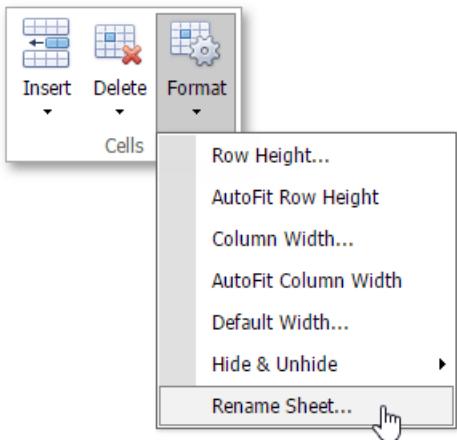
To create a new worksheet within the current workbook, go to the **Home** tab, and then in the **Cells** group, click the **Insert** button and select the **Insert Sheet** item from the drop-down list or press **SHIFT+F11**.



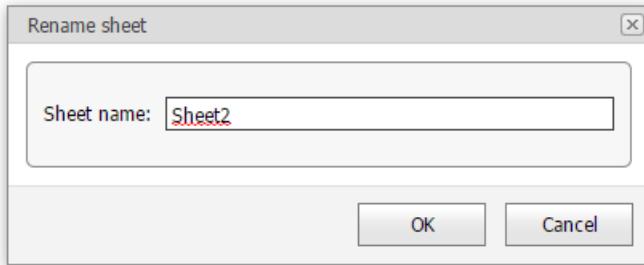
Rename a Worksheet

When a new worksheet is created, the **Spreadsheet** assigns it a generic name, such as *Sheet1*, *Sheet2*, etc.

To rename a worksheet, go to the **Home** tab, and then in the **Cells** group, click the **Format** button and select the **Rename Sheet** item from the drop-down list.



Rename the worksheet and click **OK** within the invoked dialog box.



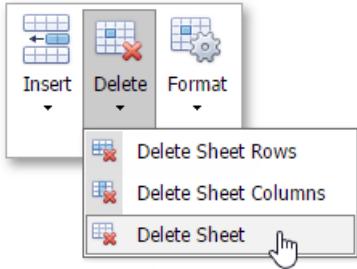
The **Spreadsheet** sets the following rules for a valid worksheet name.

- The maximum length of a worksheet name is 31 characters.
- A worksheet name must not be an empty string.
- A worksheet name must not include the following characters: \ / , ? , ; , * , [,] .
- A worksheet name must not start or end with a single quote.
- A worksheet name must not be equal to a name of another existing worksheet.

Delete a Worksheet

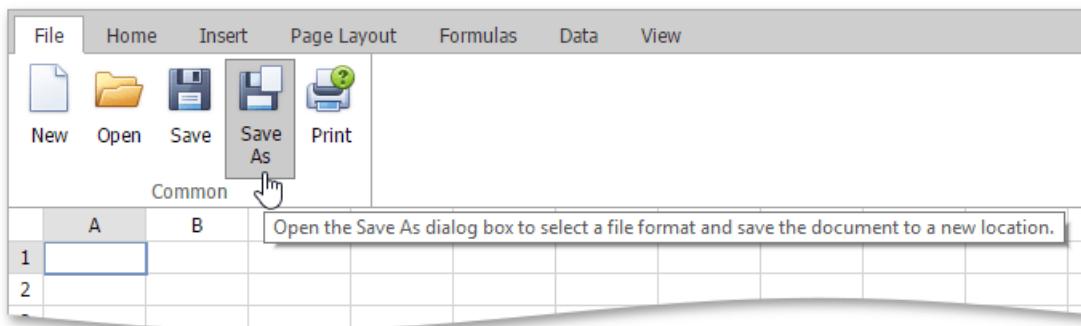
To delete an existing worksheet, follow the instructions below.

1. Switch to the worksheet you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** button and select the **Delete Sheet** item from the drop-down list.



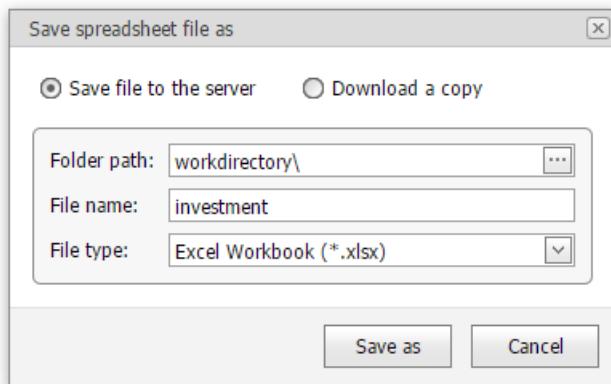
Save a Workbook

To save a workbook, go to the **File** tab, and then click the **Save as** button in the **Common** group.



After that, the **Save spreadsheet file as** dialog box is invoked.

Specify whether the file should be saved to the server or downloaded as a copy. Then specify the folder path, file name and the file format in which to save the workbook.



The available file formats in the **Save as** dialog box are the following.

- Excel Workbook (*.xlsx)
- Excel Macro-Enabled Workbook (*.xlsm)
- Excel 97-2003 Workbook (*.xls)
- Tab-delimited Text File format (*.txt)
- Comma-separated Values File format (*.csv)

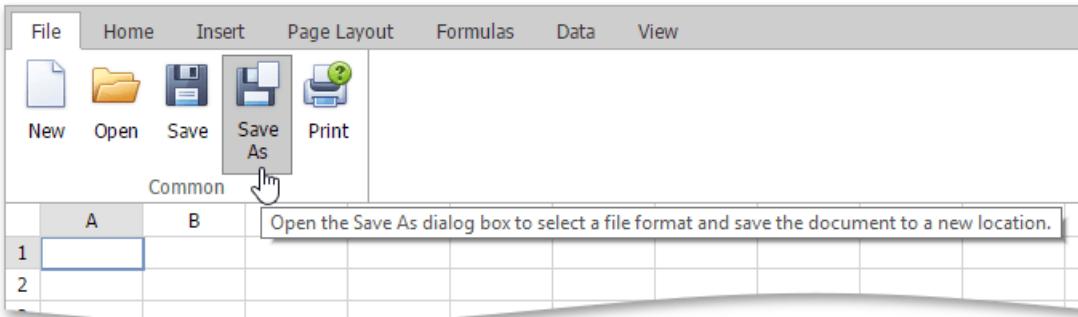
To save the active workbook with its current file format and location, go to the **File** tab, and then click the **Save** button in the **Common** group. If you click the **Save** button to save a newly created workbook, the **Save spreadsheet file as** dialog is invoked.

Import Text Files

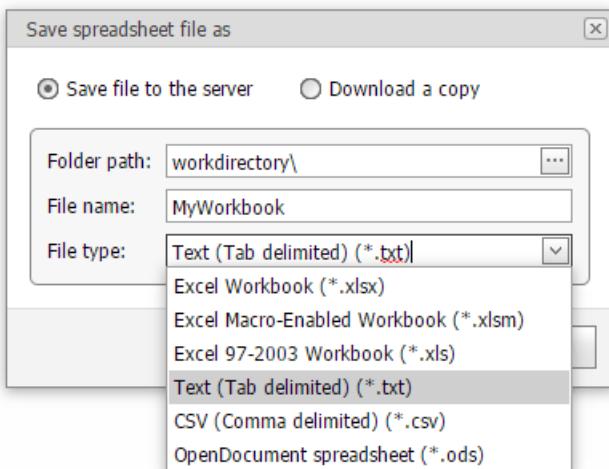
The **Spreadsheet** provides the capability to save a workbook as a text file (.txt or .csv).

Save a Workbook as a Text File

1. To save a workbook as a text file, go to the **File** tab, and in the **Common** group, click the **Save As** button.



2. In the **Save Spreadsheet File As** dialog box that is invoked, select the **Text (Tab-delimited)** or **CSV (Comma-delimited)** item from the **File type** drop-down list.



The main features of the tab-delimited and comma-delimited file formats are described below.

- **Tab-delimited text files**

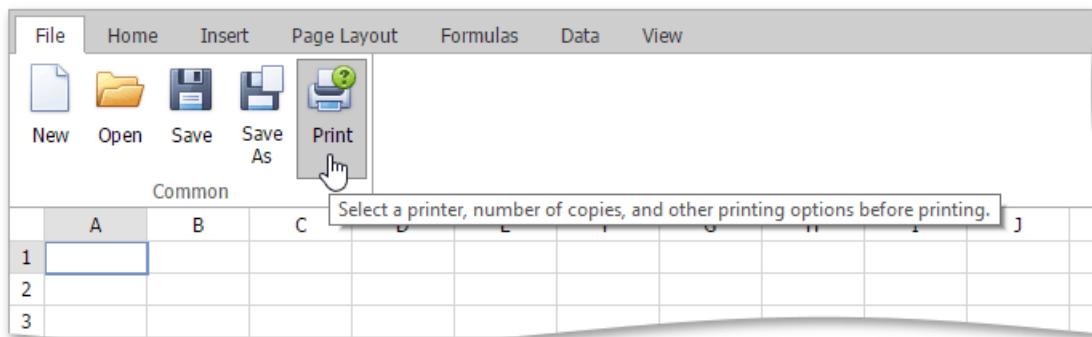
This file format uses the *TAB* character to separate each field of text. Note that the **Spreadsheet** only saves the active worksheet as a text (.txt) file. The columns are separated by the tab characters and each row ends with a carriage return character. The values and text in cells are saved as they are displayed in a worksheet. If a cell contains a comma, the cell contents are enclosed in double quotation marks. All formatting options applied to the cell, pictures and objects (such as hyperlinks) are lost.

- **Comma-delimited text files**

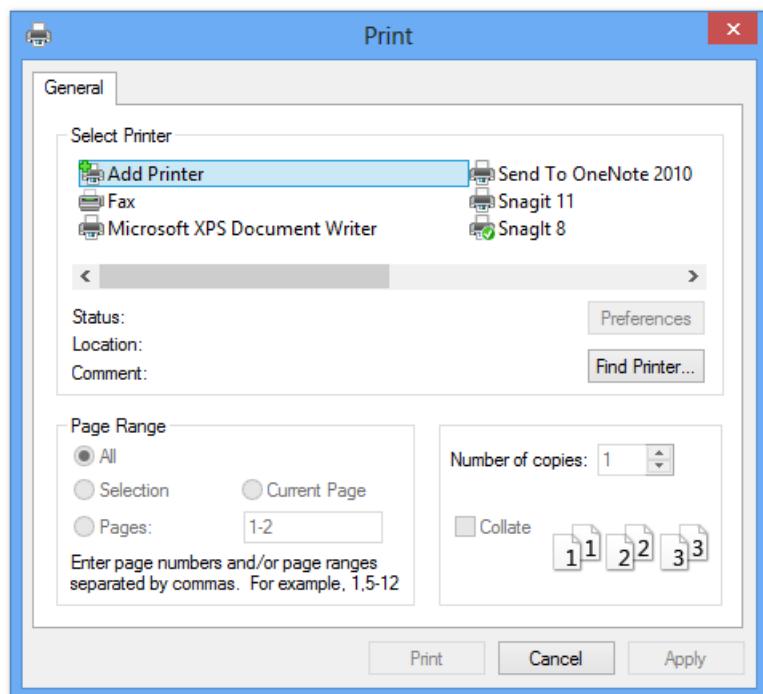
This file format uses the *comma* character to separate each field of text. Note that the **Spreadsheet** only saves the active worksheet as a CSV (.csv) file. Columns are separated by commas, and each row ends with a carriage return character. Cell text and values are saved as they are displayed in a worksheet. If a cell contains a comma, cell contents are enclosed in double quotation marks. All formatting options applied to the cell, pictures and objects (such as hyperlinks) are lost.

Print a Workbook

To print a document, click the **Print** button in the **Common** group or press **CTRL+P**.



In the invoked **Print** dialog box, specify the required settings and click **Print**.

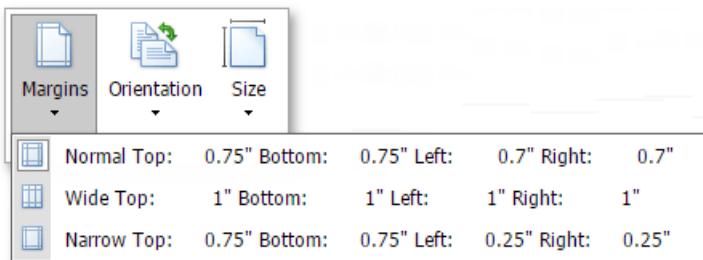


Adjust Page Settings

Before you print a worksheet, you can change page layout settings such as [page margins](#), [page orientation](#), [paper size](#) and specify whether [gridlines and headings](#) should be printed in a worksheet.

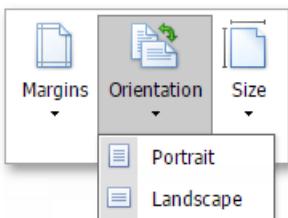
Set Page Margins

1. Click a worksheet for which you wish to set the page margins.
2. In the **Page Setup** group within the **Page Layout** tab, click the **Margins** button and select the margin sizes to be set for the current worksheet.



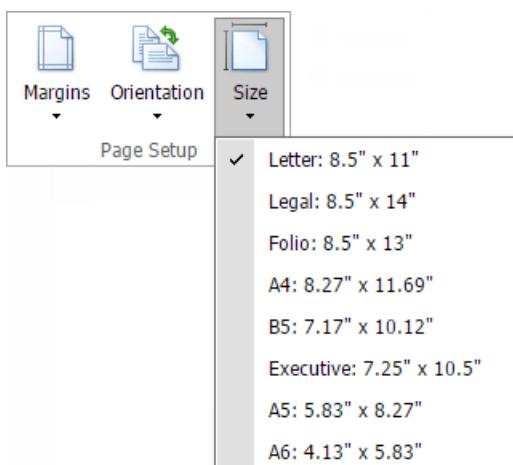
Set Page Orientation

1. Click a worksheet for which you wish to specify page orientation.
2. In the **Page Setup** group within the **Page Layout** tab, click the **Orientation** button and select **Portrait** or **Landscape** from the invoked drop-down list.



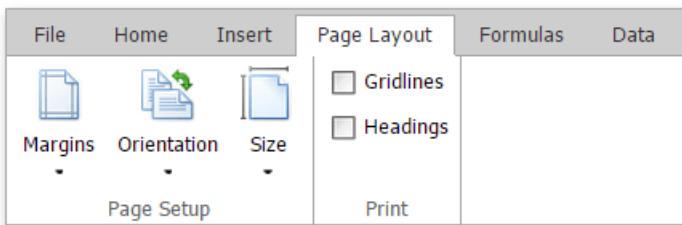
Change Paper Size

1. Click a worksheet for which you wish to set the paper size.
2. In the **Page Setup** group within the **Page Layout** tab, click the **Size** button and select one of the predefined paper sizes from the invoked drop-down list.



Print Gridlines and Headings

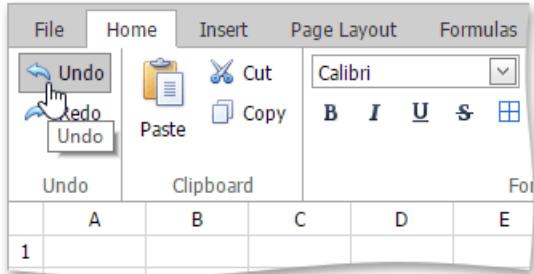
1. Click a worksheet for which you wish to print gridlines and/or headings.
2. In the **Print** group within the **Page Layout** tab, select the **Gridlines** and/or **Headings** check boxes.



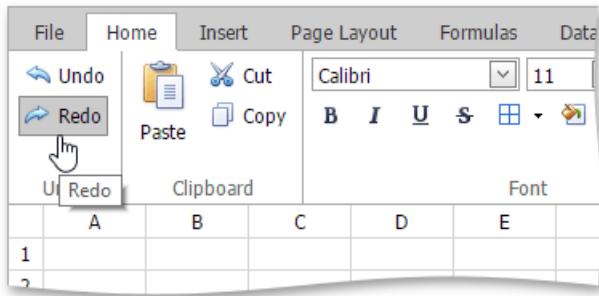
Undo and Redo Last Actions

The **Spreadsheet** allows you to undo or redo your last performed action.

To undo an action, select the **Home** tab, and click the **Undo** button in the **Undo** group (or press **CTRL+Z** or **ALT+BACKSPACE**).



To redo an action that you undid, click the **Redo** button in the **Undo** group (or press **CTRL+Y** or **ALT+SHIFT+BACKSPACE**).

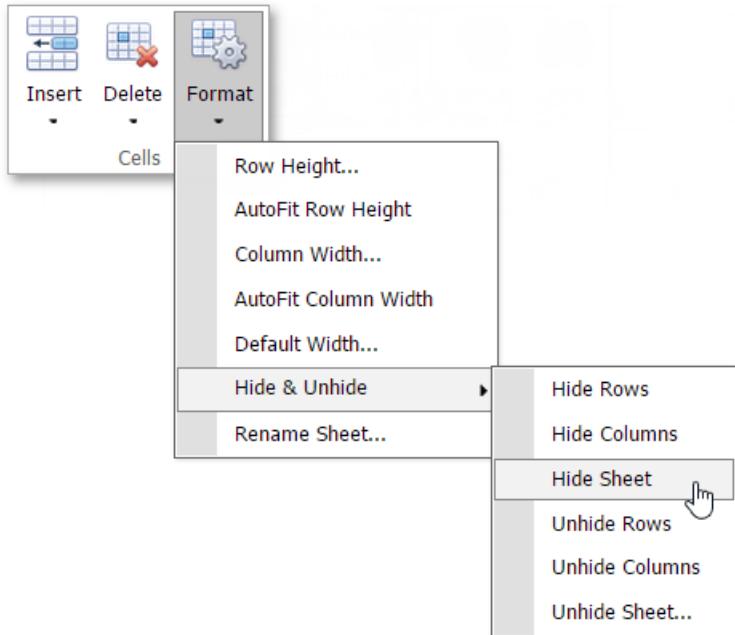


Hide and Display Worksheets

The **Spreadsheet** provides the capability to hide worksheets in a workbook. It can be useful if you want to remove a worksheet from the **Sheet tab** bar without deleting it. By default, all worksheets are displayed on the **Sheet tab** bar.

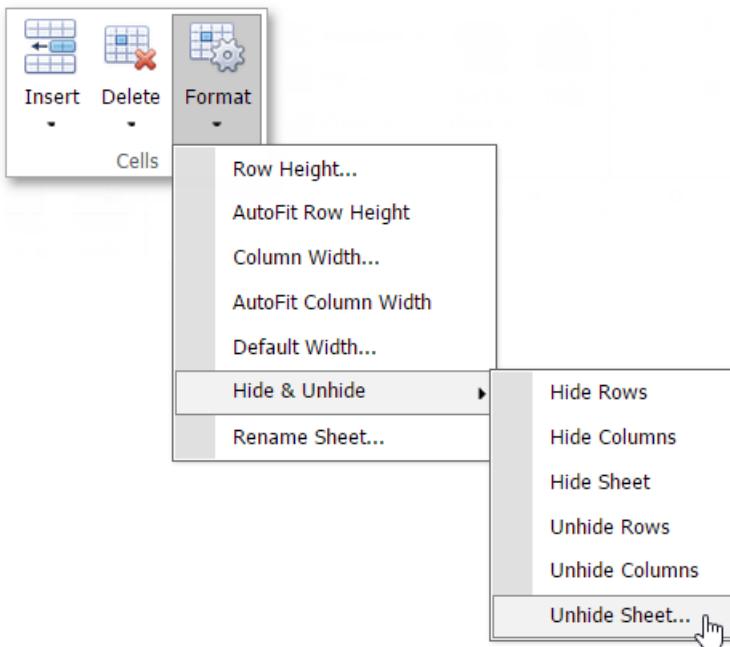
Hide Worksheets

On the **Home** tab, in the **Cells** group, click the **Format** button and select **Hide & Unhide | Hide Sheet**. Note that this command is disabled when a workbook includes only one worksheet.

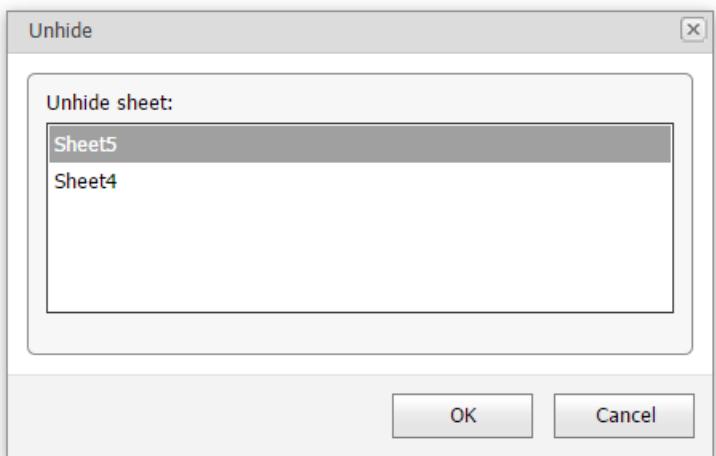


Display Hidden Worksheets

1. On the **Home** tab, in the **Cells** group, click the **Format** button and select **Hide & Unhide | Unhide Sheet...**.



2. In the **Unhide** dialog box that is invoked, select the name of the worksheet you want to display and click **OK**.



Hide Gridlines

The **Spreadsheet** allows you to hide gridlines that are displayed on a worksheet by default.

In the **Show** group within the **View** tab, uncheck the **Gridlines** check box to hide gridlines on a worksheet.

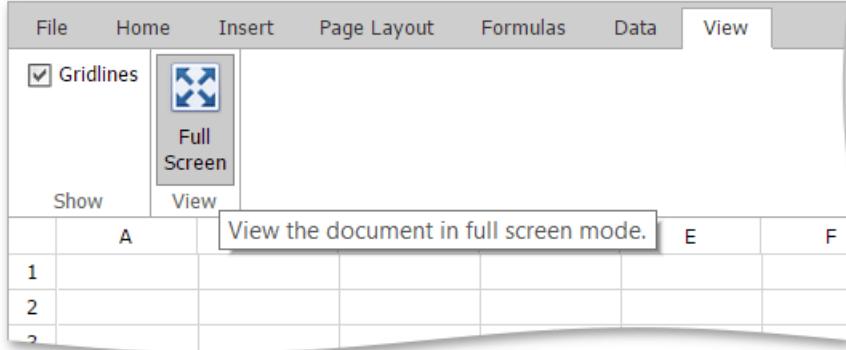


To display gridlines, select the **Gridlines** check box.

Full Screen Mode

The **Spreadsheet** provides functionality to display worksheets in full screen mode.

To turn on full screen mode, go to the **View** tab, and then click the **Full Screen** button in the **View** group (or press **F11** button).



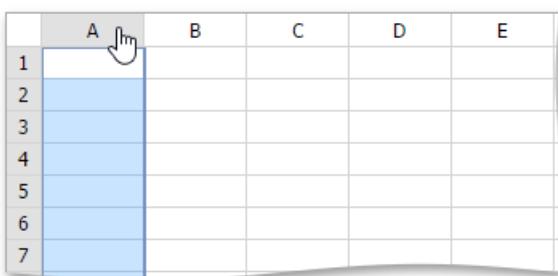
To disable the full screen mode, click the same button.

Select Cells or Cell Content

Selecting Cells

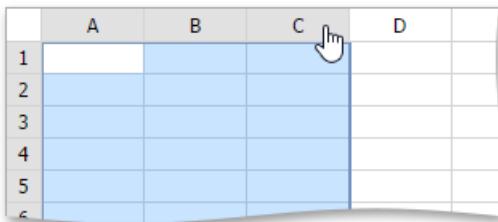
To select cells in the **Spreadsheet**, use the following mouse actions and keyboard shortcuts.

1. To select a **single cell**, click the cell or press the arrow keys to move to the required cell.
2. To select a **range of cells**, do one of the following.
 - o Click the first cell in the range and drag it to the last cell.
 - o Hold down the **SHIFT** key, and then press the arrow keys to extend the selection.
 - o Click the first cell in the range, hold down the **SHIFT** key, and then click the last cell in the range.
3. To select the **entire worksheet**, press **CTRL+A**.
4. To select **nonadjacent cells**, hold down the **CTRL** key, and then select other cells.
5. To select an **entire row or column**, click the row or column heading.



A screenshot of a spreadsheet application showing a 7x5 grid of cells. Row 1 is highlighted with a light blue background, indicating it is selected. Column A is also highlighted with a light blue background. The column and row headings (A-E and 1-7) are visible at the top and left edges of the grid. A cursor arrow points to the cell at the intersection of row 1 and column A.

6. To select **multiple columns or rows**, drag across the row or column headings.

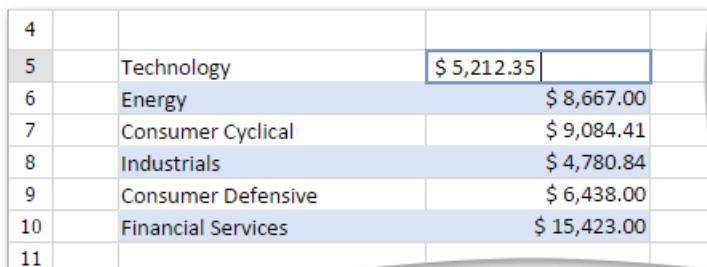


A screenshot of a spreadsheet application showing a 6x4 grid of cells. Columns A, B, and C are highlighted with a light blue background, indicating they are selected. The column and row headings (A-D and 1-6) are visible at the top and left edges of the grid. A cursor arrow points to the cell at the intersection of row 1 and column C.

7. To select **several nonadjacent rows or columns**, click the heading of the first row or column in the selection, hold down **CTRL**, and then click the headings of other rows or columns you wish to select.

Selecting Cell Content

To select the cell content, double-click the cell, and then drag it across the cell content you wish to select.



A screenshot of a spreadsheet application showing a 11x4 grid of cells. The cell at row 5, column A (containing "Technology") is highlighted with a light blue background, indicating it is selected. The cell at row 5, column D (containing "\$ 5,212.35") is also highlighted with a light blue background, indicating its content is selected. The column and row headings (4-11 and A-D) are visible at the top and left edges of the grid. A cursor arrow points to the cell at the intersection of row 5 and column A.

Copy and Paste Cell Content

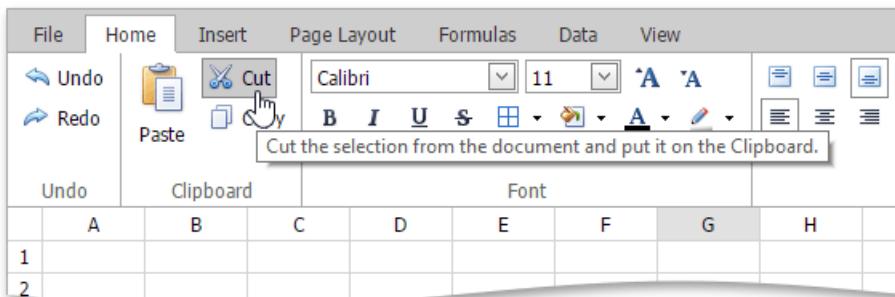
The **Spreadsheet** allows you to copy and paste entire cells, or only their contents, using the Clipboard.

Note

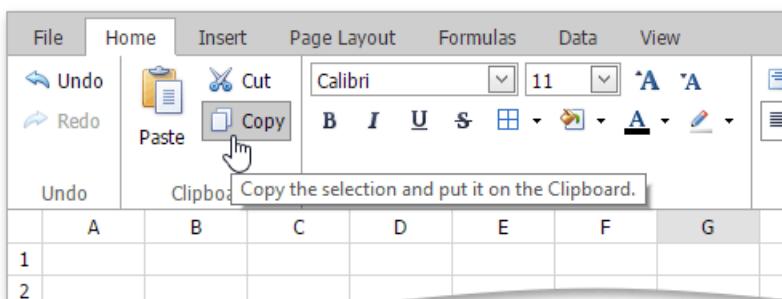
Note that you can use Clipboard only in IE. For other browsers, use the keyboard shortcuts **Ctrl+C**, **Ctrl+X** and **Ctrl+V** to copy, cut and paste respectively.

To move or copy cell content, follow the steps below.

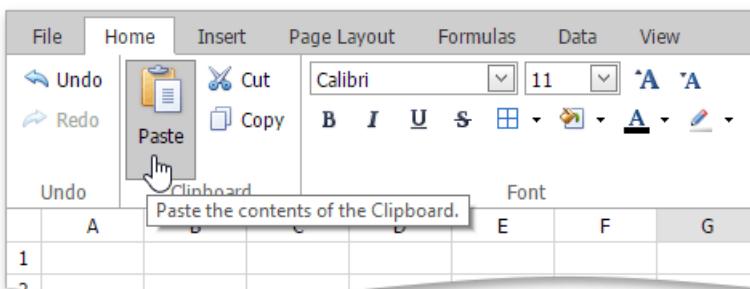
1. Select the cells that you wish to move or copy.
2. In the **Clipboard** group within the **Home** tab, do one of the following.
 - o To move the selected cells, click the **Cut** button (or press **CTRL+X** or **SHIFT+DELETE**).
 - o To copy the selected cells, click the **Copy** button (or press **CTRL+C** or **CTRL+INSERT**).



- o To copy the selected cells, click the **Copy** button (or press **CTRL+C** or **CTRL+INSERT**).



3. Click the upper-left cell in the area where you wish to paste the copied cells.
4. In the **Clipboard** group within the **Home** tab , click the **Paste** button (or press **CTRL+V** or **SHIFT+INSERT**).

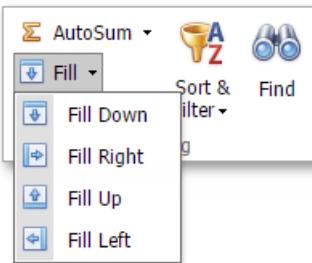


Fill Data Automatically

The **Spreadsheet** provides the capability to fill adjacent cells with data automatically.

To fill a selected cell or a range of cells with the data contained in adjacent cells, do the following.

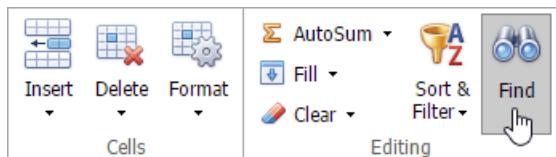
1. **Select** the cell (or range of cells) adjacent to the cell (or range of cells) of the data you wish to repeat.
2. In the **Editing** group within the **Home** tab, click the **Fill** button and select one of the following items from the drop-down list.



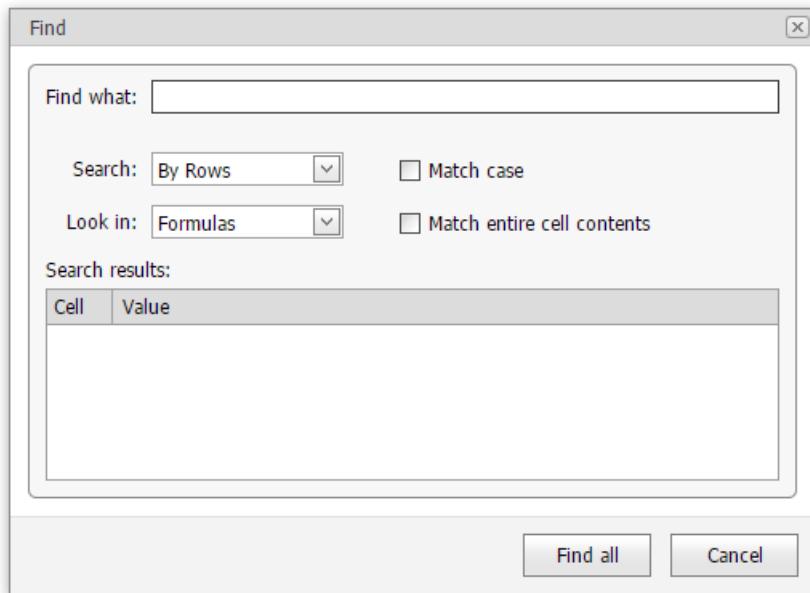
- **Fill Down** (or press **CTRL+D**) - pastes the contents of the cell that is above the selected cell, or pastes the contents of the topmost cell in the selected range to the cells below.
- **Fill Up** - pastes the contents of the cell below the selected cell, or pastes the contents of the lowermost cell in the selected range to the cells above.
- **Fill Right** (or press **CTRL+R**) - pastes the contents of the cell or cell range to the left of the selected cell(s).
- **Fill Left** - pastes the contents of the cell or cell range to the right of the selected cell(s).

Find and Replace

The **Spreadsheet** allows you to search for specific data in the current worksheet. To perform a search, on the **Home** tab, in the **Editing** group, click the **Find** button.



The **Find** dialog will be invoked.



In the **Find what** field, enter the text or number you wish to find, and click the **Find Next** button to start the search. To define the direction of the search, in the **Search** field, select the **By Rows** or **By Columns** drop-down item. In the **Look in** field, select **Values** (to search cell values only) or **Formulas** (to search cell values and formula expressions, excluding the calculated results). To perform a case-sensitive search, select the **Match Case** check box. To restrict the search to the entire cell content, select the **Match entire cell contents** check box.

Insert a Comment

The **Spreadsheet** allows you to attach notes to individual cells by using **comments**. Comments are extremely useful when you need to provide additional information, such as reminders, notifications, or feedback in a document without modifying cell content.

Comments are stored separately from a cell and displayed in a floating text box. A cell containing a comment has a red triangular indicator in the corner.

	G	H	I	J	K
4	Estimated Cost	Actual Cost			
5	\$1,500.00	\$1,250.00			
6	\$2,000.00	\$1,840.00			
7	\$1,450.00	\$1,450.00			

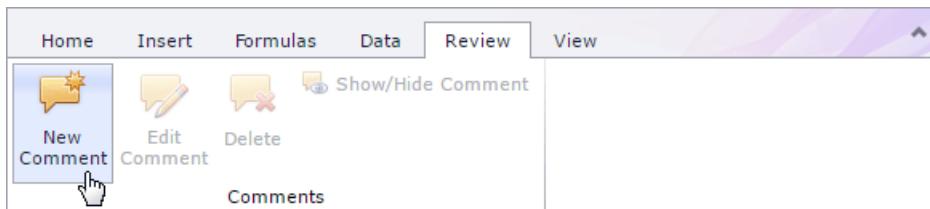
Mark M.:
The cost is estimated
to be increased by
\$500

You can [add](#) new comments, [edit](#) existing comments, [move](#) and [resize](#) the comment box, [hide](#) or [delete](#) comments if they are no longer needed.

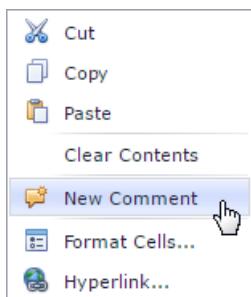
Add a Comment

To insert a new comment, select the cell where you wish to place the comment, and do one of the following.

- On the **Review** tab, in the **Comments** group, click the **New Comment** button.



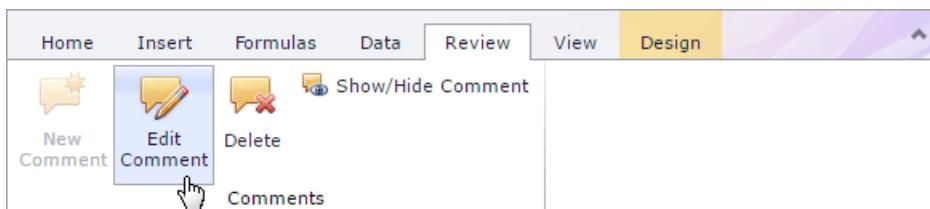
- Right-click the cell and select the **New Comment** item in the context menu.



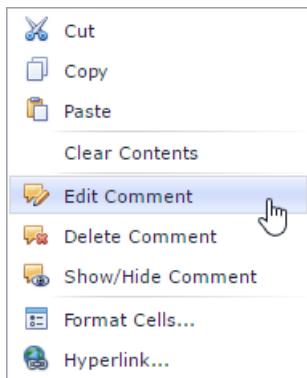
Edit a Comment

To edit an existing comment, select the cell where you wish to modify the comment, and do one of the following.

- On the **Review** tab, in the **Comments** group, click the **Edit Comment** button.



- Right-click the cell and select the **Edit Comment** item in the context menu.



Move and Resize a Comment

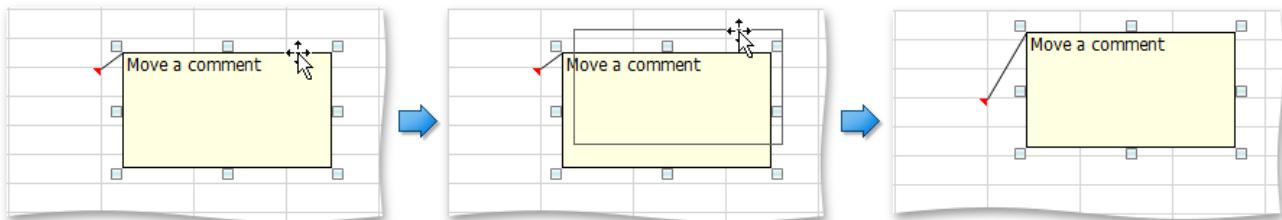
You can move and resize comment text boxes performing the following instructions.

- Select the cell that contains the comment you wish to move or resize.

Tip

If the comment is hidden, click the **Show/Hide Comment** button to display the comment.

- Click the comment box border to display the **sizing handles** (small rectangles at the corners and sides of the comment box).
- Do one of the following.
 - To move a comment, hover the mouse over the comment border so that the four-way resize arrow appears, and drag the comment to a new location.



- To resize a comment, click one of the sizing handles and drag the edge of the comment box.



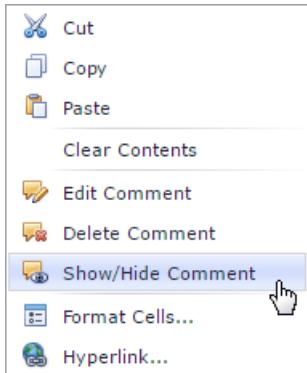
Display or Hide a Comment

To show/hide a comment text box follow the instructions below.

- Select the cell that contains the comment you wish to display or hide.
- Do one of the following.
 - On the **Review** tab, in the **Comments** group, click the **Show/Hide Comment** button.



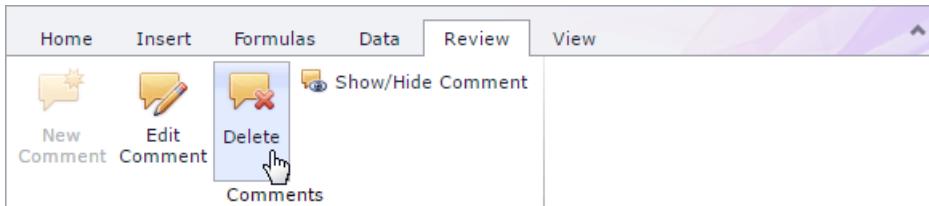
- o Right-click the cell and select the **Show/Hide Comment** item in the context menu.



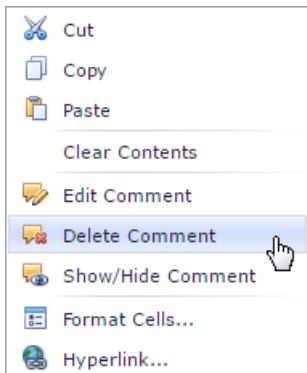
Remove a Comment

To delete an existing comment, do the following.

1. Select the cell that contains the comment you wish to delete.
2. Do one of the following.
 - o On the **Review** tab, in the **Comments** group, click the **Delete** button.



- o Right-click the cell and select the **Delete Comment** item in the context menu.

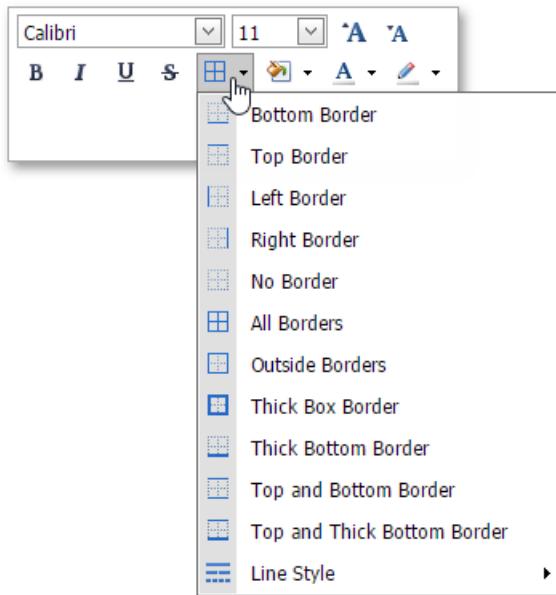


Format Cells

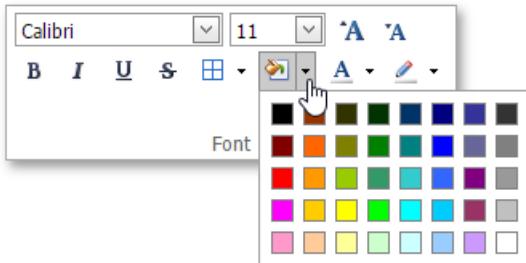
The **Spreadsheet** provides the capability to format cells and the data they contain.

To format a cell or a range of cells, follow the instructions below.

1. Select the cells you wish to format.
2. To add borders to the selected cells, in the **Font** group within the **Home** tab, click the **Borders** button's drop-down menu and select the border type. This menu also allows you to select the line style and the line color of borders.



3. To set the background color of the selected cells, in the **Font** group within the **Home** tab, click the **Fill Color** button's drop-down menu and select the desired color.



Format Cell Content

The **Spreadsheet** provides the capability to set the font style, size, color and text alignment in a cell.

To format cell content, follow the steps below.

1. Select a cell or a cell range that you wish to format.
2. To change the font, use the **Font** group within the **Home** tab to specify the font family, size, style, color, etc.



3. To position text within a cell so that it is centered, aligned to the left or aligned to the right, select the appropriate alignment options in the **Alignment** group within the **Home** tab.



4. To undo the formatting options you applied before, select the text. In the **Editing** group within the **Home** tab, click the **Clear** drop-down and select the **Clear Formats** item.



Wrap Text and Merge Cells

If text is too long to be displayed in a single cell, the **Spreadsheet** allows you to wrap the text to make it display on multiple lines in the cell, or merge cells to combine two or more adjacent cells into a single larger/longer cell.

Merging Cells

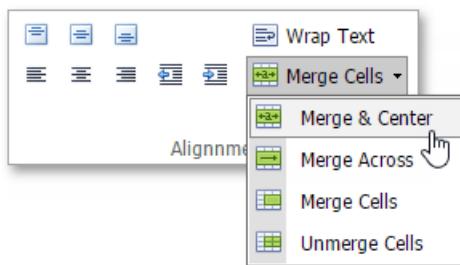
To merge cells, follow the instructions below.

1. Select the cells that you wish to merge.

■ Note

Make sure that the data you wish to display in the merged cell is contained in the upper-left cell of the selected range, because only the contents of this cell will remain in the merged cell. The data in the other cells will be deleted.

2. In the **Alignment** group within the **Home** tab, click the **Merge Cells** button's drop-down arrow and select one of the following items.
 - o **Merge & Center** - merge the selected cells and center the text in a merged cell.
 - o **Merge Across** - merge each row of the selected cell range into larger cells.
 - o **Merge Cells** - merge the selected cells into a single cell.

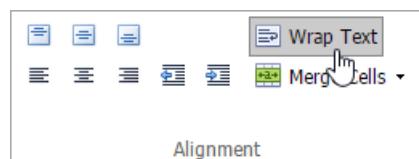


3. If you change your mind and wish to split a merged cell, select this cell and click the **Unmerge Cells** item in the **Merge Cells** button's drop-down menu. The data of the merged cell appears in the upper-left cell of the range of split cells.

Wrapping Text in a Cell

To wrap text in a cell, do the following.

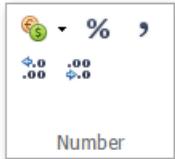
1. Select a cell or a range of cells containing the text you wish to wrap.
2. In the **Alignment** group within the **Home** tab, click the **Wrap Text** button. The text is displayed on multiple lines within the cell.



3. To unwrap the text, click the **Wrap Text** button again. The text is displayed in the same way as it was before the wrap option was applied.

Number Formatting

The **Spreadsheet** allows you to format numbers in cells to make them easier to read and understand. For example, you can display numbers as monetary values or dates. The default format for cell content is the *General* style. Notice that number formatting does not change the value you enter, it only influences the way the number is displayed in a cell. Number formatting options are available in the **Number** group within the **Home** tab. -



Depending on the format you wish to apply, click one of the buttons in the **Number** group, such as **Accounting Number Format**, **Percent Style** or **Comma Style**.

You can use the following shortcuts to quickly apply the specified number format.

CTRL+SHIFT+1	Applies the Number format with two decimal places.
CTRL+SHIFT+2	Applies the Time number format.
CTRL+SHIFT+3	Applies the Date format.
CTRL+SHIFT+4	Applies the Currency format.
CTRL+SHIFT+5	Applies the Percentage format.
CTRL+SHIFT+6	Applies the Scientific number format.

Clear Cell Formatting

To remove all formatting from cells, in the **Editing** group within the **Home** tab, click the **Clear** button, and select **Clear Formats** from the drop-down menu.

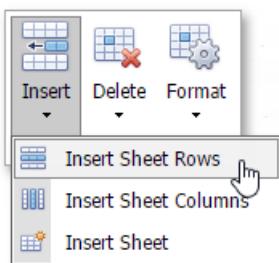


Insert and Delete Rows and Columns

The **Spreadsheet** provides the capability to insert and delete columns and rows in a worksheet.

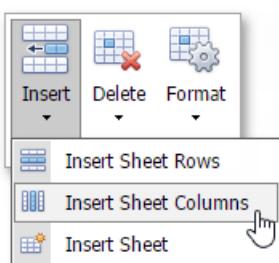
Insert Rows

1. To insert a single row, **select** the entire row by clicking the row heading, or click a cell in the row above the position in which you wish to insert a new row. To insert multiple rows, **select** the number of rows you wish to insert. For example, if you wish to insert three rows, select three rows by clicking the row headings.
2. In the **Cells** group within the **Home** tab, click the **Insert** button and select the **Insert Sheet Rows** item from the drop-down list.



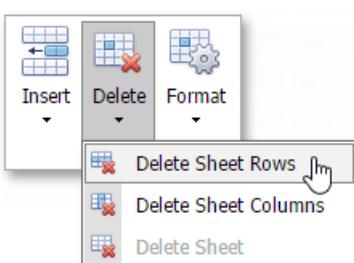
Insert Columns

1. To insert a single column, **select** the entire column by clicking the column heading, or by clicking a cell in the column to the left of where the new column will be inserted. To insert multiple columns, **select** the number of columns you wish to insert. For example, to insert three columns, select three columns by clicking column headings.
2. In the **Cells** group within the **Home** tab, click the **Insert** button and select the **Insert Sheet Columns** item from the drop-down list.



Delete Rows and Columns

1. **Select** the column(s) or row(s) you wish to delete by clicking its heading.
2. In the **Cells** group within the **Home** tab, click the **Delete** button and select the **Delete Sheet Rows** or **Delete Sheet Columns** item from the drop-down list.

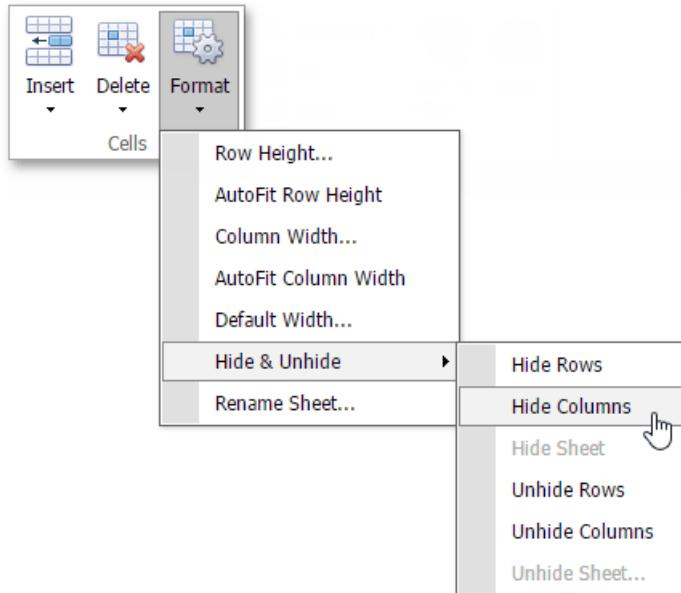


Show and Hide Columns and Rows

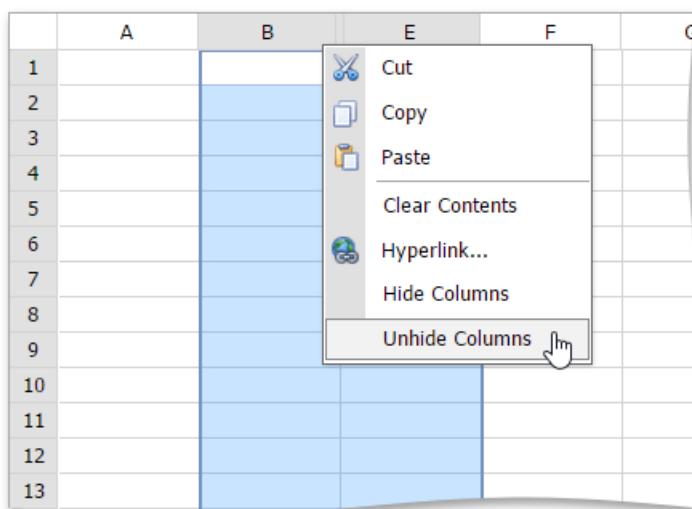
The **Spreadsheet** provides the capability to display and hide columns and rows in a worksheet.

Hide and Unhide Columns

1. Select the column to be hidden.
2. Do one of the following.
 - o Set the column width to zero. To do this, drag the boundary of the column heading until the column is hidden.
 - o On the **Home** tab, in the **Cells** group, click the **Format** button and select **Hide & Unhide | Hide Columns**.

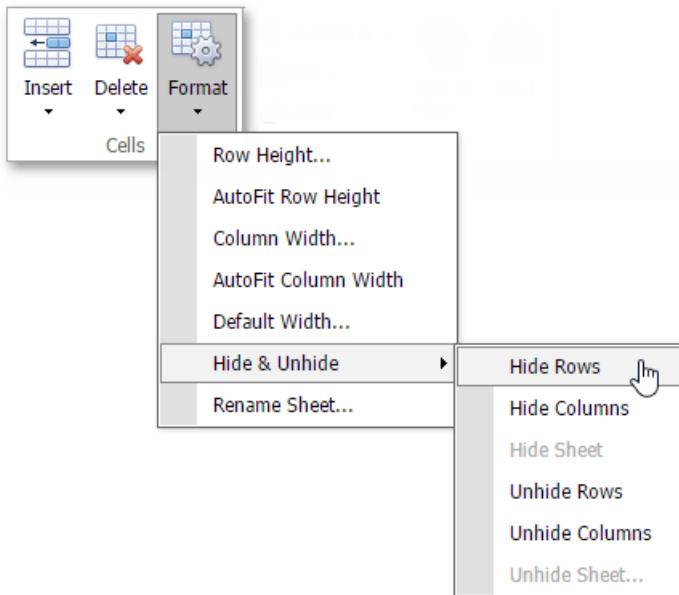


- o Right-click the selected column and select the **Hide Columns** item from the context menu.
3. To show the column you hid, select the columns adjoining either side of the hidden column, and then do one of the following.
 - o On the **Home** tab, in the **Cells** group, click the **Format** button, and then select **Hide & Unhide | Unhide Columns**.
 - o Right-click the selected columns and select the **Unhide Columns** item from the context menu.

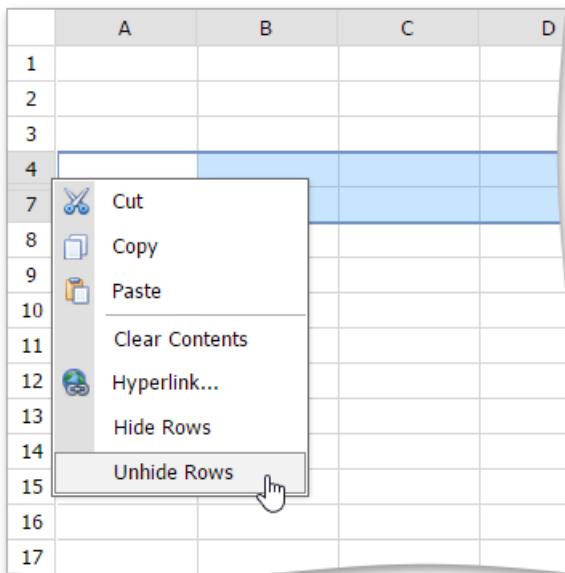


Hide and Unhide Rows

1. Select the row to be hidden.
2. Do one of the following.
 - o Set the row height to zero. To do this, drag the boundary of the row heading until the row is not displayed.
 - o On the **Home** tab, in the **Cells** group, click the **Format** button and select **Hide & Unhide | Hide Rows**.



- o Right-click the selected column and select the **Hide Rows** item from the context menu.
3. To display the row you hid, select the rows that are above and below the hidden row, and then do one of the following.
 - o On the **Home** tab, in the **Cells** group, click the **Format** button, and then select **Hide & Unhide | Unhide Rows**.
 - o Right-click the selected rows and select the **Unhide Rows** item from the context menu.



Display all hidden columns and rows

1. Press **CTRL+A** to select all rows and columns.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, and then select **Hide & Unhide | Unhide Rows** or **Unhide Columns**.

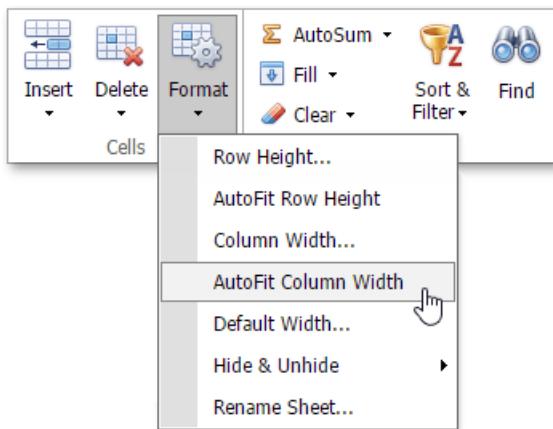
Specify Column Width and Row Height

Set the column width

In the **Spreadsheet**, the column width can vary from zero to 255 characters of the default font specified by the predefined **Normal** style. If you set the column width to zero, the column will be hidden.

To change the column width, do one of the following.

1. Drag the right boundary of the column heading to resize the column width. To set the width of multiple columns, select these columns, and then drag the right boundary of any selected column.
2. To change the column width to automatically fit the contents, select the column and click the **Format** button on the **Home** tab in the **Cells** group. Then, select the **AutoFit Column Width** item from the drop-down list.

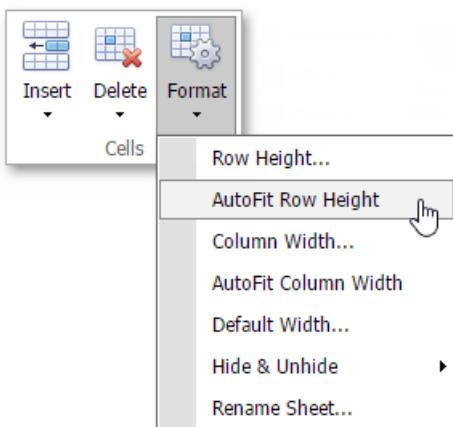


Set the row height

In the **Spreadsheet**, the row height should be between zero and 409 points. If you set the row height to zero, the row is hidden.

To change the row height, do one of the following.

1. Drag the lower boundary of the row heading until the row is the height you want. To set the height of multiple rows, select them, and then drag the lower boundary of any selected row.
2. To change the row height to automatically fit the contents, select the row and click the **Format** button on the **Home** tab in the **Cells** group. Then, select the **AutoFit Row Height** item from the drop-down list.



Sort Data

The **Spreadsheet** provides the capability to sort data by text (**A to Z** or **Z to A**), numbers (**smallest to largest** or **largest to smallest**), dates and times (**oldest to newest** or **newest to oldest**) in one column.

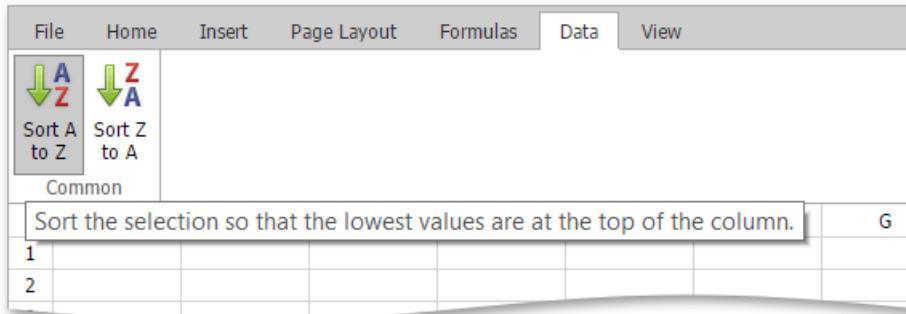
To perform sorting, do the following.

1. Select a range in the column you wish to sort.

Note

If multiple columns are selected, the range will be sorted by the **first** column.

2. On the **Data** tab, in the **Common** group, click **Sort A to Z** to select ascending order, or click **Sort Z to A** for descending order.



Create a Simple Formula

The **Spreadsheet** allows you to perform calculations on data in cells using formulas. A formula is a string expression that starts with the equals sign ("="). Formulas can contain constants, math operators, functions, cell references, etc.

The **Spreadsheet** provides the capability to create and edit formulas directly within a table cells.

	A	B	C	D	E
3	Computers		5	\$ 5,000.00	\$ 25,000.00
4	Desks		5	\$ 900.00	\$ 4,500.00
5	Internet Access		5	\$ 500.00	=C5*B5
6	Printer		1	\$ 1,500.00	\$ 1,500.00
7	Software		5	\$ 1,900.00	\$ 9,500.00
8					
9					

For example, if you wish to add 1 to the product of 2 and 5, type the following formula in the cell in which you wish to insert the formula.

=2*5+1

Press **ENTER**. The result appears in the cell in which you inserted the formula.

Cell References

The A1 Reference Style

If you want to change data in a worksheet without changing formulas that use this data for evaluation, you can use **cell references**. A cell reference defines cell location in a worksheet. It is a combination of column letters (**A, B, C**, etc.) and row numbers (**1, 2, 3**, etc.). For example, **A1** refers to a cell at the intersection of column A and row 1.

To add values in cells A1 and A2, and divide the result by the value in cell A3, type the following formula (use parentheses to determine the order of operations):

= $(A1+A2)/A3$

You can also use a reference to a cell located in another worksheet. For example, to multiply a value in cell B1 by the value in cell B1 in *Sheet 2*, enter the following formula.

= $B1*Sheet2!B1$

To prevent data from changing when the formula is copied, use the **absolute reference**. Absolute references have a dollar sign (\$) before column and/or row references.

The following example demonstrates how to use a constant value in cell B1 in calculations:

= $A1*$B1

Using Functions in Formulas

The **Spreadsheet** provides the capability to use a set of predefined **functions** in formulas to perform simple or complex calculations.

To create a formula containing functions, follow the instructions below.

1. Click the cell in which you want to insert the formula.
2. Type the equal sign "`=`". This is required to interpret the cell content as a formula. Skip this action if you insert the function in a cell which already contains a formula.
3. Type the function's name, or [insert the required function](#) from the **Function Library**.
4. Enter the arguments between the function's parentheses.
5. Press **ENTER**. The result appears in the cell in which you inserted the formula.

Insert a Function

If you do not remember the name of the function you want to use, you can insert the desired function quickly using the **Function Library** group within the **Formulas** tab.

On the **Formulas** tab, in the **Function Library** group, click the button corresponding to the category to which your function belongs, and select this function from the button's drop-down list.

Tip

Frequently used functions such as **Sum**, **Average**, **Count Numbers**, **Max** and **Min** are also listed under the **AutoSum** button on the **Home** tab in the **Editing** group.

For example, if you wish to add all numbers in the range **E4:E8**, in the **Function Library** group, select the **SUM** function from the **AutoSum** (or **Math & Trig**) button's drop-down list. Type "**E4:E8**" in the function's parentheses or select the cell range directly in the worksheet, and press **ENTER**.

The screenshot shows the Microsoft Excel ribbon with the 'Formulas' tab selected. In the 'Function Library' group, the 'AutoSum' button is highlighted, and its dropdown menu is open, showing options like Sum, Average, Count Numbers, Max, and Min. Below the ribbon, a table of purchases is displayed. The formula `=SUM(E3:E8)` is entered in cell E10, which is the subtotal cell for the quantity column (column E). The table has columns for Description, Quantity, Unit Price, and Amount.

	A	B	C	D	E	F	G
1							
2		DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
3		Chairs	5	\$ 400.00	\$ 2,000.00		
4		Computers	5	\$ 5,000.00	\$ 25,000.00		
5		Desks	5	\$ 900.00	\$ 4,500.00		
6		Internet Access	5	\$ 500.00	\$ 2,500.00		
7		Printer	1	\$ 1,500.00	\$ 1,500.00		
8		Software	5	\$ 1,900.00	\$ 9,500.00		
9							
10				Subtotal:	=SUM(E3:E8)		
11							
12							
13							

Note

If you start the formula with a function, the **Spreadsheet** automatically adds the equal sign to your formula.

Nested functions

You can create a formula with a function that uses another function as one of the arguments. A function that is used as an argument is called a **nested function**. A formula can contain up to 64 levels of nesting.

Examples of formulas with nested functions are detailed in the table below.

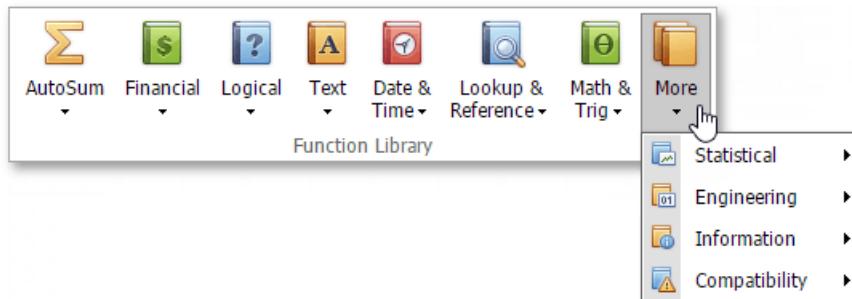
FORMULA	DESCRIPTION
=ROUND(SUM(A1:A5),2)	Round the sum of the values contained in the cell range A1:A5 to two decimal places.
=SQRT(AVERAGE(A1:A5))	Returns the square root of the average value of the numbers in the cell range A1:A5 .
=IF(A5<1000, POWER(A5,2))	Square the value in cell A5 if it is less than 1000.

Supported Functions

The **Spreadsheet** supports the following functions that are used in formulas.

- **Mathematical Functions** - used to perform common mathematical operations: addition (SUM), multiplication (PRODUCT), exponentiation (POWER), extraction of the square root (SQRT), evaluation of trigonometric functions (e.g., SIN, COS or TAN), etc.
- **Financial Functions** - used to perform various types of financial operations: calculation of interest rates (RATE), calculation of interest payments (IPMT), etc.
- **Logical Functions** - used to perform logical operations such as AND, OR, NOT, etc.
- **Text Functions** - used to provide operations with text data in cells, such as string concatenation (CONCATENATE), replacement of one part of a string with another string (REPLACE), etc.
- **Date and Time Functions** - used to work with dates: to calculate the number of days, months, or years between two dates (e.g., DATEIF or DAYS360), or to add various components of a specified time to a worksheet (e.g., SECOND, MINUTE or HOUR).
- **Lookup and Reference Functions** - used for searching specific data in a worksheet: to look up values in vectors, arrays or references (e.g., LOOKUP or MATCH)
- **Statistical Functions** - used for data analysis: to find the average of a list of values (AVERAGE), to evaluate the covariance between two data sets (COVAR), to find the smallest or the largest value in a list of arguments (MAX, MIN), etc.
- **Engineering Functions** - used to work with special functions (e.g., BESSELI or BESSELJ), complex numbers (e.g., COMPLEX or IMAGINARY) and various numeral systems (e.g., DEC2BIN or BIN2DEC).
- **Information Functions** - used to provide information about the formatting, location or content of cells (e.g., CELL, INFO or ISTEXT).
- **Compatibility Functions** - replaced by new functions in Microsoft® Excel® versions 2010 and higher. These functions can be used to provide compatibility with earlier versions of Microsoft® Excel®.

All of the functions described above are available in the **Function Library** group within the **Formulas** tab.



Error Types in Formulas

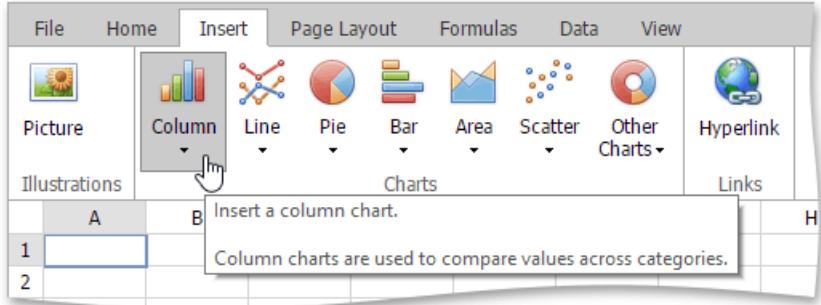
If a formula in a cell cannot be calculated correctly, it means that the cell contains an **error**. The error appears because the formula's syntax is incorrect, or the formula uses unexpected arguments or data types.

Errors that occur in formulas are detailed in the following table:

ERROR	DESCRIPTION	EXAMPLE
#DIV/0!	Division by zero.	=A1/B1 (where the value in cell B1 is equal to zero, or cell B1 is blank)
#NAME?	The formula refers to a name that doesn't exist or is spelled incorrectly.	=SUM(Values) (the cell range named "Values" does not exist)
#N/A	The referenced value is not available to the formula.	=SUM(A1:A5*B1:B3) (the array formula has arguments consisting of different numbers of elements)
#NULL!	An incorrect range operator is used in the formula, or the specified intersection includes two ranges that do not intersect.	=SUM(A1 A3) (a colon is missing in the cell range reference)
#NUM!	There are invalid numeric values in the formula.	=SQRT(-4) (the square root of a negative number cannot be calculated)
#REF!	The cell reference is not valid.	=SUM(A1, B1) (column B has been deleted)
#VALUE!	The formula uses values of the incorrect data type.	=SUM(5, "Text") (the SUM function requires numeric arguments)

Charting Overview

The **Spreadsheet** provides the capability to summarize worksheet data visually using a variety of **charts**. Charts display data series visually to make data interpretation easier, and show the relationship between different data series. To create a chart, click the chart type you wish to insert in the **Charts** group within the **Insert** tab.



Below is a list of all charts currently available in the **Spreadsheet**.

- [Column Charts](#)
- [Line Charts](#)
- [Pie Charts](#)
- [Bar Charts](#)
- [Area Charts](#)
- [Scatter Charts](#)
- [Stock Charts](#)
- [Radar Charts](#)

Column Charts

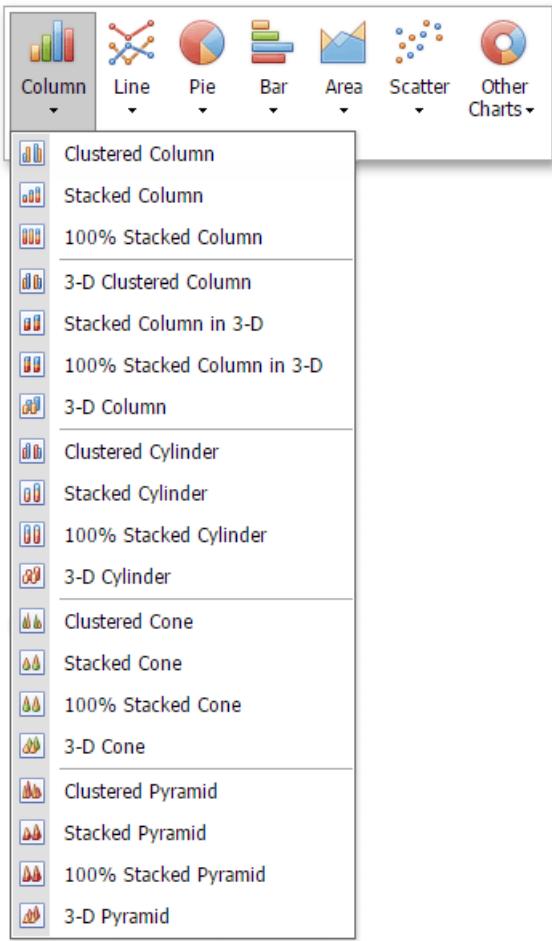


Chart Subtypes:

2-D Column Charts:

- Clustered Column
- Stacked Column
- 100% Stacked Column

3-D Column Charts:

- 3-D Clustered Column
- Stacked Column in 3-D
- 100% Stacked Column in 3-D
- 3-D Column

Cylinder Charts:

- Clustered Cylinder
- Stacked Cylinder
- 100% Stacked Cylinder
- 3-D Cylinder

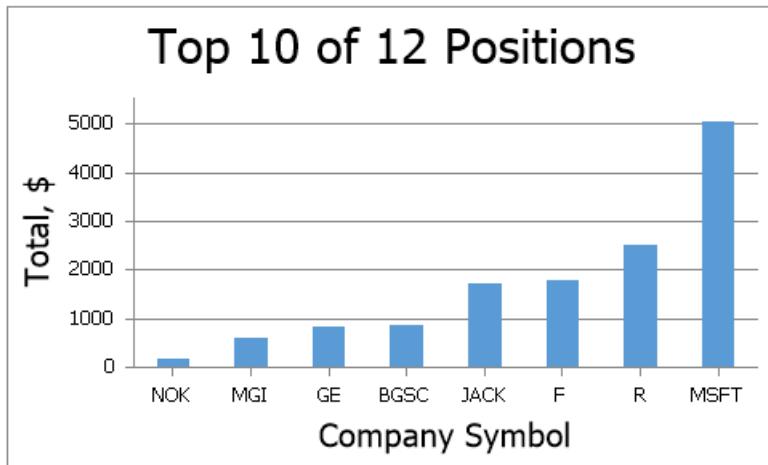
Cone Charts:

- Clustered Cone
- Stacked Cone
- 100% Stacked Cone
- 3-D Cone

Pyramid Charts:

- Clustered Pyramid
- Stacked Pyramid
- 100% Stacked Pyramid
- 3-D Pyramid

Column charts are used to display series as sets of vertical bars (or columns) that are grouped by category. The bar lengths are proportional to the values that they represent. Column charts are typically used to compare values in different categories. Some column graphs display series as individual columns, grouped by category, and others show columns divided into subparts to show a cumulative effect (stacked column graphs). You can select column charts of different shapes, such as cylinder, cone or pyramid.



Line Charts

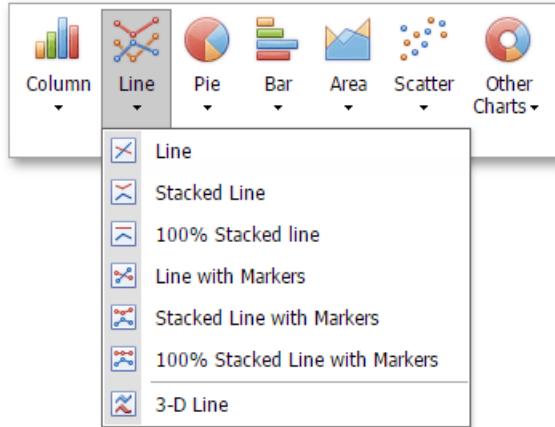


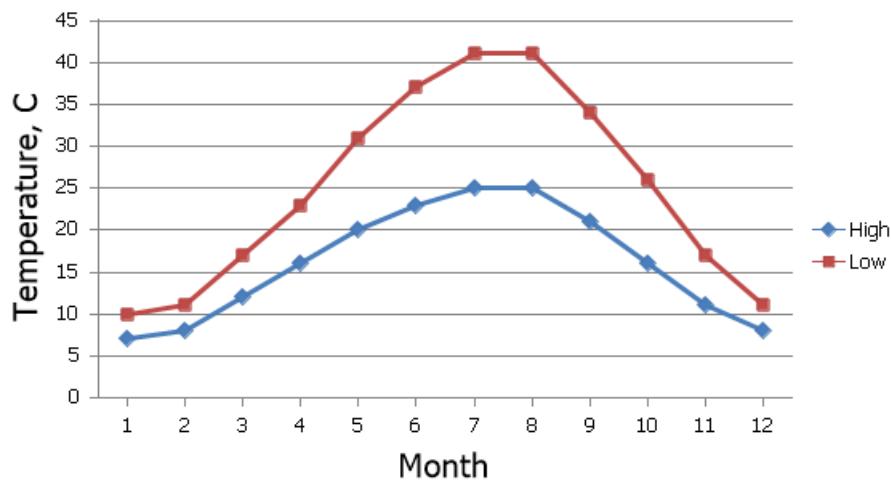
Chart Subtypes:

2-D Line Charts:

- Line
- Stacked Line
- 100% Stacked Line
- Line with Markers
- Stacked Line with Markers
- 100% Stacked Line with Markers
- 3-D Line

Line charts display information as a series of data points connected by line segments. This chart type is useful when you need to show trends for several series on the same diagram, and to compare values of several series for the same point argument.

Average High/Low Temperature in Paris



Pie Charts

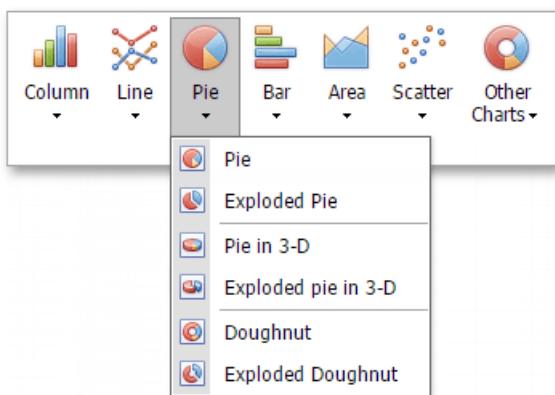


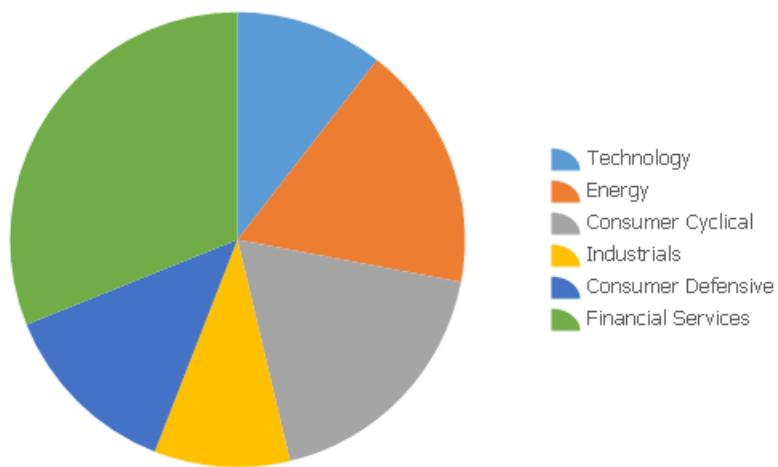
Chart Subtypes:

2-D Pie Charts:

- Pie
- Exploded Pie
- 3-D Pie Charts:
- Pie in 3-D
- Exploded Pie in 3-D
- Doughnut
- Exploded Doughnut

Pie and doughnut charts are used to compare the percentage values of different point arguments in the same series. These charts may be useful to determine which point value is the most significant, or which values in the point series are the most significant. A doughnut chart is functionally identical to a pie chart. The main difference is the shape of the doughnut chart, and that it can contain more than one data series.

Portfolio Sectors



Bar Charts

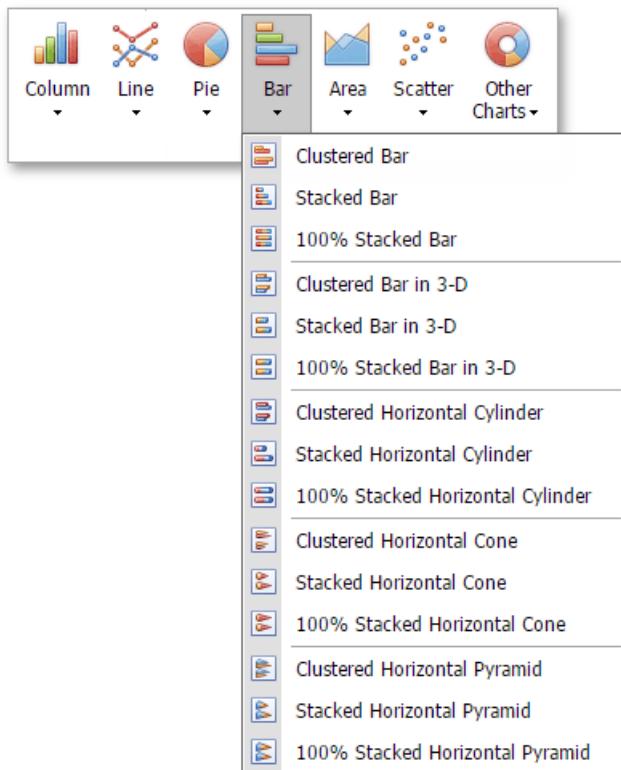


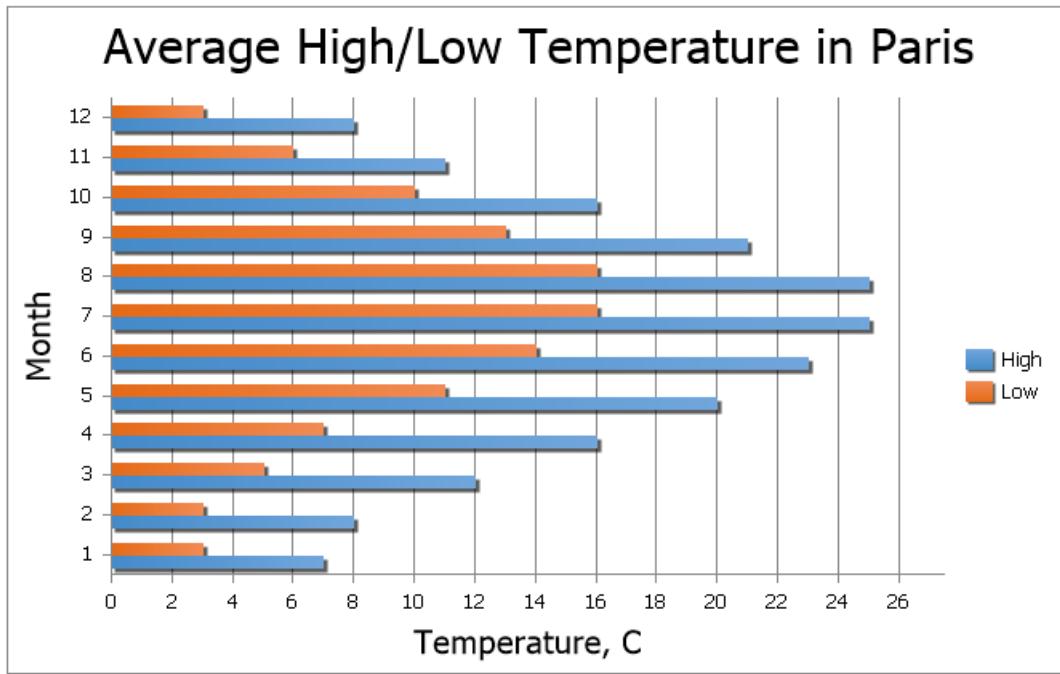
Chart Subtypes:

2-D Bar Charts:

- Clustered Bar
 - Stacked Bar
 - 100% Stacked Bar
- 3-D Bar Charts:*
- Clustered Bar in 3-D
 - Stacked Bar in 3-D
 - 100% Stacked Bar in 3-D
- Cylinder Charts:*
- Clustered Horizontal Cylinder
 - Stacked Horizontal Cylinder
 - 100% Stacked Horizontal Cylinder
- Cone Charts:*
- Clustered Horizontal Cone
 - Stacked Horizontal Cone

- 100% Stacked Horizontal Cone Pyramid Charts:
- Clustered Horizontal Pyramid
- Stacked Horizontal Pyramid
- 100% Stacked Horizontal Pyramid

Bar charts are identical to column charts with one exception: bar charts use horizontal bars instead of vertical bars to compare values across categories. Some bar graphs display series as individual bars grouped by category, and others show bars divided into subparts to show a cumulative effect (stacked bar graphs). You can select bar charts of different shapes, such as cylinder, cone or pyramid.



Area Charts

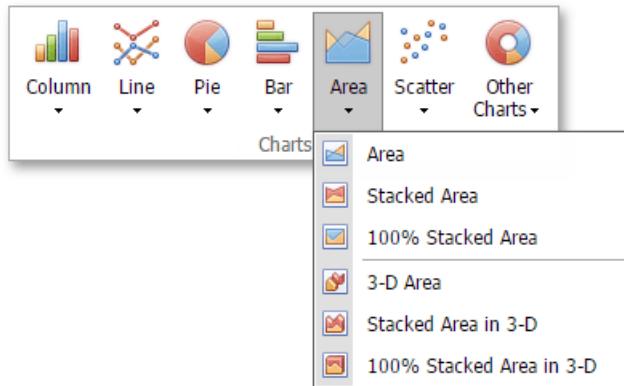


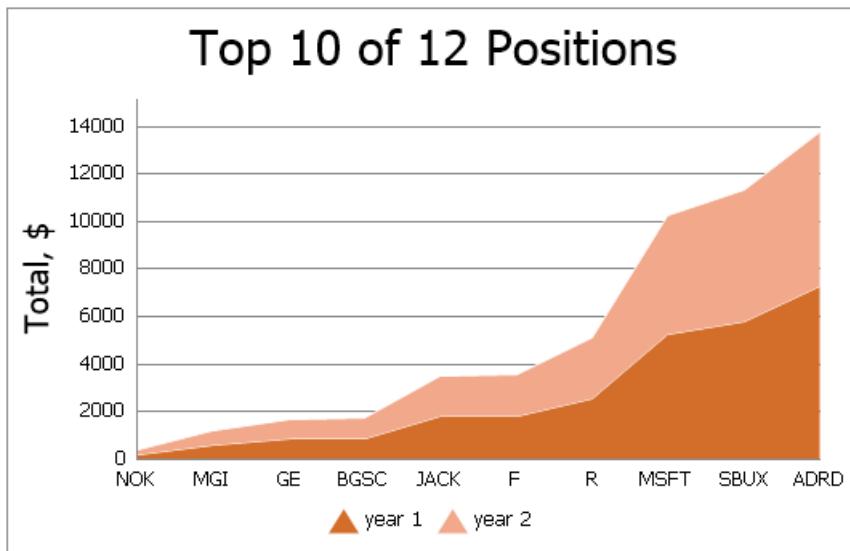
Chart Subtypes:

2-D Area Charts:

- Area
- Stacked Area
- 100% Stacked Area
- 3-D Area
- Stacked Area in 3-D
- 100% Stacked Area in 3-D

Area charts display series as filled areas in a diagram, with each data point displayed as a peak or valley in the area. This chart type is useful when you need to show trends for several series on the same diagram, and also show the relationship of the parts

to the whole. The area chart is based on the line chart, with the area below the plotted line filled with color.



Scatter Charts

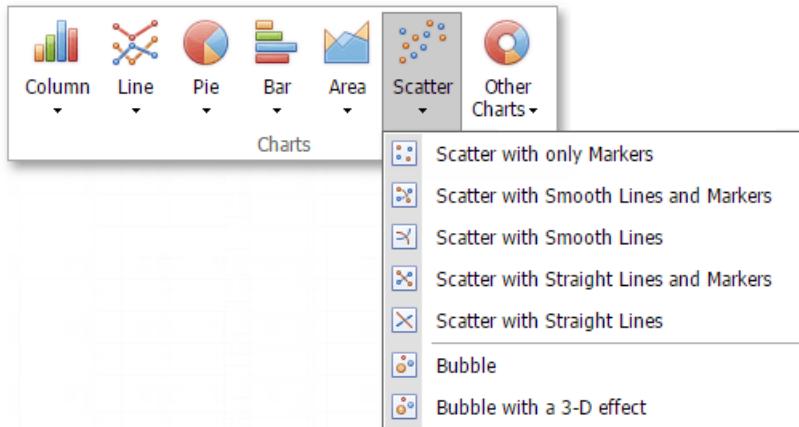


Chart Subtypes:

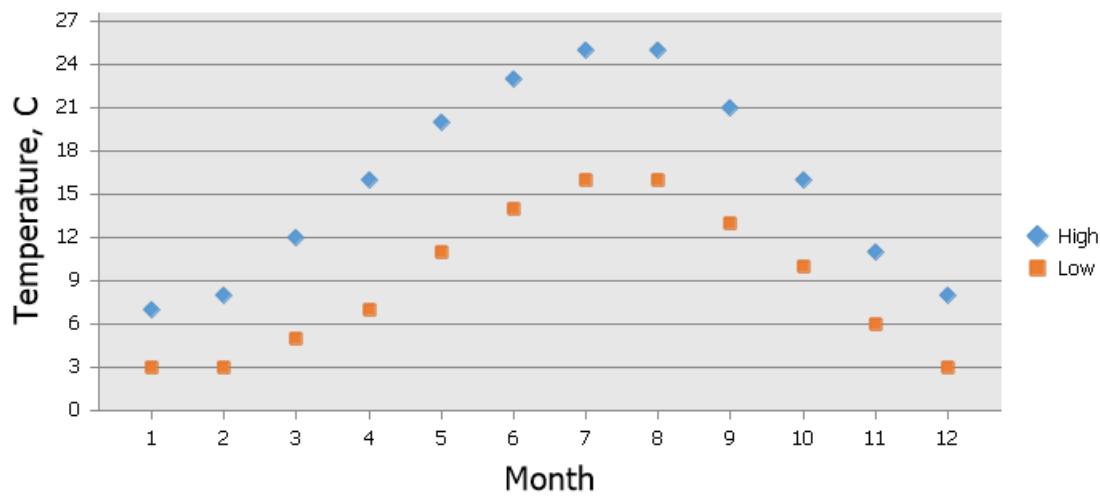
Scatter Charts:

- Scatter with only Markers
- Scatter with Smooth Lines and Markers
- Scatter with Smooth Lines
- Scatter with Straight Lines and Markers
- Scatter with Straight Lines
- Bubble Charts:
- Bubble
- Bubble with a 3-D Effect

Scatter charts are used to plot data points on the horizontal and vertical axis to show the relationship between two sets of data. This chart type combines data values into single data points and displays them in uneven intervals (or clusters).

Bubble charts allow you to visually represent data that has a third dimension, expressed in the bubble's size. You map two dimensions along the horizontal and vertical axes, and then the third dimension is displayed as a filled circle at the data point.

Average High/Low Temperature in Paris



Stock Charts

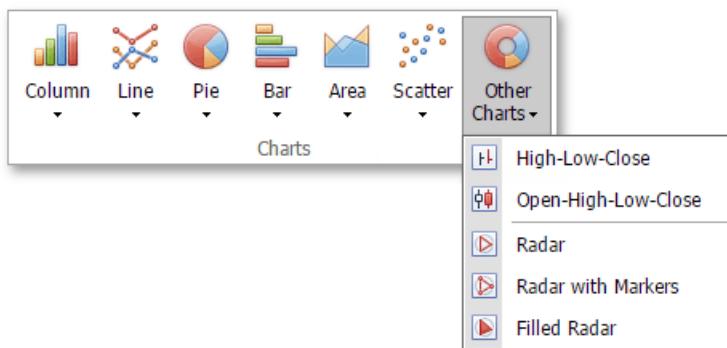
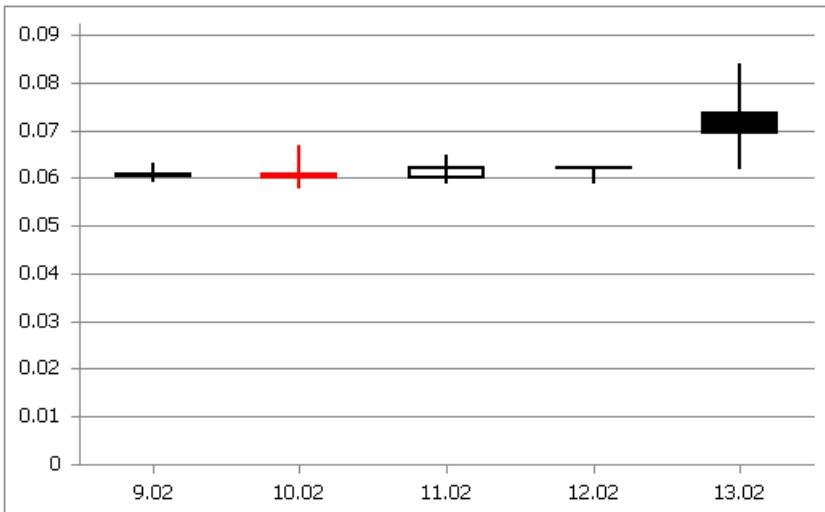


Chart Subtypes:

Stock Charts:

- High-Low-Close
- Open-High-Low-Close

Stock charts are used to show variation in stock prices over the course of a day. In the **High-Low-Close** chart type, the **High** and **Low** prices are represented by the top and bottom values of the vertical line that is shown at each point, and the **Close** prices are represented by the right tick marks. In the **Open-High-Low-Close** chart type, the **High** and **Low** prices are shown in the same way as in the **High-Low-Close** charts, but the **Open** and **Close** prices are represented by the bottom and top borders of a rectangle. If the stock closes higher than its opening price, the rectangle is hollow. And if the stock closes lower than its opening price, the rectangle is filled.



Radar Charts

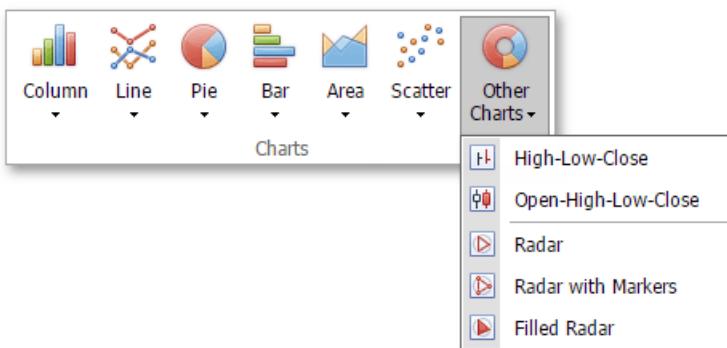


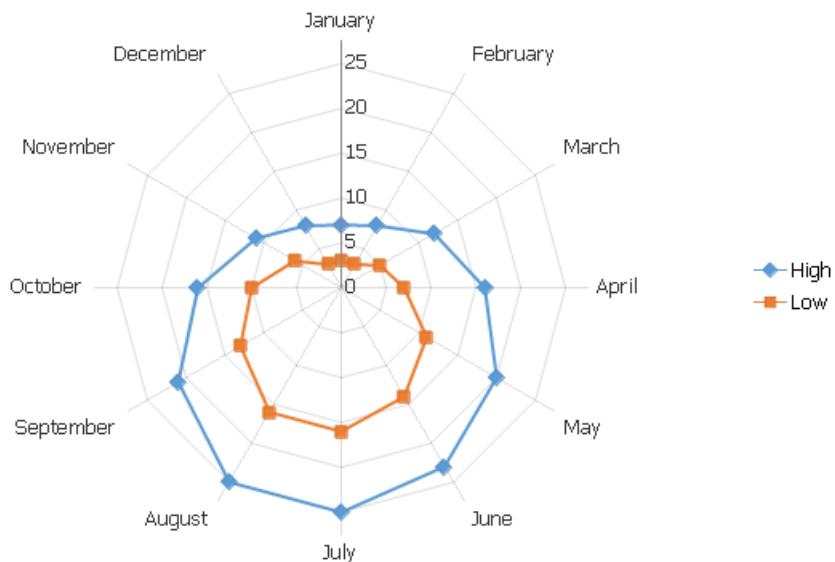
Chart Subtypes:

Radar Charts:

- Radar
- Radar with Markers
- Filled Radar

Radar charts are used when it is necessary to display series as an area on a circular grid that has multiple axes along which data can be plotted, so values are shown relative to a center point.

Average High/Low Temperature in Paris



Creating a Chart

The **Spreadsheet** allows you to create charts quickly using the **Charts** group of the **Insert** tab.

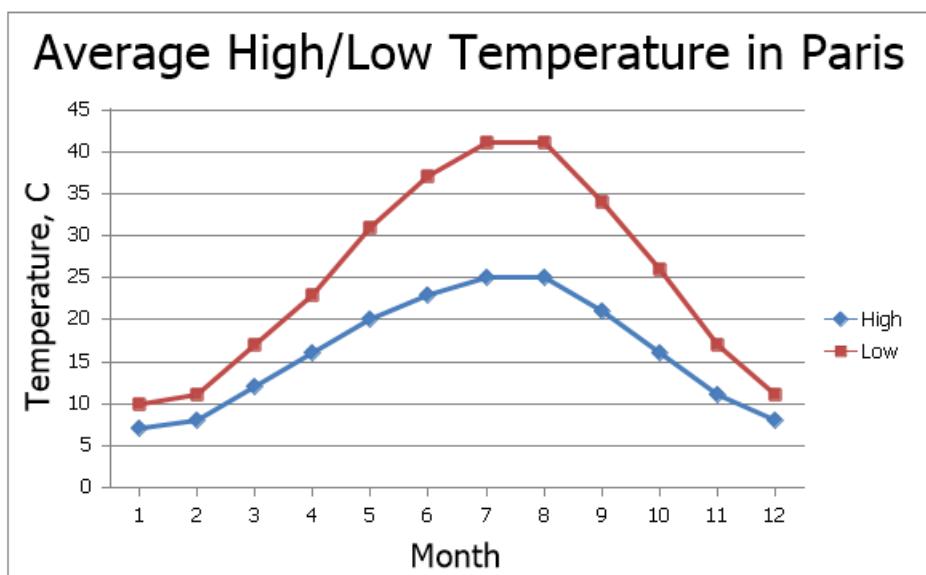
To create a chart, select the table that contains the data you wish to use for the chart. Note that the **Spreadsheet** only allows you to create charts for data series representing a contiguous cell range.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	High and Low Average Temperatures in Paris														
4	Temperature, C	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
5	High	7	8	12	16	20	23	25	25	21	16	11	8		
6	Low	3	3	5	7	11	14	16	16	13	10	6	3		
7															
8															

In the **Charts** group, within the **Insert** tab, select the required chart type. In the example below, a line chart is created. To insert a line chart, click the **Line** button, and then select the **Line with Markers** chart subtype.

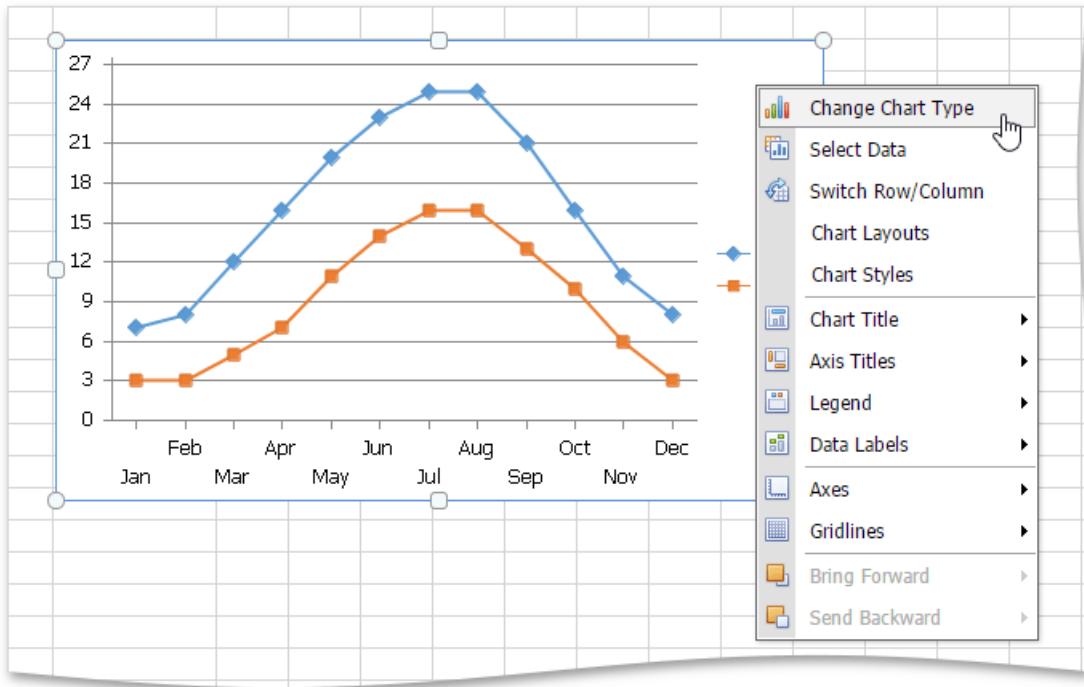
The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab selected. In the 'Charts' group, the 'Line' button is highlighted. A dropdown menu for 'Line' charts is open, showing several options: Line, Stacked Line, 100% Stacked line, Line with Markers (which is selected and highlighted with a blue border), Stacked Line with Markers, 100% Stacked Line with Markers, and 3-D Line. Below the ribbon, a table titled 'High and Low Average Temperatures in Paris' is visible, containing data for months 1 through 12 with columns for Temperature, High, and Low.

The chart is added to the worksheet. You can move the chart to the desired location and resize it for a better fit.

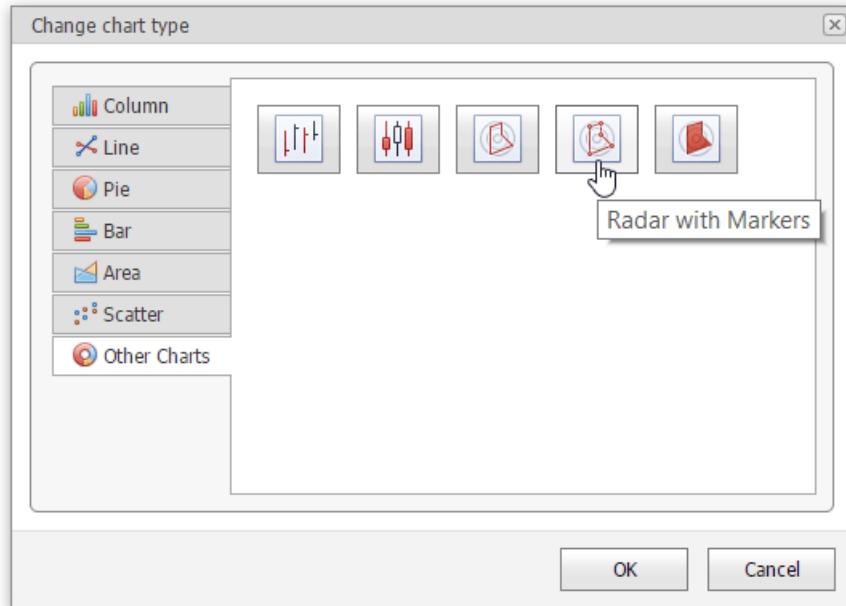


Changing a Chart Type

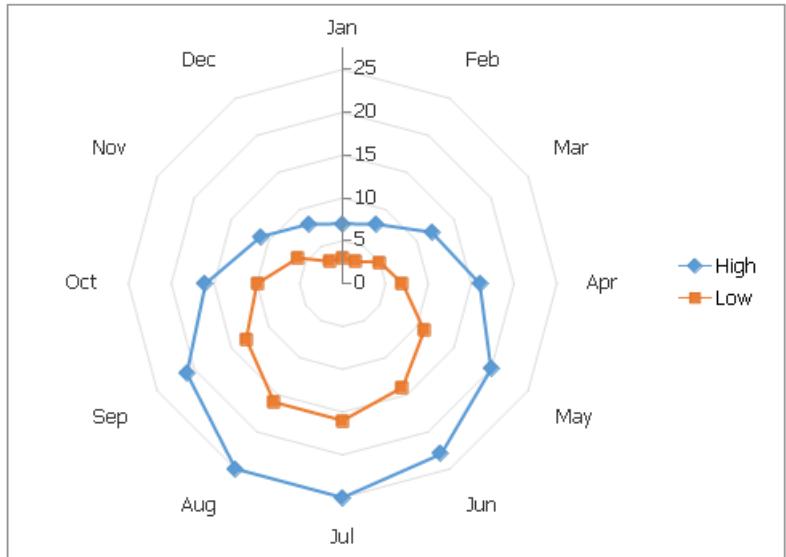
The **Spreadsheet** allows you to change the type of the existing chart. To do this, right-click the chart and select the **Change Chart Type** item in the context menu.



In the invoked **Change Chart Type** dialog, select a new chart type and click **OK**.



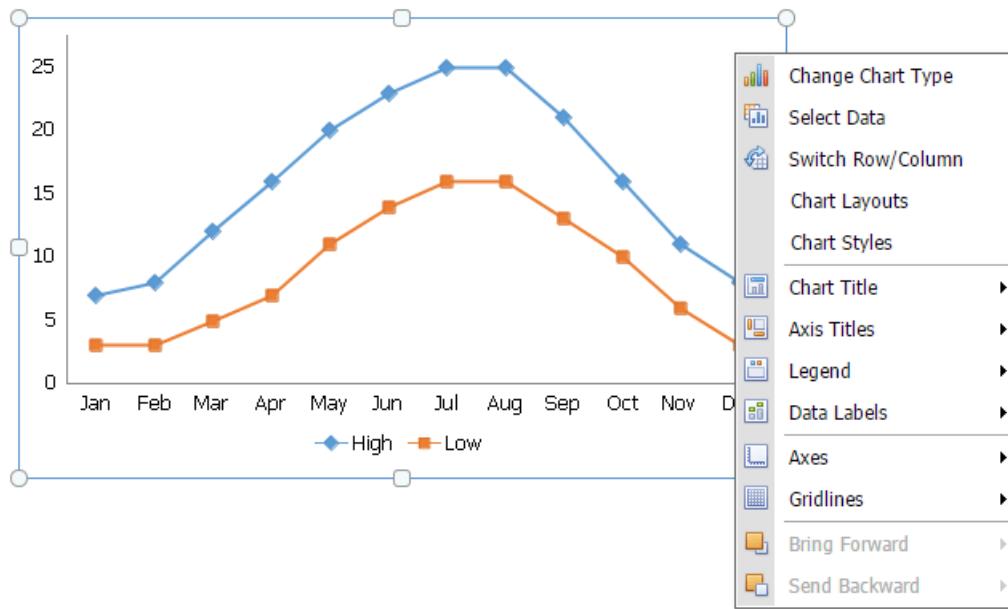
The following image illustrates the chart with the **Radar with Markers** chart type applied.



Applying a Predefined Chart Layout and Style

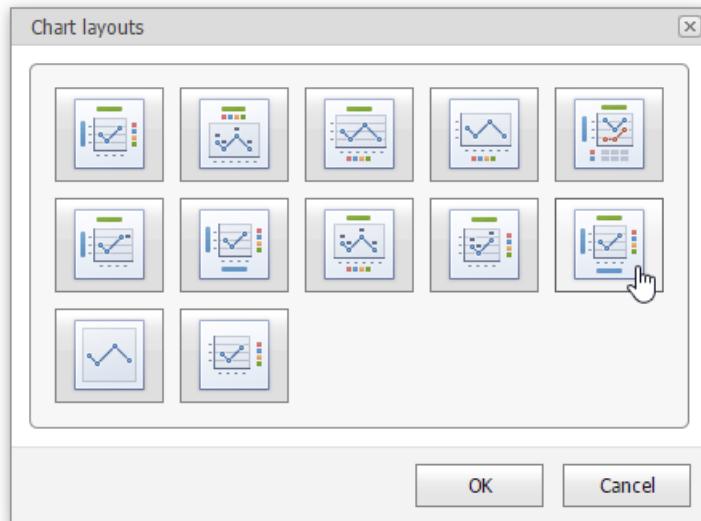
The **Spreadsheet** allows you to change the appearance of the existing chart by applying one of the predefined layouts and styles.

To change a chart style or layout, right-click the chart you wish to format, then select the appropriate item from the opened context menu to invoke dialog boxes.

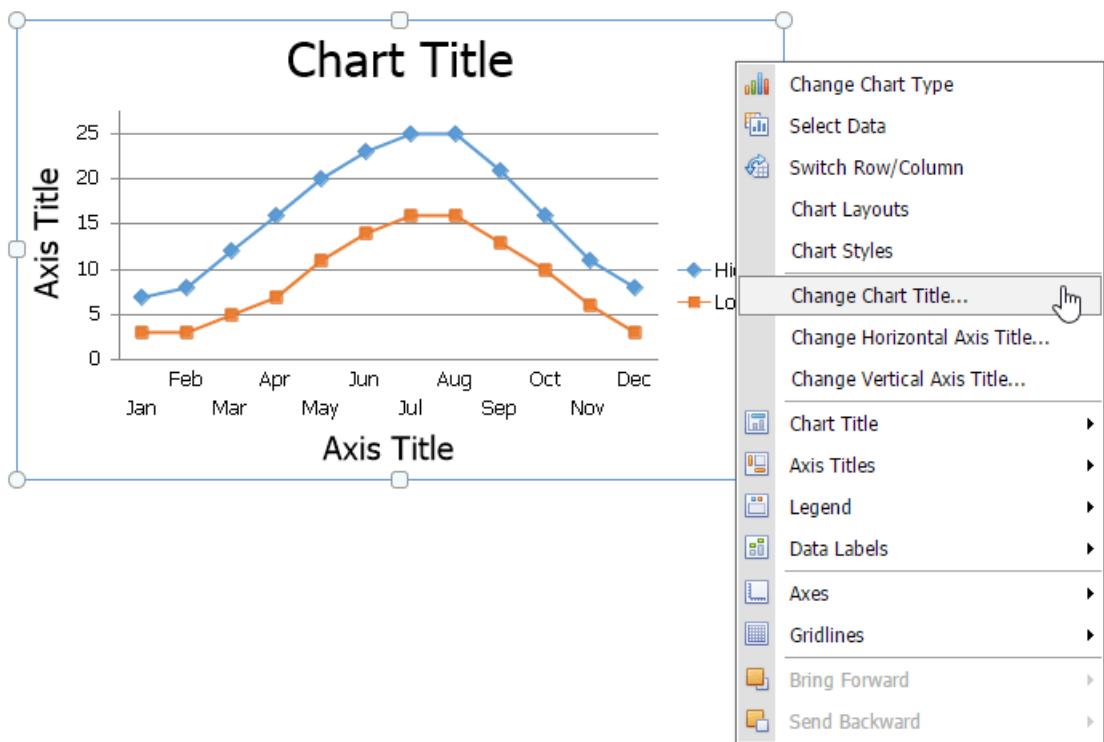


Apply a Predefined Chart Layout

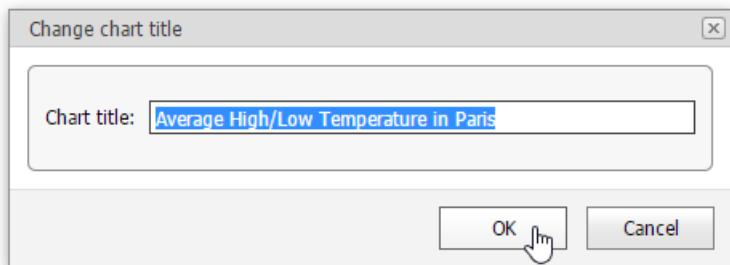
In the **Chart Layouts** dialog box, select the required chart layout. For example, select **Layout 10**, which positions the chart legend to the right of the chart area, and adds the chart and axis titles.



To enter the chart title, right-click the chart and select the **Change Chart Title...** item in the context menu.

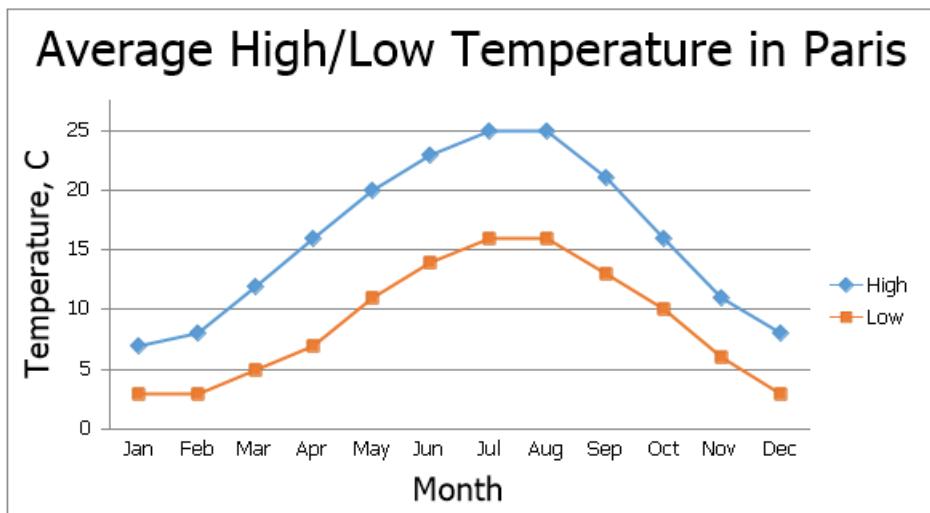


In the invoked **Change Chart Title** dialog box, enter a title and click **OK**.



To provide horizontal or vertical axis titles, right-click the chart and select the **Change Horizontal Axis Title...** or **Change Vertical Axis Title...** item in the context menu. Type a new title in the invoked dialog box.

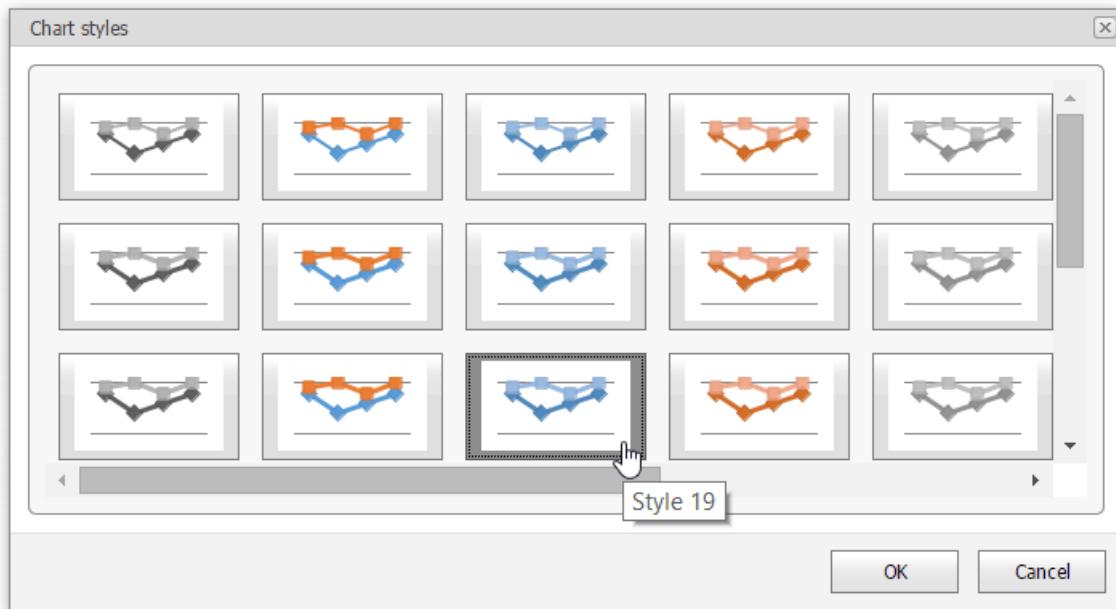
The image below shows the result.



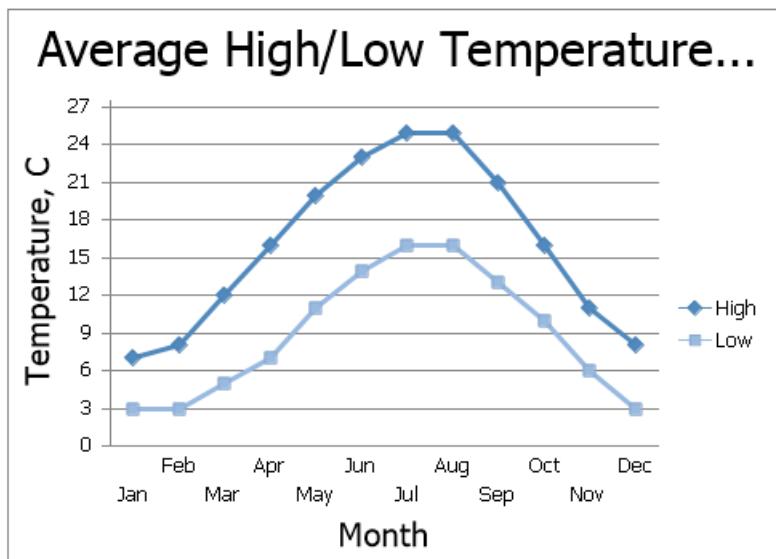
Apply a Predefined Style

Right-click the chart you wish to format and select the **Chart Styles** item within the context menu to invoke a dialog box. In the

opened **Chart Styles** dialog box, select the required chart style.



The image below shows a chart with **Style 19** applied.



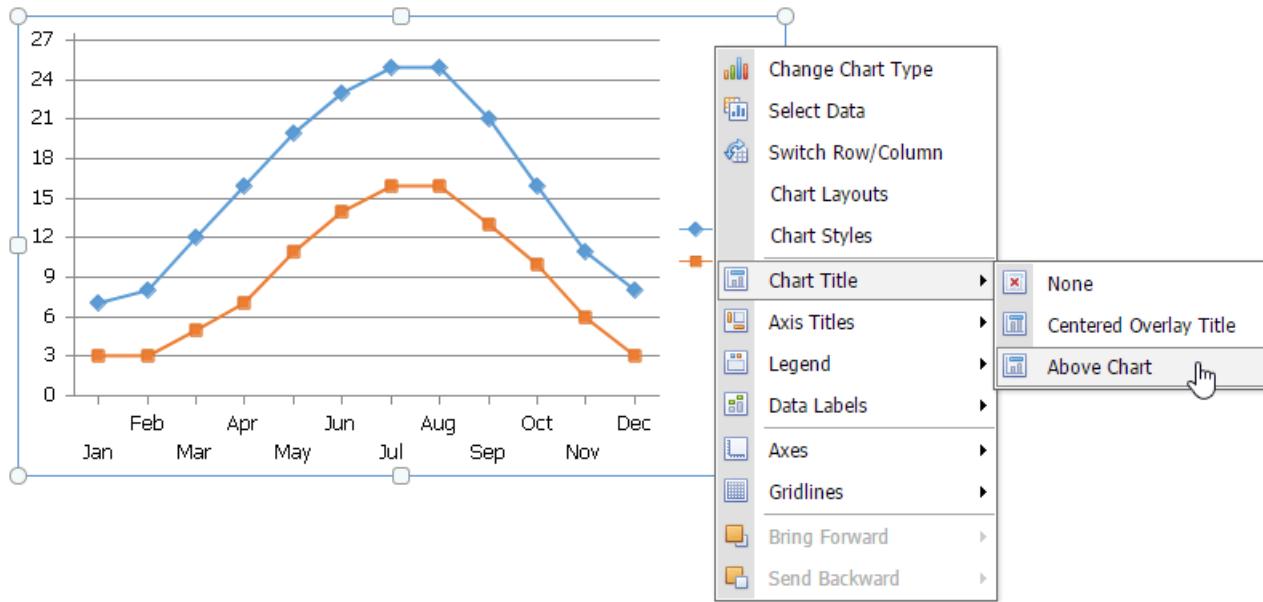
Modifying a Chart Manually

After you create a chart, you can choose whether to apply one of the [predefined chart layouts](#) or specify your own layout. The **Spreadsheet** provides the capability to [add axis titles](#) and [chart titles](#), [show the chart legend](#), [display gridlines](#) and [data labels](#), etc.

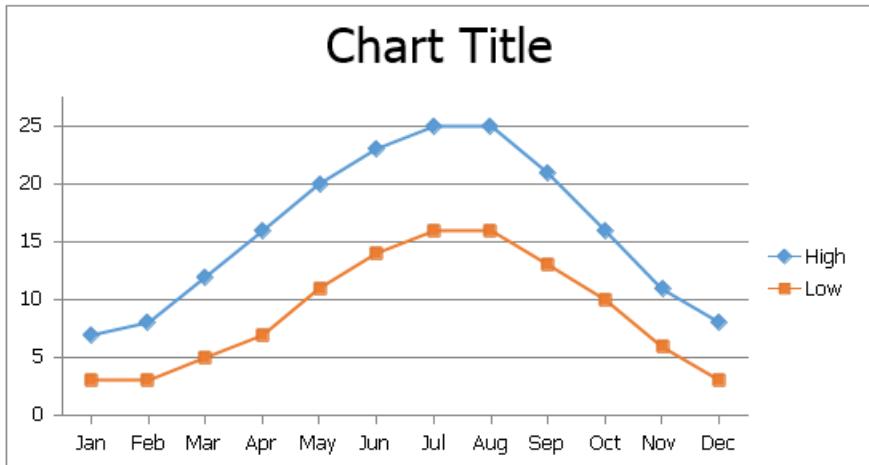
To modify a chart, right-click it to display the context menu and select the required item.

Add a Chart Title

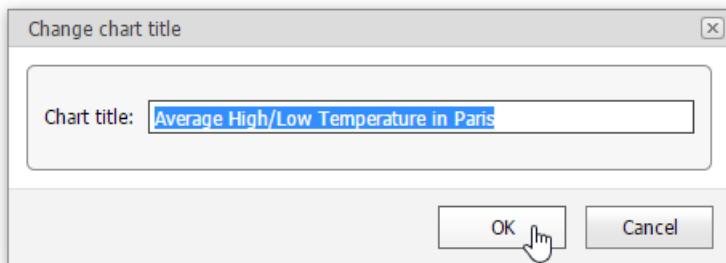
To add a title to your chart, right-click this chart and select the **Chart Title** item in the context menu. Then, select where to position the chart title. For example, select the **Above Chart** item to display the title at the top of the chart.



The image below illustrates the result.



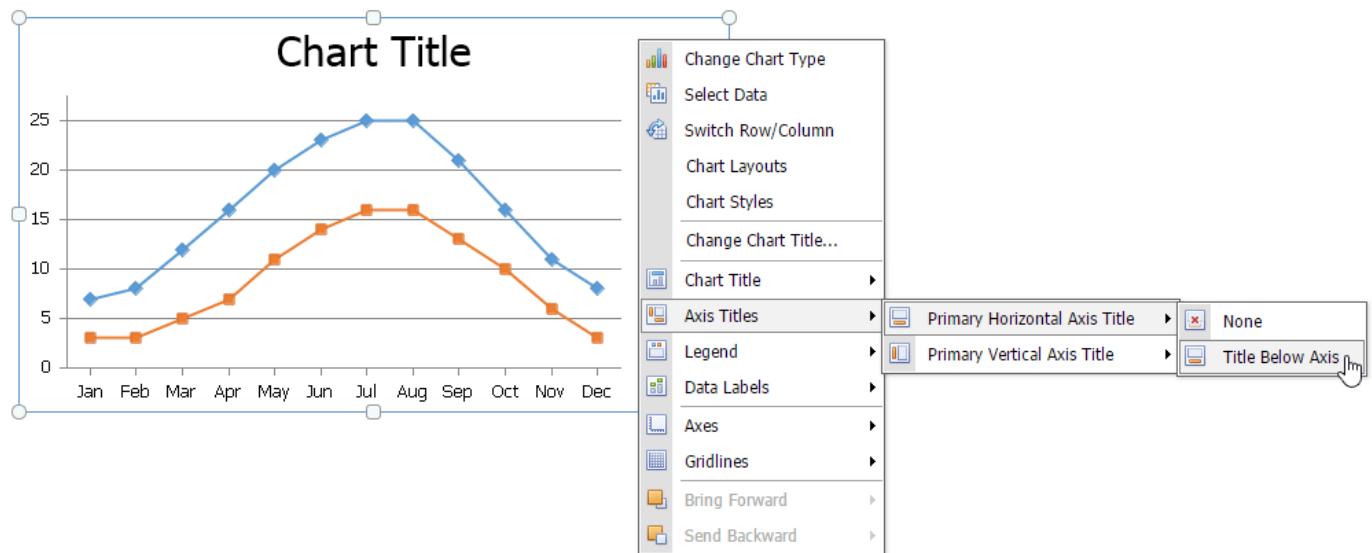
To change the default text in the title, right-click the chart and select the **Change Chart Title...** item in the context menu. Specify a new chart title in the invoked **Change Chart Title** dialog box.



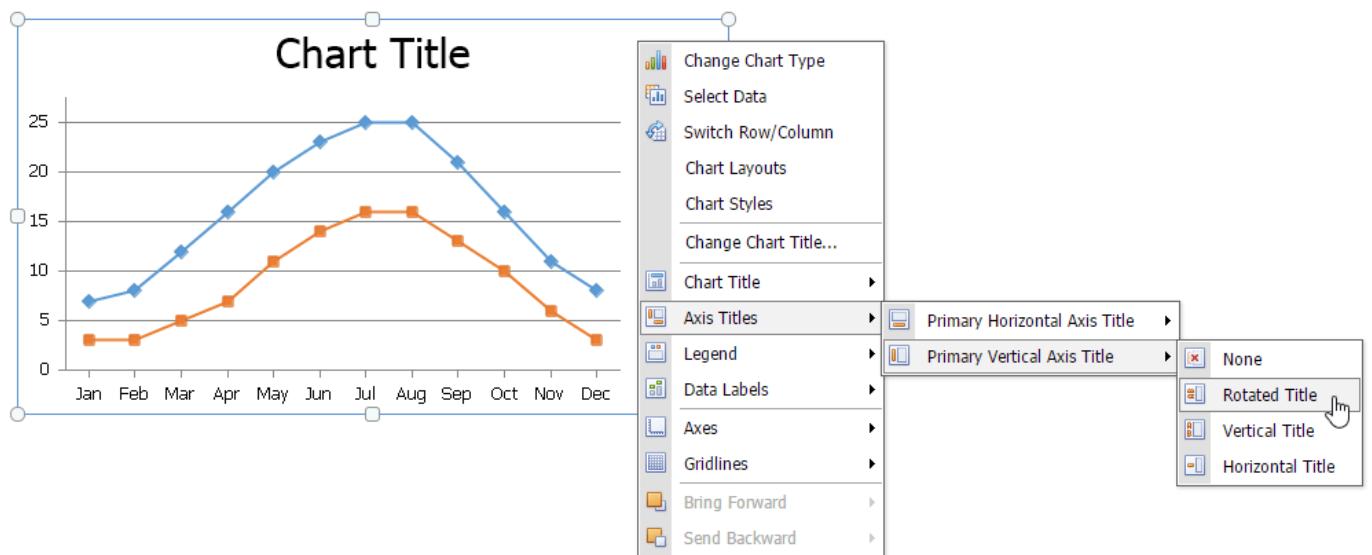
Add Axis Titles

To display horizontal and vertical axis titles, right-click the chart and select the **Axis Titles** item in the context menu and do the following.

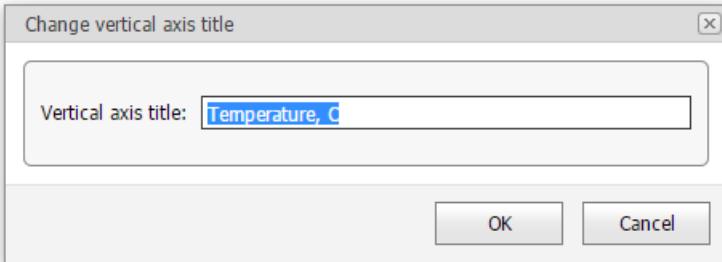
- To add a horizontal axis title, select the **Primary Horizontal Axis Title** item, and then click the **Title Below Axis** item.



- To add a vertical axis title, select the **Primary Vertical Axis Title** item, and then select the type of axis title (rotated, vertical or horizontal) you wish to display.

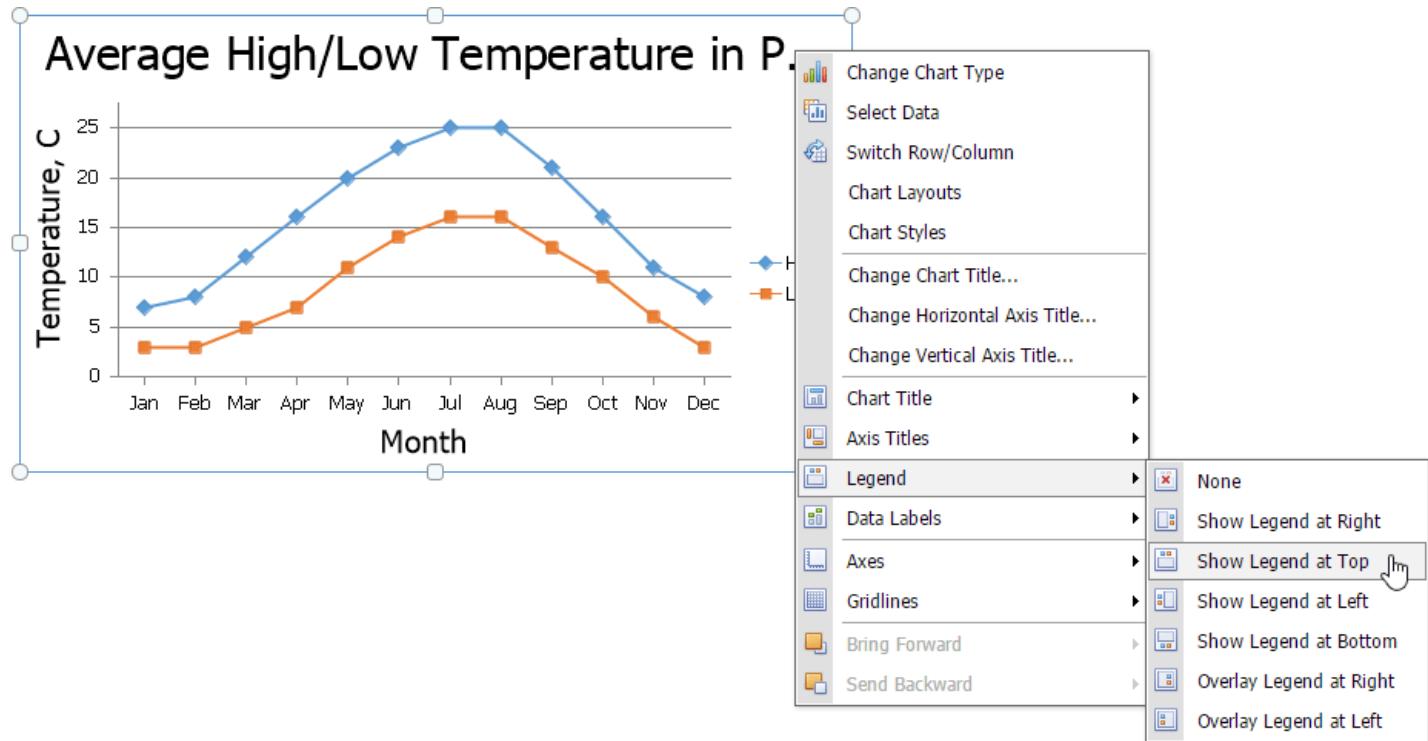


To change the default text in the axis title, right-click the chart and select the **Change Horizontal Axis Title...** or **Change Vertical Axis Title...** item in the context menu. Type a new title in the invoked dialog box.

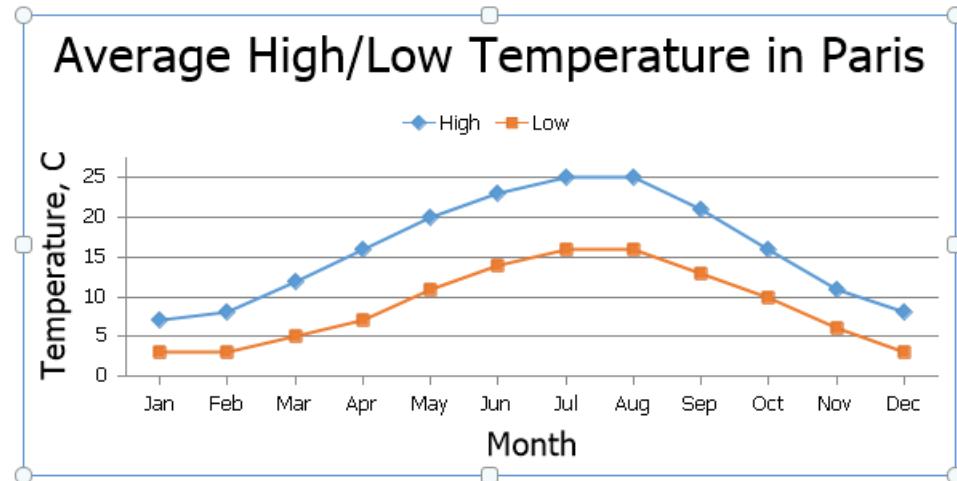


Add a Chart Legend

To add a legend to the chart, right-click the chart and select the **Legend** item in the context menu. Then, select where to position the legend.

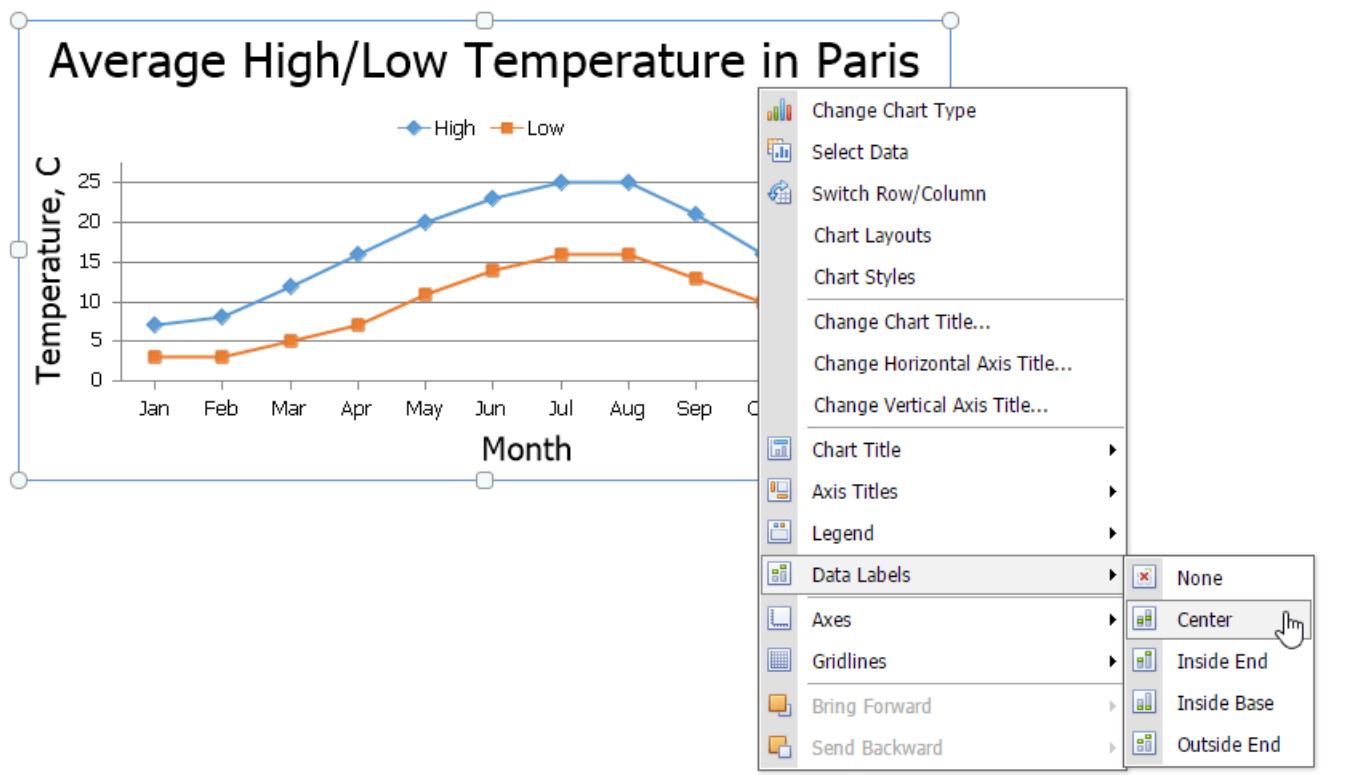


For example, select the **Show Legend at Top** item to display the legend above the plot area.



Display Data Labels

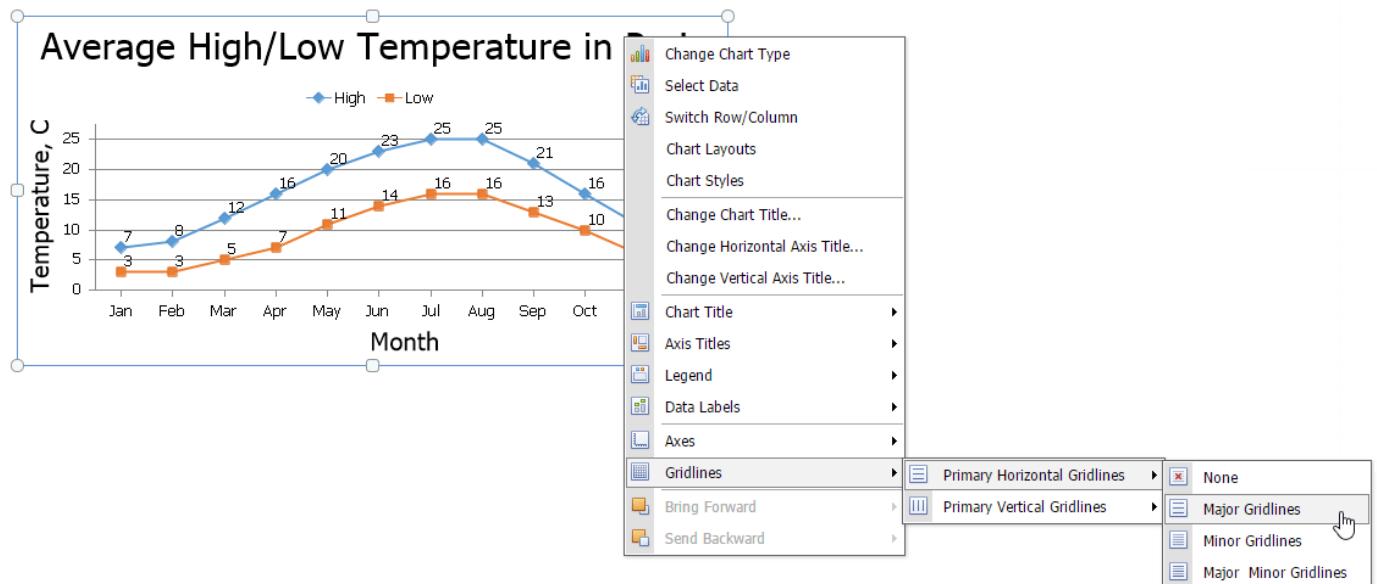
To display data values on the chart, right-click the chart and select the **Data Labels** item in the context menu. Then, select where to position the data labels.



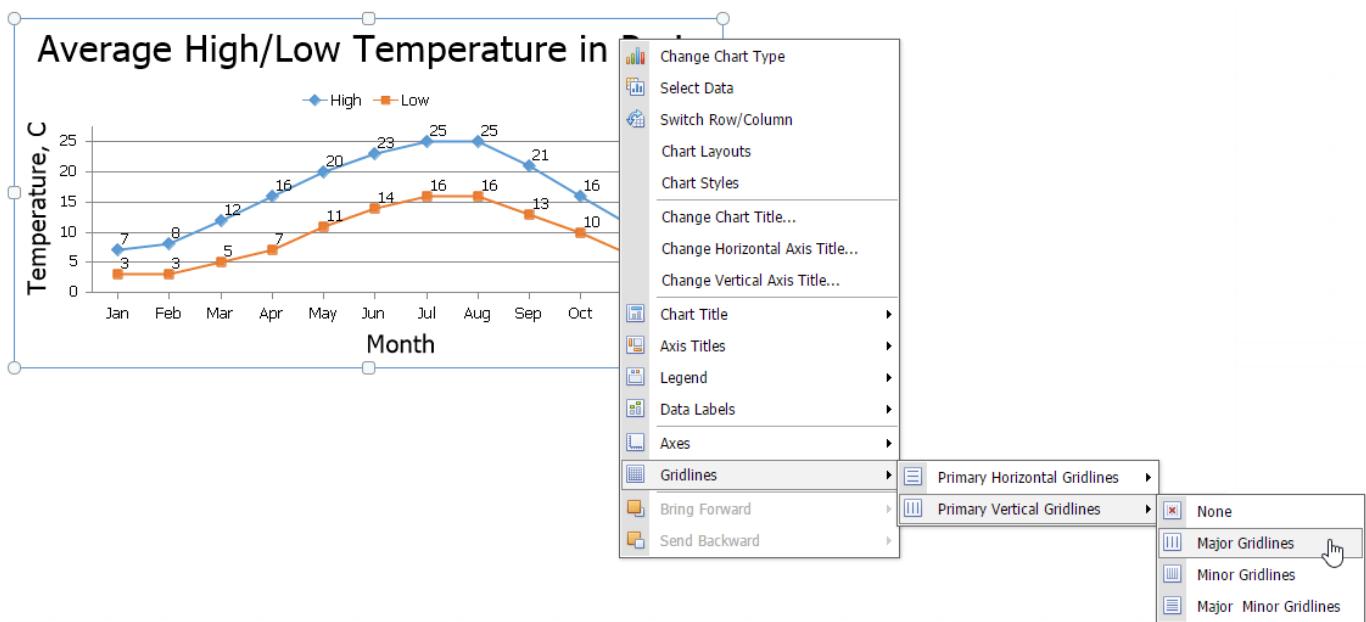
Add Gridlines

To display chart gridlines, right-click the chart and select the **Gridlines** item in the context menu and do one of the following.

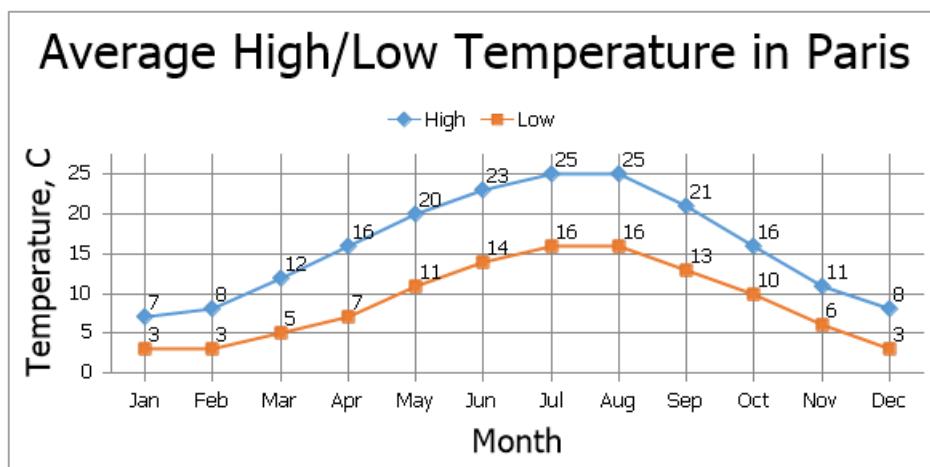
- To add horizontal gridlines, select the **Primary Horizontal Gridlines** item, and then select the type of gridlines you wish to display.



- To add vertical gridlines, select the **Primary Vertical Gridlines** item, and then select the type of gridlines you wish to display.



A chart with horizontal and vertical gridlines is shown below.



Insert a Picture

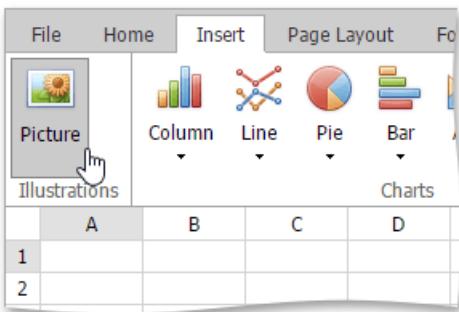
The **Spreadsheet** allows you to insert pictures in a worksheet.

You can insert graphics of the following type.

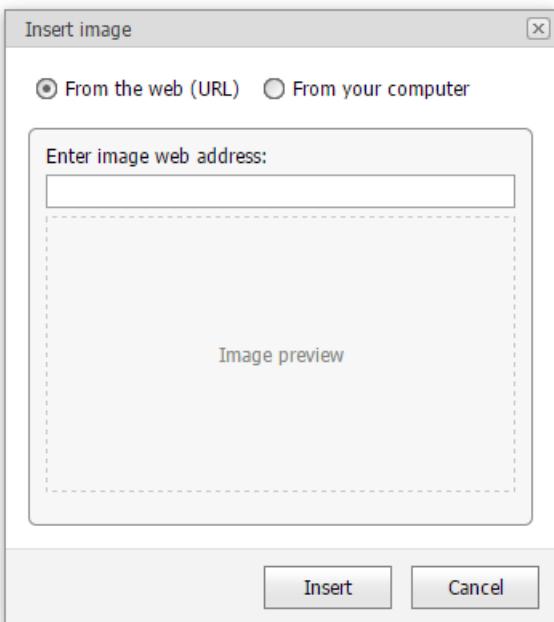
- Bitmap (*.bmp, *.dib)
- JPEG File Interchange Format (*.jpg, *.jpeg)
- Portable Network Graphics (*.png)
- Graphics Interchange Format (*.gif)

To insert a picture, follow the instructions below.

1. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button.



2. In the **Insert Image** dialog box that is invoked, enter an image's web address (if you are going to load a picture from the web) or locate the required folder and select a file (if you are going to load pictures from your computer). Click **Insert**. The picture will be inserted into the worksheet.



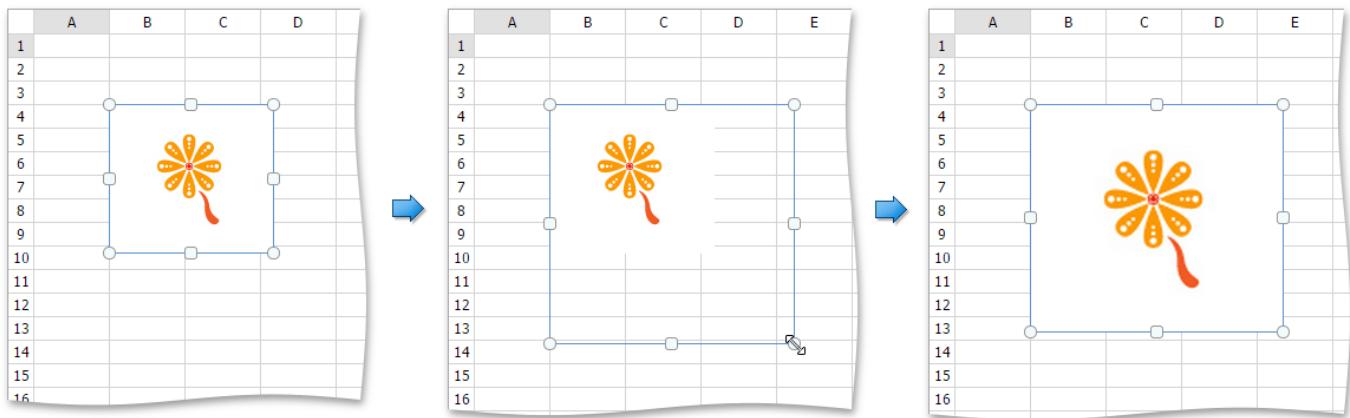
Move and Resize a Picture

Move a Picture

1. Click the picture you wish to move.
2. Drag the picture to a new location.

Resize a Picture

1. Click the picture to be resized.
2. Drag the *sizing handle* away from the center (or towards the center) of the picture, and release it once the desired size is reached.



When you change the width of the object by dragging a *corner sizing handle*, the object's height will automatically be changed to maintain the aspect ratio of the object and vice-versa.

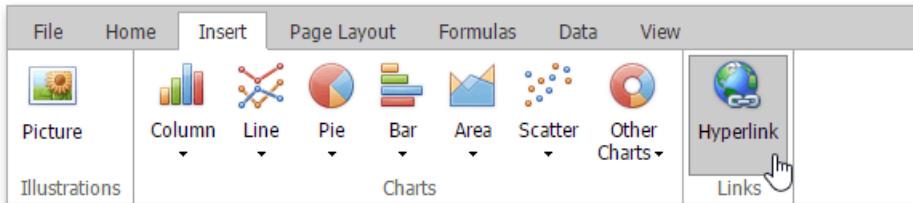
Insert and Delete Hyperlinks

The **Spreadsheet** allows you to [insert](#), edit and [delete](#) hyperlinks. A hyperlink is a link from a worksheet to another file or Web page that can be opened when you click the hyperlink text or image.

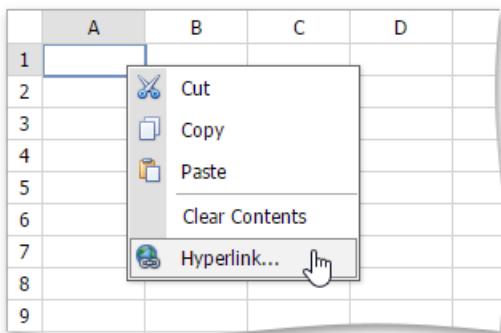
	A	B	C	D
1				
2		More information about hyperlinks		
3				
4				
5				
6				

Insert a Hyperlink

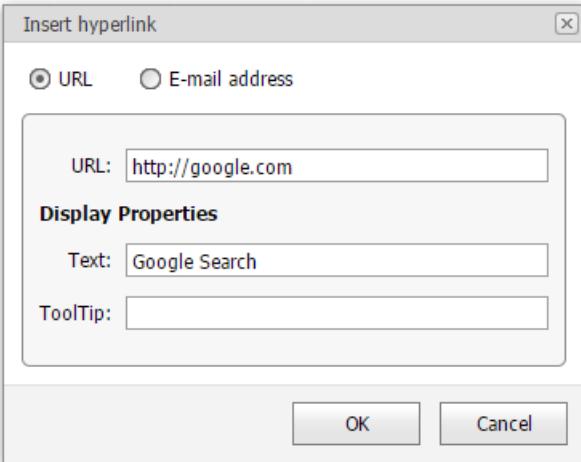
1. Click the cell in which you wish to insert a hyperlink.
2. Do one of the following.
 - o In the **Links** group within the **Insert** tab, click the **Hyperlink** button.



- o Right-click the cell and select **Hyperlink...** from the context menu.



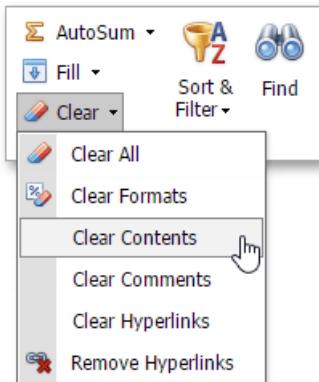
3. In the invoked **Insert Hyperlink** dialog box, select whether you wish to insert a hyperlink to a Web page or an email address. Depending on your choice, provide all the required options in the dialog box.



Delete a Hyperlink

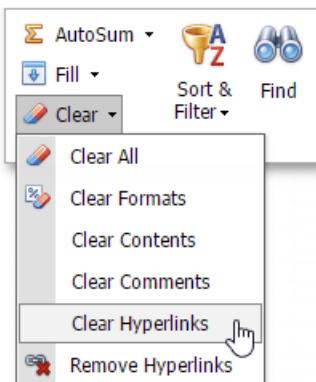
1. To delete a hyperlink along with its text, do one of the following.

- o In the **Editing** group within the **Home** tab, click the **Clear** button, and select **Clear Contents** from the drop-down list.



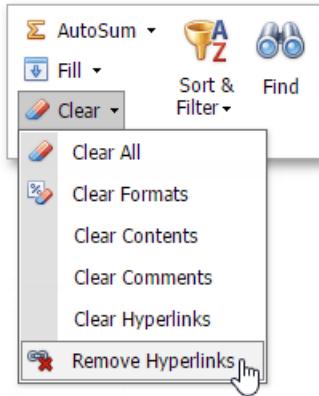
- o Right-click the cell that contains the hyperlink and select **Clear Contents** from the invoked context menu.

2. To delete a hyperlink while maintaining its text with hyperlink formatting, in the **Editing** group within the **Home** tab, click **Clear**, and select **Clear Hyperlinks** from the drop-down list.



3. To delete a hyperlink while maintaining its text with default formatting, do one of the following.

- o In the **Editing** group within the **Home** tab, click the **Clear** button, and select **Remove Hyperlinks** from the drop-down list.



- o Right-click the cell that contains the hyperlink and select **Remove Hyperlinks** from the invoked context menu.

Keyboard Shortcuts

The **Spreadsheet** provides the capability to perform common commands quickly using keyboard shortcuts.

All supported shortcuts are divided into the following groups.

- [File Operations](#)
- [Navigation inside Worksheets](#)
- [Work with Selections](#)
- [Copy, Paste and Edit the Cell Content](#)
- [Cell Formatting](#)
- [Work with Columns and Rows](#)

File Operations

The key combinations used to perform file operations are listed in the table below.

SHORTCUT	DESCRIPTION
SHIFT+F11	Inserts a new worksheet in front of the existing worksheet within the current workbook.
CTRL+P	Invokes the Print dialog box.

Navigation inside Worksheets

The key combinations that allow you to navigate through a worksheet are listed in the table below.

Shortcut	Description
LEFT ARROW KEY	Moves the active cell one cell to the left in a worksheet.
RIGHT ARROW KEY	Moves the active cell one cell to the right in a worksheet.
UP ARROW KEY	Moves the active cell one cell up in a worksheet.
DOWN ARROW KEY	Moves the active cell one cell down in a worksheet.
ENTER	Moves the active cell one cell down in a worksheet.
SHIFT+ENTER	Moves the active cell one cell up in a worksheet.
TAB	Moves the active cell one cell to the right in a worksheet.
SHIFT+TAB	Moves the active cell one cell to the left in a worksheet.
CTRL+F	Invokes the Find dialog (with the Find tab activated).

Work with Selections

The key combinations that allow you to work with selections are listed in the table below.

SHORTCUT	DESCRIPTION
ENTER	Moves the active cell one cell down in the selection.
SHIFT+ENTER	Moves the active cell one cell up in the selection.
TAB	Moves the active cell one cell to the right in the selection.
SHIFT+TAB	Moves the active cell one cell to the left in the selection.
CTRL+A	Selects the entire worksheet or the data region to which the active cell belongs.
SHIFT+ARROW KEYS	Extend the selection by one cell.

Copy, Paste and Edit the Cell Content

The key combinations used to work with cell content are listed below.

SHORTCUT	DESCRIPTION
F2	Turns on the edit mode for the active cell and positions the cursor at the end of the cell content.
SHIFT+LEFT ARROW KEY	In the cell edit mode, selects or deselects one character to the left.
SHIFT+RIGHT ARROW KEY	In the cell edit mode, selects or deselects one character to the right.
CTRL+SHIFT+LEFT ARROW KEY	In the cell edit mode, selects or deselects one word to the left.
CTRL+SHIFT+RIGHT ARROW KEY	In the cell edit mode, selects or deselects one word to the right.
SHIFT+HOME	In the cell edit mode, selects from the cursor current position to the beginning of the cell.
SHIFT+END	In the cell edit mode, selects from the cursor current position to the end of the cell.
ALT+ENTER	Starts a new line in the same cell.
ENTER	Completes a cell entry and selects the cell below.
SHIFT+ENTER	Completes a cell entry and selects the cell above.
TAB	Completes a cell entry and selects the cell to the right.
SHIFT+TAB	Completes a cell entry and selects the cell to the left.
ESC	Cancels an entry in a cell.
BACKSPACE	In the cell edit mode, deletes a character to the left of the cursor.
DELETE	Removes the cell content without affecting the cell formatting.
CTRL+DELETE	In the cell edit mode, deletes all characters from the cursor current position to the end of the word.
CTRL+Z or ALT+BACKSPACE	Performs the Undo command to reverse the last action or to delete the last entry you typed.
CTRL+Y or ALT+SHIFT+BACKSPACE	Repeats the last action.
CTRL+C or CTRL+INSERT	Copies the selected cell in the clipboard.
CTRL+V or SHIFT+INSERT	Inserts the contents of the clipboard in the specified cell and replaces any selection.
CTRL+X or SHIFT+DELETE	Cuts the selected cells.
CTRL+D	Performs the Fill Down command to copy the contents of the topmost cell to the cells below.
CTRL+R	Performs the Fill Right command to copy the contents of the leftmost cell to the cell to the right.

Cell Formatting

The key combinations that allow you to apply formatting options quickly are listed in the following table.

Shortcut	Description
CTRL+B or CTRL+2	Applies or removes bold formatting.
CTRL+I or CTRL+3	Applies or removes italic formatting.
CTRL+U or CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+SHIFT+7	Applies the outline border to the selected cell or cell range.
CTRL+SHIFT+1	Applies the Number format with two decimal places.
CTRL+SHIFT+2	Applies the Time format.
CTRL+SHIFT+3	Applies the Date format.
CTRL+SHIFT+4	Applies the Currency format.
CTRL+SHIFT+5	Applies the Percentage format.
CTRL+SHIFT+6	Applies the Scientific number format.

Work with Columns and Rows

The key combinations that allow you to display, hide or group columns and rows in a worksheet are listed in the following table.

Shortcut	Description
CTRL+9	Hides the selected rows.
CTRL+SHIFT+9	Displays the hidden rows.
CTRL+0	Hides the selected columns.
CTRL+SHIFT+0	Displays the hidden columns.

Tab Control

This section describes the capabilities provided by the Tab Control, which is used for a presentation of tabbed interfaces.

Click tabs to switch them. An active tab is highlighted.

The screenshot shows a tab control interface with four tabs at the top: Ganymede (selected, blue background), Io, Callisto, and Europa. Below the tabs, there is a large image of Ganymede and its detailed description. At the bottom right, there is a credit line: "From Wikipedia, the free encyclopedia".

Ganymede

(Jupiter III) is the largest [moon of Jupiter](#) and [in the Solar System](#), and the only [moon](#) known to have a [magnetosphere](#). It is the seventh satellite outward from [Jupiter Galilean moons](#), the first group of objects discovered orbiting another planet. Completing an [orbit](#) in roughly seven days, Ganymede participates in a 1:2:4 [orbital resonance](#) with the moons [Europa](#) and [Io](#), respectively. With a diameter of 5,268 km (3,273 mi), it is 8% larger than the planet [Mercury](#), but has only 45% as much mass. Its diameter is 2% larger than that of Saturn's [Titan](#), the Solar System's second-largest moon. At 2.02 times the mass of the [Moon](#), it is the most massive planetary satellite. It is the 9th largest object in the Solar System, and the largest without a substantial atmosphere.

From [Wikipedia](#), the free encyclopedia

Tab Scrolling

- [Tab Scrolling](#)

Tab Scrolling

If tab scrolling is enabled, click the < and > buttons to scroll tabs.

The screenshot shows the WinForms Control Explorer interface. At the top, there are four tabs: 'Reporting', 'Navigation & Layout', 'Data', and 'Components'. The 'Components' tab is currently selected, indicated by a blue background. Below the tabs is a list of control icons and names. The controls are organized into three columns:

Category	Control	Icon
Navigation & Layout	ASPxCallbackPanel	CB
	ASPxLoadingPanel	LB
	ASPxPageControl	FC
	ASPxPopupControl	PP
	ASPxSiteMapControl	SM
Data	ASPxCloudControl	CL
	ASPxMenu	ME
	ASPxPager	PG
	ASPxPopupMenu	PM
	ASPxSplitter	SP
Components	ASPxHeadline	HD
	ASPxNavBar	NB
	ASPxPanel	PL
	ASPxRoundPanel	RP
Reporting	ASPxTabControl	TC
	ASPxTitleIndex	TI

Tree List

This section describes the capabilities the **Tree List** (multi-column tree view) provides.

	File name	Creation Date
📁	Appearance	2/21/2008 3:41 PM
📁	CSS	2/21/2008 3:41 PM
📁	Data	2/21/2008 3:41 PM
📁	Images	2/21/2008 3:41 PM
📁	Demo	2/21/2008 3:41 PM
📁	IconImages	2/21/2008 3:41 PM
📁	TitleImages	2/21/2008 3:41 PM
	CollapsedButton.gif	2/21/2008 3:41 PM

Data Editing

- [Edit Tree List Cells](#)

Data Presentation and Layout

- [Expand and Collapse Tree List Nodes](#)
- [Reorder Columns in Tree Lists](#)
- [Reorder Tree List Nodes](#)
- [Sort Nodes in Tree List](#)
- [Field Chooser](#)

Filtering

- [Date Range Header Filter](#)
- [Header Filter](#)
- [Creating Complex Filter Criteria With The Filter Control](#)
- [Filter Row](#)
- [Search Panel](#)

Selection and Navigation

- [Selection and Navigation in Tree List](#)

Edit Tree List Cells

Switch to Edit Mode

To edit cell values, switch to the edit mode. To do this, click **Edit**.

	From	Subject	Date	HasAttachment	New
Developer Express - Ray	New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	
Matthew Roberts	Re: New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	
Trevor Westerdahl	Re: New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	
NC Software	Re: New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	
Andy Wall	Re: New Holiday Skin	12/11/2007	<input type="checkbox"/>	Edit New	

Save Changes

To save the changes made, click **Update**.

	From	Subject	Date	HasAttachment	New
Developer Express - Ray	New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	
<p>From: <input type="text" value="Developer Express - Ray"/> Date: <input type="text" value="12/10/2007"/></p> <p>Subject: <input type="text" value="New Holiday Skin"/></p> <p>Text: Hi Everyone We are getting ready to release a new WinForms skin just in time for the holiday season. I've posted a screenshot here</p> <p>HasAttachment: <input type="checkbox"/></p> <p style="text-align: right;">Update Cancel</p>					
Matthew Roberts	Re: New Holiday Skin	12/10/2007	<input type="checkbox"/>	Edit New	

Discard Changes

To cancel the changes made, click **Cancel**.

If the cell values were edited within the Popup Edit Form, you can click the **Close** button in order to cancel the changes made.

Edit Form

From:	<input type="text" value="Andy Wall"/>	Date:	<input type="text" value="12/11/2007"/>
Subject:	<input type="text" value="Re: New Holiday Skin"/>		
Text:	<p>It is very nice. Will you post here once it's finished, or will there be some other notification of download availability?</p> <p>Thanks.</p> <p>AW</p>		
Has Attachment:	<input type="checkbox"/>		
Update Cancel			

Note

In-place editing functionality may be disabled in your application. This is the choice of the application vendor.

Expand and Collapse Tree List Nodes

To expand or collapse a node, click its expand button.

Department	Location	Budget
Corporate Headquarters	Monterey	\$1,000,000.00
Engineering	Monterey	\$1,100,000.00
Finance	Monterey	\$40,000.00
Sales and Marketing	San Francisco	\$22,000.00

Sort Nodes in Tree List

- To sort data, click a column header. If sorting isn't applied, clicking a column's header sorts data by its values in ascending order. If sorting is already applied to a column, subsequent clicks reverse the current sort order.

Department	Location	Budget
Corporate Headquarters	Monterey	\$1,000,000.00
Engineering	Monterey	\$1,100,000.00
Finance	Monterey	\$40,000.00
Sales and Marketing	San Francisco	\$22,000.00
Field Office: Canada	Toronto	\$500,000.00
Field Office: East Coast	Boston	\$500,000.00
Marketing	San Francisco	\$1,500,000.00
Pacific Rim Headquarters	Kauai	\$600,000.00

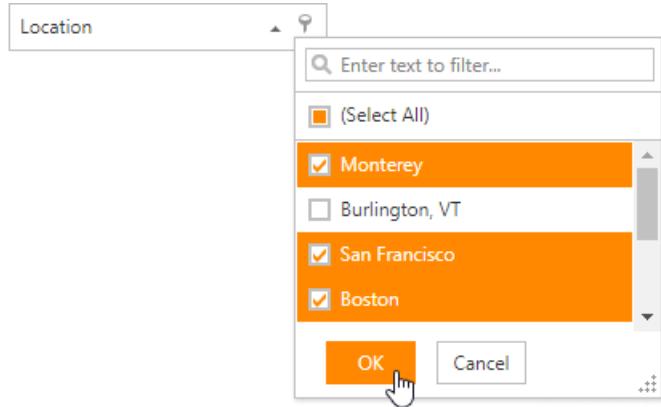
- A regular click on a column header clears the sort settings on any other columns. To sort against multiple columns, hold the SHIFT key down while clicking.
- To clear a column's sorting, click its header while pressing the CTRL key.

Header Filter

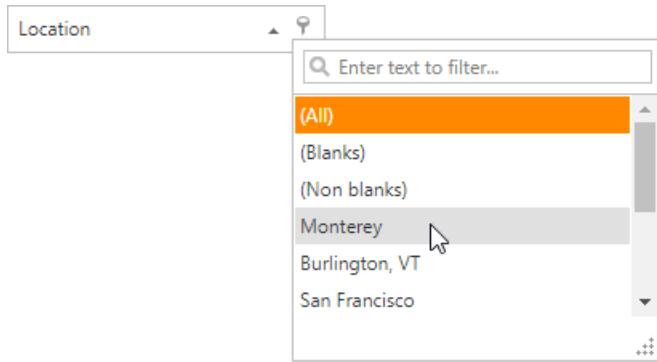
Use the **Header Filter** to filter tree list data against a column.

Click a filter button to invoke the filter dropdown which lists unique values within a column.

If the dropdown displays checkboxes, select the required values, and click **OK** to apply the filter criteria.



If the dropdown displays its items as a regular list, click the value to apply the filter criteria.



If filtering is applied, the tree list displays only values that match the filter criteria. To remove the filter, click **(All)** in the dropdown.

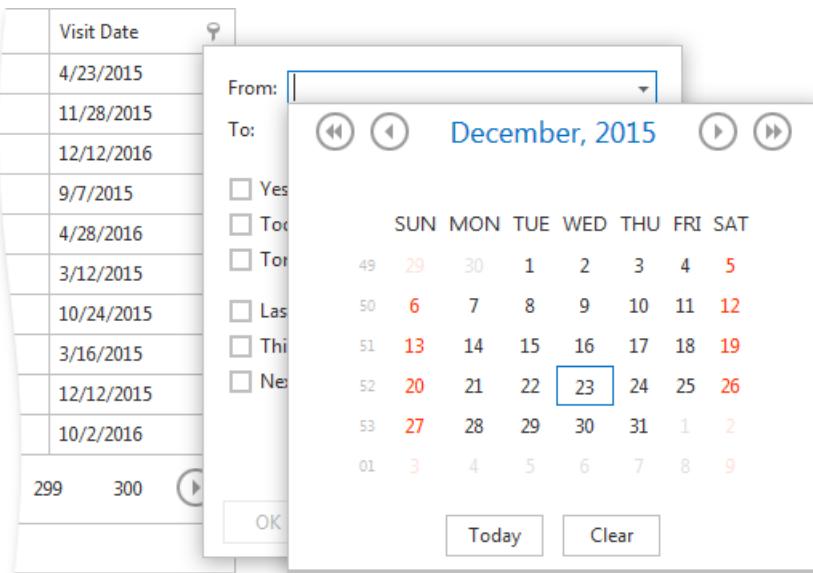
Date Range Header Filter

Columns containing date and time data display a drop-down date range header filter.

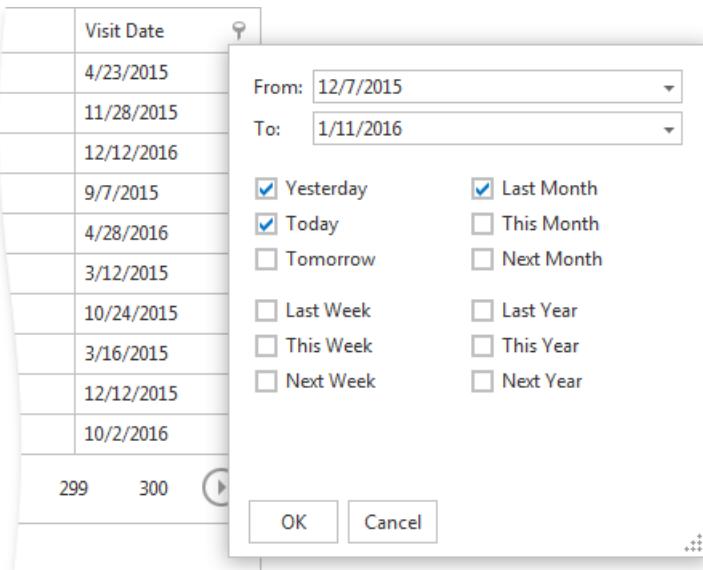
Date Range Picker

Click a filter button to invoke the filter dropdown which contains a date range picker and a set of predefined periods.

Click the drop-down button in the **From** text box to display a calendar. You can select the first date in a date range or type the date in the text box.



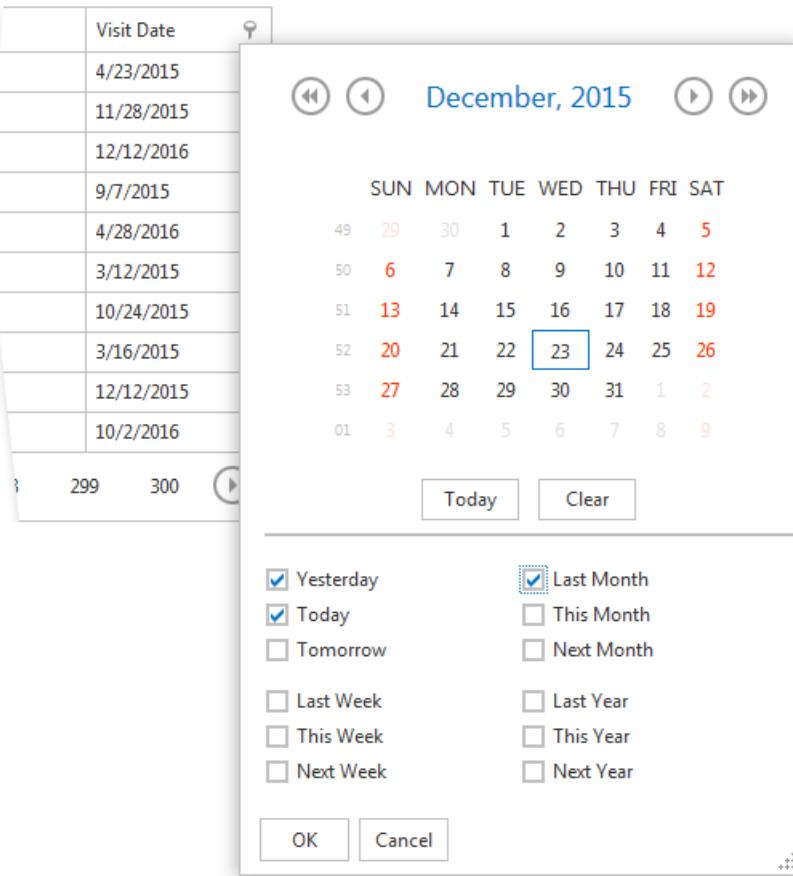
Click the drop-down button in the **To** text box to display a calendar. You can select the last date in a date range or type the date in the text box.



Select the required date periods and click **OK** to apply the filter criteria.

Date Range Calendar

Click a filter button to invoke the filter dropdown which contains a calendar and a set of predefined periods.



Select the required date(s) in the calendar and date periods. Then, click **OK** to apply the filter criteria.

Filter Row

Typing text within the **Filter Row** automatically creates a filter condition based on the entered value and applies it to the corresponding column.

	Department	Location	Budget	Phone	#
	mar				Clear
	Corporate Headquarters	Monterey	\$1,000,000.00	(408) 555-1234	
④	Sales and Marketing	San Francisco	\$22,000.00	(415) 555-1234	
	Marketing	San Francisco	\$1,500,000.00	(415) 555-1234	

If the **Apply** button is visible, click the button to apply the filter.

	Department	Location	Budget	Phone	#
	mar				Apply Clear
	Corporate Headquarters	Monterey	\$1,000,000.00	(408) 555-1234	
④	Sales and Marketing	San Francisco	\$22,000.00	(415) 555-1234	
	Marketing	San Francisco	\$1,500,000.00	(415) 555-1234	

To remove a column filter, clear the text in the column's filter row. To remove the grid's entire filter, click **Clear**.

	Department	Location	Budget	Phone	#
	mar				Apply Clear
	Corporate Headquarters	Monterey	\$1,000,000.00	(408) 555-1234	
④	Sales and Marketing	San Francisco	\$22,000.00	(415) 555-1234	
	Marketing	San Francisco	\$1,500,000.00	(415) 555-1234	

Search Panel

Use the Search Panel to locate data and highlight search result by typing the filter criterion in the search box.

Company Name		Address	City	Country
Ana Trujillo Emparedados y helados		Avda. de la Constitución 2222	México D.F.	Mexico
Antonio Moreno Taquería		Mataderos 2312	México D.F.	Mexico
Centro comercial Moctezuma		Sierras de Granada 9993	México D.F.	Mexico
Océano Atlántico Ltda.		Ing. Gustavo Moncada 8585 Piso 20-A	Buenos Aires	Argentina
Pericles Comidas clásicas		Calle Dr. Jorge Cash 321	México D.F.	Mexico
Tortuga Restaurante		Avda. Azteca 123	México D.F.	Mexico

Applying the Search Panel Filter Criterion

Press Enter or click the **Search** button to apply a filter criterion typed in the search panel. Otherwise, a filter is automatically applied in 1.2 seconds.

Clearing the Search Panel Filter Criterion

To clear the search panel filter criterion, do one of the following:

- Press Delete or Backspace.
- Click the **Clear** button.
- Click the clear button in the search box when it is focused and not empty.



Search syntax

A search criterion consists of a single word in its simplest form. However, the search panel allows creating composite criteria.

- **Mask:** criterion

maria

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Hanna Anders	Santa Maria	USA
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Example description: selects records that contain the "maria" string in any search column.

- **Mask:** column:criterion

contact:maria

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden

You can search against a specific column by preceding a search string with the column's caption plus a colon character. Instead of the complete caption, it is possible to use the caption's initial characters to perform a search against the first column whose name starts with the specified substring. To search against a column whose caption contains space characters, specify the column's display caption in quotation marks.

If the search string contains multiple conditions separated by space characters, and at least one condition defines a search against a specific column, the tree list displays only records that match all of these conditions (the AND logical operator combines conditions).

Example description: selects records that contain "maria" in the column that starts with "contact".

- **Mask:** criterion1 ciretation2

maria anders

Option AND

Contact Name	City	Country
Maria Anders	Berlin	Germany
Hanna Anders	Santa Maria	USA

Option OR

Contact Name	City	Country
Maria Anders	Berlin	Germany
Maria Berglund	Luleå	Sweden
Hanna Anders	Santa Maria	Germany
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Based on conditions provided by your application vendor, the search panel can search words separated by space characters in one of the following ways.

Option AND

Only records that match all of the conditions are shown (that is, the conditions are combined by the AND logical operator).

Example description: selects records that contain both "maria" AND "anders" strings in any search column.

Option OR

If there is no column specification, the tree list displays records that match at least one of these conditions (the OR logical operator combines the conditions). If at least one condition defines a search against a specific column, the tree list displays only records that match all of these conditions (the AND logical operator combines the conditions).

Example description: selects records that contain either "maria" OR "anders" strings in any search column.

- **Mask:** "criterion with spaces"

"maria anders"

<input type="text" value="maria anders"/> ×	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Anders	Berlin	Germany

Specify this string in quotation marks to search for a string containing a space character.

Example description: selects records that contain "maria anders" in any search column.

- **Mask:** criterion1 -criterion2

maria -anders

<input type="text" value="maria -anders"/> ×	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden
Paula Wilson	Santa Maria	USA

Precede a condition with "-" to exclude records that match this condition from the resulting set. There should be no space between the "-" sign and the condition.

Example description: selects records that contain "maria", excluding records that contain "anders".

- **Mask:**

criterion1 +criterion2

maria +sweden

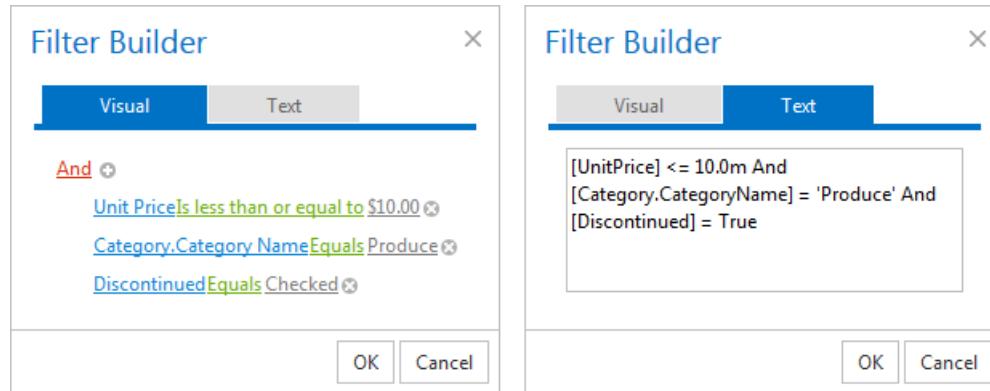
<input type="text" value="maria +sweden"/> ×	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Contact Name	City	Country
Maria Berglund	Luleå	Sweden
Maria Larsson	Bräcke	Sweden

Precede a condition with "+" to display only records that match this condition. The "+" specifier allows implementing the logical AND operator. There should be no space character between the "+" sign and the condition.

Example description: selects records that contain both "maria" AND "sweden" in search columns.

Creating Complex Filter Criteria with the Filter Control

To build complex filter criteria with an unlimited number of filter conditions, combined by logical operators, use the built-in **Filter Control**.



Open the **Filter Control** using one of the following:

- Click the filter image in the filter bar.

	Department	Location	Budget
	Corporate Headquarters	Monterey	\$1,000,000.00
	Engineering	Monterey	\$1,100,000.00
⊕	Software Products Div.	Monterey	\$1,200,000.00
	Research and Development	Burlington, VT	\$460,000.00
⊕	Sales and Marketing	San Francisco	\$22,000.00
	Field Office: East Coast	Boston	\$500,000.00
	Pacific Rim Headquarters	Kuau	\$600,000.00

[Contains\(\[Department\], 'ea'\)](#) 

[Clear](#)

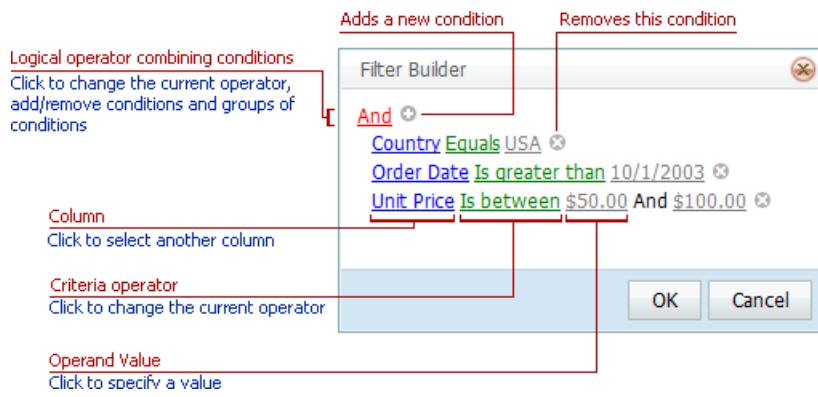
- Click the filter expression link in the filter bar.

	Department	Location	Budget
	Corporate Headquarters	Monterey	\$1,000,000.00
	Engineering	Monterey	\$1,100,000.00
⊕	Software Products Div.	Monterey	\$1,200,000.00
	Research and Development	Burlington, VT	\$460,000.00
⊕	Sales and Marketing	San Francisco	\$22,000.00
	Field Office: East Coast	Boston	\$500,000.00
	Pacific Rim Headquarters	Kuau	\$600,000.00

[Contains\(\[Department\], 'ea'\)](#) 

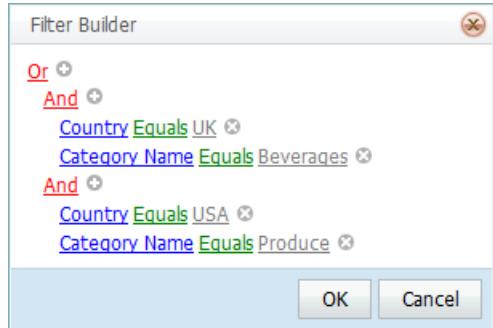
[Clear](#)

Use the  and  buttons embedded into the control to create and customize the filter criteria:



Remarks

A filter condition group is a set of conditions combined by a logical operator. The following filter expression contains two groups combined by the logical **OR** operator: "(Country Equals 'UK' And Category Equals 'Beverages') Or (Country Equals 'USA' And Category Equals 'Produce')".



Refer to the [Filter Editor](#) topic for more information.

Selection and Navigation in Tree List

Navigation

To switch between pages, use the embedded Pager.

A screenshot of a tree list control. The tree structure includes nodes like 'General Information', 'Client Services', 'Our Products' (expanded to show 'Subscriptions / Packs', '.NET Windows Forms', and 'ASP.NET Products' which further expands to 'Online Demos', 'ASPxGrid and Editors Suite', 'ASPxScheduler Suite', and 'ASPxPivotGrid Suite'). Below the tree is a pager with the text 'Page 1 of 3 (21 items)' followed by navigation buttons: a left arrow, a button labeled '[1]', a button labeled '2' (which is highlighted in blue), a button labeled '3', and a right arrow. A mouse cursor is hovering over the page number '2'.

To change the number of data items (rows) displayed within a tree-list, click a page size selector and select the needed number of rows per page.

A screenshot of a tree list control. The tree structure is identical to the one above. Above the tree, there is a 'Page size selector' with the text 'Page size: 10' and a dropdown menu containing '10' (highlighted in orange), '20', and '50'. A red rectangle highlights the dropdown menu. Below the tree is a pager with the text 'Page 1 of 2 (18 items)' followed by navigation buttons: a left arrow, a button labeled '[1]', a button labeled '2', and a right arrow.

Selection

To toggle a node's selected state, preserving the previous selection, use the selection check box, if available.

	Department	Budget	Location
[-]	Corporate Headquarters	\$1,000,000.00	Monterey
[+]	Sales and Marketing	\$22,000.00	San Francisco
[+]	Field Office: Canada	\$500,000.00	Toronto
[+]	Field Office: East Coast	\$500,000.00	Boston
[+]	Pacific Rim Headquarters	\$600,000.00	Kuaui
[+]	Marketing	\$1,500,000.00	San Francisco
[+]	Finance	\$40,000.00	Monterey
[+]	Engineering	\$1,100,000.00	Monterey

Reorder Columns in Tree Lists

To reorder columns, move a column header within the column header panel, using drag and drop.

Department	Location	Budget
Corporate Headquarters	Monterey	\$1,000,000.00
Engineering	Montere ^y	\$1,100,000.00
Finance	Monterey	\$40,000.00
Sales and Marketing	San Francisco	\$22,000.00

Reorder Tree List Nodes

To change a node's location, drag it via the mouse, and drop it at the required position.

Department	Location	Budget
Corporate Headquarters	Monterey	\$1,000,000.00
Engineering	Monterey	\$1,100,000.00
Consumer Electronics Div.	Burlington, VT	\$1,150,000.00
Software Development	Monterey	\$40,000.00
Software Products Div.	Monterey	\$1,200,000.00
Finance	Monterey	\$40,000.00
Sales and Marketing	San Francisco	\$22,000.00

Note

This functionality may be disabled in your application. This is the choice of the application vendor.

Keyboard Navigation

If keyboard support is enabled within the TreeList, its primary navigation operations (such as accessing the control within the form, moving focus through its nodes, node selection and expanding/collapsing, paging) can be quickly and effectively performed, using a keyboard as an alternative to a pointing device.

The enabled keyboard navigation activates the following features:

- **Access Key** - The TreeList control can be easily accessed (focused) by using a keyboard shortcut. This shortcut combines the preset CTRL+SHIFT combination with a single character string specified by an application developer. For example, setting the access key of a TreeList control to the string "T" indicates that an end-user can navigate to the grid by pressing CTRL+SHIFT+T.
- **Focused Node** - Focus can be moved between nodes by using the UP and DOWN ARROW keys. The LEFT and RIGHT ARROW keys can also be used to move node focus, but these keys initially try to collapse/expand a node and, if it's impossible, only then do they move focus. Moving focus from the ultimate (first or last) node within a page changes the page within the TreeList, if applicable.
- **Node Selection** - The SPACE key can be used to mark a focused node as selected/unselected. This works if selection can be applied to a node. If the recursive selection is disabled, multiple nodes can be easily selected, by moving row focus using the ARROW keys (UP/DOWN or LEFT/RIGHT) while holding down the SHIFT key.
- **Expanding/Collapsing Nodes** - The PLUS and MINUS keys can be used to expand and collapse nodes, respectively. In addition, node collapsing and expanding can be performed using the LEFT and RIGHT ARROW keys.
- **Paging** - The SHIFT+PAGE UP and SHIFT+PAGE DOWN key combinations can be used to go to the next/previous TreeList page.

Field Chooser

The **Field Chooser** allows you to select the fields displayed in a **Tree List**.

- To hide a field from the Tree List, drag it from the Tree List header, and drop it onto the Field Chooser.
- To add a field to the Tree List, drag it from the Field Chooser, and drop it onto the Tree List header.

The screenshot shows a 'Field Chooser' dialog box overlaid on a 'Tree List'. The Tree List displays organizational hierarchy under 'Department'. The 'Budget' field is highlighted in the Tree List header and is being dragged into the Field Chooser dialog. The Field Chooser contains three fields: 'Location', 'Phone1', and 'Phone2'. The 'Budget' field is listed in the Tree List's data table.

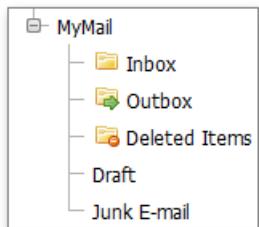
Department	Location	Budget
Corporate Headquarters		\$1,000,000.00
Sales and Marketing	Field Office: Canada	\$22,000.00
	Field Office: East Coast	\$500,000.00
Pacific Rim Headquarters	Field Office: Singapore	\$500,000.00
	Field Office: Japan	\$600,000.00
Marketing		\$300,000.00
Finance		\$500,000.00
Engineering		\$1,500,000.00
		\$40,000.00
		\$1,100,000.00

Note

This functionality may be disabled in your application depending on the policies of the application vendor.

Tree View

Tree View is used to represent hierarchical data as a tree.



Topics in this section:

- [Expand and Collapse Tree View Nodes](#)
- [Tree View Nodes Checking](#)

Expand and Collapse Tree View Nodes

To expand or collapse a node, click its expand button.



Tree View Nodes Checking

If node checking is allowed by the application vendor, a click on a check box toggles the node's checked state.

- (1) Home
- (2) News
- Our Mission**
- Our Customers
- (3) Products
 - Subscriptions / Packs
 - .NET Windows Forms Components
 - Reporting / Printing Suites
 - VCL Components and Tools
 - ASP.NET Components

Vertical Grid

The Vertical Grid control is a control that displays data records as grid columns, and data fields as grid rows. Vertical Grid features include data editing, sorting, and filtering support.

Photo		
▼ Name	Ms. Nancy Davolio	Dr. Andrew Fuller
First Name	Nancy	Andrew
Last Name	Davolio	Fuller
Birth Date	12/8/1948	2/19/1952
Hire Date	5/1/1992	8/14/1992
Address		▼
Phone		▼

Data Editing

- [Add, Delete and Recover Records](#)
- [Switching a Vertical Grid to Batch Edit Mode](#)
- [Save or Discard Changes when Editing Grid Records](#)
- [Batch Editing](#)

Selection and Navigation

- [Page Navigation](#)
- [Select Records](#)

Sorting

- [Sorting](#)

Filtering

- [Creating Complex Filter Criteria with the Filter Control](#)
- [Header Filter](#)
- [Search Panel](#)

Expanding and Collapsing

- [Expand and Collapse Category Rows](#)

Add, Delete and Recover Records

Add a Record

To create a new record:

- Click **New**.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New Orleans Cajun Deli
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 »				
Save changes Cancel changes				

- Specify cell values.
- Click **Save changes**.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Confections	Beverages	Condiments	Condiments
Supplier	New Orleans Cajun Deli	Exotic Liquids	Exotic Liquids	New Orleans Cajun Deli
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	42	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 »				
Save changes Cancel changes				

Delete a Record

- To delete a record, click **Delete** within the record to be deleted.

New	Recover	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New O
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
◀ ▶				
Page 1 of 8 (77 items) ◀ 1 2 3 4 5 6 7 8 ▶				
Save changes Cancel changes				

- Click **Save changes**.

New	Recover	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New O
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
◀ ▶				
Page 1 of 8 (77 items) ◀ 1 2 3 4 5 6 7 8 ▶				
Save changes Cancel changes				

Recover Deleted Records

- To recover a deleted record before saving changes, click **Recover** within the record to be recovered.

New	Recover	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef Anton's Specialties
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New Orleans Specialty Foods
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6 oz jars
Unit Price	\$18.00	\$19.00	\$10.00	\$12.00
Units In Stock	39	17	13	50
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◀ [] ▶ Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 ▶				
Save changes Cancel changes				

- Click **Save changes**.

Note

Record management links may be unavailable in your application, as this is a decision made by the application vendor.

Switching a Vertical Grid to Batch Edit Mode

To edit cell values, switch to batch edit mode using one of the following.

- Click a cell.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai 	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New O
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items)   1 2 3 4 5 6 7 8 				
Save changes Cancel changes				

- Double click a cell.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai 	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New O
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items)   1 2 3 4 5 6 7 8 				
Save changes Cancel changes				

- Click a focused cell.

New	Delete	Delete	Delete	
Product Info 				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Beverages	Beverages	Condiments	Condiments
Supplier	Exotic Liquids	Exotic Liquids	Exotic Liquids	New O
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
◀ ▶				
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 ▶				
Save changes Cancel changes				

 **Note**

Batch editing mode may be unavailable in your application, as this is a decision made by the application vendor.

Save or Discard Changes when Editing Grid Records

Save Changes

To save the changes you made, click **Save changes**.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Confections	Beverages	Condiments	Condiments
Supplier	New Orleans Cajun D...	Exotic Liquids	Exotic Liquids	New Orleans Cajun D...
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$18.00	\$19.00	\$10.00	
Units In Stock	42	17	13	
Discontinued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 >				
Save changes Cancel changes				



Discard Changes

To cancel the changes you made, click **Cancel changes**.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Confections	Beverages	Condiments	Condiments
Supplier	Tokyo Traders	Mayumi's	Exotic Liquids	New Orleans Cajun D...
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6
Unit Price	\$21.00	\$9.00	\$10.00	
Units In Stock	39	17	13	
Discontinued	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 >				
Save changes Cancel changes				



Batch Editing

The **Vertical Grid** allows you to edit a group of records (on a single page) and save these changes with one click. In this view, you can create new records, delete existing records and edit individual cell values.

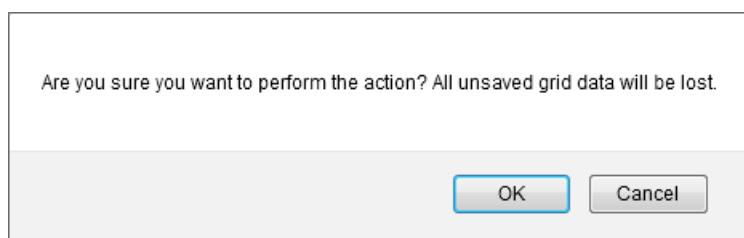
- To create a new record, click the **New** button and specify the field values.
- To delete a record, click the **Delete** button in the record to be deleted.
- To recover a deleted record, click the **Recover** button in the record to be recovered.
- To edit a cell value, click (or double-click) the cell and edit the value.

To navigate through grid cells during batch editing, use **TAB** and **SHIFT+TAB** to move focus forward and backward.

The cells that were modified are highlighted in a different color. To save all changes, click the **Save changes** button. To cancel all changes, click the **Cancel changes** button.

New	Delete	Delete	Delete	
Product Info				
Product Name	Chai	Chang	Aniseed Syrup	Chef A
Category Name	Confections	Beverages	Condiments	Condiments
Supplier	Tokyo Traders	Mayumi's	Exotic Liquids	New Orleans
Details				
Quantity Per Unit	10 boxes x 20 bags	24 - 12 oz bottles	12 - 550 ml bottles	48 - 6 oz jars
Unit Price	\$21.00	\$9.00	\$10.00	\$31.20
Units In Stock	39	17	13	15
Discontinued	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
◀ ⏪ ⏩ ▶				
Page 1 of 8 (77 items) 1 2 3 4 5 6 7 8 ▶				
Save changes Cancel changes				

If the **Vertical Grid** contains unsaved data, a confirmation message is displayed before the data is lost (e.g., when sorting data, changing the page or closing a web page). You can choose whether to proceed and lose changes or cancel the action.



Page Navigation

To switch between pages, use the Vertical Grid's Pager.

A screenshot of a grid interface. At the top, there is a horizontal pager with page numbers 1 through 431, a previous/next button, and a 'Page size' dropdown set to 5. Below the pager is a table row with columns for 'Product Name' (Alice Mutton), 'Outback Lager', and 'Rössle'. The main area contains sections for 'Company info' and 'Pricing', each with three rows of data. At the bottom, there is another horizontal pager with page numbers 1 through 431, a previous/next button, and a 'Page size' dropdown set to 5. A hand cursor is shown pointing at the page number 2 in the top pager.

To change the number of data items (records) displayed within a grid, click a Page Size Selector and select the needed number of records per page.

A screenshot of a grid interface, similar to the one above but with a different configuration. The 'Page size' dropdown at the top is open, showing options 5, 10, 20, 50, 100, and 200. The '20' option is selected. The rest of the interface is identical to the first screenshot, featuring sections for 'Company info' and 'Pricing' with their respective data rows, and pagers at the top and bottom.

Select Records

If selection check boxes are visible, check records that need to be selected.

#	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photo		
Brand	Superheads	Sensitive Sound
Model	SH1	SB1000
Rating	★★★★★	★★★★★☆
Price	\$250.00	\$900.00
Discount	30%	5%
Total	\$175.00	\$855.00

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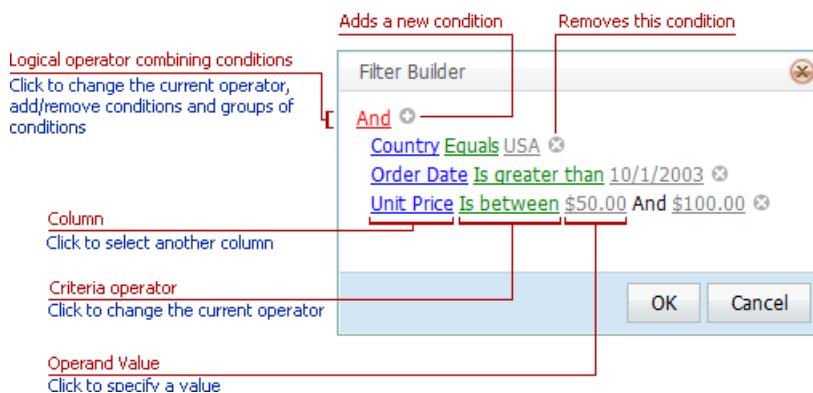
Creating Complex Filter Criteria with the Filter Control

To build complex filter criteria with an unlimited number of filter conditions combined by logical operators, use the built-in **Filter Control**.

To open the **Filter Control**, click the filter image displayed within the filter bar or the filter expression link.



To create and customize filter criteria, use the **+** and **×** buttons embedded into the control.



To learn more, see the [Filter Editor](#) topic.

Header Filter

To filter data or change the filter conditions in the Vertical Grid, you can use the **Header Filter**.

Click a filter button to invoke the filter dropdown, which lists unique values in a row.

If the dropdown displays check boxes, check them to select the required values, and click **OK** to apply the filter criteria.

The screenshot shows a real estate search interface with a vertical grid of house photos and filters on the left. A filter dropdown is open for the 'Price' column, showing the current value '\$780,000.00'. The dropdown contains several filter options:

- (Select All) (unchecked)
- from \$0 to \$499,999 (unchecked)
- from \$500,000 to \$999,999 (checked)
- from \$1,000,000 to \$1,499,999 (checked)
- from \$1,500,000 to \$1,999,999 (unchecked)
- > \$2,000,000.00 (unchecked)

At the bottom of the dropdown are 'OK' and 'Cancel' buttons. The main grid shows two house photos. The first photo is a two-story house with a stone facade and a white garage. The second photo is a single-story house with a brick facade and a grey garage.

If the dropdown does not display check boxes, click the required value to apply the filter criteria.

The screenshot shows the same real estate search interface as the previous one, but the filter dropdown for 'Price' now displays a list of values instead of checkboxes. The current value '\$780,000.00' is shown at the top. The dropdown list includes:

- (All)
- from \$0 to \$499,999
- from \$500,000 to \$999,999
- from \$1,000,000 to \$1,499,999 (highlighted with a cursor)
- from \$1,500,000 to \$1,999,999
- > \$2,000,000.00

The rest of the interface is identical to the first screenshot, showing the two house photos and the filter sidebar.

If filtering is applied, the filter dropdown only displays values that match the filter criteria. To remove the filter, click **(All)**.

Search Panel

To filter data and highlight search results, type a filter criterion in the search panel.

Oli		✖	Search	Clear
Company Name	Consolidated Holdings	Folies gourmandes	Tortuga Restaurante	
Contact Name	Elizabeth Brown	Martine Rancé	Miguel Angel Paolini	
Address	Berkeley Gardens 12 Brewery	184, chaussée de Tournai	Avda. Azteca 123	
City	London	Lille	México D.F.	
Country	UK	France	Mexico	

Applying the Search Panel Filter Criterion

To apply a filter criterion typed in the search panel, press the ENTER key or click **Search**. Otherwise, a filter is automatically applied in 1.2 seconds.

Clearing the Search Panel Filter Criterion

To clear the search panel filter criterion, do one of the following.

- Press the DELETE or BACKSPACE key.
- Click the **Clear** button.
- Click the clear button, which is displayed within the editor when the editor is focused and is not empty.



Search syntax

In its simplest form, a search criterion consists of a single word. However, the search panel allows you to create composite criteria.

- **Mask:** criterion

Example: Maria

Maria		
Contact Name	Maria Anders	Maria Larsson
Company Name	Alfreds Futterkiste	Folk och fä HB
Phone	030-0074321	0695-34 67 21
▼ Address Info	Obere Str. 57, Berlin	Åkergratan 24, Bräcke
Country	Germany	Sweden
City	Berlin	Bräcke
Address	Obere Str. 57	Åkergratan 24
Postal Code	12209	S-844 67

Example description: selects records that contain the "Maria" string in any search row.

- **Mask:** column:criterion

Example: city: ber

city: Ber		
Contact Name	Maria Anders	Yang Wang
Company Name	Alfreds Futterkiste	Chop-suey Chinese
Phone	030-0074321	0452-076545
▼ Address Info	Obere Str. 57, Berlin	Hauptstr. 29, Bern
Country	Germany	Switzerland
City	Berlin	Bern
Address	Obere Str. 57	Hauptstr. 29
Postal Code	12209	3012

You can search against a specific row by preceding a search string with the row's caption and a colon character. Instead of the complete caption, it is possible to use the initial characters of the caption. A search will be performed against the first row whose name starts with the specified substring. If you want to search against a row whose caption contains space characters, specify the row's display caption in quotation marks.

If the search string contains multiple conditions separated by space characters, and at least one condition defines a search against a specific row, only records that match all of these conditions are shown (i.e., the conditions are combined by the AND logical operator).

Example description: selects records that contain "ber" in the row that starts with "city".

- **Mask:** criterion1 criterion2

Example: France Ma

France Ma		
Contact Name	Laurence Lebihan	Martine Rancé
Company Name	Bon app'	Folies gourmandes
Phone	91.24.45.40	20.16.10.16
▼ Address Info	12, rue des Bouchers, Marseille	184, chaussée de Tournai, Lille
Country	France	France
City	Marseille	Lille
Address	12, rue des Bouchers	184, chaussée de Tournai
Postal Code	13008	59000

The search panel allows to search words separated by space characters using the AND logical operator (i.e., the conditions are combined by the AND logical operator). Only records that match all of the conditions are shown.

Example description: selects records that contain both "France" AND "Ma" strings in any search row.

- **Mask:** "criterion with spaces"

Example: "Maria Anders"

"Maria Anders"	
Contact Name	Maria Anders
Company Name	Alfreds Futterkiste
Phone	030-0074321
▼ Address Info	Obere Str. 57, Berlin
Country	Germany
City	Berlin
Address	Obere Str. 57
Postal Code	12209

If you want to search for a string containing a space character, specify this string in quotation marks.

Example description: selects records that contain "maria anders" in any search row.

- **Mask:** criterion1 -criterion2

Example: maria -anders

Maria -Anders	
Contact Name	Maria Larsson
Company Name	Folk och fä HB
Phone	0695-34 67 21
▼ Address Info	Åkergratan 24, Bräcke
Country	Sweden
City	Bräcke
Address	Åkergratan 24
Postal Code	S-844 67

Precede a condition with "-" to exclude records that match this condition from the resulting set. There should be no space between the "-" sign and the condition.

Example description: selects records that contain "maria", excluding records that contain "anders".

- **Mask:** criterion1 +criterion2

Example: Germany +berlin

Germany +Berlin		
Contact Name	Maria Anders	Peter Franken
Company Name	Alfreds Futterkiste	Frankenversand
Phone	030-0074321	089-0877310
▼ Address Info	Obere Str. 57, Berlin	Berliner Platz 43, München
Country	Germany	Germany
City	Berlin	München
Address	Obere Str. 57	Berliner Platz 43
Postal Code	12209	80805

Precede a condition with "+" to display only records that match this condition. The "+" specifier allows you to implement the logical AND operator. There should be no space character between the "+" sign and the condition.

Example description: selects records that contain "Germany", excluding records that contain "berlin".

Sorting

- To sort data, click a row header. If sorting against this row hasn't been applied, the header click will apply sorting in ascending order. If sorting has already been applied, subsequent clicks reverse the current sort order.

Photo				
Brand	Audio Phones	Audio Phones	Superheads	Superheads
Model ▾	TRC20	TRC10	SHD5	SH90
Pricing ▲				
Price	\$25.00	\$80.00	\$24.00	\$1,25
Discount	15%	45%	8%	
Total	\$21.25	\$44.00	\$22.08	\$1,18
◀ ▶				
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- A click on a row header clears the sort settings on all other rows. To sort against multiple rows, hold the SHIFT key down while clicking.
- To clear a row's sorting, click its header while pressing the CTRL key.

Expand and Collapse Category Rows

To expand or collapse a category row, click this row's expand button.

Photo		
Brand	Extra Bass	Audio Phones
Model	EB300	AP70
Reviews		
Rating		
Reviews	531 reviews	984 reviews
Pricing		
Price	\$210.00	\$350.00
Discount	20%	15%
Total	\$168.00	\$297.50
Specifications		
Appearance		