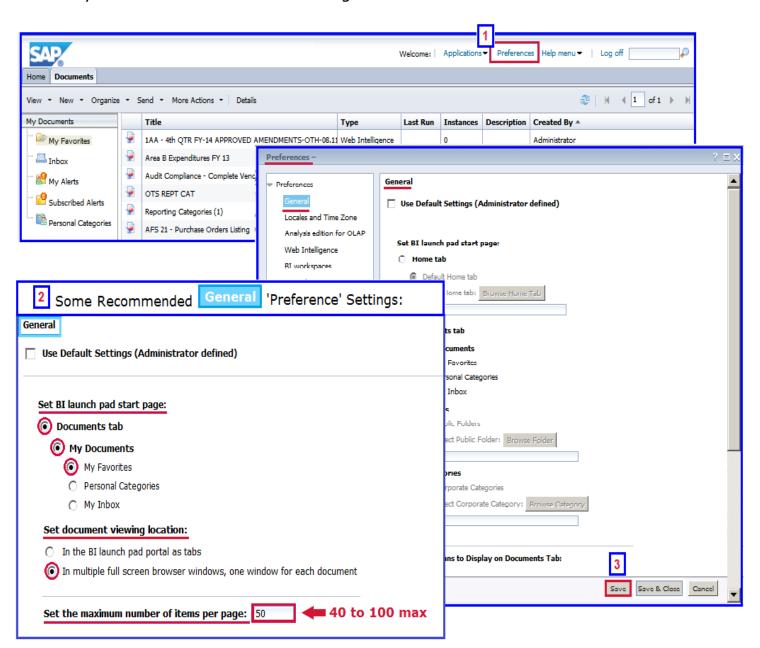Last Revised Date: 02/26/2015

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The **General** and the **Web Intelligence** preference settings are the most significant for users.

To set them, **1** click **Preferences** . The **Preferences** window will be displayed and the **General** panel will be open.

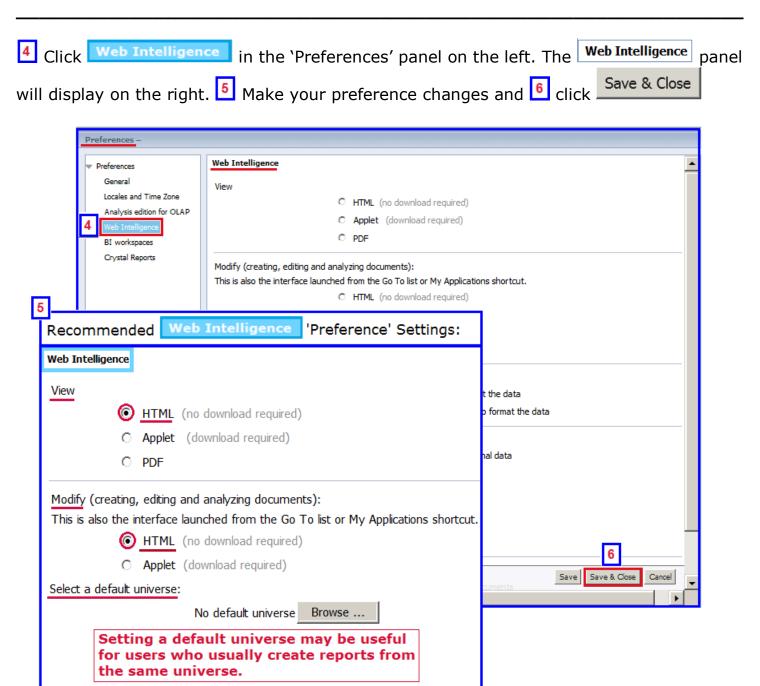**2** Make your **General** 'Preference' changes and **3** click **Save** .

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**4** Click **Web Intelligence** in the 'Preferences' panel on the left. The **Web Intelligence** panel will display on the right. **5** Make your preference changes and **6** click **Save & Close**



**NOTE:** HTML is faster than Applet (JAVA) as no download is required. However, Applet has a few advanced & new features that are not available with HTML. For example, if you do custom number formatting of reports, you will need Applet. But for most users' needs HTML is the better choice.