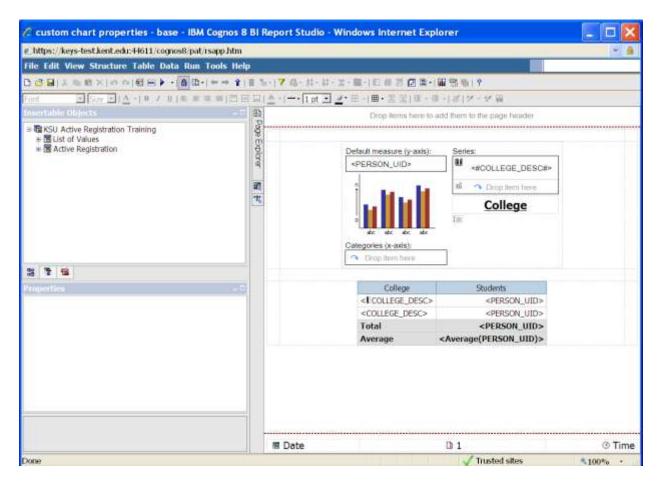
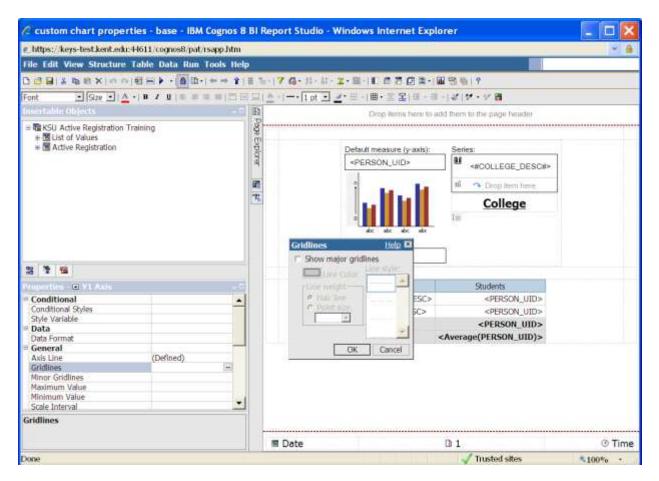


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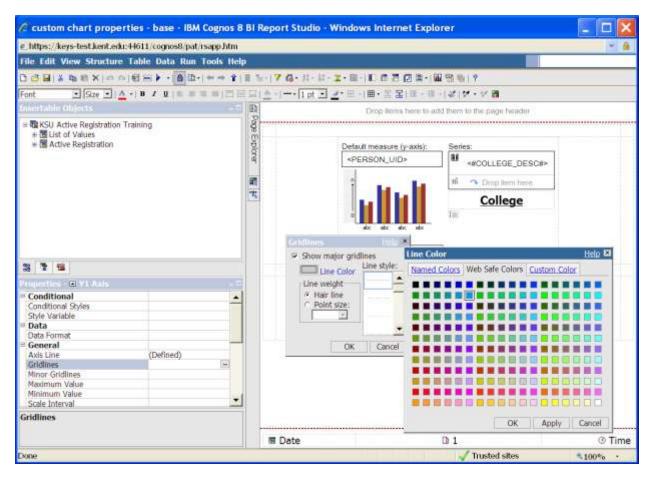
Adding Custom Properties to Charts



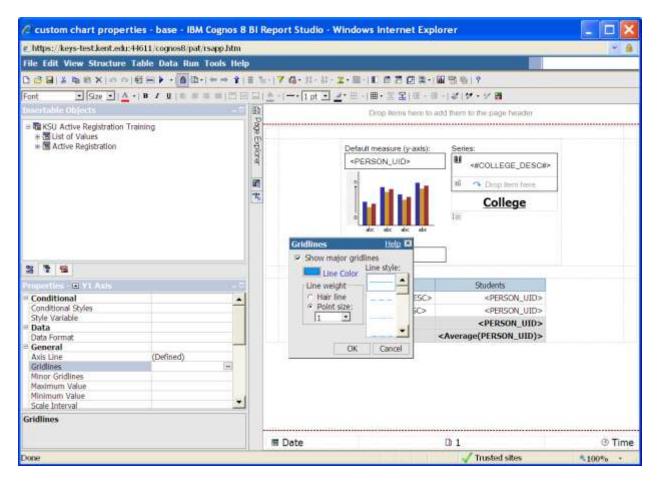
1. Open or create your base report.



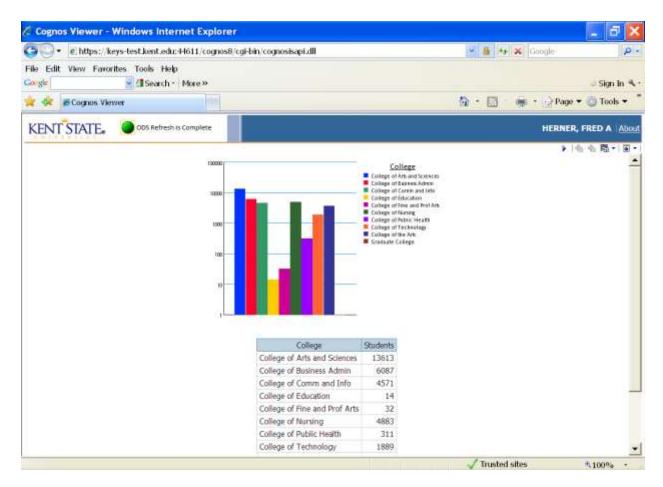
2. On the chart, highlight the chart scale. From the Properties pane, click Gridlines.



3. Check "Show major gridlines". Click Line Color and choose a color.



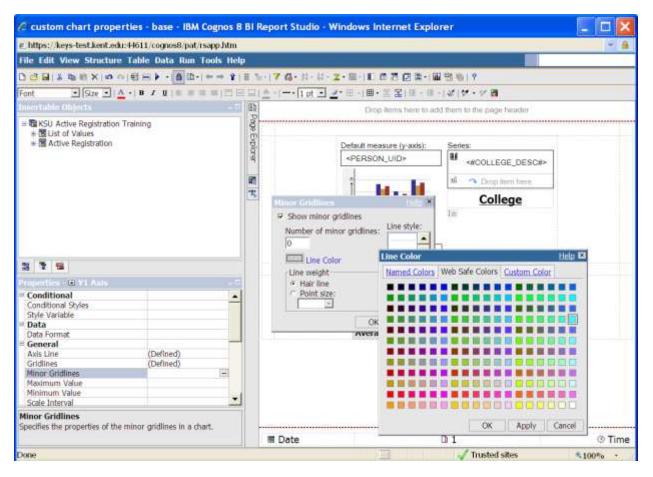
4. Set the Point size in the Gridlines box.



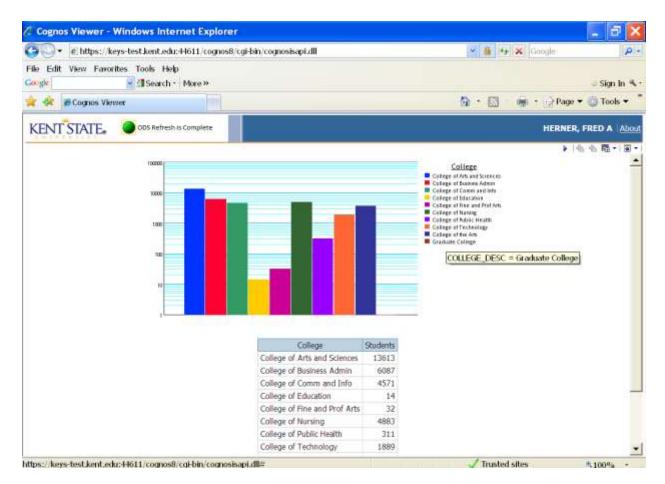
5. Run the report

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6. On the chart, highlight the chart scale. From the Properties pane, click Minor Gridlines.



7. Check "Show minor gridlines". Click Line Color and choose a color. Select a lighter shade this time.



8. Run the report.

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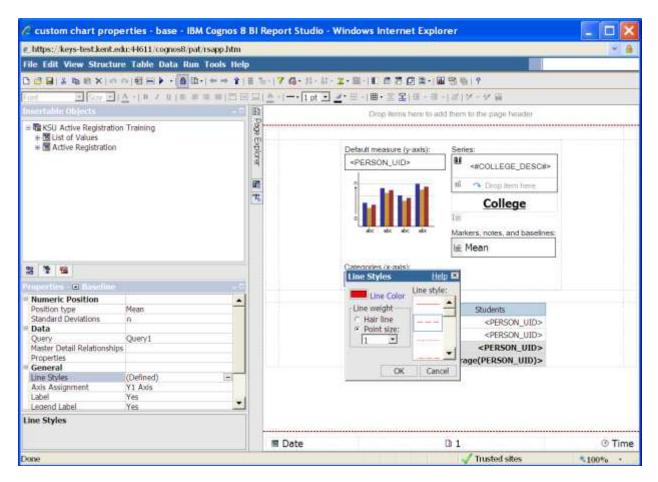
9. Highlight the chart, then Click Baselines.

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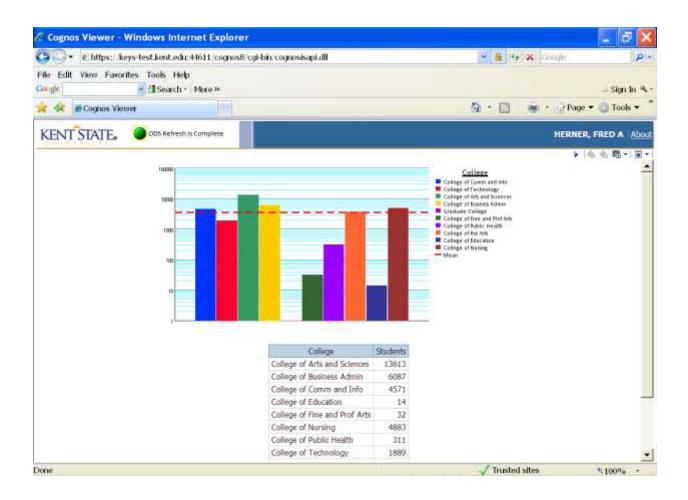
10. Click the New icon and add a **Mean** baseline.

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11. A Markers, note, and baselines section is now on the chart design.



12. With the area next to Mean highlighted, go to Properties pane and select Line Styles. Choose a line color, style, and weight.



For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at <u>cognos@kent.edu</u>. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



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