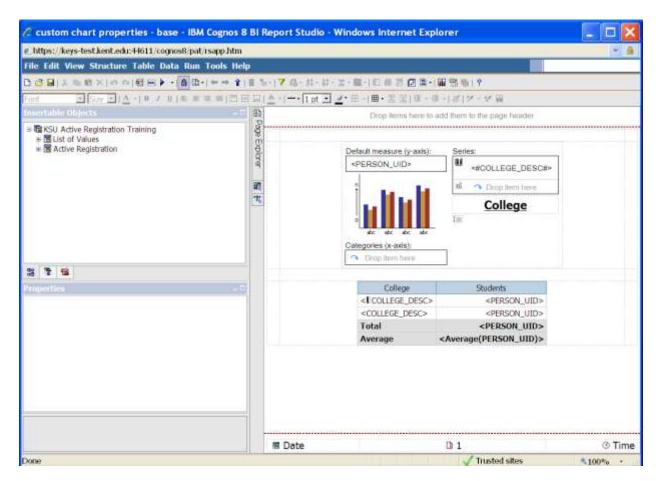
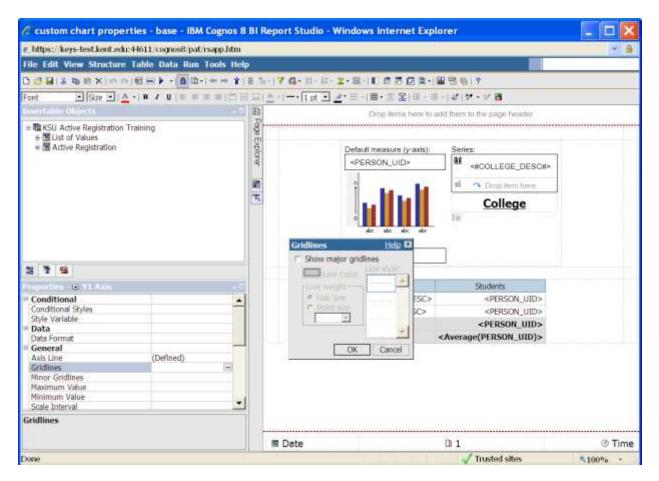


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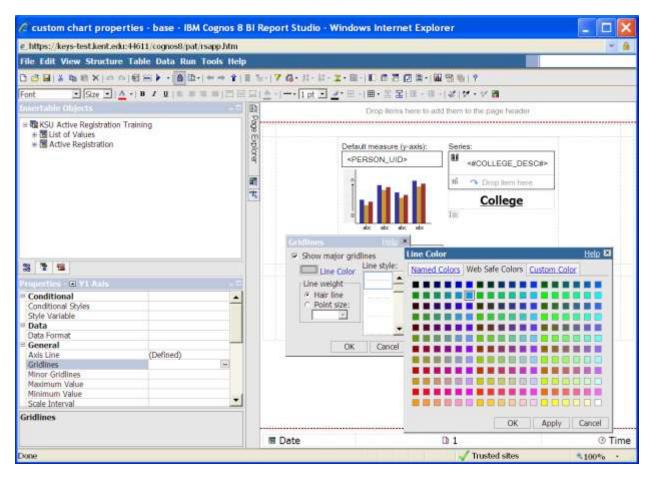
# **Adding Custom Properties to Charts**



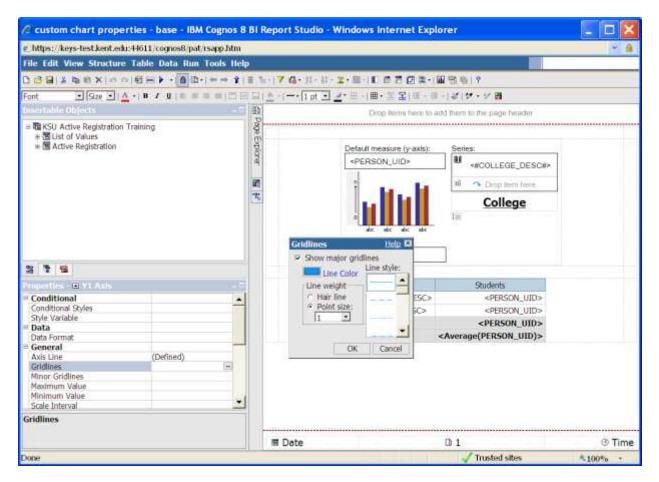
**1.** Open or create your base report.



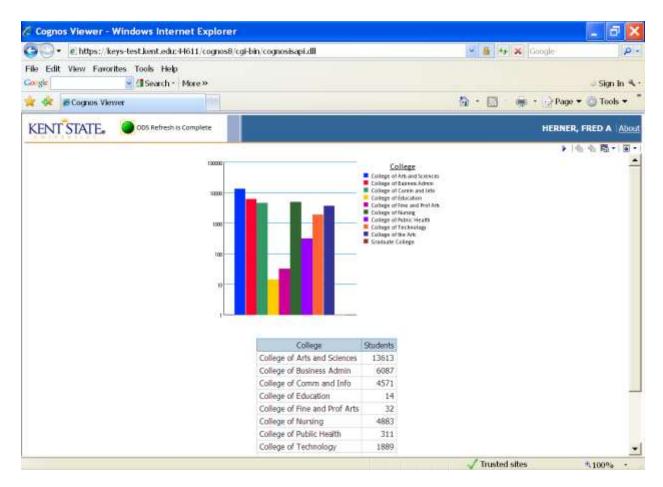
2. On the chart, highlight the chart scale. From the Properties pane, click Gridlines.



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



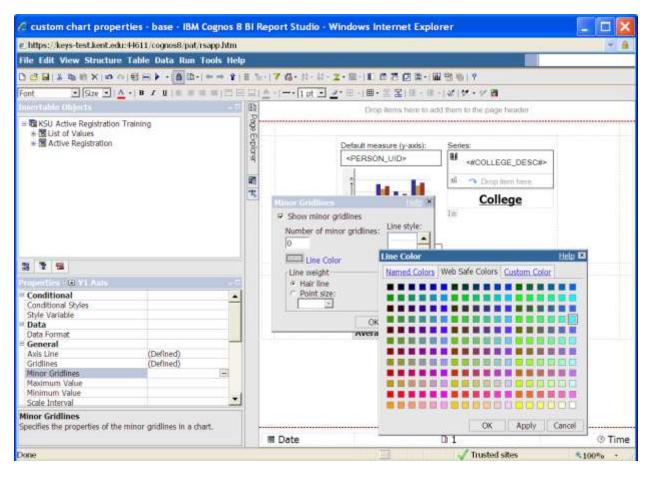
4. Set the Point size in the Gridlines box.



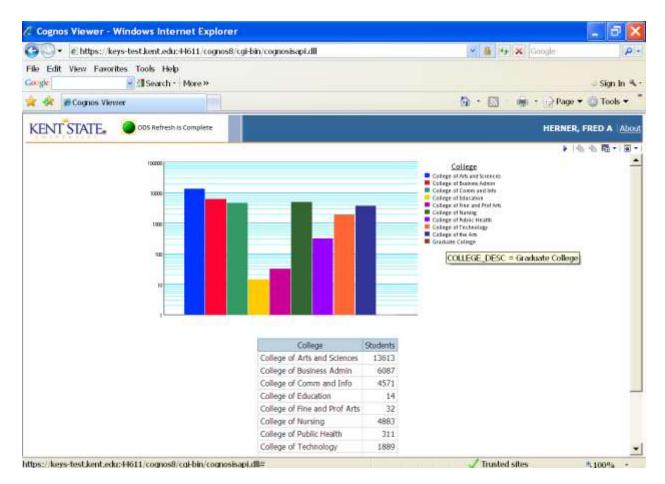
5. Run the report

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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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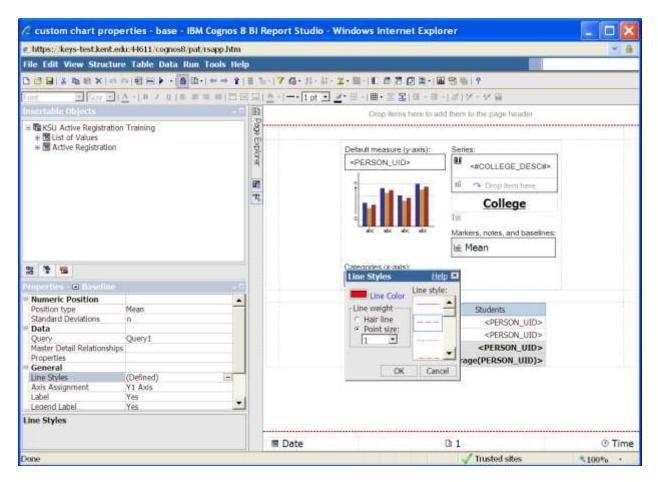
9. Highlight the chart, then Click Baselines.

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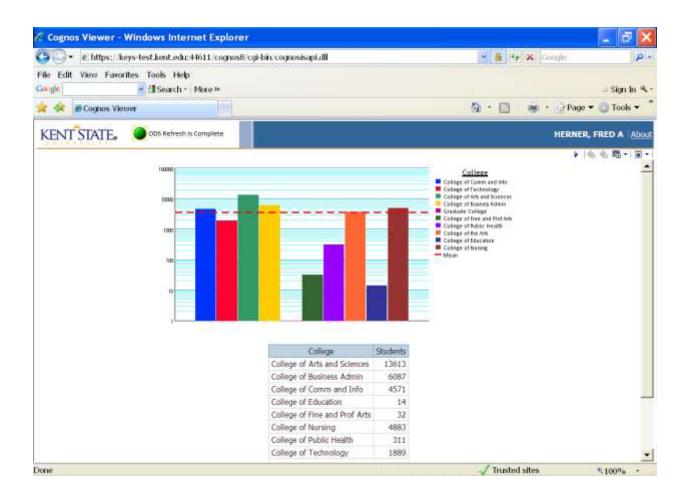
10. Click the New icon and add a **Mean** baseline.

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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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