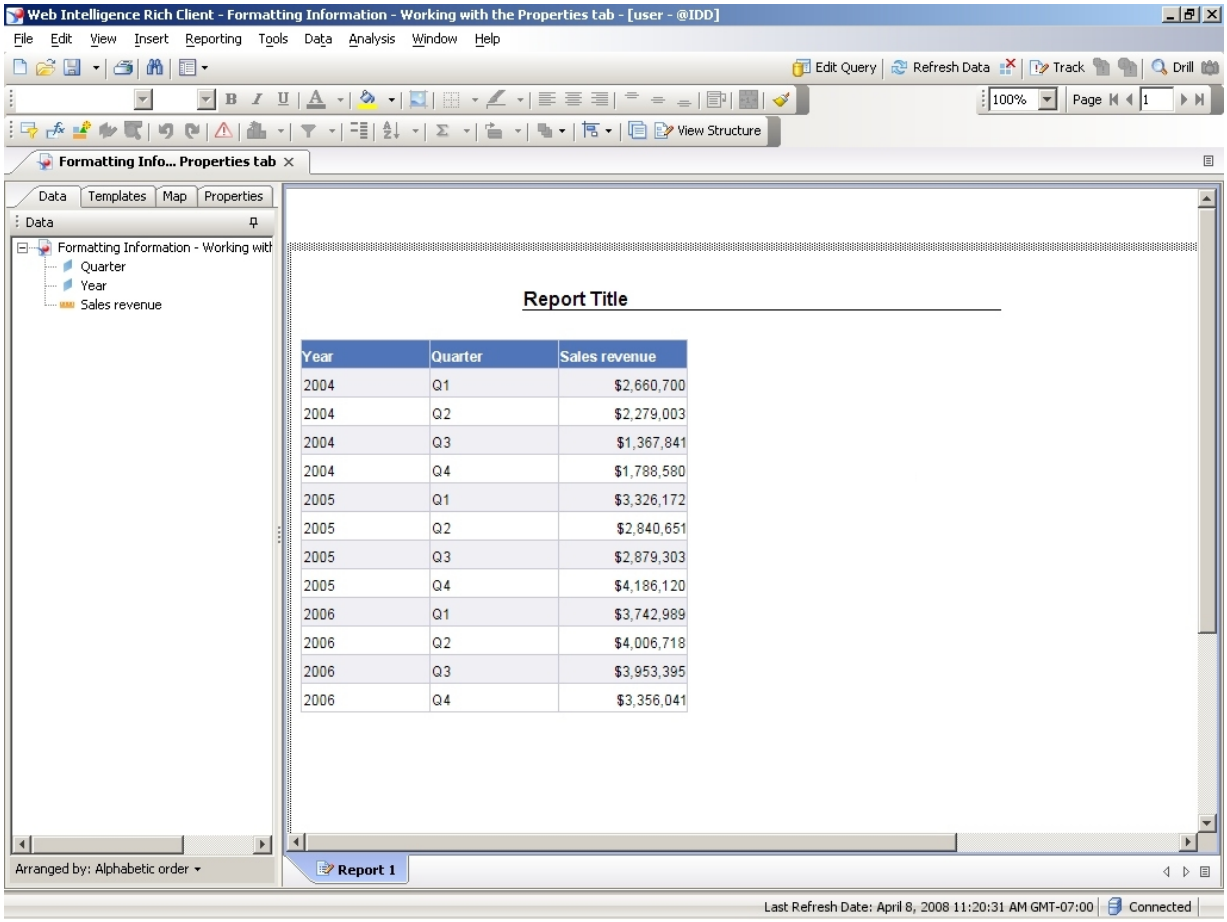
Procedure

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

Working with the Properties tab



2. Click **View Page Layout** .

   To view the document properties, you need to view the document in the page layout mode.

3. Click the **Properties** tab.

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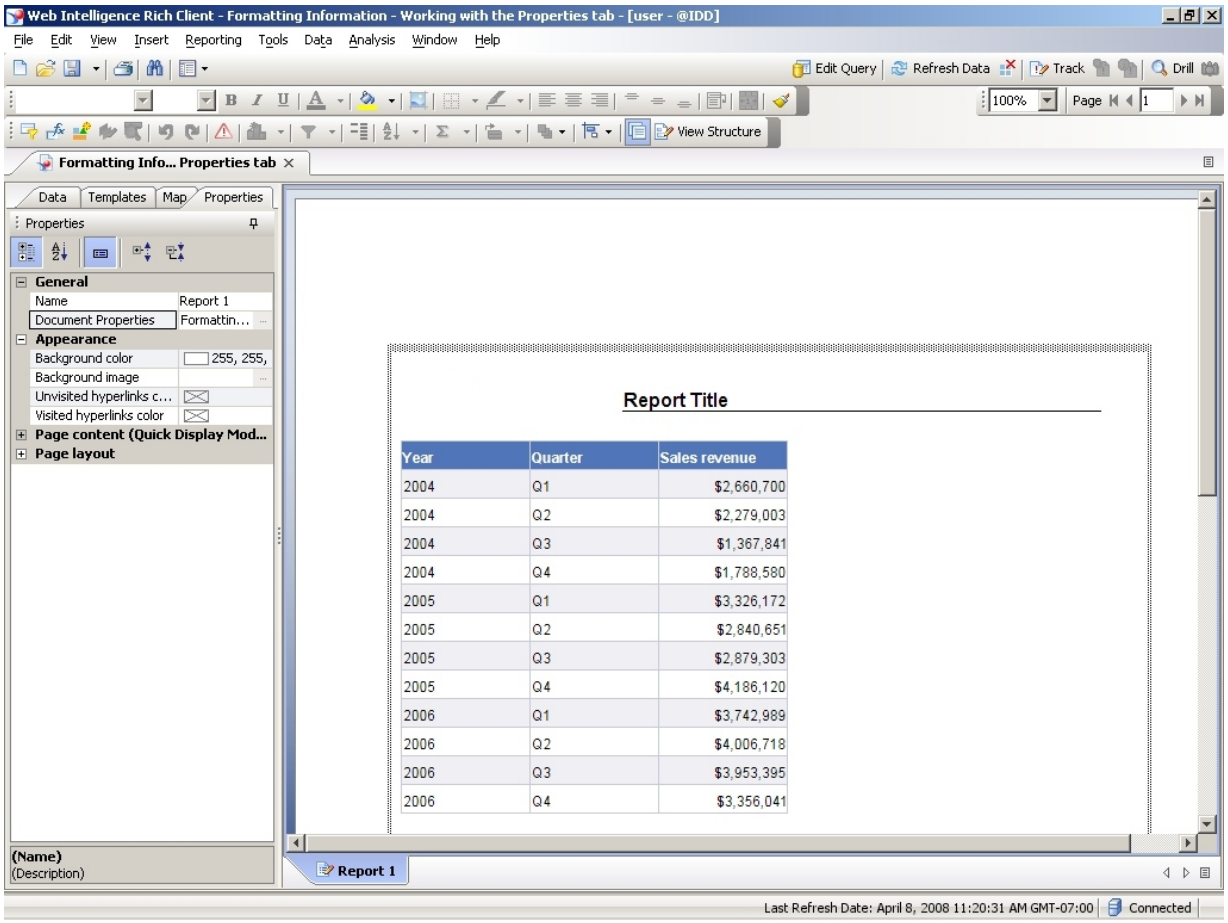
The report is now displayed in page layout mode and you can now see the changes to the report as you make them.

Working with the Properties tab



Year	Quarter	Sales revenue
2004	Q1	$2,660,700
2004	Q2	$2,279,003
2004	Q3	$1,367,841
2004	Q4	$1,788,580
2005	Q1	$3,326,172
2005	Q2	$2,840,651
2005	Q3	$2,879,303
2005	Q4	$4,186,120
2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

4. Click in the **Document Properties** field.

The Properties tab opens and displays the default properties set for the report you are currently viewing.

In the General properties section, the title of the report you are currently viewing appears in the Name zone. You can access a detailed properties listing from the Document properties zone.

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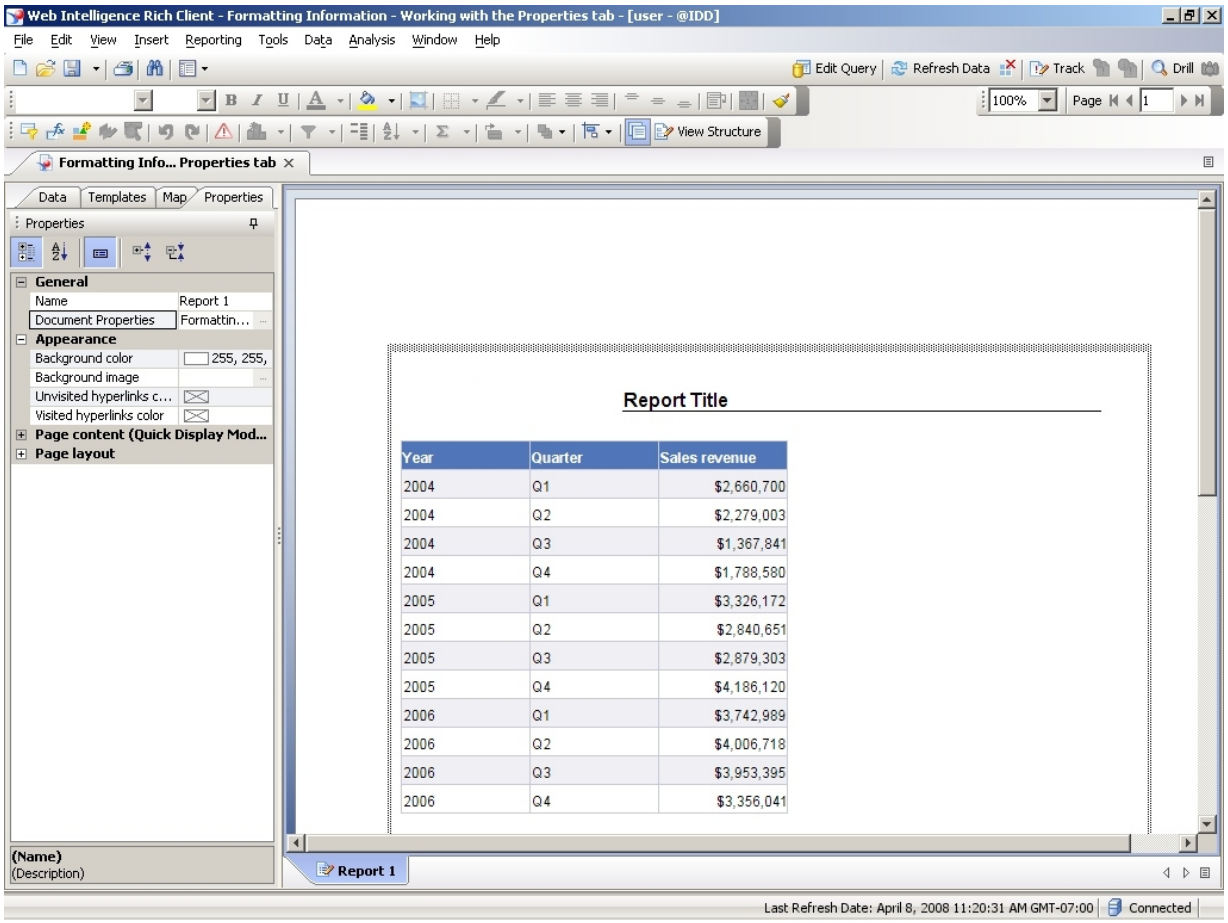
Web Intelligence Java Report Panel



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2006	Q3	$3,953,395
2006	Q4	$3,356,041

5. Click **Document Properties ...**.

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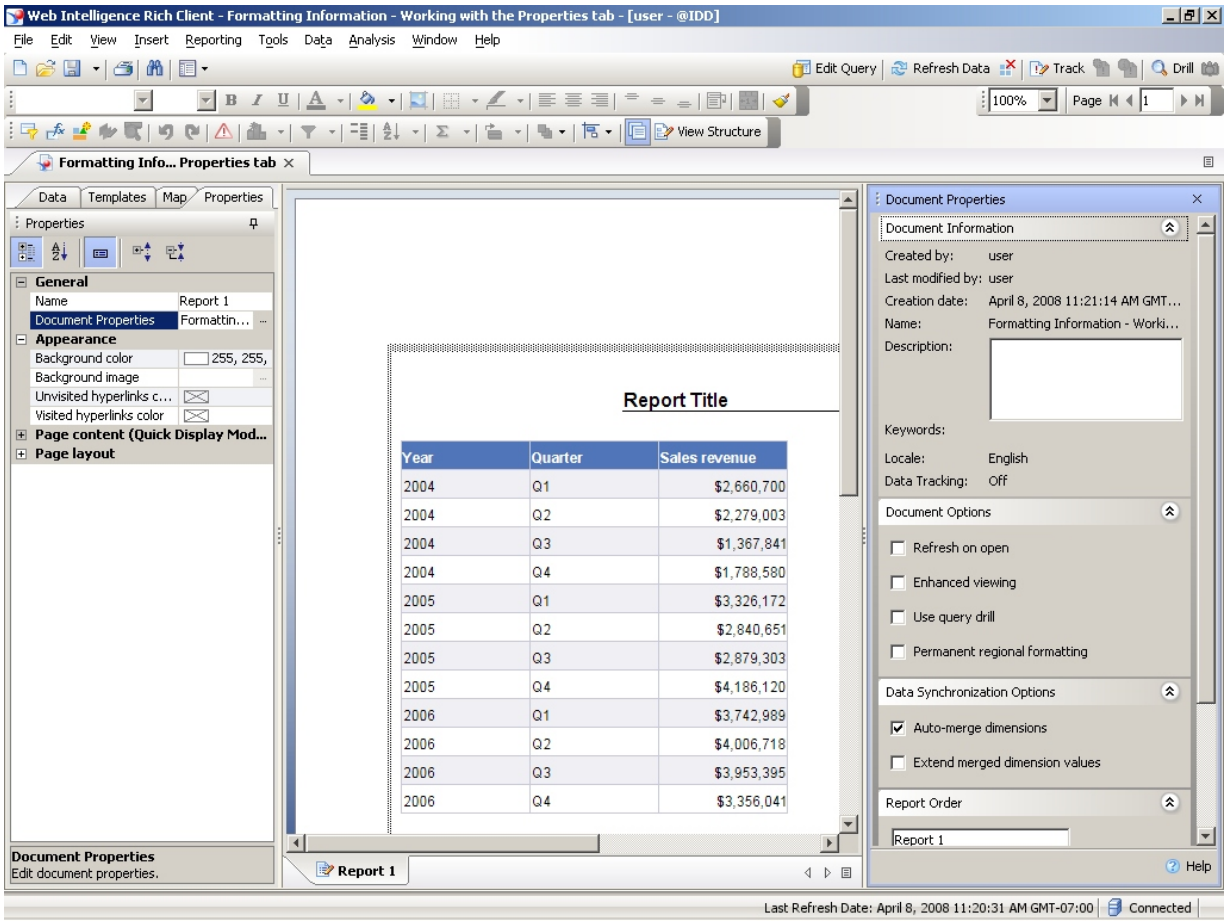
Working with the Properties tab



6. Press **[Enter]** to continue.

The Document Properties information appears to the far right of the document.

Press **[Enter]** to continue.

7. Press **[Enter]** to continue.

The Report Manager's Properties tab is organized into different sections. Each section provides various properties settings that you can modify, depending on the document element you have selected.

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Regardless of the document element you are formatting, you can choose to display the Properties sections using one of the Properties tab navigation buttons.

Press **[Enter]** to continue.

8. Click x to close **Document Properties** Press x to close **Document Properties**.

9. Click **Collapse**.

You can collapse the categorized view of the properties.

10. Click **Expand**.

You can expand the properties to view the contents of the categories.

11. Click **Alphabetic**.

You can change the categorized view to see the properties in an alphabetic sort listing.

12. Click **Show/Hide Description Area**.

You can show or hide the description of the properties. This description displays in the bottom of the properties list.

13. Press [Enter] to continue.

The description is no longer visible.

Press **[Enter]** to continue.

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