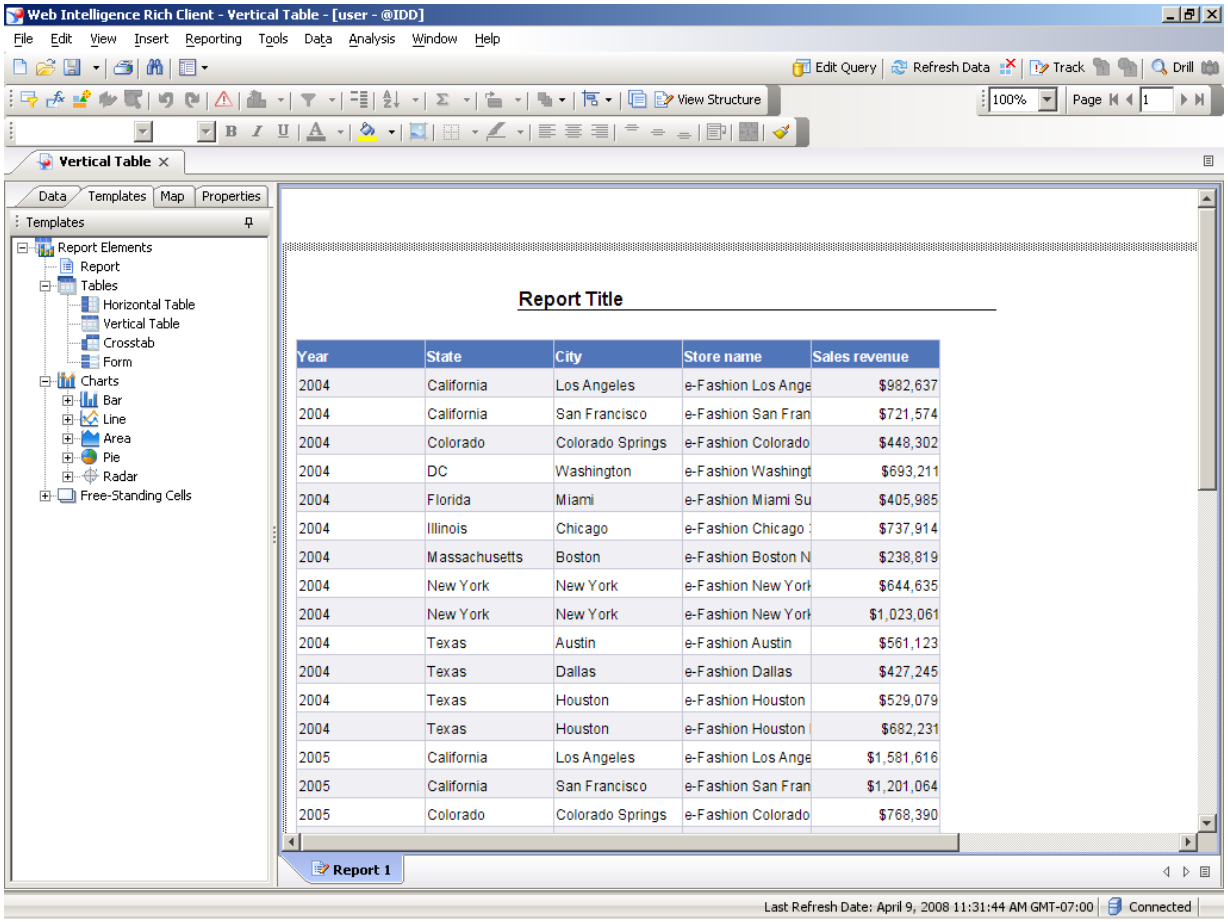
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client



Year	State	City	Store name	Sales revenue
2004	California	Los Angeles	e-Fashion Los Ange	$982,637
2004	California	San Francisco	e-Fashion San Fran	$721,574
2004	Colorado	Colorado Springs	e-Fashion Colorado	$448,302
2004	DC	Washington	e-Fashion Washingt	$693,211
2004	Florida	Miami	e-Fashion Miami Su	$405,985
2004	Illinois	Chicago	e-Fashion Chicago	$737,914
2004	Massachusetts	Boston	e-Fashion Boston N	$238,819
2004	New York	New York	e-Fashion New York	$644,635
2004	New York	New York	e-Fashion New York	$1,023,061
2004	Texas	Austin	e-Fashion Austin	$561,123
2004	Texas	Dallas	e-Fashion Dallas	$427,245
2004	Texas	Houston	e-Fashion Houston	$529,079
2004	Texas	Houston	e-Fashion Houston	$682,231
2005	California	Los Angeles	e-Fashion Los Ange	$1,581,616
2005	California	San Francisco	e-Fashion San Fran	$1,201,064
2005	Colorado	Colorado Springs	e-Fashion Colorado	$768,390

2. Click the + before the **Free-Standing Cells** tree item.

Free-standing cells are single cells that stand alone in a report. You can use free-standing cells to display information that adds meaning to your report.

Expand the Free-Standing Cells list.

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3. Click the + button before the **Formula and Text Cells** tree item.

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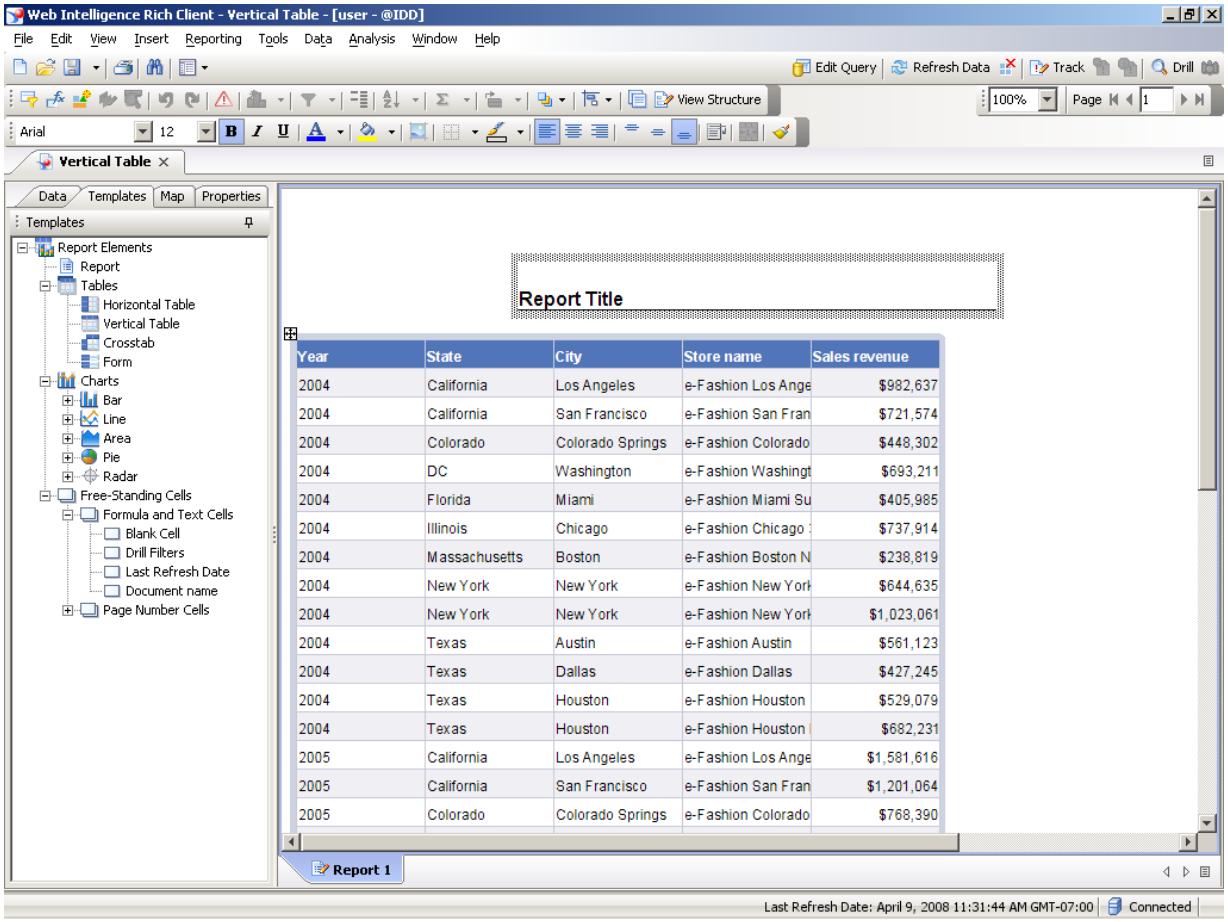

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2005	Colorado	Colorado Springs	e-Fashion Colorado	$768,390

4. Drag the **Report Title** to the right in order to add other cells.

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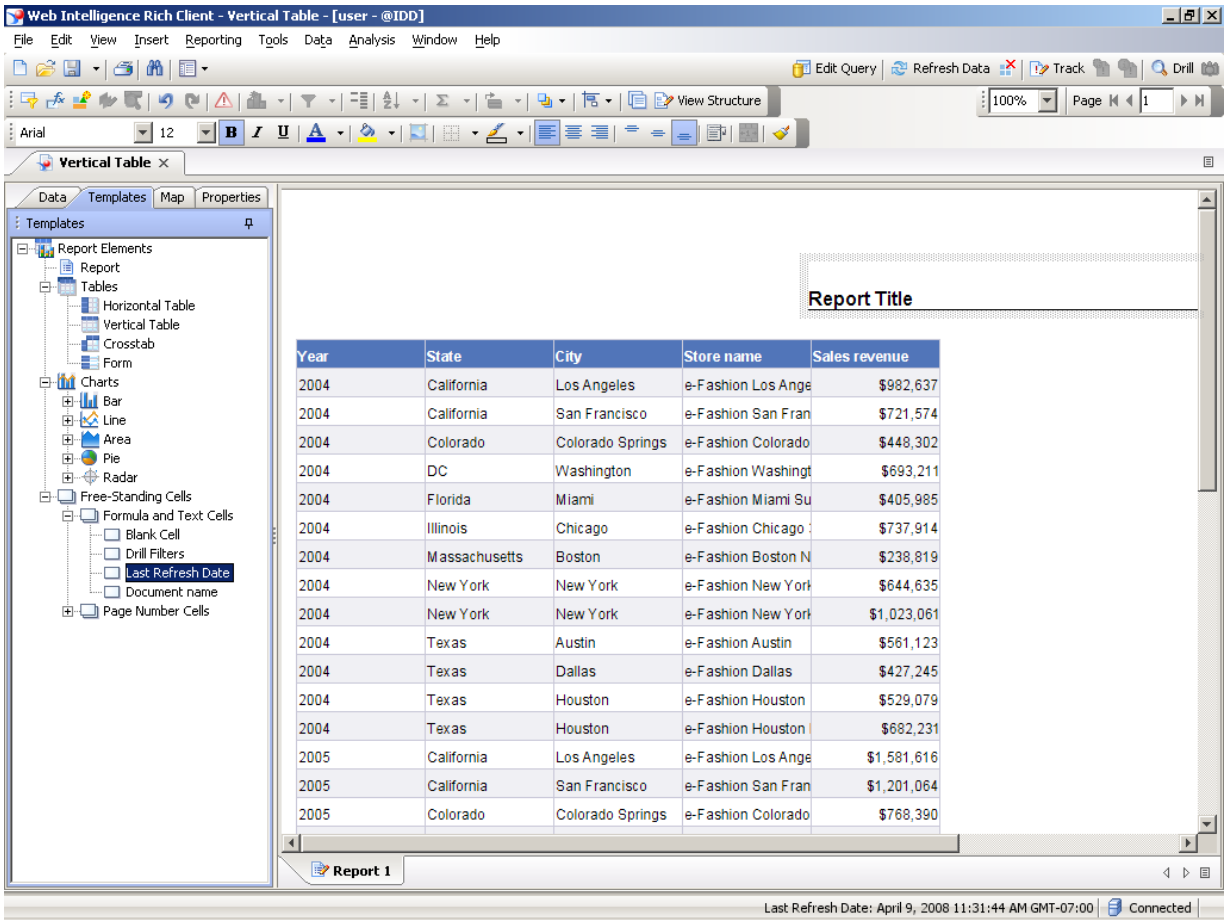

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5. Press the left mouse button and drag the mouse to the desired location. Then release the mouse button.

Add the Last Refresh Date to the report.

Drag the Last Refresh Date to the Document Zone and position it to the left of the report title cell.

6. Click the **Properties** tab.

An empty cell is inserted in the Document zone, and the date of when the document was last refreshed automatically appears in this cell.

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You can change the default date/time format in the Properties tab.

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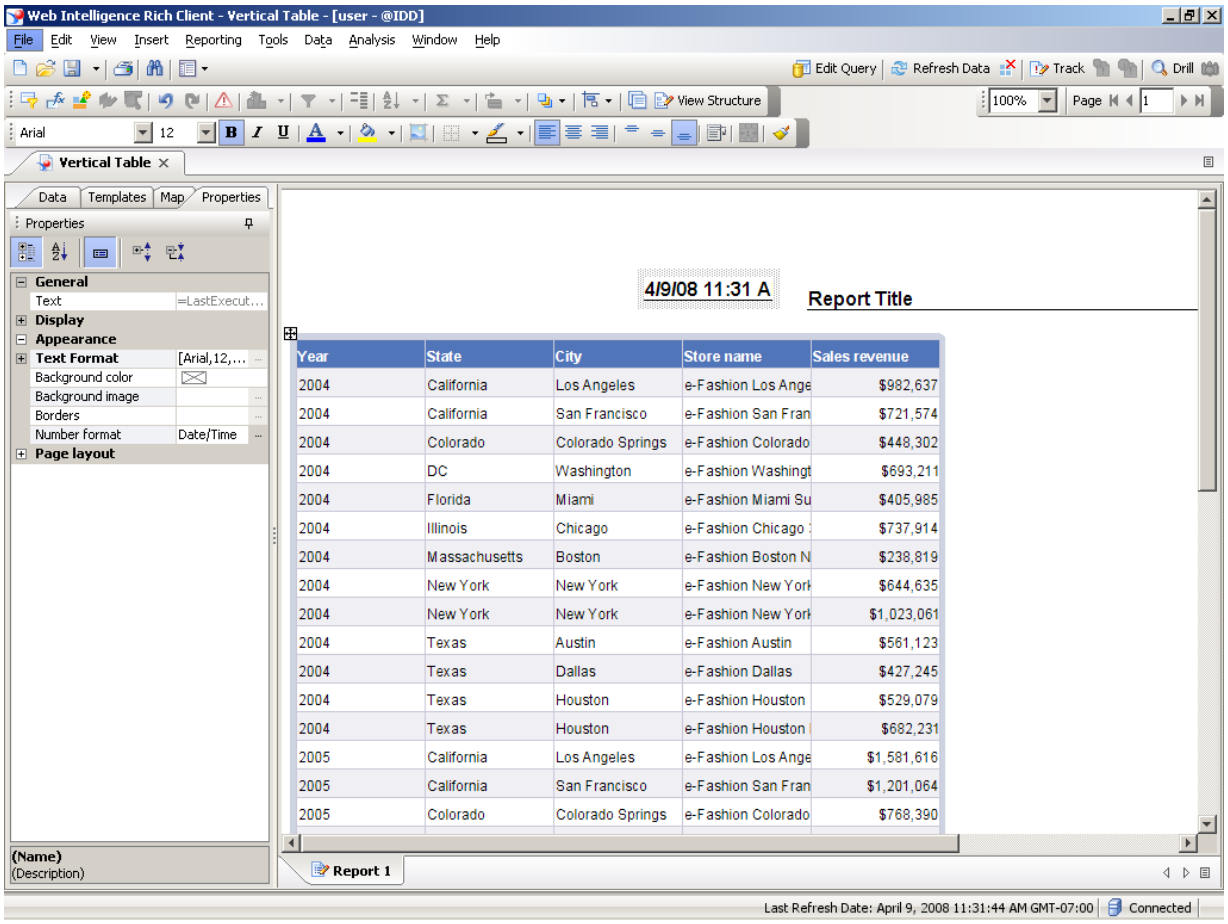

7. Click **Date/Time...** ...

When you point your cursor over the Date/Time number format, an expand button appears, which allows you to change the format of the text in the cell.

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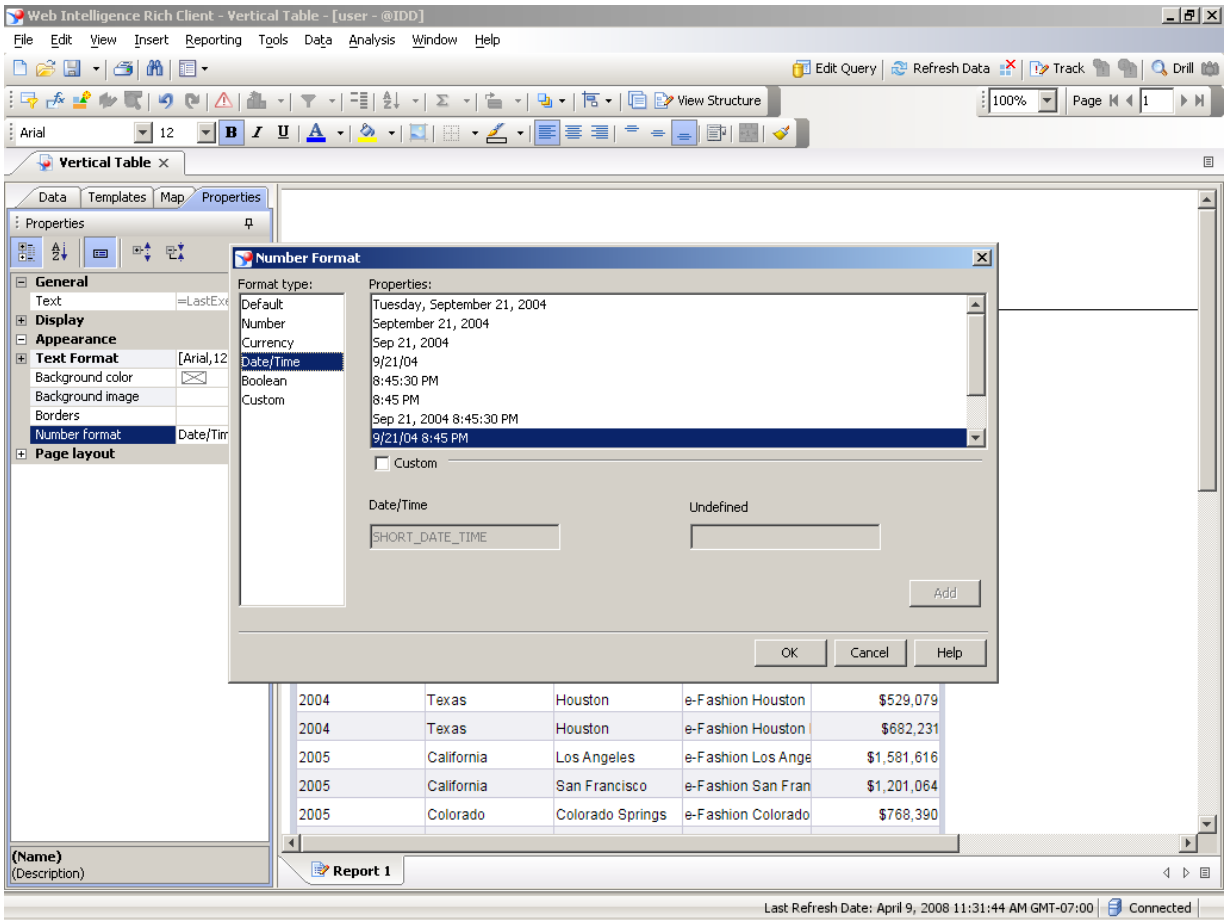
Number Format



8. Click the **Sep 21, 2004** list item.

9. Click **OK**.

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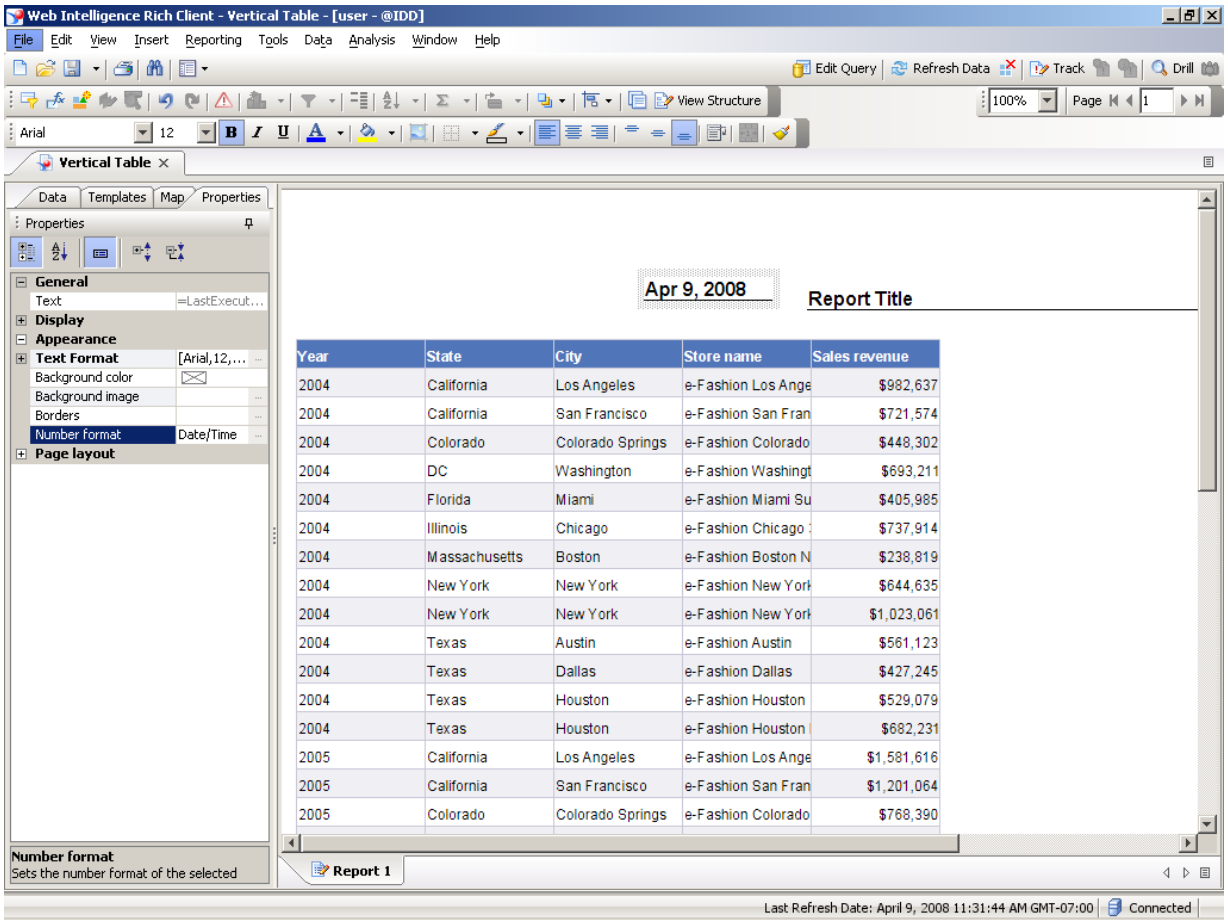

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2005	Colorado	Colorado Springs	e-Fashion Colorado	$768,390

10. Click the **Templates** tab.

The date format is updated in the report.

You can also add a text label to explain what the date means in the Templates tab.

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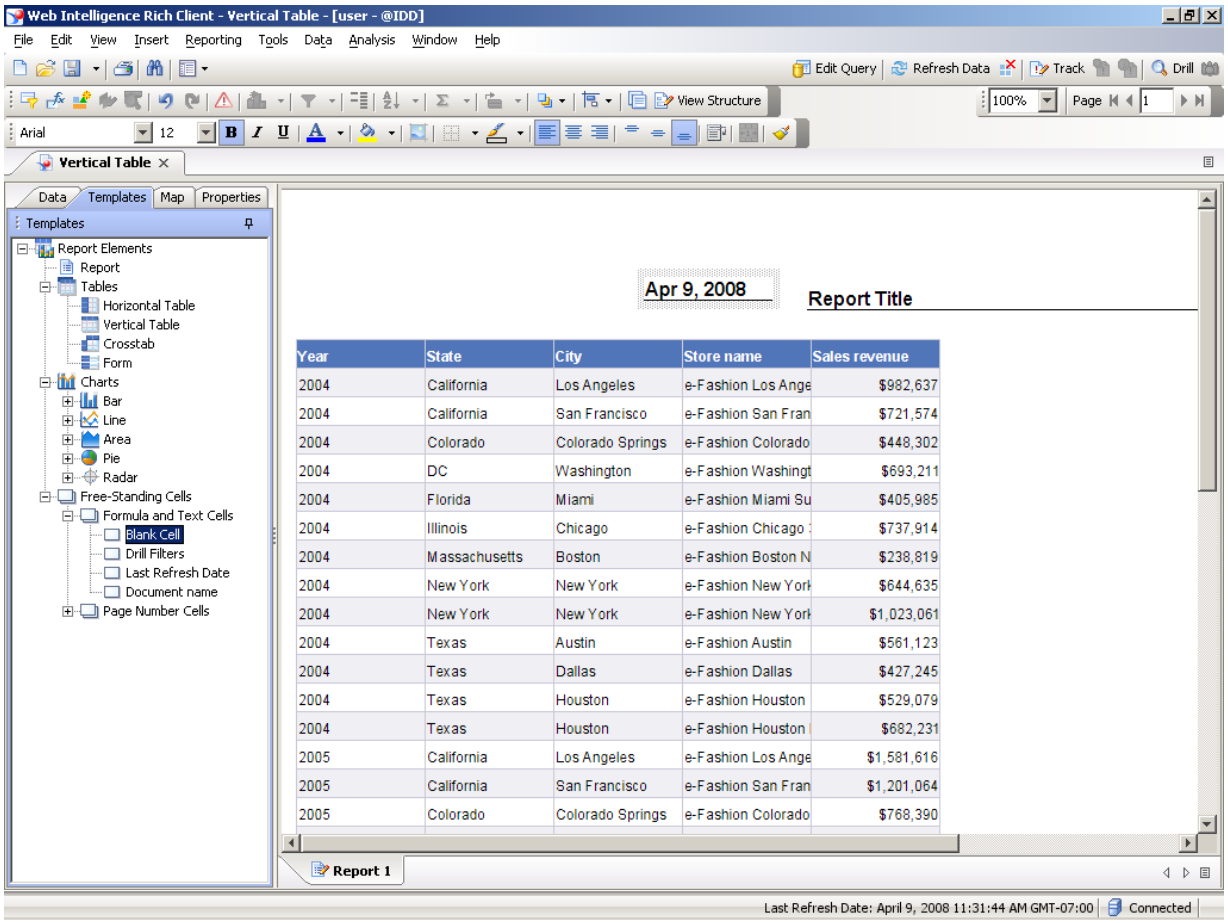

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11. Drag the **Blank Cell** list item to the Document Zone.

Add a blank cell to the report to the left of the Last Refresh Date cell.

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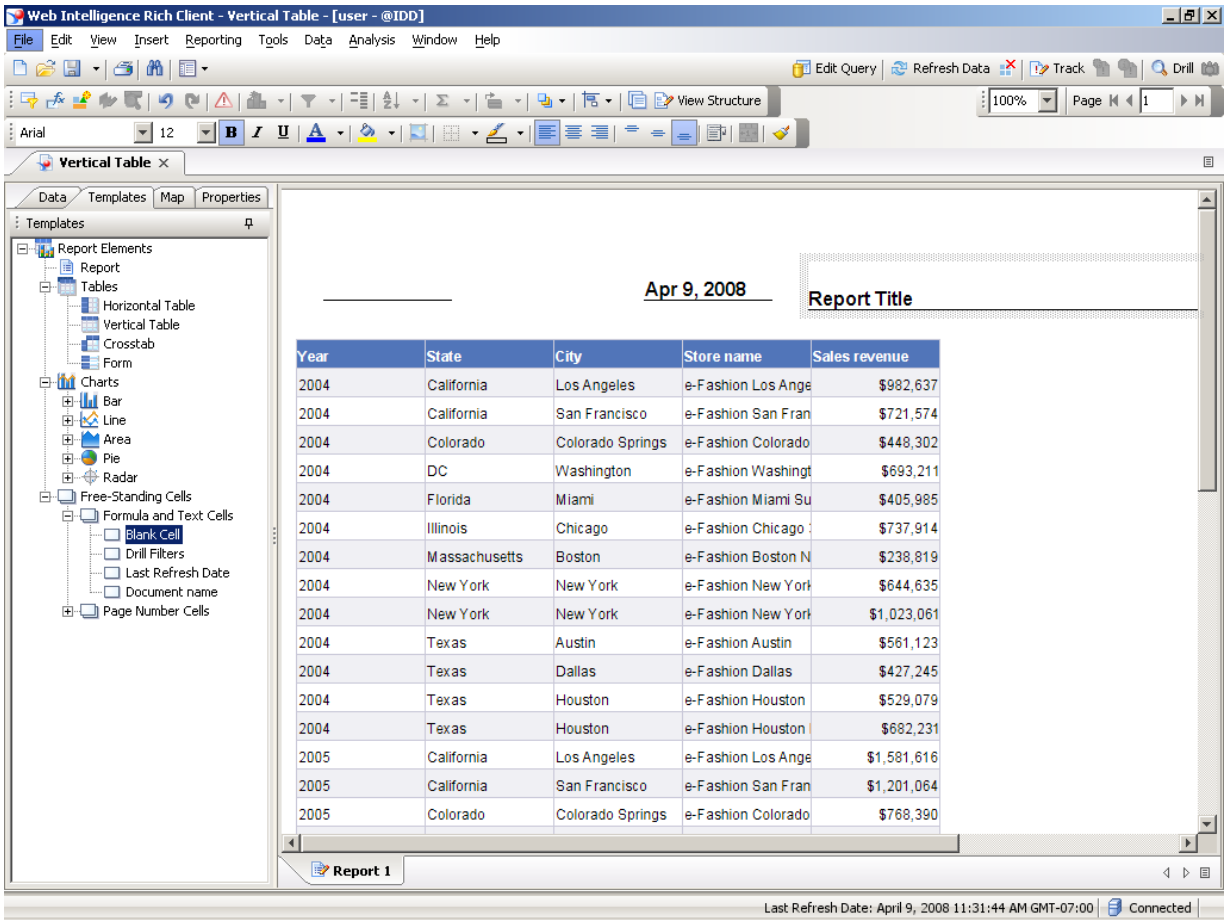

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12. Click the **Blank Cell**.

Now, select the new cell so you can modify its properties.

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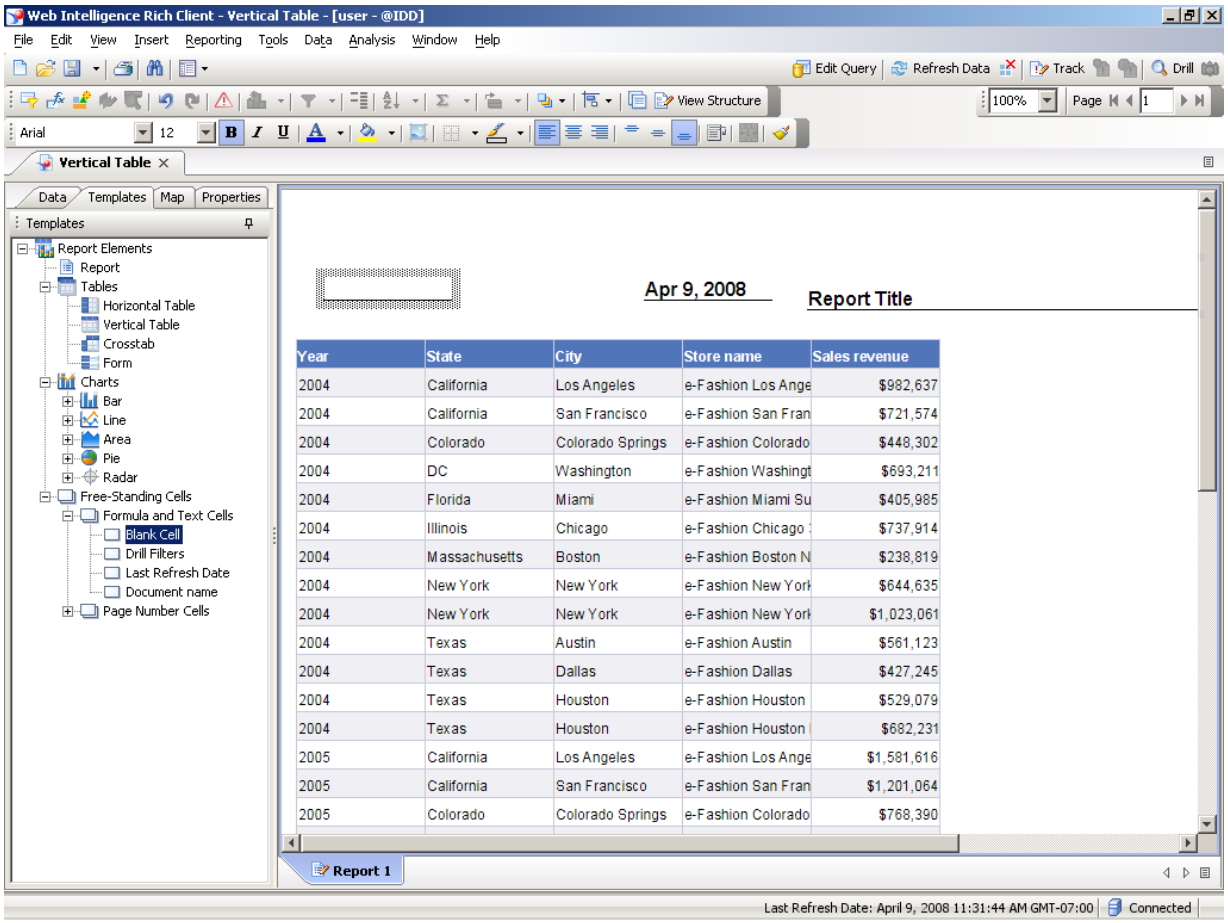

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13. Click the **Properties** tab.

Verify that the new cell is selected and highlighted in the Document zone and then move to the Properties tab.

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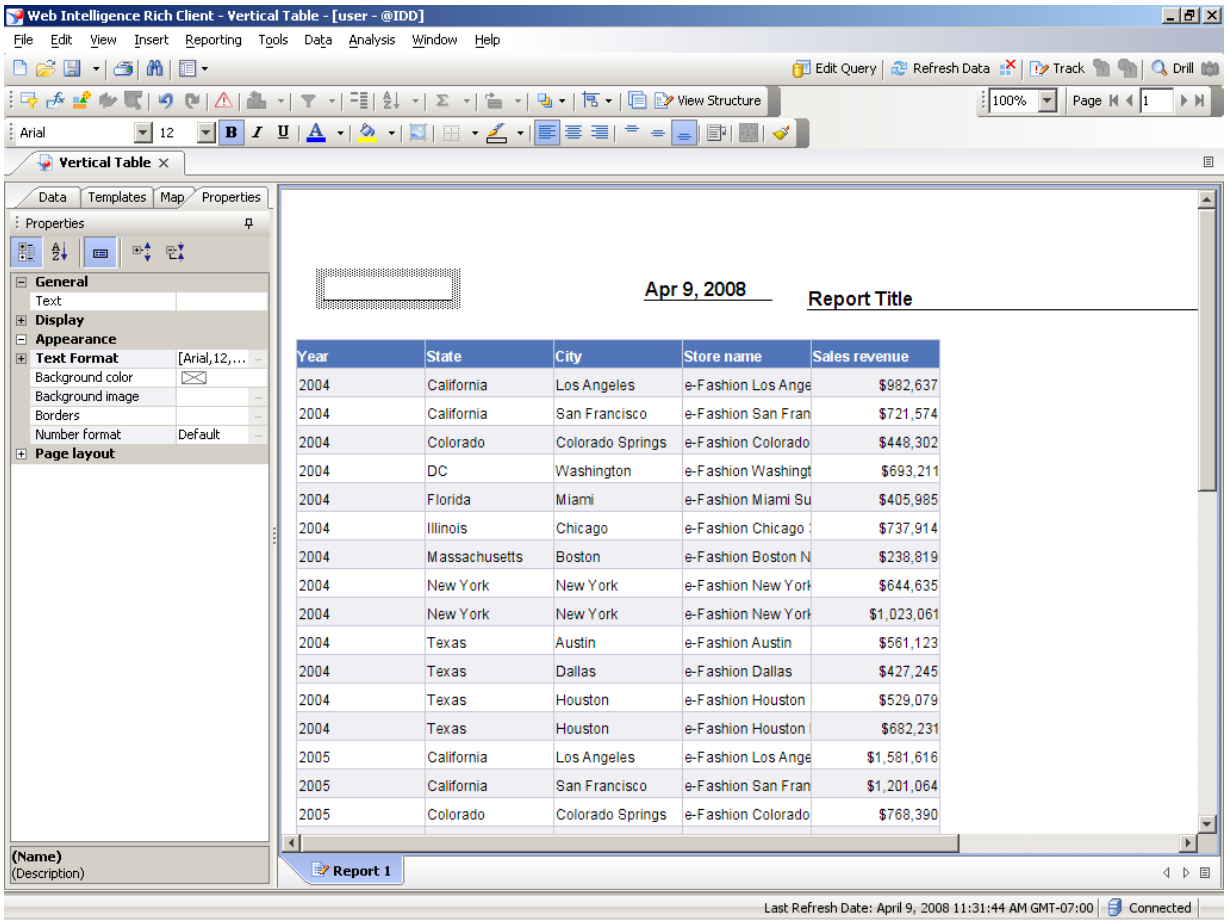

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14. Click in the **Text** field.

Select the Text edit area.

15. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** This data was last refreshed on:

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Type a label that explains that the date is the last date that this report has been refreshed.

Enter the desired information into the field.

17. Press [Enter] to continue.

The text appears in the blank cell; however, the text that appears in both new cells is too large and will not fit in the space available.

You can change the text style of both new cells at the same time.

Press **[Enter]** to continue.

18. Click the **text** cell.

Select both the text cell and the Last Refresh Date cell.

19. Press the **[Ctrl]** key and click the **date** object.

Select the next object as well.

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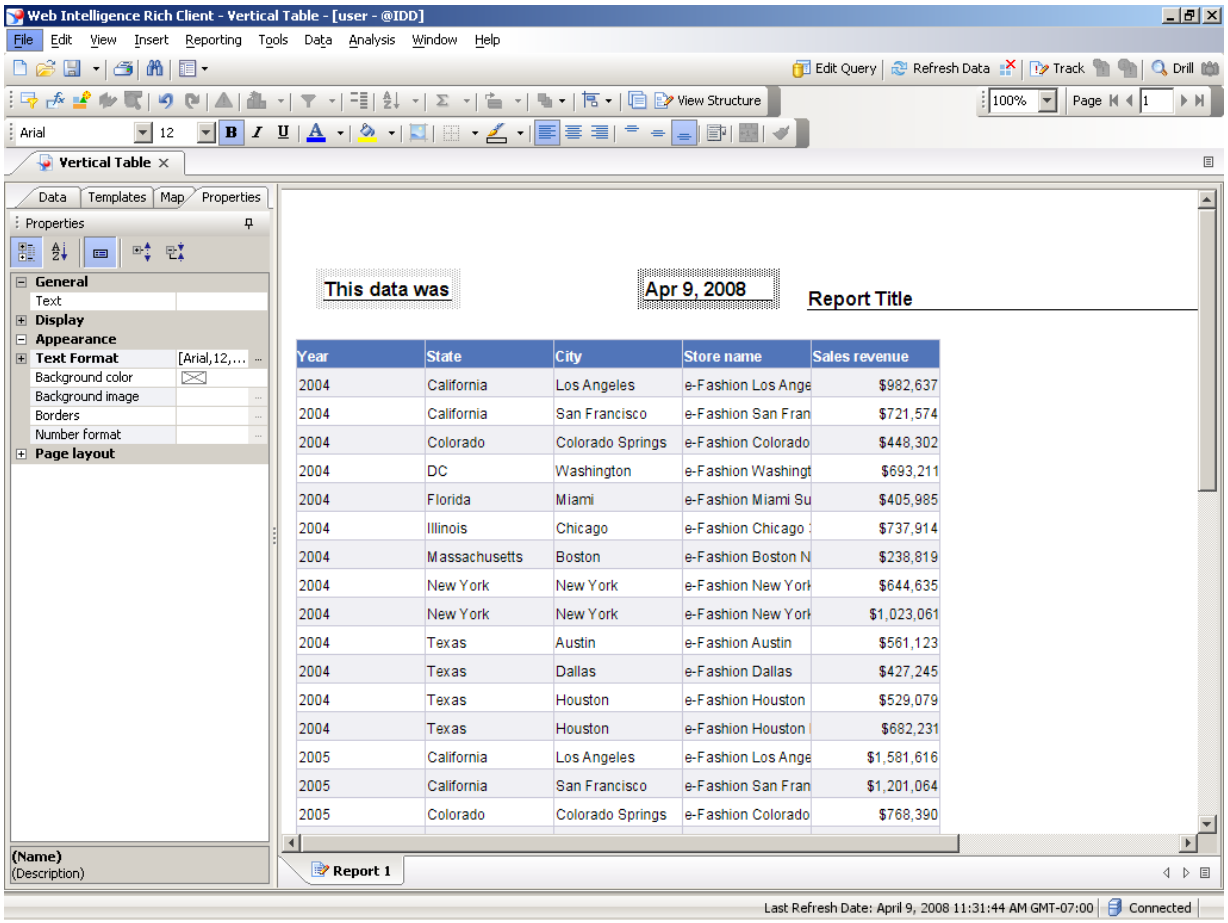
Empty Title



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20. Click **Text Format...** ...

The Text Format expand button allows you to change the format of the text in the cell.

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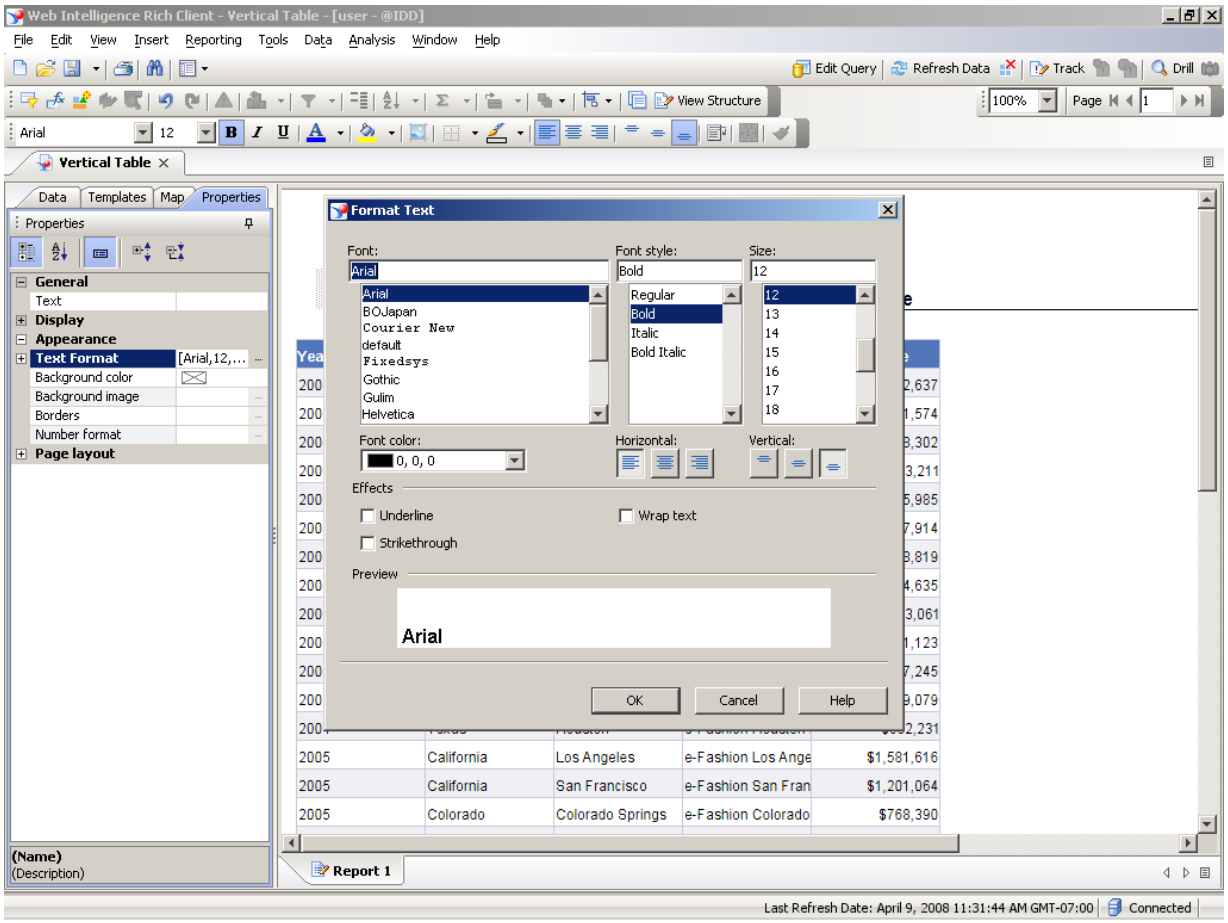
Format Text



21. Click to scroll up .

Change the font size for the two selected cells.

22. Click the **8** list item.

Select the 8 point font size.

23. Click **OK**.

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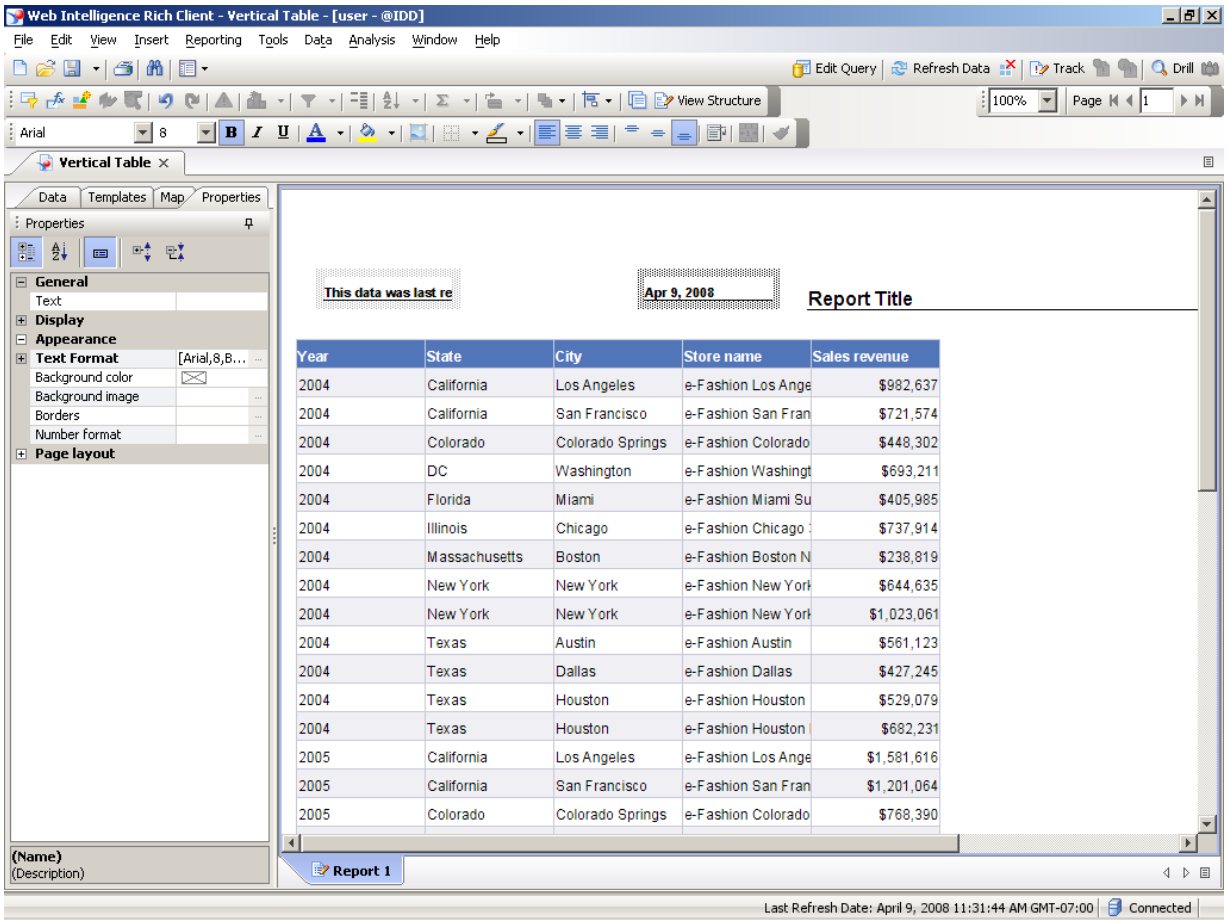

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24. Click the **Document Zone** object.

Clear the selection of the cells by clicking in the Document zone to the right of the table.

25. Click the **text** cell.

The text now appears in 8 point font; however, now you need to expand the text cell horizontally so that you can see the entire text label next to the Date cell.

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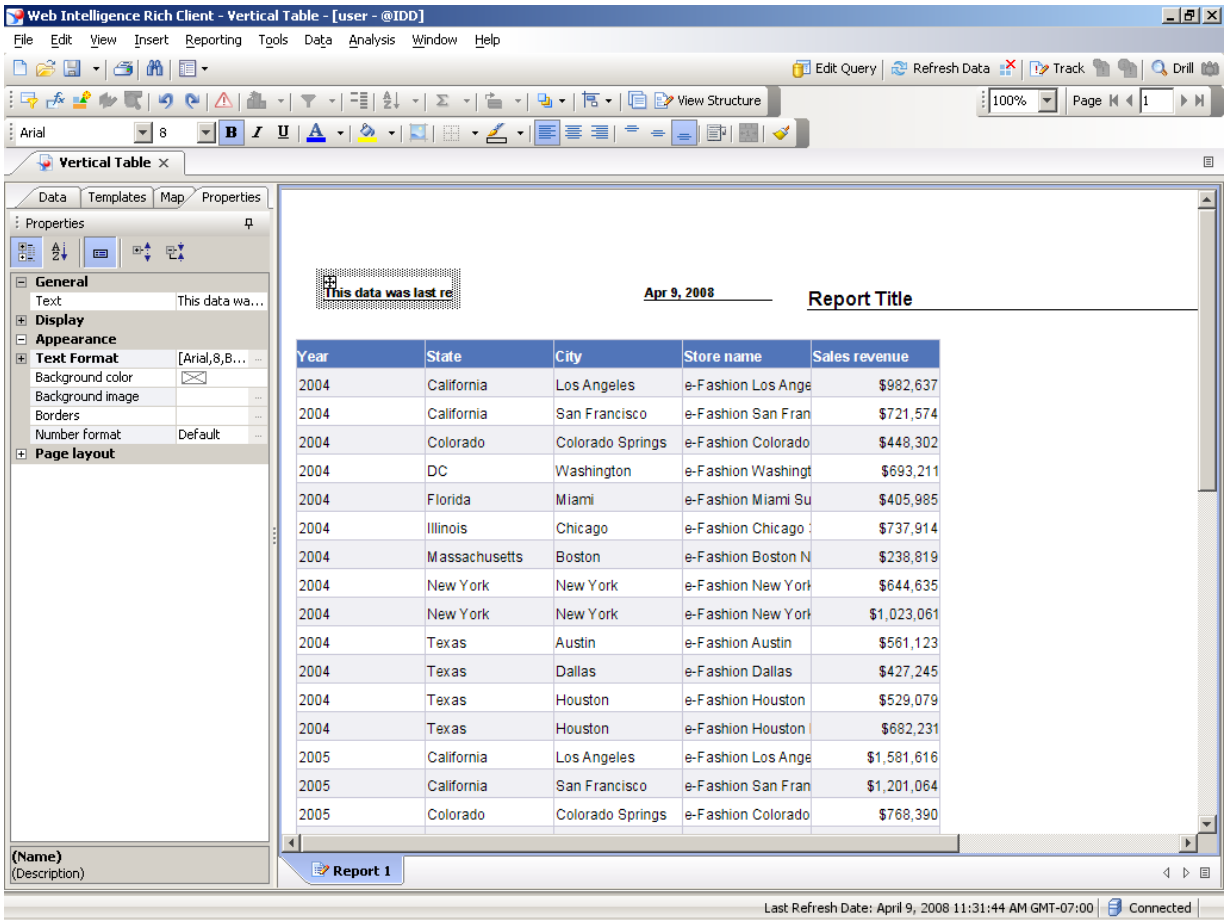

26. Position your cursor over the right border until the cursor turns into a double arrow and move the border to the right.

27. Click the **text** cell.

The text is now displayed in the appropriate size, but the three cells are not properly aligned.

You can align Report Title cell with both new cells by first selecting all three cells and then applying alignment formatting.

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28. Press the **[Ctrl]** key and click the **date** cell.
29. Press the **[Ctrl]** key and click the **Report Title** cell.
30. Click **Align blocks and cells**.
31. Click **Align Bottom**.
32. Click the **Document Zone** object.

    Clear the selection by clicking in the Document Zone.

33. Press [Enter] to continue.

    The cells are now properly aligned.

    Press **[Enter]** to continue.

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