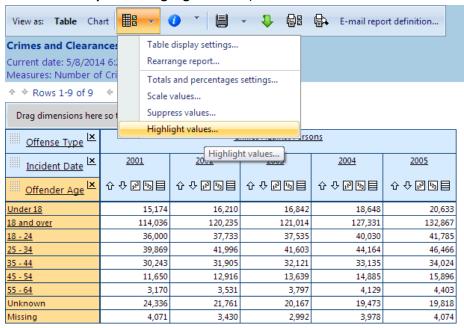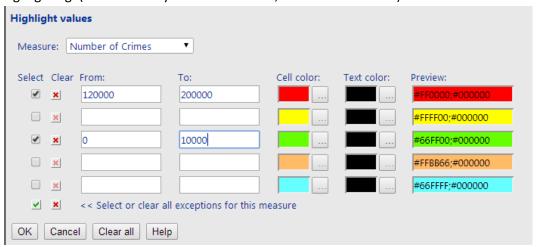# Perspective 6.0 Tutorial

Highlighting Values

1. Highlighting values helps you to pinpoint unusual or interesting information in tables that may be very large.

Offense Type	Crimes Against Persons				
Incident Date	2001	2002	2003	2004	2005
Offender Age	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤
Under 18	15,174	16,210	16,842	18,648	20,633
18 and over	114,036	120,235	121,014	127,331	132,867
18 - 24	36,000	37,733	37,535	40,030	41,785
25 - 34	39,869	41,996	41,603	44,164	46,466
35 - 44	30,243	31,905	32,121	33,135	34,024
45 - 54	11,650	12,916	13,639	14,885	15,896
55 - 64	3,170	3,531	3,797	4,129	4,403
Unknown	24,336	21,761	20,167	19,473	19,818
Missing	4,071	3,430	2,992	3,978	4,074

2. To apply value highlighting, click **Table options** > **Highlight values**. (You can select **View** menu > **Table options** > **Highlight values**.)

View as: Table   Chart   ▣▾   ⓘ ▾ │ 🖫 ▾   ⬇   ▦   📧   E-mail report definition...

Crimes and Clearances

Current date: 5/8/2014 6:
Measures: Number of Cri

⇧⇩ Rows 1-9 of 9

Table display settings...

Rearrange report...

Totals and percentages settings...

Scale values...

Suppress values...

Highlight values...

Drag dimensions here so

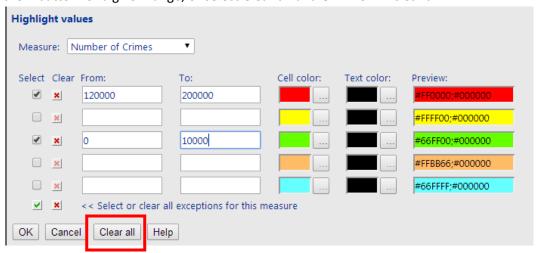| Offense Type	Crimes Against Persons				
Incident Date	2001	2002	2003	2004	2005
Offender Age	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤	⇧⇩▣▣▤
Under 18	15,174	16,210	16,842	18,648	20,633
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Unknown	24,336	21,761	20,167	19,473	19,818
Missing	4,071	3,430	2,992	3,978	4,074

3. On the **Highlight values** dialog, select the measure to which you want to apply value highlighting. (This table only has one measure, **Number of Crimes**.)

Highlight values

Select	Clear	From:	To:	Cell color:	Text color:	Preview:
☑	✖	120000	200000	🟥 ...	⬛ ...	#FF0000;#000000
☐	✖			🟨 ...	⬛ ...	#FFFF00;#000000
☑	✖	0	10000	🟩 ...	⬛ ...	#66FF00;#000000
☐	✖			🟧 ...	⬛ ...	#FFBB66;#000000
☐	✖			🟦 ...	⬛ ...	#66FFFF;#000000

☑ ✖ << Select or clear all exceptions for this measure

[OK] [Cancel] [Clear all] [Help]

Measure: Number of Crimes ▾

4. Click **Select** and enter a range to color red, and then enter another range to color green. When you have finished, click **OK**.

5. Now you can easily see which values are at the low end, between 0 and 10000, and which are at the high end, over 120000.

Offense Type ⌗ |ˣ	Crimes Against Persons				
Incident Date ⌗ |ˣ	2001	2002	2003	2004	2005
Offender Age ⌗ |ˣ	⇧⇩▥▤▤	⇧⇩▥▤▤	⇧⇩▥▤▤	⇧⇩▥▤▤	⇧⇩▥▤▤
Under 18		15,174	16,210	16,842	18,648	20,633
18 and over		114,036	120,235	121,014	127,331	132,867
18 - 24		36,000	37,733	37,535	40,030	41,785
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55 - 64		3,170	3,531	3,797	4,129	4,403
Unknown		24,336	21,761	20,167	19,473	19,818
Missing		4,071	3,430	2,992	3,978	4,074

6. To remove exception highlighting, return to the **Highlight values** dialog and either click the X button for a given range, or select **Clear all** and **OK**. We will clear all.

Highlight values

Measure: Number of Crimes ▾

Select	Clear	From:	To:	Cell color:	Text color:	Preview:
☑	✖	120000	200000	🟥 ...	⬛ ...	#FF0000;#000000
☐	✖			🟨 ...	⬛ ...	#FFFF00;#000000
☑	✖	0	10000	🟩 ...	⬛ ...	#66FF00;#000000
☐	✖			🟧 ...	⬛ ...	#FFBB66;#000000
☐	✖			🟦 ...	⬛ ...	#66FFFF;#000000

☑ ✖ << Select or clear all exceptions for this measure

[OK] [Cancel] [Clear all] [Help]

7. The value highlighting has been removed.

Offense Type [x]	Crimes Against Persons				
Incident Date [x]	2001	2002	2003	2004	2005
Offender Age [x]	⇧⇩📷📷📄	⇧⇩📷📷📄	⇧⇩📷📷📄	⇧⇩📷📷📄	⇧⇩📷📷📄
Under 18	15,174	16,210	16,842	18,648	20,633
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