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# How to make the alternate rows of a table be shaded in an Alma Analytics table

## Question:

I have made a table in my Alma Analytics report but I see the whole table in white rows and therefore it is hard to read. How can I make each alternate row be shaded with a background color (like I can easily do in Microsoft Word) so that it will be easier to read? I know it is possible because I have seen other libraries do it.

Here is my table now (I marked out patron details for privacy purposes)

Barcode	Policy Name	Loan Date	Due Date	First Name	Last Name	Title
100-10	Four Week Loan	8/27/2013	9/25/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/3/2013	9/8/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/6/2013	9/22/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
			10/4/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/26/2013	10/29/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
102662-000010	Four Week Loan	7/17/2013	7/31/2013	██████████	██████████	Dikker dan water
103030-000010	Four Week Loan	12/25/2011	1/22/2012	██████████	██████████	The Many dimensions of pottery : ceramics in archaeology and anthropology /
107796-000010	Four Week Loan	5/30/2013	6/27/2013	██████████	██████████	Aging and the growth of long-term care /
110-10	Four Week Loan	9/3/2013	10/1/2013	██████████	██████████	The abduction from the seraglio. Die Entführung aus dem Serail. Comic opera in three acts,
110617-000010	Four Week Loan	3/6/2012	3/13/2012	██████████	██████████	Taxation policy and the farm sector /

## Answer:

### ONE

When the table is open in the "results" tab click the pencil icon on top right to edit

Title

Items due more than 7 days ago

Table

Barcode	Policy Name	Loan Date	Due Date	First Name	Last Name	Title
100-10	Four Week Loan	8/27/2013	9/25/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/3/2013	9/8/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/6/2013	9/22/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/26/2013	10/4/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
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107796-000010	Four Week Loan	5/30/2013	6/27/2013	██████████	██████████	Aging and the growth of long-term care /
110-10	Four Week Loan	9/3/2013	10/1/2013	██████████	██████████	The abduction from the seraglio. Die Entführung aus dem Serail. Comic opera in three acts,
110617-000010	Four Week Loan	3/6/2012	3/13/2012	██████████	██████████	Taxation policy and the farm sector /

## TWO

In the top toolbar click "Table View Properties"

Table View Properties

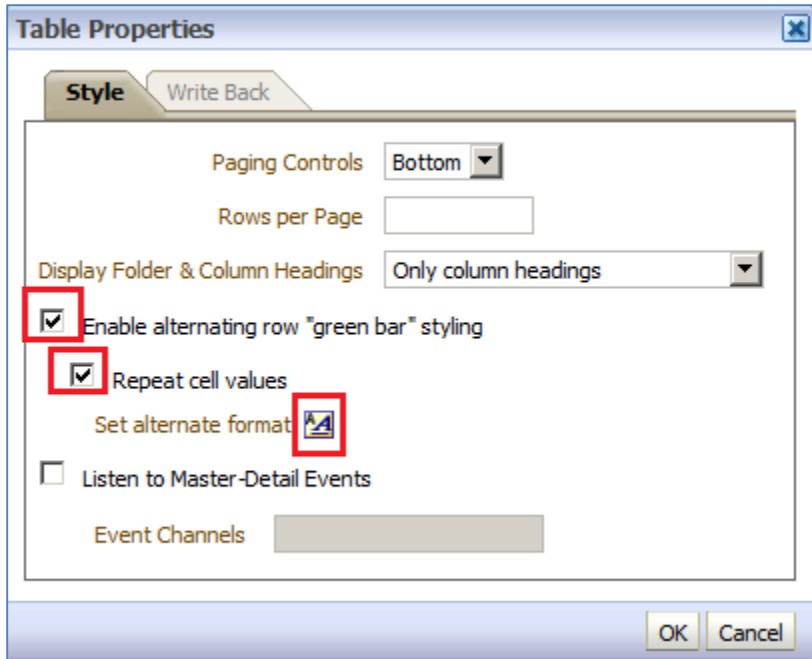
Barcode	Policy Name	Loan Date	Due Date	First Name	Last Name	Title
100-10	Four Week Loan	8/27/2013	9/25/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/3/2013	9/8/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		9/6/2013	9/22/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
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## THREE

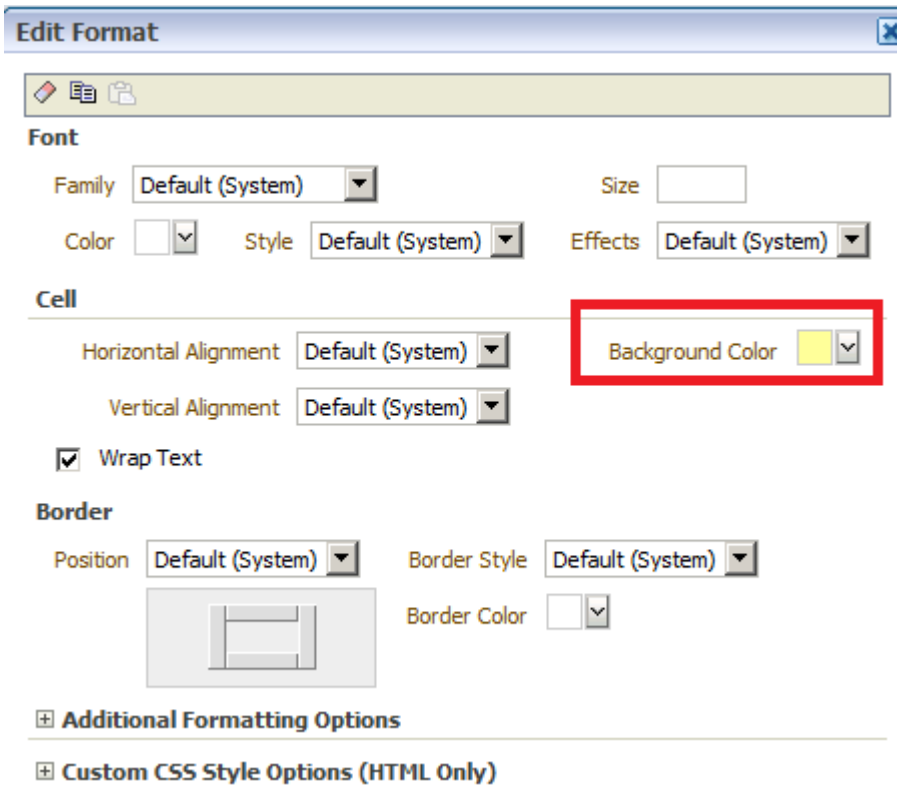
In the "Table Properties" window tab "style" check the box "Enable alternate row "green bar" styling".

If you want the rows to be white and green leave it. If you want different colors click "set alternate format".



It is advised also to click "repeat cell values" so that the table will appear with values repeated so each full row is a separate color





After clicking “Set alternate format” choose the desired cell background color



**FOUR**  
See results



Title  

**Items due more than 7 days ago**



Table  

**Now**

Barcode	Policy Name	Loan Date	Due Date	First Name	Last Name	Title
100-10	Four Week Loan	8/27/2013	9/25/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
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110617-000010	Four Week Loan	3/6/2012	3/13/2012	██████████	██████████	Taxation policy and the farm sector /

Title  

**Items due more than 7 days ago**

Table  

**Before**

Barcode	Policy Name	Loan Date	Due Date	First Name	Last Name	Title
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		9/6/2013	9/22/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
		10/4/2013	10/4/2013	██████████	██████████	Die Gärtnerin aus Liebe = (La finta giardiniera) : komische Oper /
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