Canvas Toolbars Quick Reference Guide

Upper Ribbon Icons

Icon	Name	Function
	Save	Saves the report. Canvas reports do not autosave.
	Cut	Cut the selected item. Cutting removes the item from view, but not from the report.
	Copy	Copy the selected item.
	Paste	Paste the copied or cut item.
	Delete	Delete the selected item. Deleting removes the item from the view and from the report.
	Undo	Undo the last action.
	Redo	Redo the last action.
	Run Report	Run the report in the selected format, and set the report output as either HTML, PDF, Excel, or CSV.
	Unlock (Currently Locked)	Unlocks the report to allow changes to layout objects.
	Lock (Currently Unlocked)	Locks the report to prevent changes to layout objects.
	Visual Aids	Show or hide visual aids such as grouping and sorting icons, headers and footers, or cell boundary lines.
	Back	The explorer equivalent of undo - moving from prompt page 1 to report page 1, for example.
	Forward	The explorer equivalent of redo - moving from report page 1 to prompt page 1, for example.
	Up	Moves the focus up one level - from the report page 1 to the report pages folder, for example.
	Filter	Allows the user to create a custom filter, edit an existing filter, or create advanced filters.
	Suppress	Suppresses empty cells.

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Upper Ribbon Icons (continued)

Icon	Name	Function
	Sort	Sorts selected data.
	Summarize	Offers multiple options for summarizing data. Summarizes the column.
	Insert Calculation	Offers multiple options for calculating selected data. Calculates arithmetic as well as numeric, string, etc. Calculates across the row.
	Group/Ungroup	Group or ungroup selected data in a list. Best practice is to group columns from left to right.
	Pivot List to Crosstab	Converts a list to a crosstab report. The selected list column turns into the crosstab columns, while the other columns become rows. The selected list column cannot be a measure.
	Section/Unsection	Creates sections to show data items as the heading of a section. This is similar to grouping except that section headers appear outside the list, crosstab, chart, or repeater.
	Swap Rows and Columns	Swaps rows and columns in a crosstab, or x- and y-axes in a chart.
	Headers and Footers	Creates headers and/or footers for lists or report pages.
	Insert Chart	Inserts a chart into the report.
	Build Prompt Page	Creates a prompt page.
	Drill Through Definitions	Creates a drill-through definition for a data item to define what occurs when a user clicks the data item.
	Page Layout	Select a pre-defined layout for the report of either 2, 3, or 4 paned page configurations
	Insert Table	Insert a table and define the number of rows and columns
	Merge Cells	Merge the selected cells (Select using control+click or shift+click)
	Split Cell	Split the selected merged cells into their previous configuration.

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Lower Ribbon Icons

Icon	Name	Function
Font	Font Family	Choose the font for the selected text.
Size	Font Size	Choose the font size for the selected text.
A	Font Color	Choose the font color for the selected text.
B	Bold	Make the selected text bold.
I	Italics	Make the selected text italicized.
U	Underlined	Make the selected text underlined.
	Left	Left justify the selected text
	Center	Center the selected text.
	Right	Right justify the selected text
	Justify	Justify the selected text to both left and right margins. Additional spacing is added as needed.
	Top	Vertically align the content to the top of the cell.
	Center	Align the content to the middle of the cell.
	Bottom	Vertically align the content to the bottom of the cell.
	Background Color	Choose the background color for the selected cells.
—	Border Style	Choose the line type for the border(s) of the selected cell(s).
1 pt	Border Width	Choose the line width for the border(s) of the selected cell(s).

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Lower Ribbon Icons (continued)

Icon	Name	Function
	Border Color	Choose the border line color for the border(s) of the selected cell(s).
	All Borders	Add or remove borders.
	Decrease Indent	Decrease the indent of the selection by 20 pixels.
	Increase Indent	Increase the indent of the selection by 20 pixels.
	Chart Palette Presets	Change the colors of a chart to a preselected color schema from a list of choices.
	Background Effect Presets	Set the background effects for a selected object.
	Data Format	Change the data format of the selected object.
	Pick Up Style	Copy the style of a selection, to apply the style to a selected object.
	Apply Style	Apply the copied style to the selected object.
	Conditional Styles	Add conditional styles to highlight data in a report.

Explorer Bar Icons

Icon	Name	Function
	Page Explorer	Allows navigation between report pages, prompt pages, and classes.
	Query Explorer	Allows navigation between queries, and access to query details.
	Condition Explorer	Allows definition of conditions within a report.
	Page Design	Displays the design layout view of a report.
	Page Structure	Displays an overview of all objects in the report, using a tree structure.