

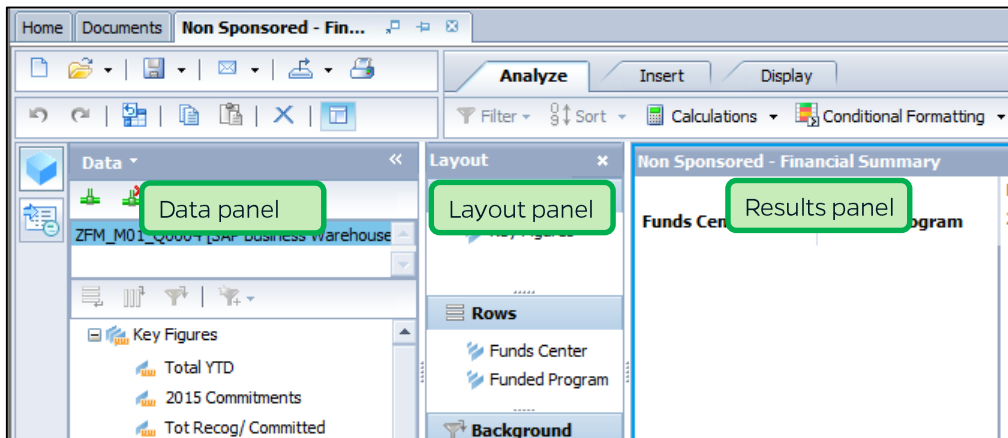
Use this job aid to: help you open and close the workspace panels.

Opening and Closing the Panels (Data, Layout, Results)

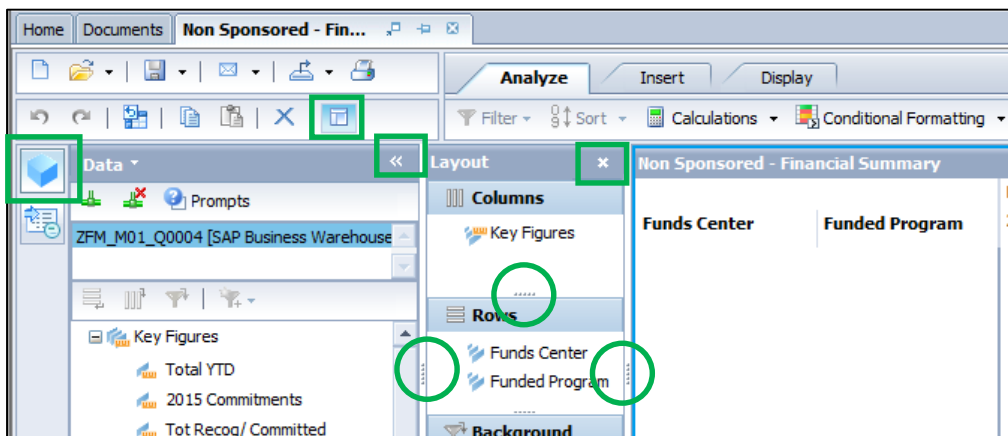
When navigating in Analysis or customizing a report, it is helpful to know how to open, close, and resize the panels.









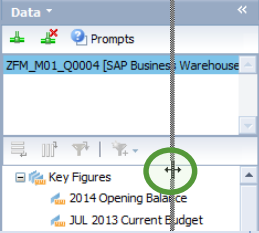
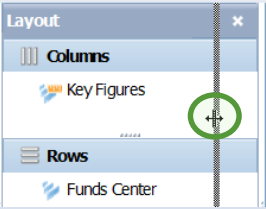
The three panels

A workspace has three main sections. They are the Data panel, the Layout panel, and the Results panel. The Data panel and the Layout panel can be closed to provide more real estate. These sections can be reopened at any time.



Opening and closing the panels



	Data Panel	Layout Panel	Results Panel
Open	 Data button	 Show/Hide the Layout Panel button	Not Applicable
Close	 or  Collapse arrow or Data button	 or  X button or Show/Hide the Layout Panel button	 Do not use; it will delete your current report. (If you click by accident, immediately click the  Undo button.)
Resize	While open, the panel can be resized by dragging the right-hand side. 	While open, the panel can be resized by dragging the right-hand side. 	Resize a column by clicking the dividing line on either side of the column and dragging it. Resize the characteristics and key figures areas by clicking the vertical, dividing line between the characteristics and key figures and dragging it. Drag to the left to show more numbers, and drag to the right to show more members. 