Overview and Tips for Using the Design Mode Toolbar (Top Row)

1. **Recommended:** Before using ANY Design Mode buttons (top row of toolbar) be sure to refresh the embedded query results once a workbook is opened (for multiple queries embedded in a workbook, refresh at least one single query).
   - If the workbook has not been refreshed, the act of using the Design Mode buttons will automatically refresh all the embedded queries in a workbook to the last saved values - for complex workbooks with multiple queries the refresh may be lengthy.

2. To apply formatting changes for queries and workbooks, use the BEx Design Toolbox: Design Mode (first button top toolbar) function and other related “Design Mode” buttons on the top toolbar – this top bar will not be used much by most users.

3. Specifically, to edit workbook settings, use the BEx Design Toolbox: Workbook Settings button (last button top toolbar) – see specific examples in this section of the guide.
4. Once you’ve clicked on a Design Mode button, review the screen and recognize that you are in Design Mode
   
   - After clicking the BEx Design Toolbox: Design Mode button or other buttons on the top tool bar, the entire view of the query results changes (data is gone) and more options are available, including a different Context Menu when using the right mouse click.
   
   - Review the screen and recognize that you are in Design Mode.

5. To exit the Design Mode view and return to the workbook view (see the results), simply click on the BEx Design Toolbox: Exit Design Mode button again.
Deselect Autofit to Prevent Column Sizes from Adjusting to the Default Width

Note: When navigating and performing analysis, any column sizes that were manually adjusted will change back to the default width for that column. Use the steps below to deselect the Autofit option and prevent the automatic sizing of columns back to default column widths.

1. Click on the **Design Mode** button on the BEx toolbar to enter Design Mode (screen changes to a different look).

2. **Right Click** within the body of the Table object (not the header) to select the table and then right click for a list of options.

3. Click on **Properties...** to display the Properties of Analysis Grid window.
4. Uncheck the check box for **AutoFit** (click to uncheck box).

5. Click on the **OK** button.

6. Click on the **Design Mode** button on the **BEx toolbar** to exit Design Mode and return to the workbook / query results.

   **Note:** Once the query reappears after Exiting Design Mode, the columns will stay at the width that was last set (by the click and drag feature).
Design Mode (cont.)

Workbook Settings: General Options

1. To edit general setting options for Workbooks, click on the BEx Design Toolbox: Workbook Settings button (top row).

2. In the resulting Workbook Settings window, ensure the General tab is selected (the default tab).
3. Under the General tab, click in the checkboxes to select (check) or deselect (uncheck) the boxes as desired – some options you may wish to use are highlighted below:

- **Allow Refresh Function for Individual Queries** – beneficial for workbooks with multiple embedded queries to allow individual queries to be refreshed.

- **Allow Drag and Drop** – deselect if you do not wish to use this new function (see Filter Button Functions Including Drag and Drop for more on the functionality).

4. Click **OK** when done.

5. Remember to click the **BEx Design Toolbox: Design Mode** to exit the Design Mode view.
Design Mode (cont.)

Workbook Settings for Variables Values

1. To edit settings for Variables Values (used to select values for a query / workbook), click on the BEx Design Toolbox: Workbook Settings button (top row).

2. Click on the Variables tab.

3. Set the desired options for Variables.

4. Click OK to save changes.
Design Mode (cont.)

3. Under the Variables tab, choose the options desired per guidelines:

   - **Process Variables on Refresh** - disable the option if you want to display and select variable values independently in the Change Variables Values box for each individual query (if left checked, the variables will refresh for all embedded queries back to the last results / selection).

   - **Display Common Variables Only Once** - disable the option if you want to specify variable values independently in the Change Variables Values box for each query.

4. Click **OK** when done.

5. Remember to click the **BEx Design Toolbox: Design Mode** to exit the Design Mode view.