

Conditional Formatting

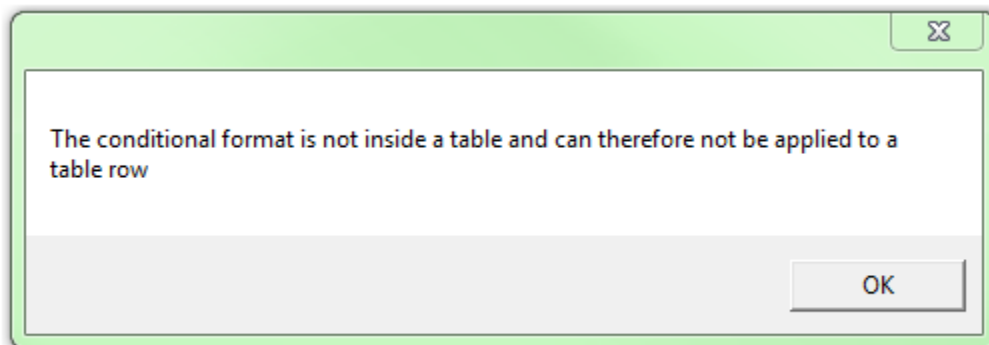
This demonstration shows how to format a column in a table based on certain conditions. The table has two fields, D.DESCR (labeled Country Name) and C.COUNTRY (labeled Count of Individuals):

Country Name	Count of Individuals
F.D.DESCR	C.COUNTRYE

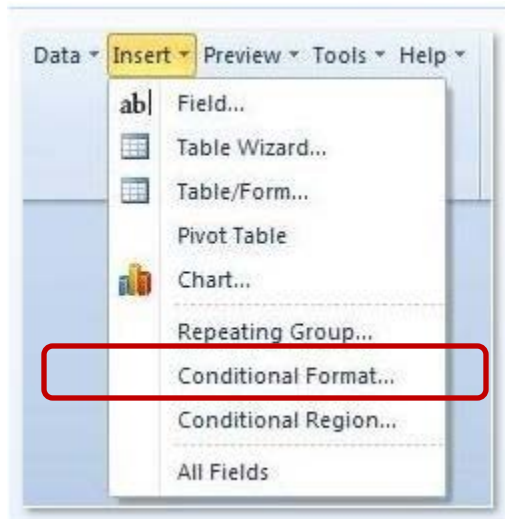
When initially previewed (using real data), the first few rows of the table appear as follows:

Country Name	Count of Individuals
Argentina	4
Bangladesh	20
Bulgaria	2
Bahamas	2
Brazil	2
Bhutan	2
Canada	4
China	36

1. To apply conditional formatting to a row or column within a table, first position the cursor in the table. *NOTE: If you are outside the table when you try to select conditional formatting from the menu, you will receive an error message.*

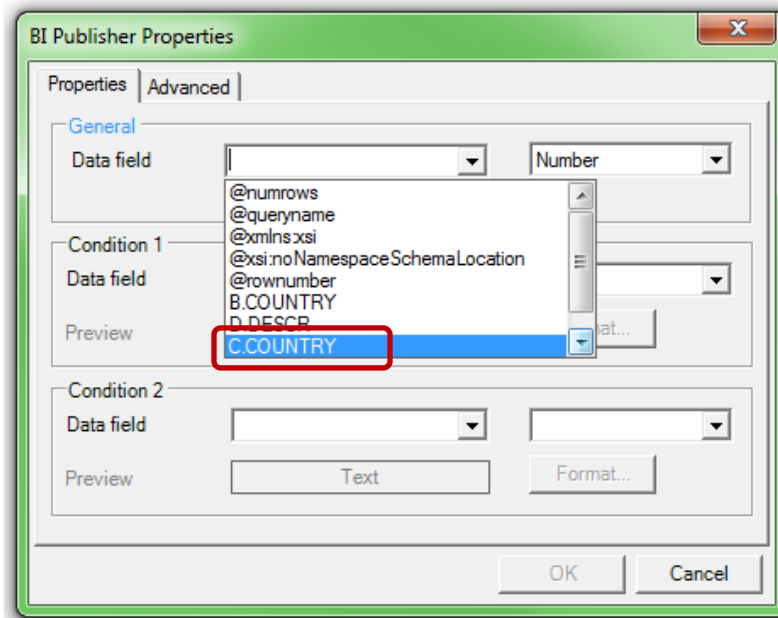


2. From the Insert menu, select Conditional Format:

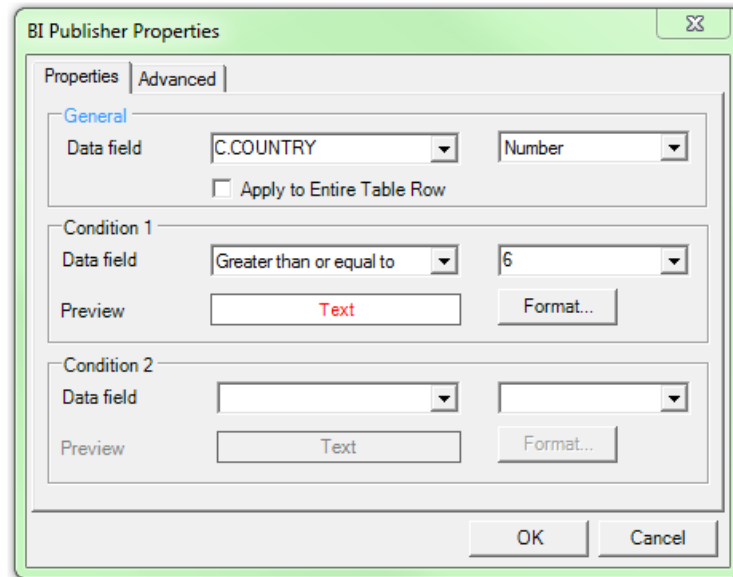


3. Click on the Data field dropdown box and select the field to be used for conditional formatting. (The data type of the field may be changed using the dropdown box next to the Data field dropdown.)

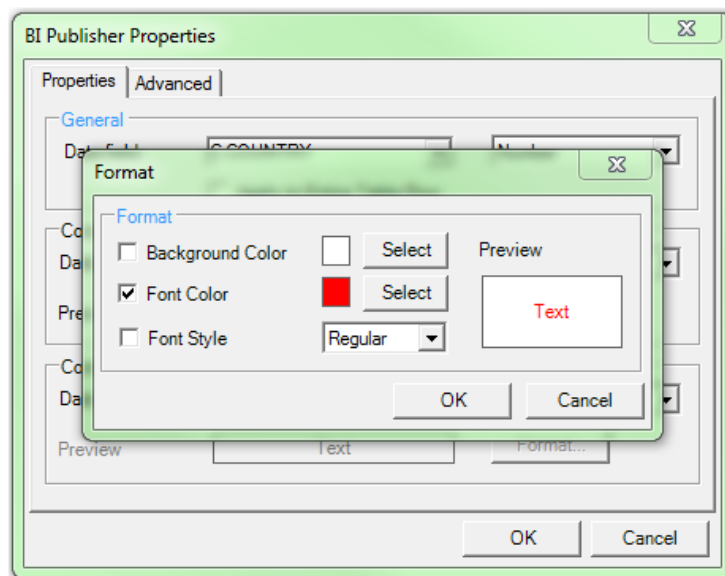
Country Name	Count of Individuals
F.D.DESCR	C.COUNTRYE

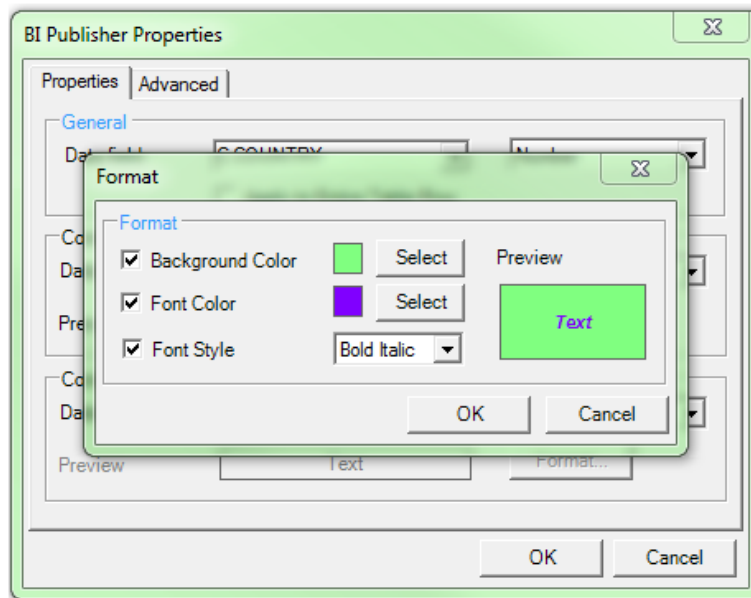


4. Next select the comparison operator.
 - a. Note that before you populate the next field, the Preview Text field is grayed out.
 - b. Once you complete either of the next two steps, the Text box will have red text on a white background.
5. You can either select another field to compare to or you can type in a value. Then select the Format button. In this example Condition 1 is greater than or equal to 6.



6. From the Format dialog, you can set the table cell background color, font color and the font style to be displayed when the condition is met.





7. Click OK to close the Format dialog.
8. Take a look at the table. You'll see that there is an extra letter after D.DESCR. It is a "C," which indicates conditional formatting. It is in this field since the cursor was placed there when the Insert > Field dialog was opened. Since the "C" is in the first column only, that is the column that will display with the new format. Likewise, if the cursor had been in the C.COUNTRY area, the formatting would appear there.

Country Name	Count of Individuals
F D.DESCR C	C.COUNTRY E

9. Now run Preview.



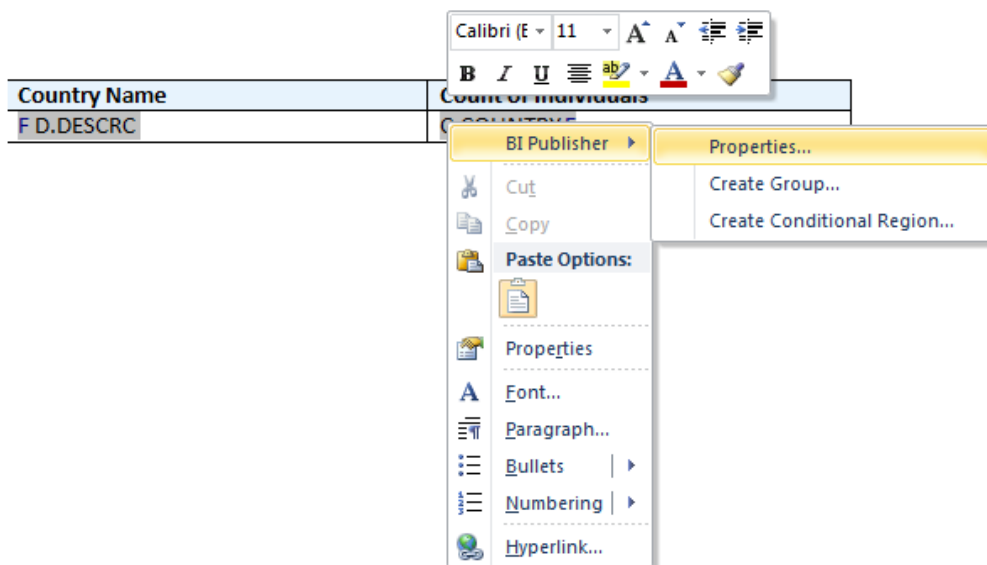
10. In the first few rows shown here, notice all the rows with a Count of Individuals greater than or equal to 6 are conditionally formatted in the first column.

Country Name	Count of Individuals
Argentina	4
Bangladesh	20
Bulgaria	2
Bahamas	2
Brazil	2
Bhutan	2
Canada	4
China	36

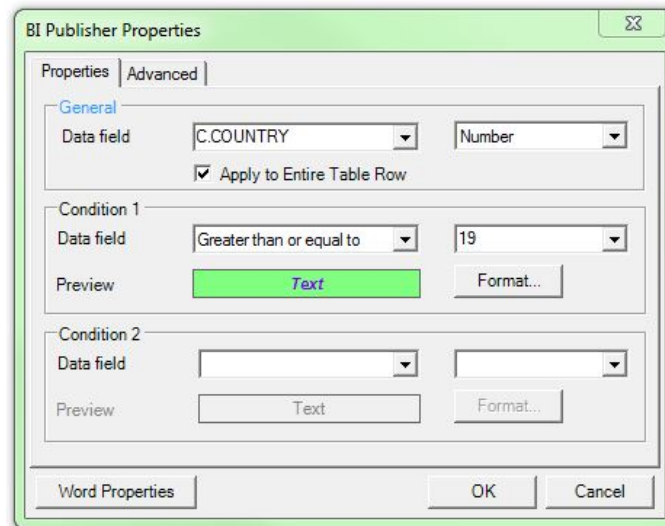
11. To change the formatting, right-click on the "C" in the template.

Country Name
F D.DESCR C

12. This will open the BI Publisher pop-up menu. Select BI Publisher > Properties.



13. In this example, we changed the amount from greater than or equal to 6 to greater than or equal to 19, and selected the checkbox next to Apply to Entire Table Row. Now the formatting applies to the entire row, not just one column.



14. Preview again to see the adjusted results.

Country Name	Count of Individuals
Argentina	4
Bangladesh	20
Bulgaria	2
Bahamas	2
Brazil	2
Bhutan	2
Canada	4
China	36
Colombia	2