

How to Customise Table Builder Base Tables

Base Table Features

Toolbar

Pagination area

Selection Menu

Options menu

Table or graph area

The screenshot shows the 'Census Table Builder' interface. At the top, there's a navigation bar with 'SNZ Home', 'Table Finder', 'Demos', 'Feedback', and 'Help'. Below that, a 'Help for first-time users' link is visible. The main content area displays a table titled 'Age Group and Sex, for the Maori Ethnic Group Census Usually Resident Population Count, 1991 and 2001'. The table has columns for 'Year' (1991, 2001) and 'Sex' (Male, Female, Total). The rows represent different geographical areas. On the left, there are several menu options: 'Variables (help)', 'Area', 'Year', 'Age Group', 'Sex', 'Options (help)', 'View Table', 'View Graph', 'Printable Version', and 'Downloaded'. A toolbar at the top right shows 'Rows: 50' and 'Columns: 25'. A 'Downloaded' section at the bottom left lists 'Total NZ by Regional Council/Area Unit', 'Total NZ by Authority/Area Unit', and 'Total NZ by District Health Board/Area Unit'.

Step one: Select Data

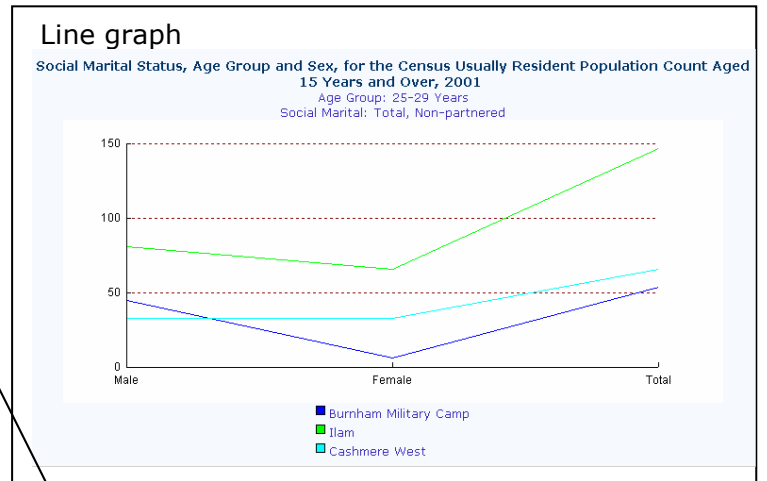
- Click on the name of a variable from the **Selection Menu**.
- Check an item/s in the Item List below to include it in your table.
- Click on the folder icon/s below to view further levels of detail available for selection.
- Or search for specific items.
- In the **Pagination Area** click **Continue** to make the next selection.

This screenshot shows a selection menu titled 'Total NZ by Regional Council/Area Unit'. It lists several regions with checkboxes: Northland Region, Auckland Region, Waikato Region, Bay of Plenty Region, Gisborne Region, Hawke's Bay Region, Taranaki Region, and Manawatu-Wanganui Region. A folder icon is next to the top-level title.

This screenshot shows a search interface for selecting data. It has a text input field labeled 'Search for word or phrase:', a 'Search' button, and a 'Cancel' button. Below the input field, there are two checkboxes: 'Select all: and 'Clear all: '.

Step two: View Results

- Click **View Table** or **View Graph** to switch between the two views.
- In the **Pagination Area** click on the down arrow to see the full range of chart types available. Click to select.



This screenshot shows a dropdown menu for 'Chart type:' with 'Line' selected. Below the dropdown, there is a checkbox labeled 'Show data labels' which is currently unchecked.

Step three: Record Results

- From the **Options Menu** click **Printable Version** to display your table without any other page elements for printing or copying.
- Use File **Print Preview** and **Print** commands to print the table.
- Use Edit **Select** and **Copy** to paste the table into another application, such as a word processor.
- Click **Download**. In the **Pagination Area** click on the down arrow to display file formats. Click to select and then click **Go**.

This screenshot shows a dropdown menu for 'Download report data to:' with '- Select file format -' selected. A 'Go' button is located to the right of the dropdown.