How to turn on alternating colors for Web Intelligence Reports

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**.
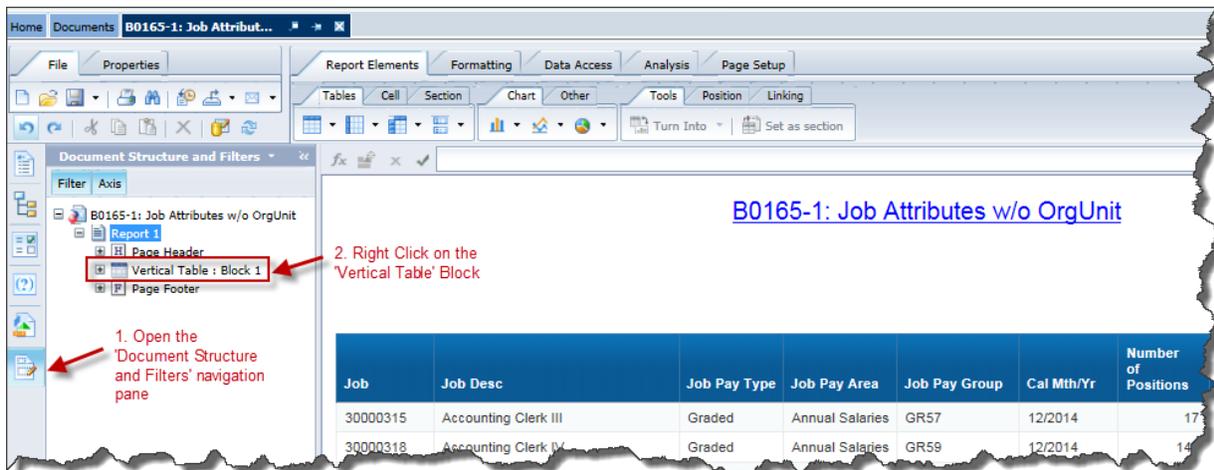
3. From the context menu that opens up click on **Format Table**.
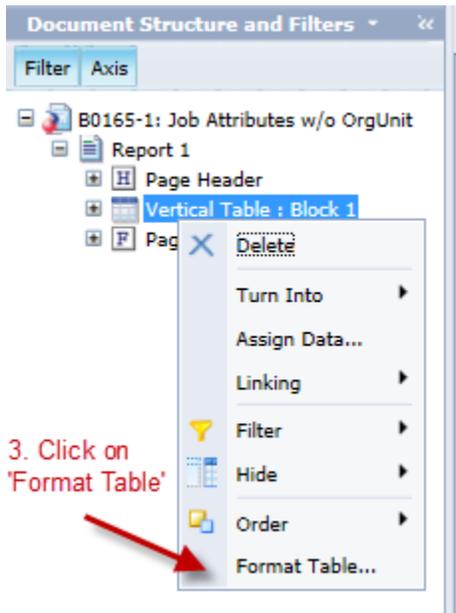
4. In the Format Table tool click on **Appearance**.

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

6. Click **Apply**.
7. Click **OK**.

Format Table

General
Border
Appearance
Layout

Background

Color: ● No color   ○ 🪣 ▾

Pattern: ● None

○ Skin: [_____ ▾]

○ Image from address [_____] ✓ ✕

○ Image from file   [Add]

Display: [_____ ▾]

Position: [_____ ▾] [_____ ▾]

Spacing

Horizontal: [0.00 ▴▾] inches   Vertical: [0.00 ▴▾] inches

Alternate color

Frequency: [2 ▴▾]   Color: 🪣 ▾

7. Click 'OK'

6. Click Apply

[OK]   [Cancel]   [Apply]
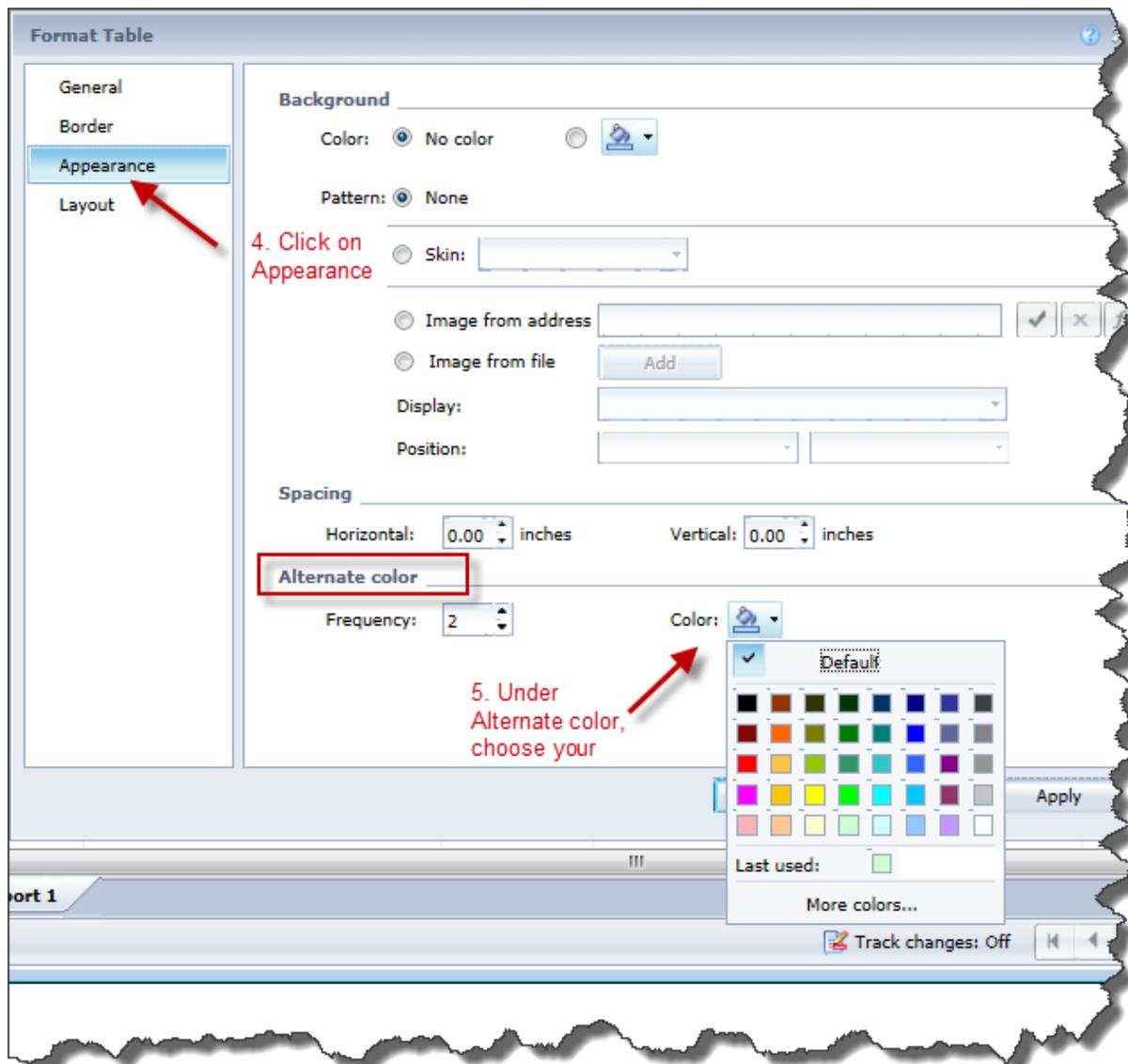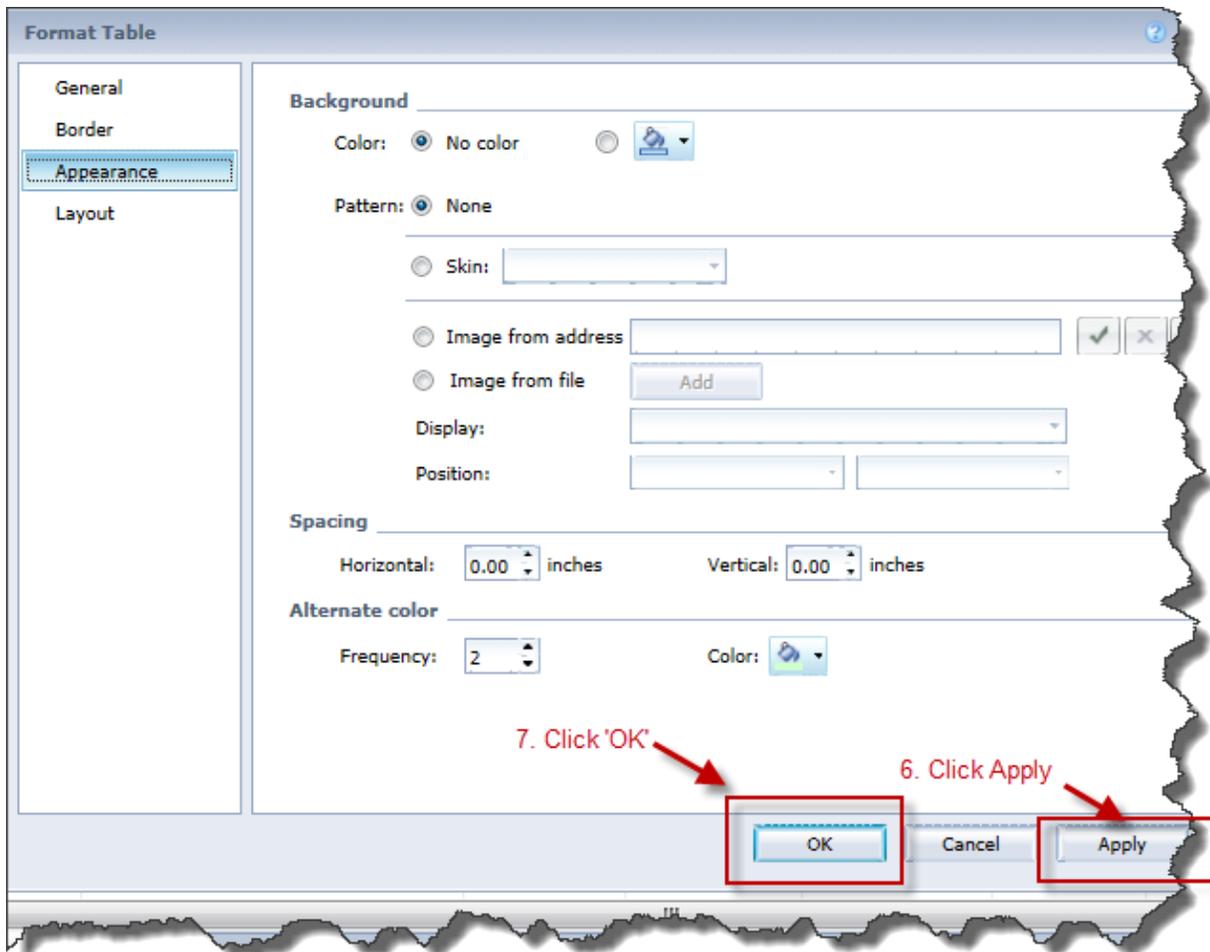
The report now displays in alternating colors.

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