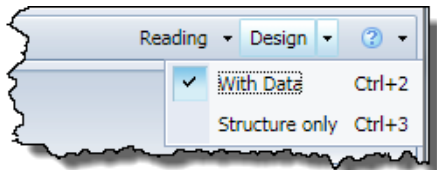
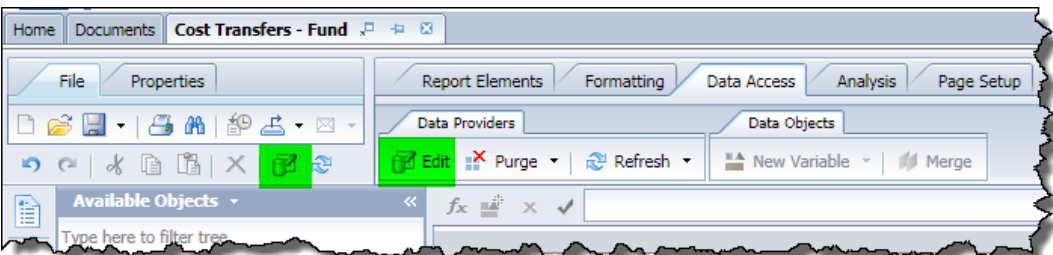


## How to Navigate Between Editing a Query and Editing a Report

You will be able to edit queries and reports that you have copied to your **My Favorites** folder as well as those in the **Public Folders**. However, you will **ONLY** be able to save those altered reports into **My Favorites** unless you have editing permissions in that **Public Folder**.

- **You choose to edit a query if** the data that you need from the report was not gathered by the existing query and will not be even if you change the report filters. Query filters are defined on the **Query Panel**.
- **You choose to edit a report if** the data that you need has already been gathered by the query and you just want to present it differently (different audience, different time span, etc.). Report filters limit the values displayed on reports, tables, charts, sections within the document, but they don't modify the data that is retrieved from the data source. Report filters are applied in the **Report Panel**.

| Step-by-Step Instructions  | HINTS  |
|--|--|
| <p>Start with the report open in <b>Design</b> mode.</p>   | <p><b>Design</b> mode makes available the full range of tabs and subtabs for editing the report.</p>   |
| <p>Select either <b>With Data</b> or <b>Structure only</b> under the <b>Design</b> button.</p>   | <ul style="list-style-type: none"> <li>• If you are interested in limiting what data is visible, you will want to select <b>With Data</b> so that you get the full picture.</li> <li>• If you are primarily interested in formatting the structure of the report, select <b>Structure only</b>.</li> </ul> |
| <p><b>EDIT QUERIES:</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Edit Data Provider</b> icon in the main toolbar</li> <li style="text-align: center;"><b>OR</b></li> <li>• Select the <b>Data Access</b> tab &gt; <b>Data Providers</b> subtab &gt; <b>Edit</b>.</li> </ul>   | <p>This opens the separate <b>Query Panel</b> for editing.</p>   |
|    |  |
| <p><b>EDIT REPORTS:</b></p> <p>Select the report element that you want to change and then either</p> <ul style="list-style-type: none"> <li>• Click on the appropriate tab/subtab</li> <li style="text-align: center;"><b>OR</b></li> <li>• Right-click on the element and select an editing option from the contextual drop-down menu.</li> </ul> | <p>You can now edit the report. For more details on the tools for formatting reports, see the help document '<a href="#">How to Find Basic Report Formatting Tools</a>.'</p>   |