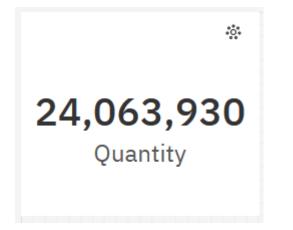
# How to change the data format

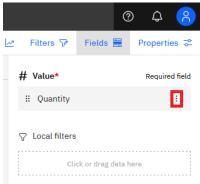
Dashboards are supposed to be simple and easy to read at a glance. Unfortunately, this is a large and imposing number:



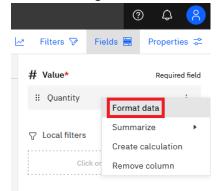
This chapter will show you how to change the data format...

## Modify data format

- 1. Start with the summary visualization you recently created (see <u>How do I add a summary</u> (big numbers)?).
- 2. Select the Summary visualization and open the *Fields*  $\stackrel{\text{Fields}}{=}$  pane.
- 3. Click the ellipsis icon beside *Quantity*:



#### 4. In the resulting menu, select *Format data*:



5. Under *Select a format*, choose *Number*:

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# Value*		Requ	ired field
:: Quantity			
Quantity			×
Format data			
Select a format			
Number			~
Number of decimal pla	ces		
0			~
✓ Use thousands	separator		
Abbreviate			
Number label (j)	Label po	sition	
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Default 🗸	⁄ Defa	ult	~
Missing value characte	rs (j)		
<default></default>			

### 6. Check *Abbreviate*:

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# Value*			Requ	ired field
:: Ouest	·:+. ,			:
Quantity				×
Format dat	a			
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Number of decima	al places			
Use thousa	ands sepa	arator		
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		Defa	ult	$\sim$
Negative sign sym	ıbol	Negative	sign posi	tion
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## 7. Close the dialog:

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	er of decimal	ptaces			
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Negati	ve sign symb	ol	Negative	e sign positi	on
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8. Your dashboard now looks like this:

