View Menu Option

Field Selector
Tabs
Reset
User Preferences
View – Field Selector

The Available Fields grid contains all columns that may be applied to this DataBook. The Current DataBook Fields grid contains all columns currently displayed in the DataBook.

**Add Field/Add All:** To add highlighted fields or all fields to DataBook. A double click on the column name will also move it to the Current DataBook Fields grid.

**Remove Field/Remove All:** To remove columns from the current DataBook.

**Display Text:** Click in the field and type a new name to rename the column in the DataBook.

**Move Up/Move Down:** Reposition the column in the DataBook. You may also drag and drop a field to another position.

**Hide:** Check the box to allow the field for use in a filter, group or sort but to hide it from view as a column in the DataBook.
View – Tabs

Click on any **Tab** option to toggle the checkmark on or off. If it is not checked, the tab will not show as an option in the DataBook.
View – Reset

**Reset Column Widths:** Returns all column sizes back to the default. The default is the longest value within the data or the header.

**Reset All:** Returns all columns sizes back to the default. Reset All also removes all groups, sorts, filters and column functions.
User Preferences allows you to apply some defaults to the current DataBook.

**Show Grand Total:** Display a grand total of any calculated field. Check the box if a grand total is desired.

**Freeze Grand Total on Data Tab:** Continue to show the Grand Total while scrolling through data.

**Extend Last Column to Full Page Width:** When the DataBook columns do not extend the entire width of the screen, check the box to enlarge the column to the remaining width of the page. Do not check the box to have the last field of the DataBook retain the default size of the field.
Show Empty Columns in Summary Mode: When un-checked, only the columns containing data from Column Header Functions or that are defined as “Always Show” will be displayed when there is a Group defined as Summary.

Allow Filters to be Subgrouped: This allows for advanced grouping of filters on this DataBook.

Filters are Restrictive: When checked each consecutive filter is restricted by the pre-existing filters.

Page Size: Define the number of rows displayed in a single DataBook page, from 100 to 20,000.