

## What is conditional formatting?

In a Web Intelligence reporting document, conditional formatting can be applied to highlight values that meet a specific set of criteria. The formatting can be customized to draw attention to values that meet the criteria.

## When would conditional formatting be used?

Conditional formatting can be used to find blank cells or data and apply formatting to highlight those cells that meet specified conditions.

## How to apply conditional formatting:

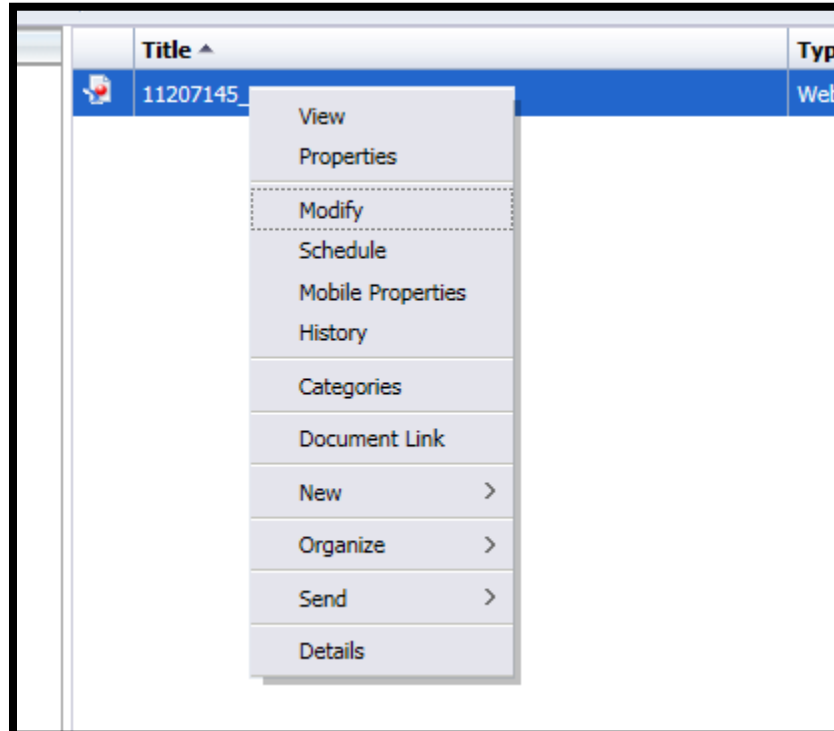
When customizing formatting, three areas can be modified:

**Text** – Font, type, size, color, underline, strikethrough

**Background** – Color, skin, image from URL, image from file

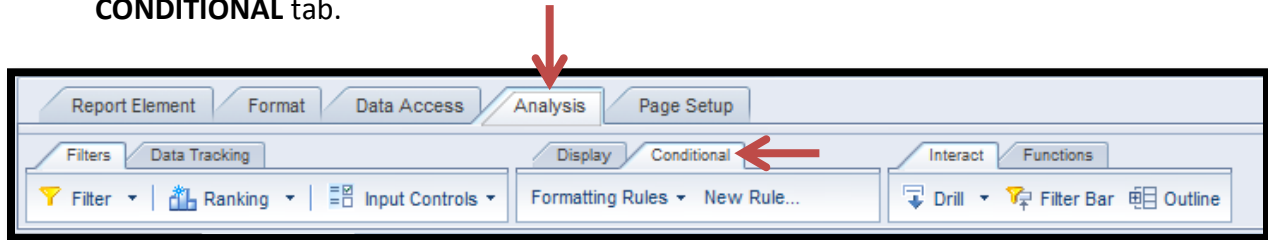
**Border** – One or more sides, border size, color

1. Right-click on the document that you want to format and choose **MODIFY**.



## How to use and apply Conditional Formatting

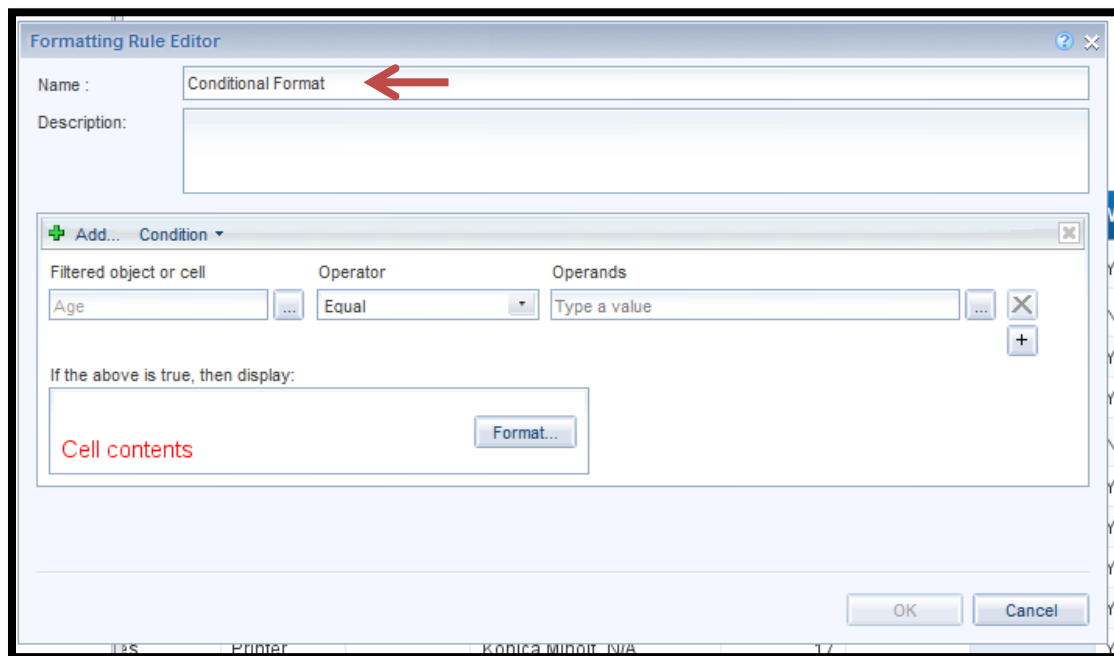
2. Click the **ANALYSIS** tab on the ribbon toolbar in the Applet viewer and then click the **CONDITIONAL** tab.



3. Click the **NEW RULE** button in the **CONDITIONAL** tab. Clicking the **NEW RULE** button will launch the **FORMATTING RULE EDITOR** window.



4. In this window, modify the following settings to set up criteria for the new conditional format rule:
  - a. **Name** – Give the conditional rule a descriptive and unique name.



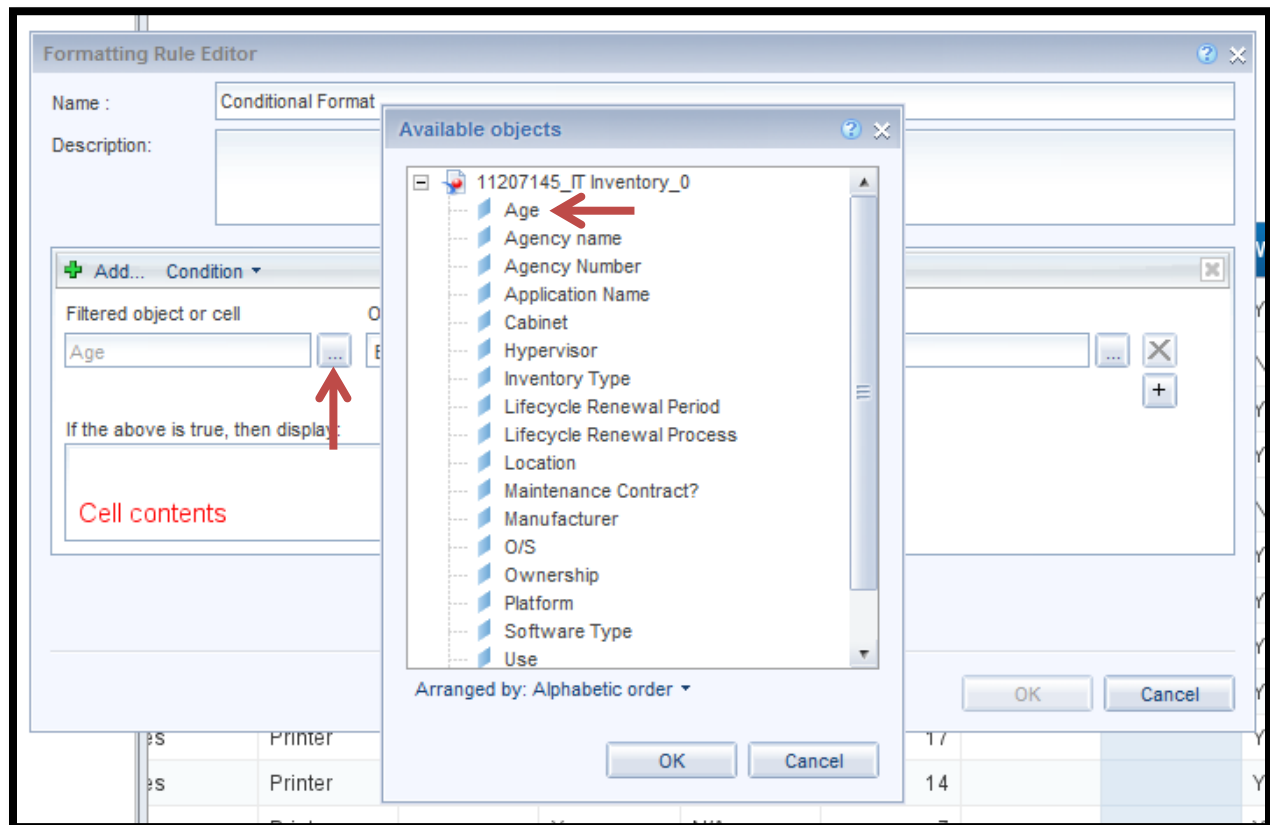
## How to use and apply Conditional Formatting

- b. **Description** – Enter a clear description of what each conditional rule will perform.

The screenshot shows the 'Formatting Rule Editor' dialog box. At the top, the 'Name' field is set to 'Conditional Format'. Below it, the 'Description' field is empty, with a red arrow pointing to it. A 'Condition' section is visible, showing a table with columns for 'Filtered object or cell', 'Operator', and 'Operands'. The first row contains 'Age', 'Equal', and 'Type a value'. Below the condition table, there is a section for the display rule: 'If the above is true, then display:' followed by a text box containing 'Cell contents' and a 'Format...' button. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

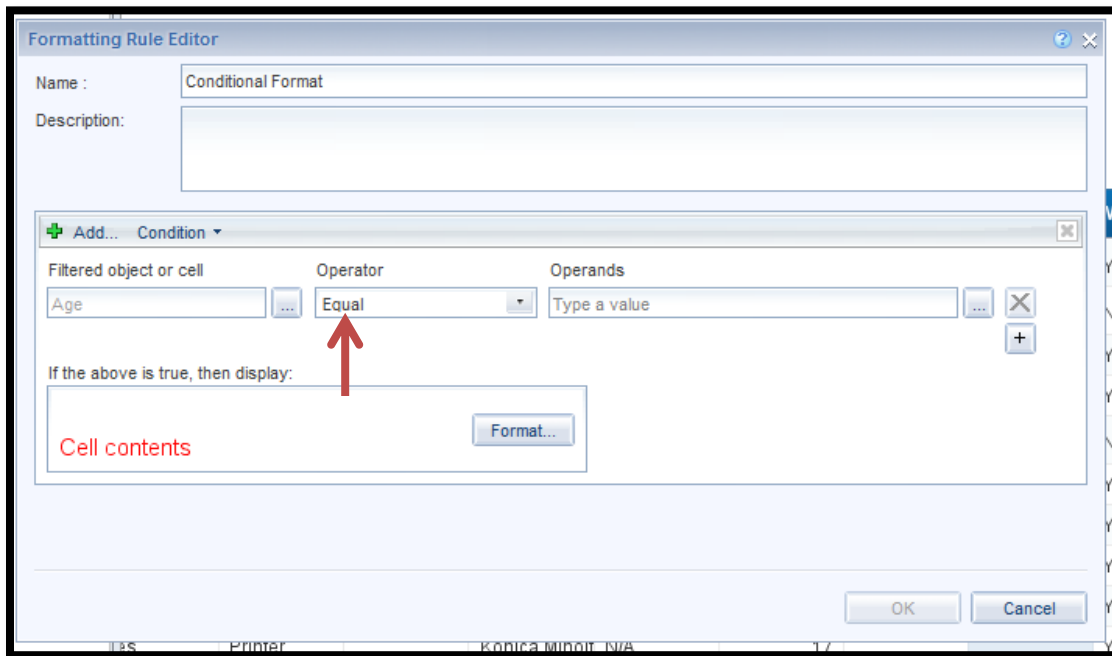
## How to use and apply Conditional Formatting

- c. **Filtered Object or Cell** – Select the filter or result object to be evaluated by clicking on the more button. Choose **SELECT AN OBJECT OR VARIABLE** or **CELL CONTENTS** and select the filter that you want to evaluate.



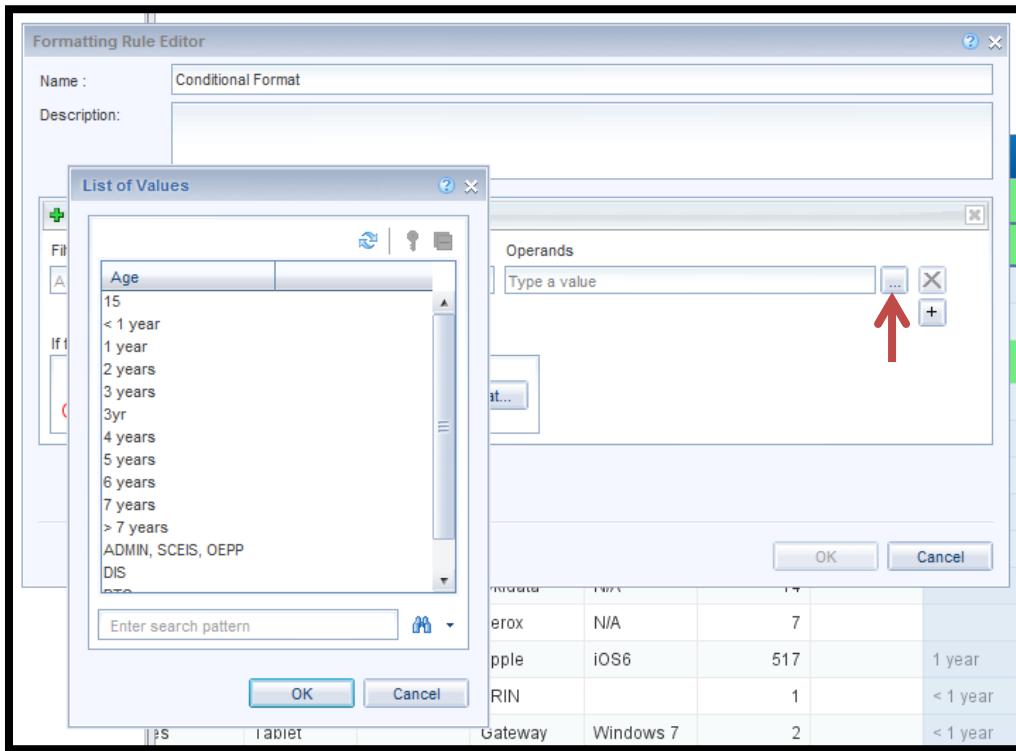
## How to use and apply Conditional Formatting

- d. **Operator** – Select the operator to be used.



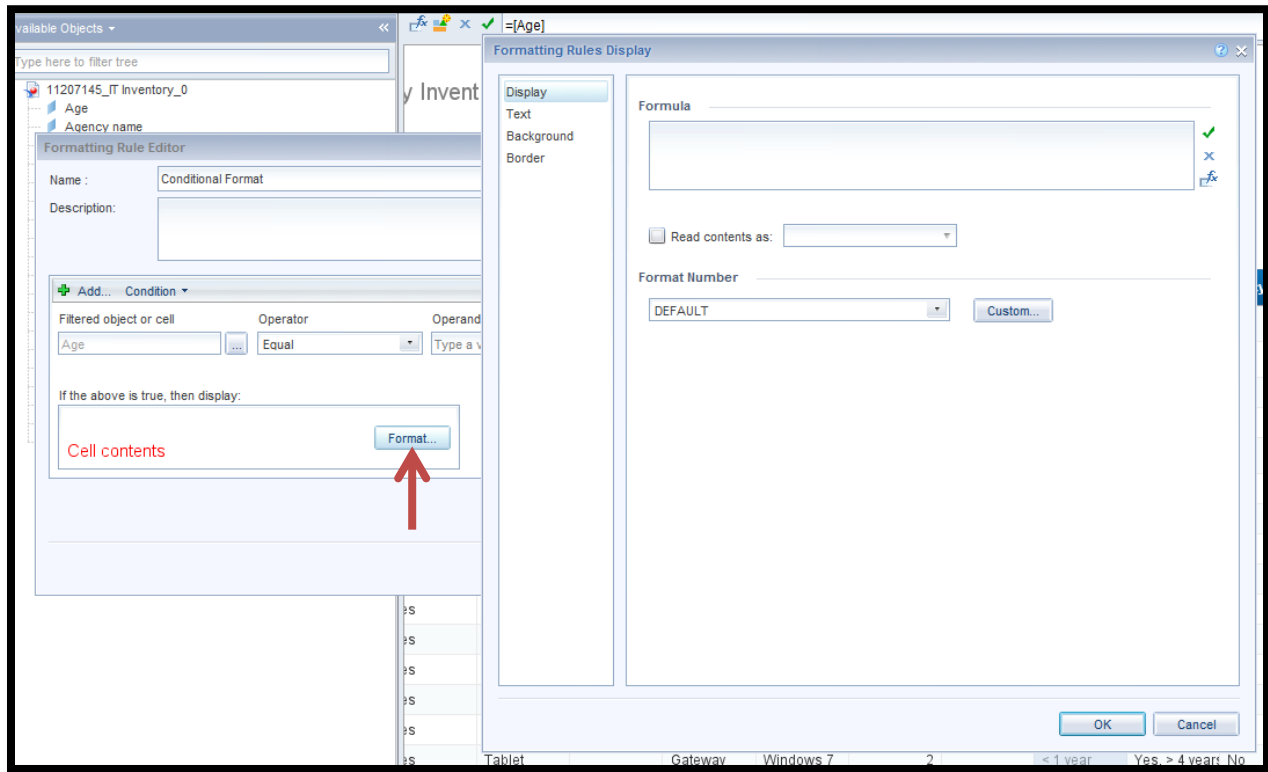
## How to use and apply Conditional Formatting

- e. **Operands** – Enter a value to represent the target or threshold to trigger the conditional format. Click on the more button and choose **SELECT AN OBJECT OR VARIABLE** or **CELL CONTENTS** and select the target value.



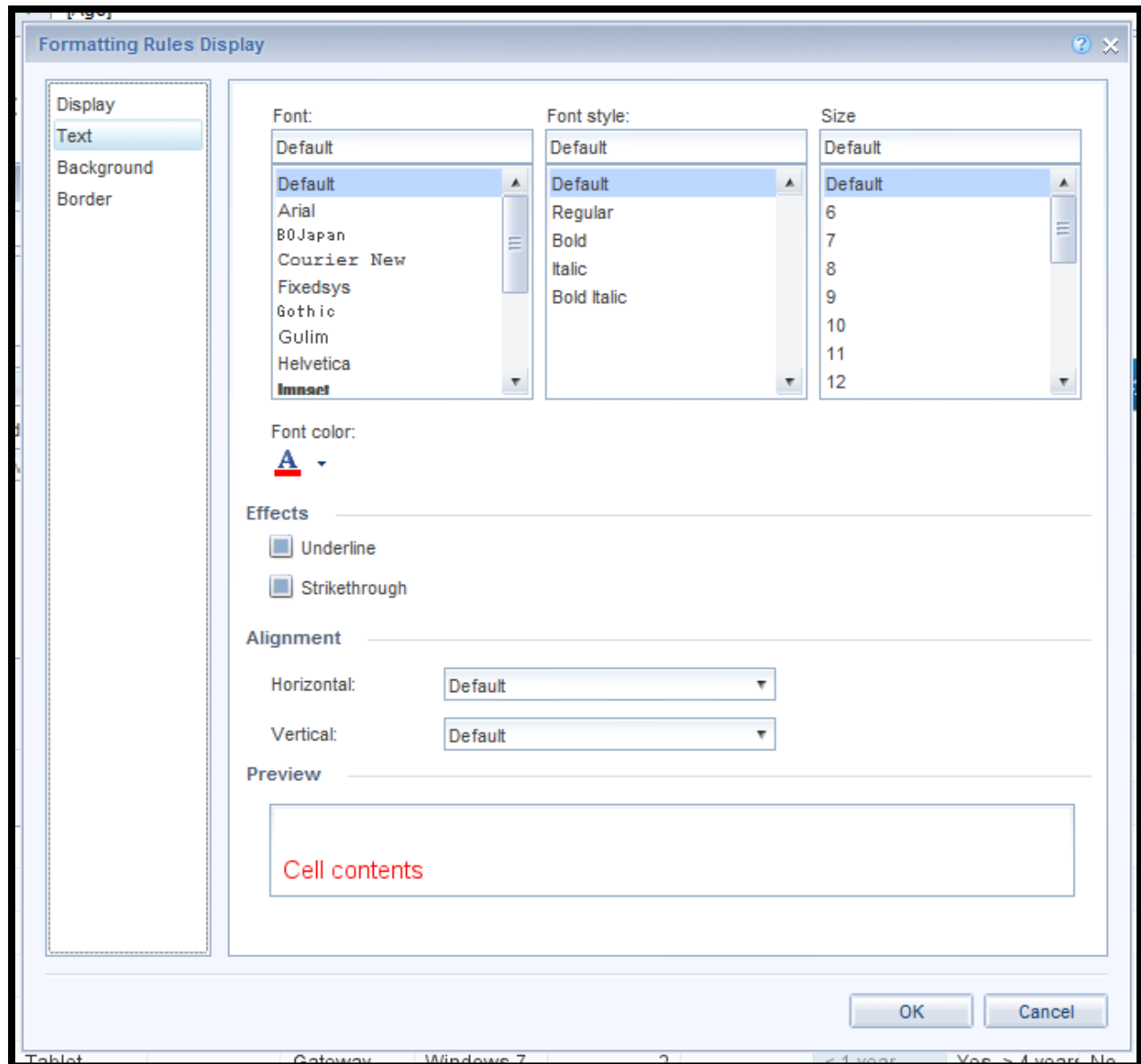
## How to use and apply Conditional Formatting

5. After configuring these five settings, click in the **FORMAT** button to launch the **FORMATTING RULES DISPLAY** window used to define the visual attributes of the new rule.



## How to use and apply Conditional Formatting

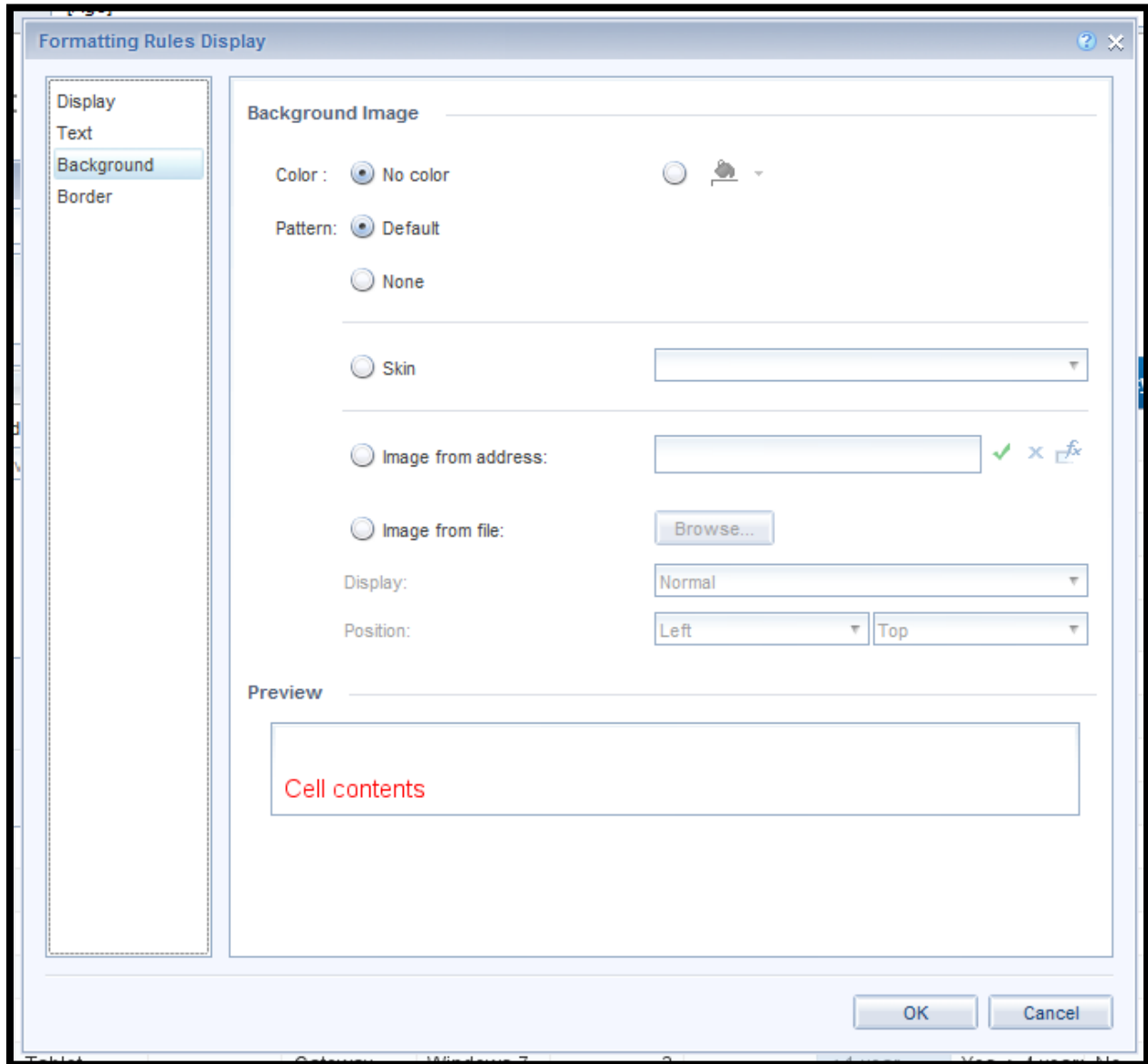
6. In this window, revise the following items to create the criteria for the conditional display then click **OK**:
  - a. **Text** – Change the default font size and font color. (Choose another color by clicking on the down arrow and selecting from the color palette.)





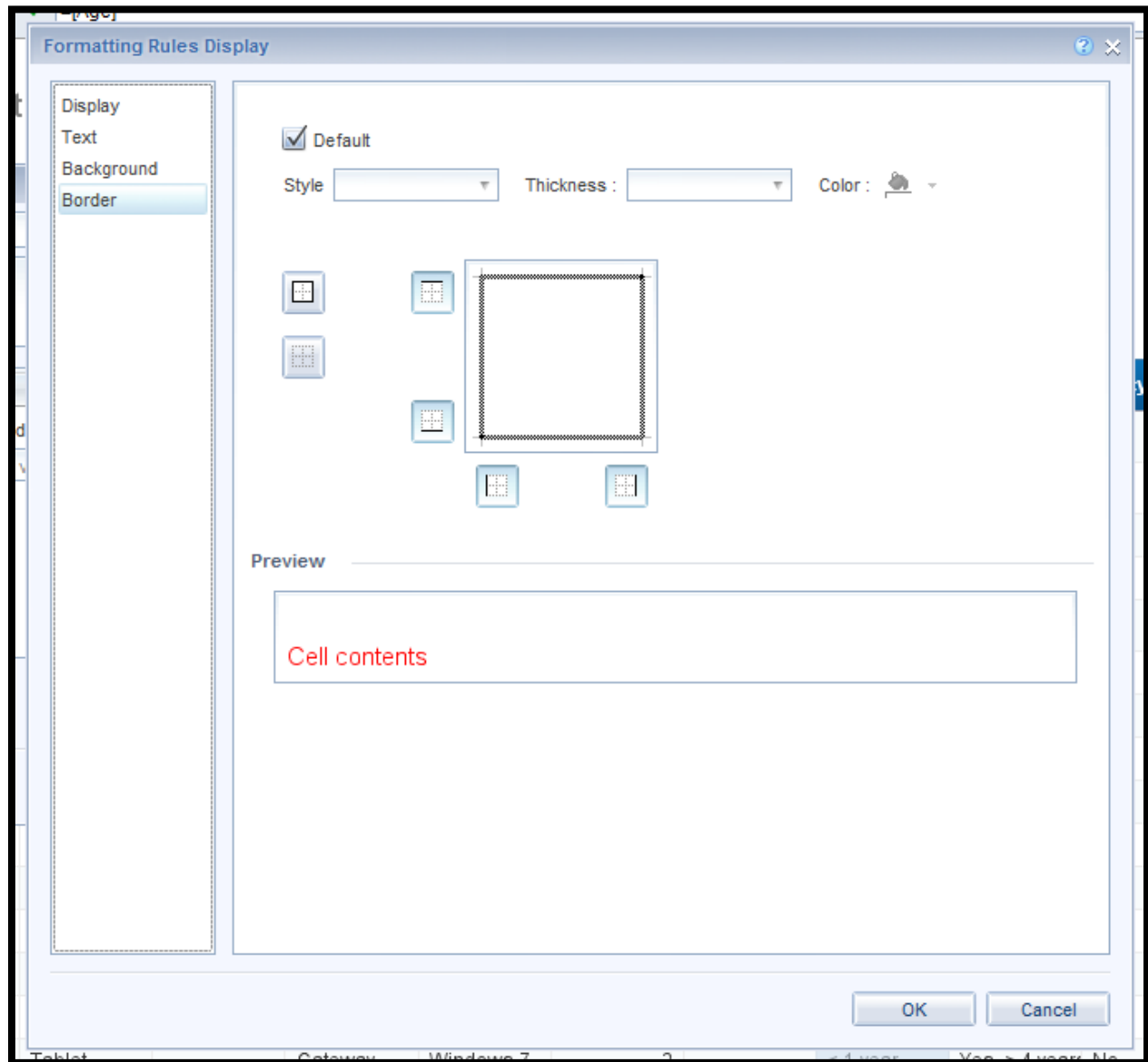
## How to use and apply Conditional Formatting

- b. **Background** – Choose colors, patterns, or images to apply to the cell background.



## How to use and apply Conditional Formatting

- c. **Border** – Choose any style for the cell border to accentuate the cell.



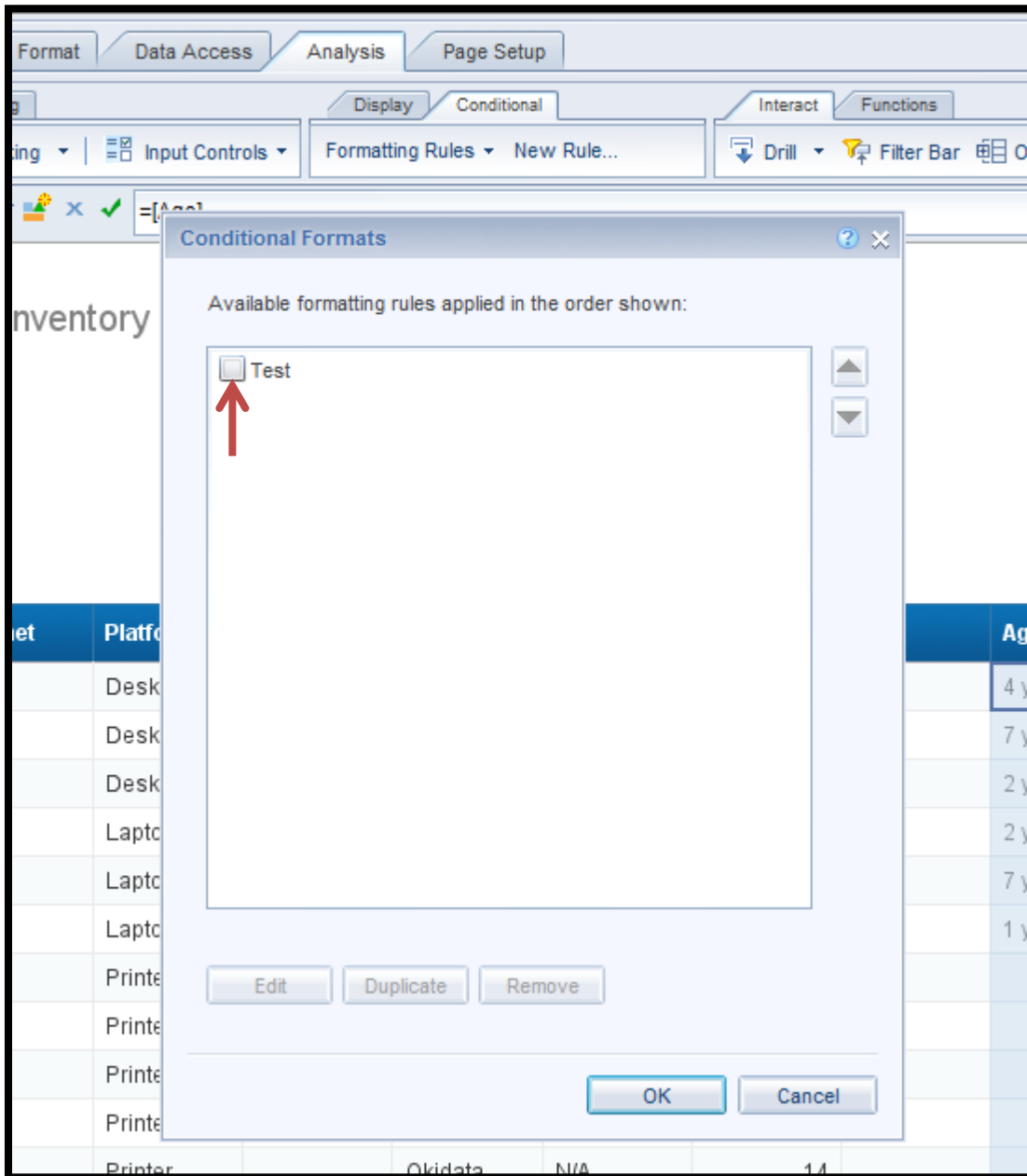
## How to use and apply Conditional Formatting

- After you have created a new conditional formatting rule, select a column or table heading.

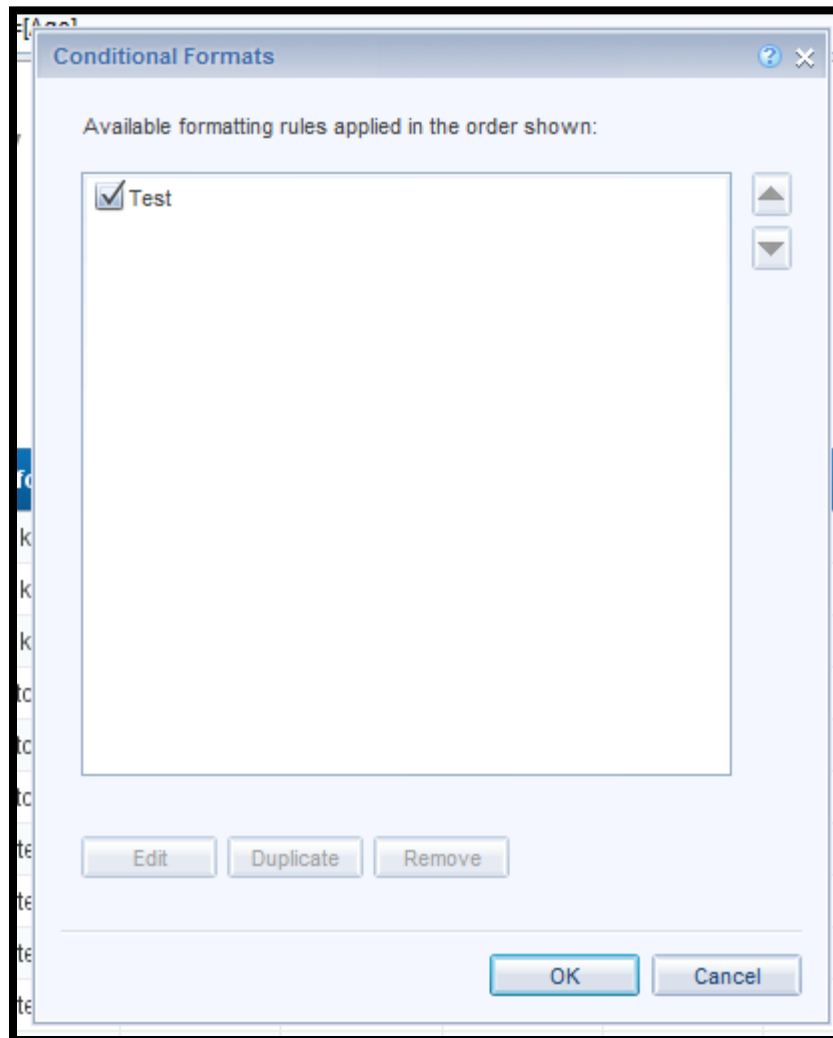
Asset Category	O/S	Quantity	Use	Age	Maintenance	Lifecycle Rer	Lifec
	Windows 7	106		4 years	Yes, 0-1 year	Yes	4 year
	Linux	7		7 years	No Manufactu	No	
	Windows 7 /	392		2 years	Yes, 3-4 year	Yes	4 year
	Windows 7	130		2 years	Yes, 3-4 year	Yes	4 year
	Linux	2		7 years	No Manufactu	No	
	Windows 7 /	423		1 year	Yes, 3-4 year	Yes	4 year
	N/A	5			Yes, 0-1 year	No	
	N/A	6			Yes, 2-3 year	No	
	N/A	99			Yes, 2-3 year	No	
Intel	N/A	17			Yes, > 4 year	Yes	5 year
	N/A	14			Yes, 0-1 year	No	
	N/A	7			Yes, 0-1 year	No	
	iOS6	517		1 year	No Manufactu	Yes	2 year
		1		< 1 year	Yes, > 4 year	No	
	Windows 7	2		< 1 year	Yes, > 4 year	No	
	Windows 8	2		< 1 year	Yes, > 4 year	Yes	4 year
	Windows 7 E	3		1 year	Yes, 3-4 year	Yes	4 year

## How to use and apply Conditional Formatting

- Then, click on the **FORMATTING RULES** icon on the ribbon toolbar under the **ANALYSIS/CONDITIONAL** tabs. All available conditional formatting will have an open checkbox located to the left of the conditional formatting name.



9. Check the rule that you want to apply to the selected column, and click **OK**.



### Limitations on Conditional Formatting:

- Up to 30 conditional formatting rules can be applied to a single Web Intelligence reporting document.
- Conditional formatting can be applied to a maximum of 20 different rows or columns in a table report element.
- Up to 10 different alerts can be applied to a single column.
- A single conditional formatting can contain up to 6 conditions.