### Scrolling Data or Paginated Data

When you create a new analysis in Analytics, the default method of moving through the data in the table is to scroll up and down in the table using the scroll bar on the right side of the table, or using the scroll wheel on your mouse. The column headers are locked in place, and the data scrolls up and down below those headers.

You can change the default if you edit the table and the **Table View Properties**:

**Edit Table View Properties** to change the way data is presented:

- **Table Properties**
  - Style
  - Data Viewing
  - Padded headers with scrolling content
  - Content paging
  - Minimum width
  - Maximum width
  - Constraint: Prevent negative width
  - Maximum height
  - Minimum height
  - Constraint: Prevent negative height
  - Autoscroll
  - Keep visible
  - Use header automatically
  - Only column headings
  - Row styling
  - Hide column
  - Reorder column
  - Show subtotals
  - Sorted columns
  - Sorted levels
  - Show row level grand totals
  - Show values
  - Show row values
  - Include row values
  - Include row values
  - Include row values
  - Include row values
  - Include row values

### Sorting Data

Tables and pivot tables initially reflect the sorting that was specified when the analysis was created. If no specific sorting order was imposed, the data will be sorted in descending order — either alphabetically or numerically — starting with the left-most column and moving across to the right.

Dashboard users can modify the sorting later in a table or pivot table.

**Where Can I Sort?**

You can specify sorting in both table views and pivot table views on the Results tab as you’re creating the analysis or on a dashboard.

**Sorting Data**

Using the **Sorting Options Menu** and **Buttons**, you can make specify sorting in various ways:

- Right-click and select the appropriate option from the menu, or use the sort buttons in the column header or the row header in the pivot table or table in a dashboard.

Use **Sorting Options** to control how the data is sorted:

### Setting Print Options

As you begin creating and using your own analyses and dashboards, you need to set up those analyses so they print properly. You might want wider analyses to be printed in landscape mode. You might also want to be sure that, when any analysis is printed, **all** of the data is being printed and not just the data that is visible on the screen. **Print Options** must be set for each individual analysis.

**Edit Print Options** to change the way data is printed:

- **Page Settings**
  - Paper Size
  - Orientation
  - Portrait
  - Landscape
  - Orientation
  - Portrait
  - Landscape
  - Print Options
  - All
  - Header and Footer
  - Include Header
  - Edit

### Contacts

- Steve Singkofer at stevenjs@email.arizona.edu
- Analytics Forum on the UAccess Community
- Resources > UAccess Analytics on the UAccess Community

### References

Download these three **Basics** documents from the UAccess Analytics page under the **Resources** menu on the Community.