How to turn on alternating colors for Web Intelligence Reports

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In **Design** mode, you can change the appearance of a table in WEBI to show each row of the table in alternating colors. Below are the steps needed to turn on this feature:

- 1. In Design mode, click on the **Document Structure and Filters** Icon in the navigation pane.
- 2. Right click on the table where you would like to turn on the alternating color feature. In the example it is called **Vertical Table: Block 1**.

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	1. Open the							}	
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	and Filters' navigation	Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	of Positions	
		30000315	Accounting Clerk III	Graded	Annual Salaries	GR57	12/2014	17	
-		30000318	Accounting Clerk IV	Graded	Annual Salaries	GR59	12/2014	14	

3. From the context menu that opens up click on Format Table.



4. In the Format Table tool click on Appearance.

5. Under the Alternate color section click on the paint can to open the color choices and click on a **color**.

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	4. Click on Appearance Skin:
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- 6. Click Apply.
- 7. Click **OK**.

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General Border Appearance	Background Color: No color
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	Position: Spacing Horizontal: 0.00 inches Vertical: 0.00 inches Alternate color
	7. Click 'OK' OK Cancel Apply
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The report now displays in alternating colors.

B0165-1: Job Attributes w/o OrgUnit									
Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref
30000315	Accounting Clerk III	Graded	Annual Salaries	GR57	12/2014	17	25,381	37,412	32,397
30000318	Accounting Clerk IV	Graded	Annual Salaries	GR59	12/2014	149	27,013	40,224	34,619
30000319	Accounting Clerk V	Graded	Annual Salaries	GR61	12/2014	102	28,875	43,422	37,149
30000486	Accountant I	Graded	Annual Salaries	GR72	12/2014	103	42,667	69,177	55,922
30000487	Accountant II	Graded	Annual Salaries	GR75	12/2014	148	48,195	79,204	63,699
30000488	Accountant III	Graded	Annual Salaries	GR77	12/2014	71	52,551	86,707	70,629
30000489	Accountant IV	Graded	Annual Salaries	GR79	12/2014	17	57,393	95,037	77,215
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