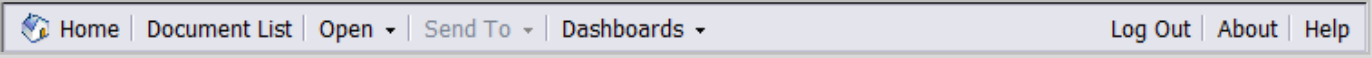

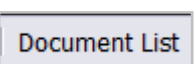
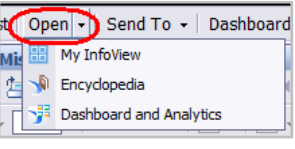
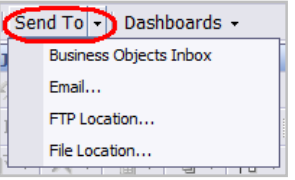
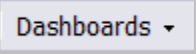
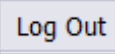


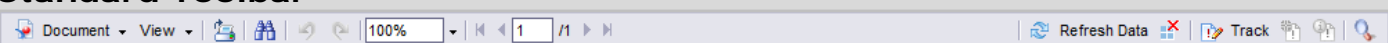
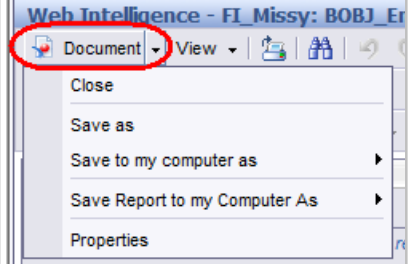
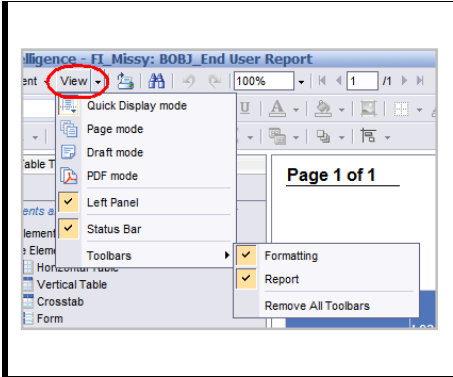






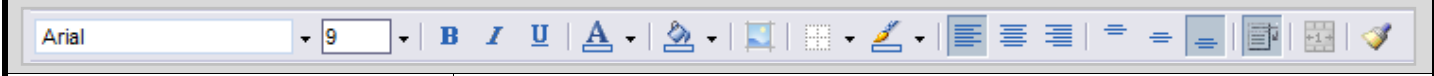
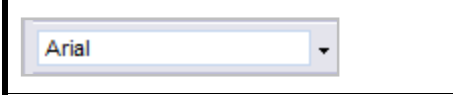




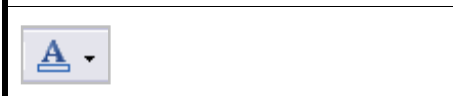













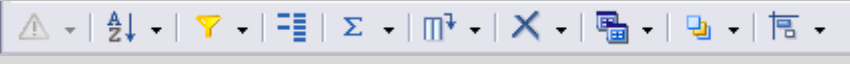

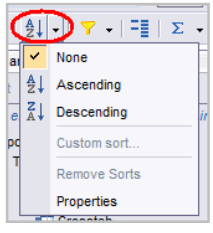
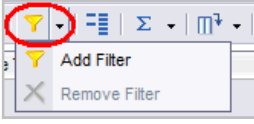

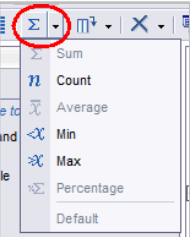
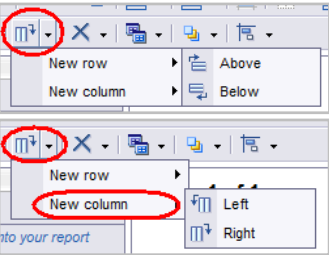
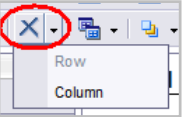
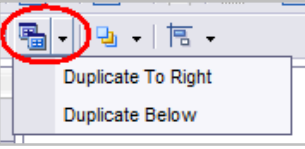
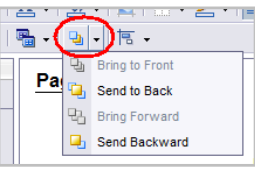

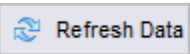

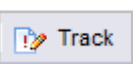


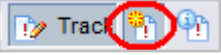


Icon	Description
<b>Infoview Toolbar</b> 	
	<p><b>Home</b> – Use to go to the main Business Objects home page</p>
	<p><b>Document List</b> – Use to go to the list of Business Objects documents in either your Favorites folder or the Public folders</p>
	<p><b>Open</b> – Options include:</p> <ul style="list-style-type: none"> <li>• My Infoview</li> <li>• Encyclopedia (Future enhancement)</li> <li>• Dashboard and Analytics (Future enhancement)</li> </ul>
	<p><b>Send To</b> – Options include:</p> <ul style="list-style-type: none"> <li>• Business Objects inbox</li> <li>• Email</li> <li>• FTP location (Disabled)</li> <li>• File location</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Dashboards</b> – Provides access to dashboards (Future enhancement)</li> </ul>
	<p><b>Log Out</b> – Use to log out of Business Objects</p>
	<p><b>About</b> – Provides information about Business Objects software</p>
	<p><b>Help</b> – Provides Business Objects help</p>
<b>Standard Toolbar</b> 	
	<p><b>Document actions</b> – Actions include:</p> <ul style="list-style-type: none"> <li>• Closing the current document</li> <li>• Saving the document</li> <li>• Saving the document to your computer</li> <li>• Saving the report to your computer</li> <li>• Viewing the document properties</li> </ul>

	<p><b>View</b> – View options include:</p> <ul style="list-style-type: none"> <li>• Quick display mode</li> <li>• Page mode</li> <li>• Draft mode</li> <li>• PDF mode</li> <li>• Left panel toggle</li> <li>• Status bar toggle</li> <li>• Formatting toolbar toggle</li> <li>• Report toolbar toggle</li> </ul>
	<p><b>Export to PDF for printing</b> – Use to export the report in pdf format</p>
	<p><b>Find text in tables and cells on this page</b> – Use to find specific text within either the table or cells within the current page of the report</p>
	<p><b>Undo</b> – Undo the last step(s) made to the report since the last time it was saved</p>
	<p><b>Redo</b> - Redo the last step(s) that was undone</p>
	<p><b>Zoom</b> – Use to zoom in or out to view the report</p>
	<p><b>Page number</b> – Use to move through the pages of the report</p>
<p><b>Formatting Toolbar</b></p>	
	
	<p><b>Font name</b> – Use to change the font of the data in the tables, cells, title, etc.</p>
	<p><b>Font size</b> – Use to change the font size of the data in the tables, cells, title, etc.</p>
	<p><b>Bold</b> - Allows you to bold any data in the report</p>
	<p><b>Italics</b> - Allows you to italicize any data in the report</p>
	<p><b>Underline</b> - Allows you to underline any data in the report</p>
	<p><b>Text color</b> – Use to change the color of any text in the report</p>
	<p><b>Background color</b> – Use to change the background color of a table or table cell</p>

# BOBJ Web Toolbar

	<b>Background image</b> – Use to add a background image to the header, footer, table, table cell, etc.
	<b>Borders</b> – Use to add borders to your report title, table, etc.
	<b>Border color</b> – Use to add color to the borders on your report title, table, etc.
	<b>Align left</b> – Use to align text on the left
	<b>Align center</b> – Use to align text in the center
	<b>Align right</b> – Use to align text on the right
	<b>Align top</b> – Use to align text on the top
	<b>Align middle</b> – Use to align text in the middle
	<b>Align bottom</b> – Use to align text on the bottom
	<b>Wrap text</b> – Use to wrap text in a cell
	<b>Merge or split cells</b> – Use to merge or split cells
	<b>Format painter</b> – Use to copy text formatting from one area of the report to another area
<b>Reporting Toolbar</b> 	
	<b>Activate or deactivate an alert</b> – Use to draw attention to a block of data by highlighting or by displaying a message near the cell
	<b>Sort</b> – Options include: <ul style="list-style-type: none"> <li>• Sort ascending</li> <li>• Sort Descending</li> <li>• Custom sort</li> <li>• Remove sorts</li> <li>• Set sort properties</li> </ul>
	<b>Apply filter</b> - Use to add a filter or to remove an applied filter

	<p><b>Insert break to group results on</b> – Use to group results into smaller sections</p>
	<p><b>Add or remove calculations</b> – Options include:</p> <ul style="list-style-type: none"> <li>• Sum</li> <li>• Count</li> <li>• Average</li> <li>• Min</li> <li>• Max</li> <li>• Percentage</li> <li>• Default (Sum)</li> </ul>
	<p><b>Insert</b> – Use to insert a new row or column into your table</p>
	<p><b>Remove</b> – Use to remove a row or column</p>
	<p><b>Duplicate this table or chart</b> – Use to duplicate a table or chart to the right or below the current table or chart</p>
	<p><b>Order</b> – Use to bring a block or item (such as the title) forward or backward of another block or item</p>
	<p><b>Align blocks and cells</b> – Use to align various blocks or cells</p>
	<p><b>Refresh data</b> – Use to refresh data</p> <p><b>Note:</b> See the <b>Report Display</b> QRC for more details.</p>
	<p><b>Purge data</b></p>
	<p><b>Activate data tracking</b> – Use to track data changes</p> <p><b>Note:</b> See the <b>Report Display – Track Data Changes</b> QRC for more details.</p>

	<b>Hide Changes</b> – Use to hide tracking changes
	<b>Data Tracking Options</b> – Use to change the formatting of the tracking
	<b>Start/End Drill mode</b> – Allows you to drill to data beneath charts