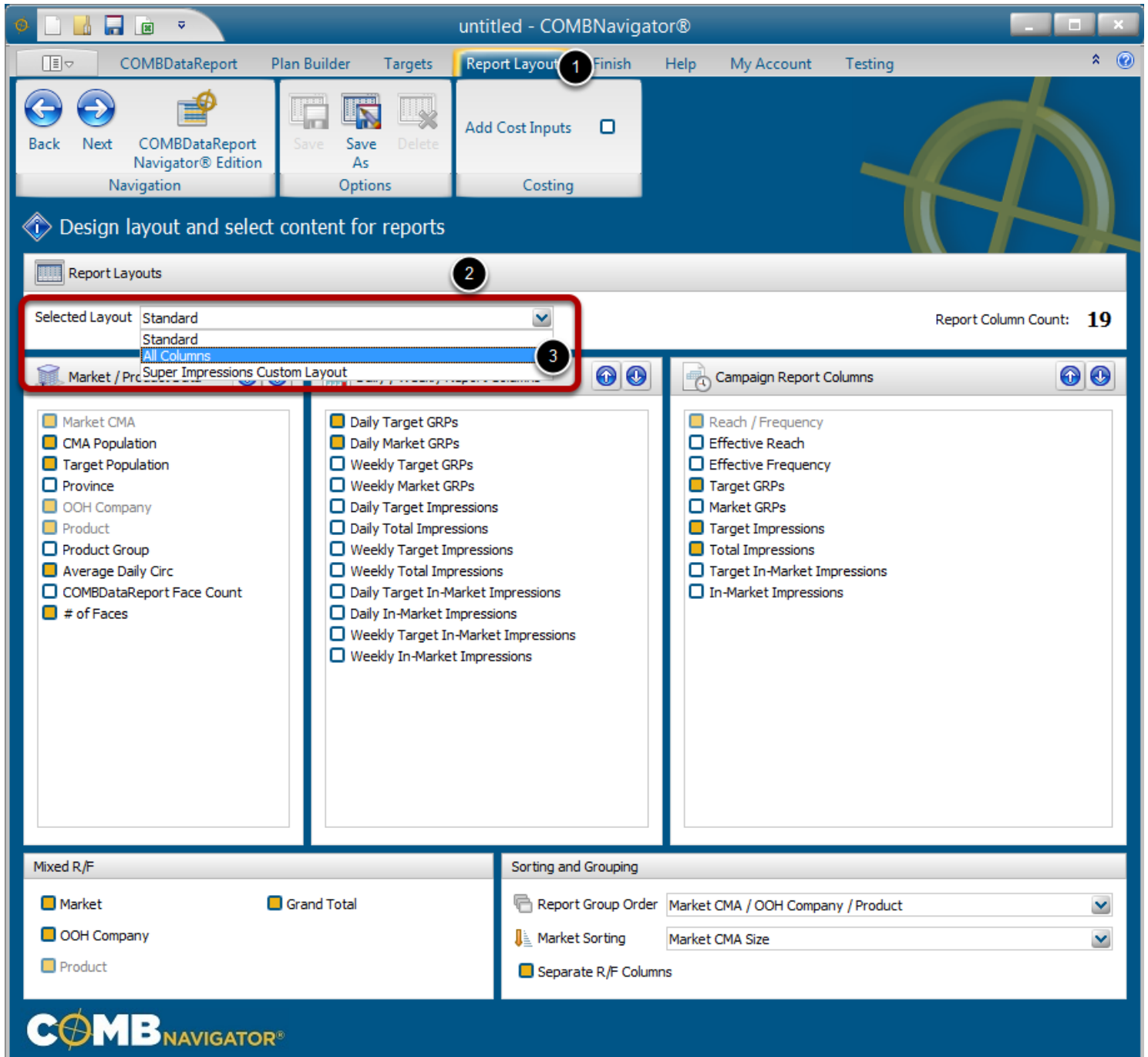


## Altering the columns of a report

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This tutorial examines how to manipulate the columns that will appear in the report via the ***Report Layout*** area of **COMBNavigator®**.

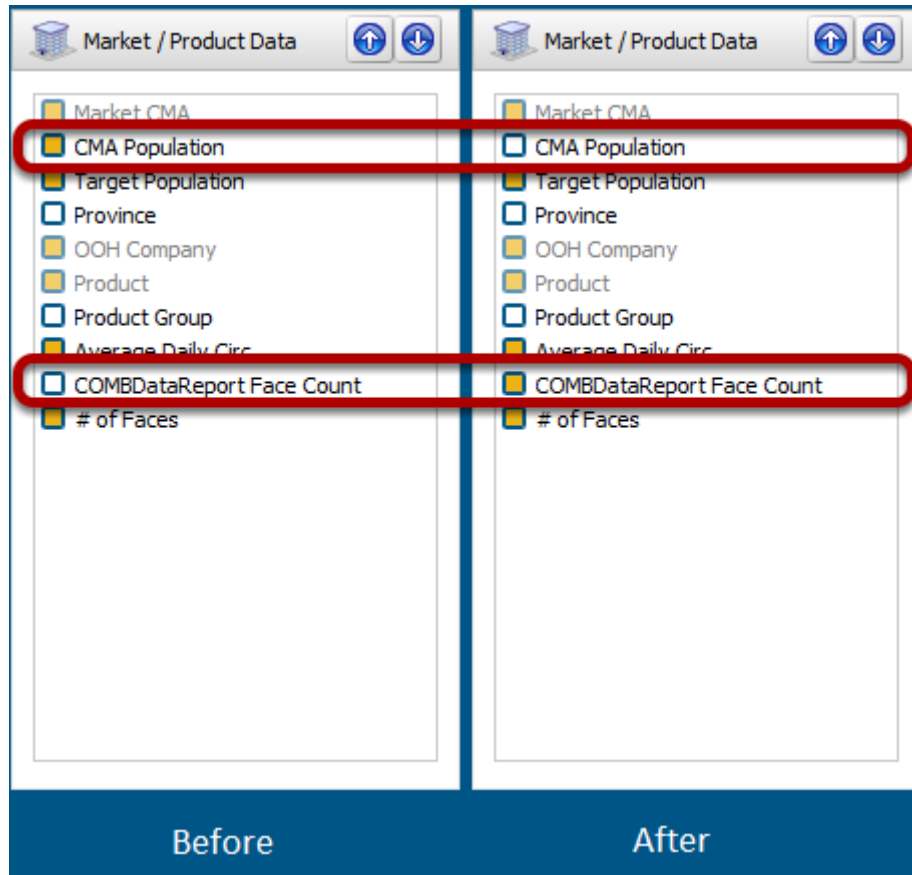
## Selecting layouts



The entire layout, including column selections, can be changed by selecting a different layout in the **Selected Layout** drop-down list.

1. Select **Report Layout** from the ribbon menu
2. Select the **Selected Layout** box. The drop-down list will appear
3. Select the desired layout. The drop-down list will close up, and the layout will load and appear in **Report Layout**.

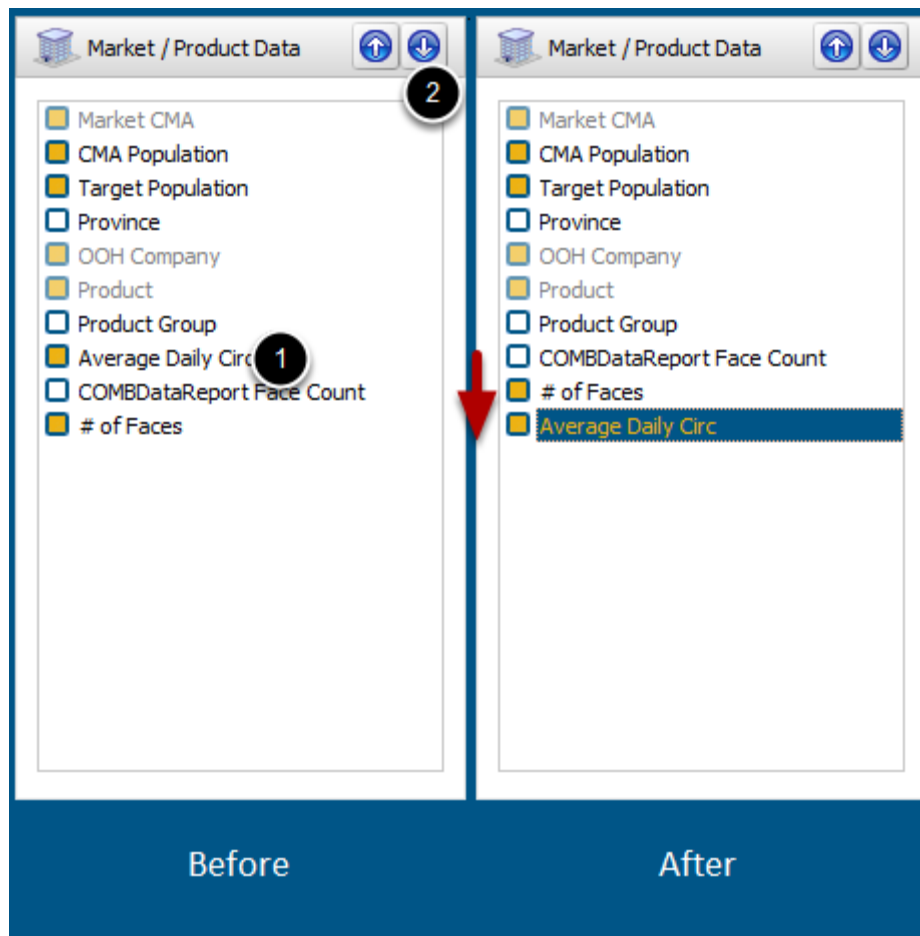
## Selecting and deselecting individual columns



Individual columns can be included or excluded by checking or unchecking the gold box to the left of the name of a column

In the above example, the **CMA Population** column was deselected, and the **COMBDataReport Face Count** was selected.

## Changing column order



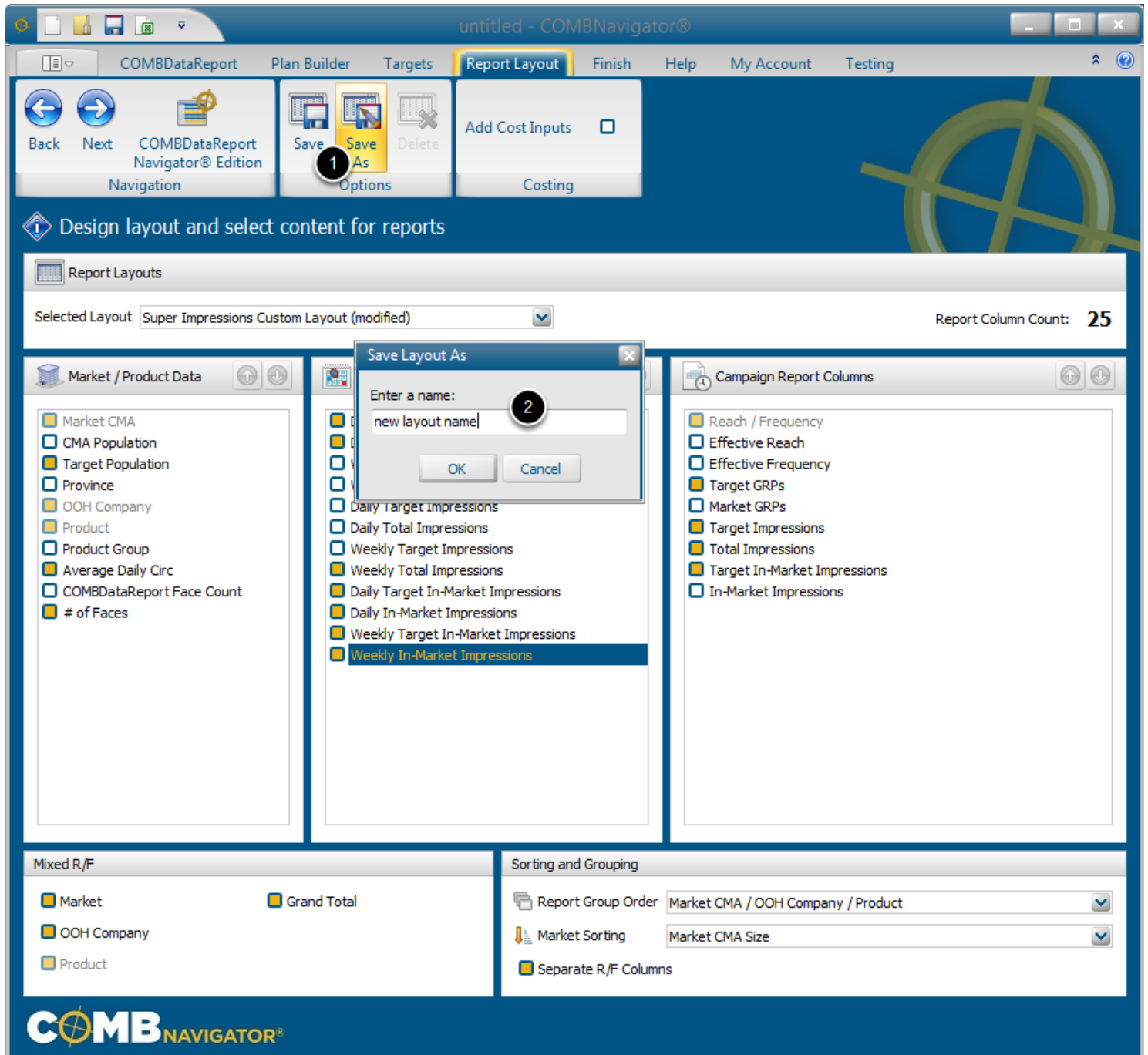
The order of appearance of the columns in the report (from left to right) is determined by the order seen in Report Layout (from top to bottom), starting with the first list **Market / Product Data**.

To change the order of appearance of a column:

1. Select the desired column
2. Click the up or down button located at the top of the group, once for each change in position

In the example above, to move Average Daily Circ down from its default position as 3rd last column to last column in its group, click the down button twice.

## Saving a custom layout



Once all the desired changes have been made to a report layout, it may be saved for future use in other reports.

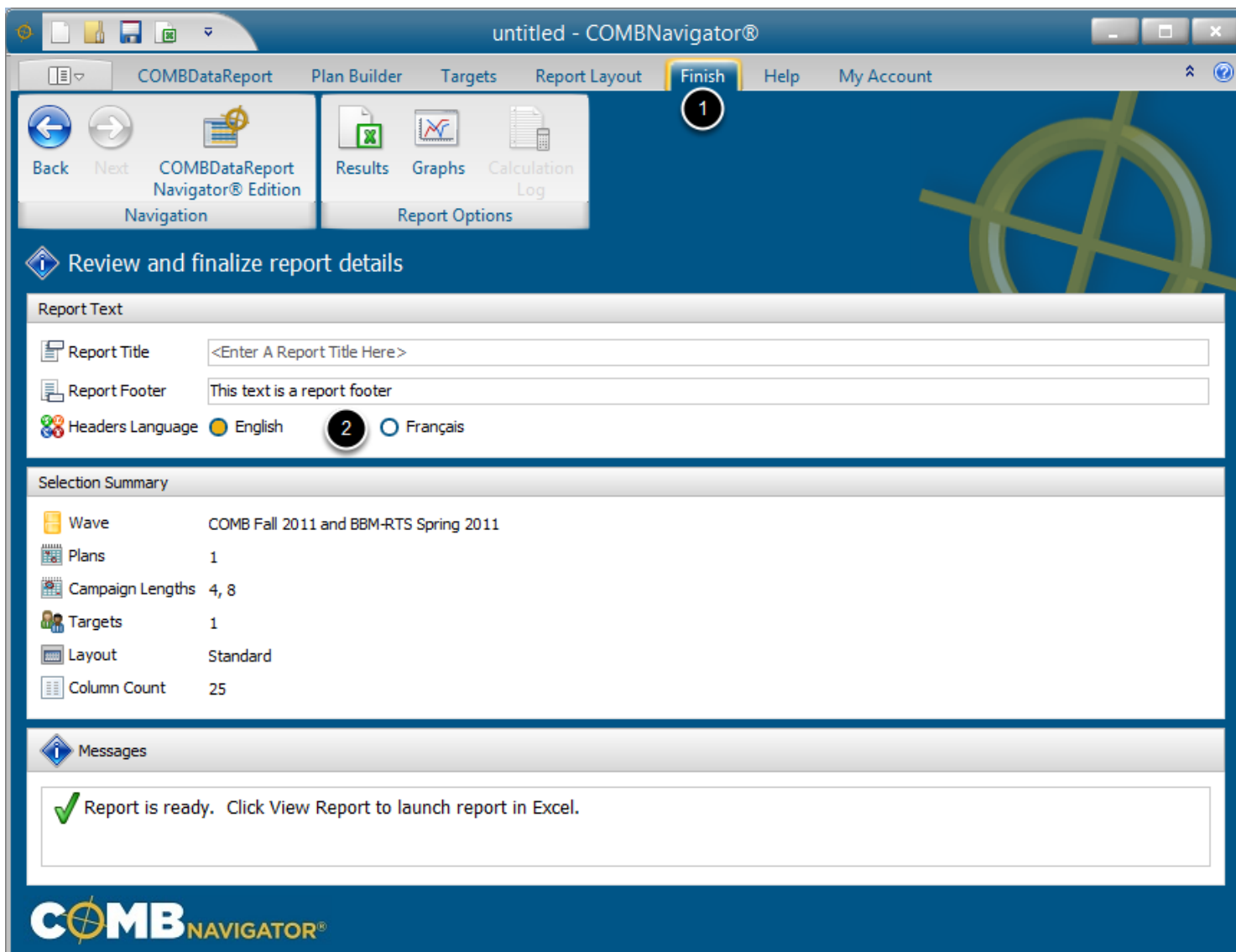
Either:

1. Select **Save** on the ribbon to update the existing selected layout with current layout selections.

OR

1. Select **Save As** on the ribbon to create a new layout
2. When prompted, provide a new, unique name for the layout. The name in the **Selected Layout** box will be updated.

## Selecting a language for column titles



To select a language for column titles (and other report headers):

1. Select **Finish** from the ribbon menu.
2. Select either **English** or **Français** as the **Headers Language**.