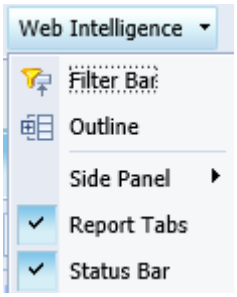
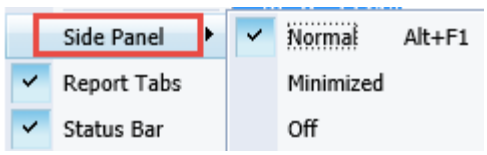
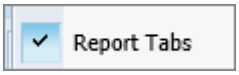
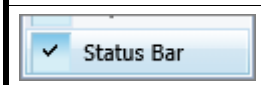
Quick Reference Card

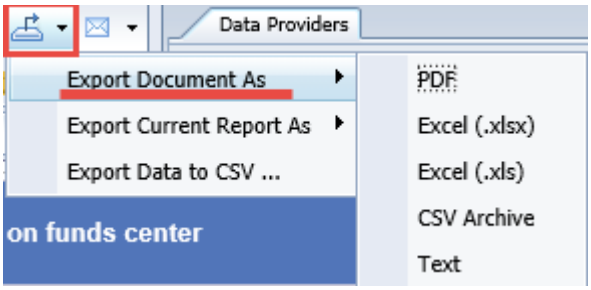
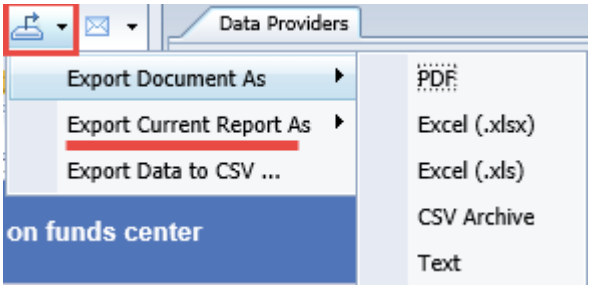
Business Objects – Toolbar Reading Mode

Icon	Description
	Open in a new window
	Pin / Unpin this tab
	Close this tab

Toolbar

	Change the view mode or modify the current view
	Show or hide Report Filter toolbar
	This option shows or hides the Outline
	Indicates if the Side Panel is normal, minimized, or off
	Show or hide Report Tabs
	Show or hide the Status Bar

Business Objects – Toolbar Reading Mode

	New – create a new document
	Open – Open a document • Select a Folder • Select a Document • Select Open
	Save – Click the icon to save the document **Save As** – Click the arrow to display more save options
	Print – Click the icon to print the document Select the arrow to display more print options
	Find – Find text in tables and cells on this page
	History – List of dates corresponding to the instances of the scheduled document
	Export – Export to my computer in PDF, Excel or CSV format.
	**Export Document As –** a document can include multiple reports shown as tabs in the document
	**Export Current Report As –** a report is an individual tab on the document

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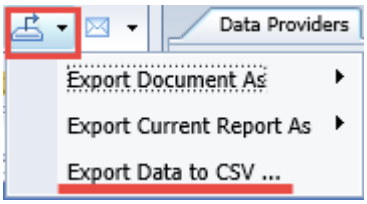
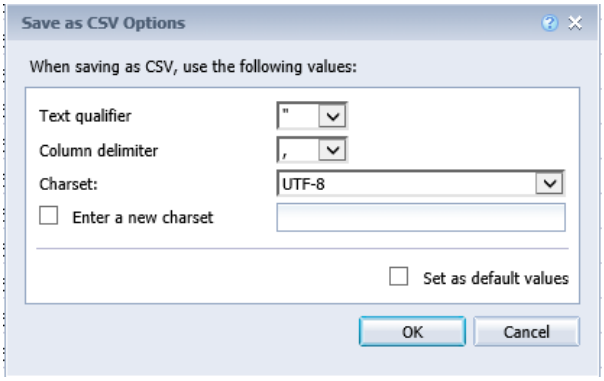
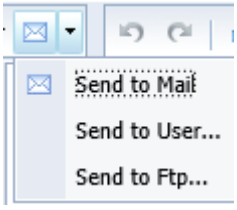
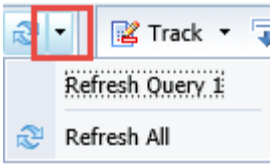
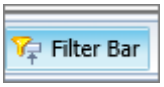
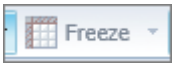
 	**Export Data to CSV –** select your options
	**Send to** – options are not enabled
	Undo previous actions
	Redo previous actions
	Refresh all the queries and document
	Refresh one or all data providers
	Activate or deactivate data tracking mode
	Navigate the report by hierarchy
	Show or hide Report Filter toolbar
	Keep the header or a portion of the table visible while the rest of the table scrolls.
	Show or hide the Outline

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