Most of the published GFS reports in ReportMart include one or more pivot tables, which summarize transaction data in a variety of ways. As useful as they are, the pivots can be manipulated to provide more or less information for your particular needs.

Add Data to a Pivot Table

There may be times when you want to add more detailed information to your pivot; e.g., you might want to see students’ citizenship status in the GFS Aid Summary by Student pivot. The instructions below use this particular example, but you can apply the technique to any pivot table in any report that makes sense to you.

To Add a Column to a Pivot Table

1. Start at the pivot table of your choice. To set the following options, click the menus and/or buttons, as indicated:
   - Print Preview off (you should not see report headings and margins): File > Print Preview
   - Outliner on: located in the Section Title bar
   - Catalog on: View > Section/Catalog
   - Formatting tool bar on: View > Toolbars > Formatting

The report window should look about like this:
2. In the Catalog pane scroll to find the field you want; then click and drag it into the Side Labels outliner, as shown above. You can place the new item wherever you want; in this case, after Emplid, and before Stf Gf Aid Type.

3. To change the fill color of the new column, click the gray bar above the column heading, to highlight the column and activate the formatting tool bar. Then, click the drop down arrow next to the paint bucket icon, and select **Transparent** from the fill color palette.

Your pivot should now look approximately like this:
Delete Columns

Some of the pivot tables in the GFS reports are very wide as delivered, and truncate when printed on standard-sized paper. Perhaps you are interested in printing only certain details of aid transactions, and do not want or need all the columns that are displayed. For example, the GFS Aid Summary All Students pivot tables include some personal demographic and academic data, in addition to the aid line information.

It’s easy to remove unneeded columns directly from the pivot tables. The example below uses the GFS Aid Summary All Students, but the technique can be applied to any pivot table.

To Remove Columns from a Pivot Table

1. Start at the pivot table of your choice. Set the following options (see page 1 for more details, if needed)
   - Print Preview off
   - Outliner on

2. In the Side Labels outliner, select the data items (columns) that you don’t need to print. Hold down the Control key and click on the field names to select multiple items, for example:
   - Pers Gender
   - Pers Citizenship Status Sdesc
   - CitizCountry Sdesc Summary
   - Visa Permit Type Summary
   - Pers Primary Ethnic Group Sdesc
   - Primary Ethnicity Dtl Summary
   - Advisor Summary
   - STF Gf Aid Type (Aid Type is included in the Aid Seq number)

3. Press the Delete key on your keyboard to remove the selected fields.
Adjusting the Margins

If the report contains the data that you need but it still does not quite fit properly on the printed page, you can adjust the margins before printing.

**To Adjust Margins for Printing the Pivot Table**

1. Turn **Print Preview** on.

2. Under the **View** menu, select **Zoom > 75%** (or smaller), so that you can see how the report looks on the page, with respect to both side margins.

3. Place your cursor over the left-hand margin (vertical dotted line), and drag it to the right, to widen the margin.

4. You can adjust the right margin in the same manner, click and drag.

   If you can’t adjust the report enough to print it with margins on both sides, consider deleting additional columns (as instructed in the previous procedure) until you can.