

SAP BusinessObjects Business Intelligence platform
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Widgets for SAP BusinessObjects Business Intelligence Platform User Guide



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1 Document History

The following table provides an overview of the most important document changes.

Version	Date	Description
SAP BusinessObjects 4.1	January 2013	First release of this document.
SAP BusinessObjects 4.1 SP1	August 2013	Updated for SAP BusinessObjects 4.1 SP1 release.
SAP BusinessObjects 4.1 SP2	November 2013	Updated the following sections: <ul style="list-style-type: none">• To create widgets from Web Intelligence documents [page 16]• To view and set prompt values for a Web Intelligence widget [page 21]

2 Understanding widgets

Widgets are mini-applications that allow easy and fast access to frequently used functions and provide visual information from your desktop. The widgets for SAP BusinessObjects Business Intelligence platform functionality allows your organization to provide access to existing business Intelligence (BI) content on the BI platform and Web Dynpro applications on SAP NetWeaver Application Server components to anyone in the company.

With widgets for SAP BusinessObjects Business Intelligence platform, you search or browse for existing content, such as Web Intelligence documents, Dashboards models, and Web Dynpro applications, then paste the key information onto your desktop so it is readily available when needed.

As a widget, the content gains the following features from the widget framework:

- User-controlled size and positioning
- Automatic refresh
- Optional setting as the top application window
- Full SAP BusinessObjects Business Intelligence platform security (Web Intelligence report parts and Dashboards models only)
- Saved display
- Saved data context state (Web Intelligence report parts only)
- Web Intelligence OpenDocument links to detailed reports (Web Intelligence documents only)
- Tabbed views

2.1 Guidelines for creating content for widgets

An ideal widget is a visually lightweight representation of content that displays commonly used or updated measures or metrics.

To be good candidate for a widget, BI content should meet the following criteria:

- The information changes frequently and must be monitored throughout the day.
- The information display is suitable for assessing performance.
- The content provides enough information to determine if action is necessary.

Although it is tempting to include as much information as possible, too much detail is distracting and can impede your ability to quickly assess the situation.

➔ Tip

If you have a lot of data you would like to display in a widget, consider displaying only the most important and frequently updated information and add links to supporting information.

3 Installing widgets for SAP BusinessObjects Business Intelligence platform


Widgets for SAP BusinessObjects Business Intelligence platform must be installed on each user's computer. Users can run the widgets setup program on their own systems or a system administrator can run a silent installation to install the program on all computers in the network.

In addition, to access Web Dynpro applications, an administrator must configure these applications as widgets on the SAP NetWeaver Application Server components.

Widgets is installed as part of the desktop client applications in the SAP BusinessObjects Business Intelligence platform Client Tools setup program. You need to install SAP BusinessObjects Business Intelligence platform Client Tools to access widgets. For information about installing the tools, refer to the *Installing SAP BusinessObjects Business Intelligence Platform Client Tools* topic in the *SAP BusinessObjects Business Intelligence Platform Installation Guide*.

4 Managing repository connections

Before you can use widgets to access content in SAP BusinessObjects Business Intelligence platform and SAP NetWeaver Application Servers components, you must connect to a repository. Use the [Host and Login Preference](#) dialog box to add, edit, and remove connections and to connect or disconnect from repositories, as required. You can add connections to additional repositories so you can view data from multiple sources from your desktop.


The widgets feature is a background process that stays connected to the servers you have set up. The [Widgets](#) button () in the Windows Notification area shows the connection status:





- The indicator flashes green during login.
- The indicator is red when the connection is active.

Caution

The [Widgets](#) button does not change color if a server connection is lost. If your server documents are not displaying, right-click the [Widgets](#) button and click [Host and Login Preferences](#) to view the details of server connections and, if necessary, reconnect.

4.1 To manage repository connections

1. Right-click the [Widget](#) button () and select [Host and Login Preferences](#).
2. On the [Host and Login Preferences](#) dialog box, do any of the following:

Option	Description
Add an SAP BusinessObjects Business Intelligence platform connection	Click  New  and, in the Credential dialog box, enter the connection information. Click OK . For more information, see To enter SAP BusinessObjects Business Intelligence platform connection credentials [page 8].
Add an SAP NetWeaver Application Server component connection	Click  New  and, in the Credential dialog box, enter the connection information. Click OK . For more information, see To enter SAP NetWeaver Application Server component connection credentials [page 8].
Remove a connection	Select the connection and click Remove . In the Remove Host dialog box, click Yes .
Connect or Disconnect a repository	Select the connection and click Connect or Disconnect .
Edit a connection	Select the connection and click Edit . In the Credential dialog box, make the changes and click OK .

Option	Description
	<p>i Note</p> <p>You cannot change the name of a connection.</p>

4.1.1 To enter SAP BusinessObjects Business Intelligence platform connection credentials

To connect to an SAP BusinessObjects Business Intelligence platform repository, you must enter logon credentials. Use these steps to configure the connection credentials for the BI platform connections.

1. If the *Credentials* dialog box is not open, right-click the *Widgets* button and select *Host and Login Preferences*.
2. In the *Host and Login Preferences* dialog box, click **New** *SAP BusinessObjects BI platform*.
3. In the *Credentials* dialog box, enter the following information:

Option	Description
<i>Host Name</i>	Enter the name of the BI platform server.
<i>Host URL</i>	Enter the web services URL.
	<p>i Note</p> <p>When you enter a value in the <i>Host Name</i> box, this value is automatically filled in.</p>
<i>User Name</i>	Enter the username for accessing the host server.
<i>Password</i>	Enter the password for accessing the host server.
<i>Authentication</i>	This value is updated by the host when a connection is established.
<i>Sign in automatically</i>	If you want to automatically sign in to this repository each time widgets starts, select this option.

4. Click *OK*.

The SAP BusinessObjects Business Intelligence platform connection is added to the list of connections in the *Host and Login Preferences* dialog box and widgets attempts to log on using the specified credentials.

4.1.2 To enter SAP NetWeaver Application Server component connection credentials

To connect to SAP NetWeaver Application Server components, you must enter logon credentials. Use these steps to configure the connection credentials for SAP NetWeaver Application Server component connections.

1. If the *Credentials* dialog box is not open, right-click the *Widgets* button and select *Host and Login Preferences*.
2. In the *Host and Login Preferences* dialog box, click **New** *SAP NetWeaver Application Server*.
3. In the *Credentials* dialog box, enter the following information:

Option	Description
<i>Client</i>	Enter the client number of the application server component.
<i>Host Name</i>	Enter the name of the SAP NetWeaver Application Server component and port of the server, for example: businessobjects02:8080
<i>Host URL</i>	Enter the application URL. <div> <i>i</i> Note When you enter a value in the <i>Host Name</i> box, this value is automatically filled in. </div>
<i>User Name</i>	Enter the username for accessing the host server.
<i>Password</i>	Enter the password for accessing the host server.
<i>Authentication</i>	Displays the authentication supported by the server.
<i>Sign in automatically</i>	If you want to automatically sign in to this repository each time widgets starts, select this option.

4. Click *OK*.

The SAP NetWeaver Application Server component connection is added to the list of connections in the *Host and Login Preferences* dialog box and widgets attempts to log on using the specified credentials.

5 Configuring Web Dynpro Applications for widgets

Before widgets for SAP BusinessObjects Business Intelligence platform users can use Web Dynpro applications for widgets, an SAP NetWeaver Technology Platform administrator must make the applications available as widgets. For information about SAP Web Dynpro Flex Client support, see the *Widgets for SAP BusinessObjects Business Intelligence platform* topic in the *SAP BusinessObjects Business Intelligence Platform Administrator Guide*.

5.1 To enable widgets on the SAP NetWeaver Application Server Components

To make Web Dynpro applications available as widgets, an administrator must configure and enable the widgets application on the SAP NetWeaver Application Server component.

You must have administrator rights to perform this task.

1. Open [SAP Logon](#).
2. Click the [New](#) icon.
The [Create New System Entry](#) window appears.
3. In the [Search For](#) field, type the name of the SAP NetWeaver server component that contains the applications you want to make available for widgets. Select the server system and click [Next](#).
The [Group/Server](#) list appears.
4. Select [PUBLIC](#) and click [Finish](#).
5. In the [SAP Logon](#) window, double-click the SAP NetWeaver server component that you just added.
The [SAP](#) back-end server logon page appears.
6. Type your credentials for logging on to the SAP back-end server and press [Enter](#).
7. Proceed to the [SAP Easy Access](#) page, enter a transaction code in the box on the toolbar, and press [Enter](#).
The [Administrator](#) transaction page appears.
8. Ensure that [Standard](#) type is selected and click [Execute](#).
The [Display View "Maintain Application ID": Overview](#) transaction access page appears.
9. On the [transaction access](#) page toolbar, click [Display](#) [Change](#).
The [Information](#) dialog box appears.
10. Click [Continue](#). The [transaction access](#) toolbar with a new set of options appears.
11. On the [transaction access](#) toolbar, click [Widget Admin](#).
The [Widget Administration](#) dialog box appears.
12. Select the applications to enable as widgets, and click [Save Configuration](#).

Note

If the portal is Java-based, enter the SAP Enterprise Portal URL.

The selected applications appear in the [Maintain Application ID](#) page.

Note

The applications you select to be enabled as widgets will be available to users who have been assigned permissions to those applications. For Web Dynpro application assignment to a "Role Menu", see the *PFCG: Menu* topic in the *SAP NetWeaver Business Client software 1.0 (with PFCG Connection)* documentation available at <http://help.sap.com>.

You can now provide the following server information to users:

- Client: SAP ABAP System client information.
- Hostname: SAP ABAP System server and port information.

5.2 To install and configure SAP BusinessObjects Business Intelligence platform Client Tools

Before performing this task, ask your administrator for the following server information:

- Client: SAP ABAP System client information.
- Hostname: SAP ABAP System server and port information.

Configuring the BI platform client tools involves specifying servers to locate and run widgets from, and then providing your login credentials. You can add more servers to the configuration during or after the initial configuration.

1. Run the SAP BusinessObjects Business Intelligence platform Client Tools *setup.exe* program.
The *setup.exe* program installs the BI platform Client Tools on your machine.
2. Run **Start** > **Programs** > *SAP Business Intelligence* > *SAP BusinessObjects BI platform 4* > *Widgets*.
The widgets icon appears on the system tray.
3. From the system tray, right-click the *Widgets* icon and select *Host and Login Preferences*.
4. Click *New*, and select *SAP NetWeaver Application Server* component.
The *Credentials* dialog box appears.
5. In the *Client*, *Host Name*, and *Host URL* boxes, enter the credentials provided by your administrator.
The Host URL is created automatically. Change this URL only if your administrator instructs you to use a different URL. The Host URL is authenticated either through Standard or Secure (SSO) protocol.
6. In the *User Name* and *Password* fields, enter the user name and password, and then click *OK*.
7. From the system tray, right-click *Widgets* and select *Document List Explorer*.
The *Document List Explorer* window appears with a list of widgets that are available to you on the configured server.

Note

Only the widgets that have been assigned to you by your administrator are available to use.


8. Double-click a widget to run it.

6 Accessing Content

When the widgets feature is connected to an SAP BusinessObjects Business Intelligence platform repository, you can create widgets to display Dashboards models or Web Intelligence report parts on your desktop. You can also search or explore the available repositories to view information in a variety of formats including Crystal Reports, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Adobe PDF.

When the widgets feature is connected to an SAP NetWeaver Application Server component, you can also retrieve Web Dynpro applications.

6.1 Logging into repositories

To access BI content in SAP BusinessObjects Business Intelligence platform or SAP NetWeaver Application Server Components, the widgets feature must be logged into the server. If you set up the connection to automatically log in, the widgets feature logs in each time it starts. If the automatic log in is not set up, you can log into all configured repositories by right-clicking the [Widgets](#) button () in the Windows Notification area and selecting [Log in](#).

If you want to log into a specific repository, right-click the [Widgets](#) button and select [Host and Login Preferences](#). In the [Host and Login Preferences dialog](#) box, select the server and click [Connect](#).


If you have not configured any repository connections, when you right-click the [Widgets](#) icon and click [Log In](#), the [Credentials](#) dialog box opens so you can enter the connection information.

6.2 To search SAP BusinessObjects Business Intelligence platform repositories

With the widgets feature, you can search across all connected SAP BusinessObjects Business Intelligence platform repositories at once.

Note

You cannot search within SAP NetWeaver Application Server components. To find Web Dynpro applications, see [To explore content in repositories](#) [page 13].

1. In the Windows taskbar, right-click the [Widgets](#) button () and select [Content Search](#).
2. Type your search term and click the [Search](#) button.

Tip

To narrow your search to a specific server, in the [Search](#) dialog box, from the drop-down menu, select the server name.

6.2.1 Managing search results

The *Search Result* window includes an *Explorer* pane and a *Title* pane.

The *Title* pane lists the search results in descending order according to relevance, that is, how well the content matched the search criteria. To change the sort order, click the column heading to sort by that column (title, score, path, or date modified).

You can refine the search results using a faceted search. The *Explorer* pane displays the search results, along with a tree view that displays the results history and facet classifications that you can use to filter the current search results. Click a facet to see only the results in that classification.

➔ Tip

The number in brackets beside each facet indicates the number of items found for that classification.

The widgets feature retains the search results for previous searches so you can easily find those items again. If you no longer want to keep a saved search, do one of the following:

- To remove the selected result from the *Explorer* pane, click *Delete Search Result*.
- To erase all saved search results, click *Delete History*.

6.3 To explore content in repositories

You can browse the content on all connected servers using the Document List Explorer. The explorer securely navigates folders and categories on multiple connected servers including both SAP BusinessObjects Business Intelligence platform and SAP NetWeaver Application Server component connections.

To browse content in repositories, right-click the *Widgets* button () and select *Document List Explorer*.

To customize the explorer display, do any of the following:

- To group results by category, click *Show Categories*.
- To organize results in folders, click *Folder View*.
- To update the results list, click *Refresh*.
- To set the display mode, select *Icons*, *List*, or *Details*.

To open an item in the list, double-click it. Different types of documents open in different ways:

Document type	Display
Web Intelligence document	Displayed in a new window.
Dashboards model	Displayed inside the Explorer viewing pane.
Crystal reports, BI workspaces, and modules	Displayed in a browser window.
Adobe PDF, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint	Displayed in their associated application.
SAP XBCML Widget	Displayed on your desktop as a widget.

➔ Tip

For Web Intelligence and Dashboards documents, you can also drag them to your desktop to create widgets.

7 Creating widgets

You can create desktop widgets by dragging Web Intelligence documents and Dashboards models to your desktop, or by double-clicking XBCML widgets from the repository search results or explorer.



Note

You cannot create widgets from Crystal reports, BI workspaces, or modules, but you can open these documents from the widgets search or explorer windows. You can also open Adobe PDF, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents.

7.1 To create widgets from Dashboards files in a repository


To access files in the repository, the widgets feature must be logged in to an SAP BusinessObjects Business Intelligence platform.

You can use Dashboards files available in the BI platform repository to create desktop widgets. The widget is linked to the source file so if the data changes in the repository, it is updated in your desktop widget according to the specified refresh schedule.

1. Do one of the following:
 - To search for the file, right-click the *Widgets* button () and select *Content Search*.
 - To browse to the file, right-click the *Widgets* button () and select *Document List Explorer*.
2. Use any of the following methods to create the widget:
 - From the *Search Results* list, double-click a Dashboards file.
 - From the *Explorer* pane, drag the Dashboards file to your desktop.
 - From the *Explorer* pane, double-click the Dashboards file to open it in the *Viewer* pane, and then drag it to your desktop.

7.2 To create widgets from local Dashboards SWF files

SAP BusinessObjects Dashboards can export the Dashboards models as SWF files. If you receive a Dashboards SWF file in an email, from a website, or from other sources, you can import it into the widgets to create a desktop widget. When you create the widget, it is linked to the source Dashboards model. If the data changes in the source file, it is updated in your desktop widget according to the specified refresh schedule.

1. Right-click the *Widgets* button () and select *Open Widget from disk*.
2. Navigate to the location of the Dashboards SWF file.
3. Change the *File Type* to Flash file (*.swf) in the *Open Widget* dialog box.

4. Double-click the SWF file to open it.

The Dashboards SWF file is displayed as a widget on your desktop.

7.3 To create widgets from Web Intelligence documents


When you find Web Intelligence documents in available repositories, you can create desktop widgets or Microsoft Outlook objects from their report parts. The widgets are linked to the source Web Intelligence document in the repository so it is updated when the source data changes.

Note

Widgets for SAP BusinessObjects Business Intelligence platform does not support Web Intelligence documents based on universes created using the information design tool (UNX). Also, prompts are not supported for Web Intelligence documents based on BEx Query data that is accessed directly.

Note

To use Microsoft Outlook objects, Outlook must be configured to use Microsoft Word as the text editor and HTML-formatted messages.

1. Do one of the following:
 - To search for the document, right-click the [Widgets](#) button () and select [Content Search](#).
 - To browse to the document, right-click the [Widgets](#) button and select [Document List Explorer](#).
2. Double-click the document to open it in the Web Intelligence viewer.
3. To create a widget, drag the report from the viewer to your desktop.

7.3.1 Using the Web Intelligence window

The Web Intelligence window includes a toolbar at the top of the window that allows you to:


- Change the zoom level.
- Search for a specific text string.
- Change the report page.
- View or hide the report map.
- View the report in page or listing mode.
- Copy single cell, chart or table content from the viewer by right-clicking the object.

The navigation pane displays the list of reports available in the document. The currently selected report will be highlighted. The navigation map allows you to navigate reports and report sections. The view pane is automatically synchronized with the selected item in the navigation list.

7.4 To create widgets from Web Dynpro applications

To access files in the repository, widgets must be logged into an SAP NetWeaver Application Server component repository.

You can add Web Dynpro applications that have been registered as XBCML widgets on the SAP NetWeaver Application Server component as desktop widgets. The widget is linked to the source file so if the data changes in the repository, it is updated in your desktop widget according to the specified refresh schedule.

1. Right-click the *Widgets* button () and select *Document List Explorer*.
2. From the *Explorer* pane, double-click the XBCML widget file to add it to your desktop.


8 Managing widgets

After you add widgets to your desktop, you can adjust their position, hide and show them, add them to the Windows sidebar, or create widget views to manage the information displayed on your desktop.

8.1 Displaying widgets

Your widgets remain on the desktop until you close them. However, as you work with other applications, those applications may cover the widgets.

To view widgets without closing or minimizing other applications, you can display your widgets in front of other applications. Right-click the [Widgets](#) button and click [Show Widgets](#) to enable this setting.

If you do not want other applications to cover the widgets again, you can set individual widgets to always be visible by clicking the [Properties](#) button () and, in the [Widget Properties](#) dialog box, selecting the [Always on Top](#) option.

8.2 To open widgets

If you previously closed a widget, you can open it from a disk or repository or from the widget history.

Right-click the [Widgets](#) button () on the Windows taskbar and do one of the following:

- To open a widget from the history, point to [Recent Widgets](#) and choose the widget from the list.


Note

The [Recent Widgets](#) list shows the last five widgets used. To see more recent widgets, click [More](#). The [History](#) dialog box displays the last 50 widgets used.

- To open a widget from a disk, point to [Open Widget from Disk](#). In the [Open Widget](#) dialog box, navigate to the location of the widget, select the file, and click [Open](#).

8.3 To close widgets

If you no longer want to display a widget on the desktop, you can close the widget. Closing a widget does not delete it from your system; you can reopen it to show it on the desktop again.



1. Move the mouse cursor over the widget.
The [widget](#) menu opens to the right of the widget.
2. Click the [Close](#) button () at the top of the [widget](#) menu.

3. Click [Yes](#).

The widget closes and no longer appears on the desktop.


8.4 To clear widget history

The Widget history keeps the previous 50 widgets that were used on the desktop. If you remove a widget from the desktop, you can easily reopen it from the Widget history. If you no longer want to keep the previously used widgets in the history, you can clear the history.

1. Right-click the [Widgets](#) button () in the Windows Notification area and click [Recent Widgets](#) [More](#) .
2. In the [History](#) dialog box, click [Clear](#).

8.5 To share widgets

You can share report parts and Dashboards widgets with other users. First save the widget as a .bidml file, then email the file to other users. When the recipients open the file, they can access the widget.


1. Move the mouse cursor over the widget and, from the [widget](#) menu, click the [Properties](#) button ().
2. In the [Widget Properties](#) dialog box, under [Export Options](#), click [Save](#).
3. In the [Save Widget](#) dialog box, navigate to the location where you want to save the file, type a filename, and click [Save](#).

The widget is saved as a .bidml file. You can now email the file to other users.

The [widget](#) menu is not available for XBCML widgets and this feature is not applicable to XBCML widgets created using the Web Dynpro application.

8.6 To rename widgets

The widget name is displayed in the list of recent widgets and in the widget history.

1. Move the mouse cursor over the widget and, from the [widget](#) menu, click the [Properties](#) button ().
2. In the [Widget Properties](#) dialog box, in the [Widget Name](#) box, type a name for the widget.
3. Click [OK](#).


The [widget](#) menu is not available for XBCML widgets and this feature is not applicable to XBCML widgets created using the Web Dynpro application.

8.7 To refresh Web Intelligence widgets

If you create a widget from a Web Intelligence document, you can specify how and when the data in the widget will be refreshed.

Note

Data in Dashboards widgets is refreshed according to the settings for the Dashboards model.

1. Move the mouse cursor over a Web Intelligence widget and, from the *widget* menu, click the *Properties* button .
2. In the *Widget Properties* dialog box, under *Refresh Options*, select one of the following options:
 - To update from the latest instance of the Web Intelligence document in the repository, select *Retrieve Data from Latest Instance*.
 - To update the data from the source database, select *Refresh Data directly from Database*.

The *widget* menu is not available for XBCML widgets and this feature is not applicable to XBCML widgets created using the Web Dynpro application.

8.8 To drag and drop Web Intelligence content

Ensure that the application you want to add content to is open.

After you create a widget from Web Intelligence, you can drag Web Intelligence content, such as a chart or table, to Microsoft Excel, Word, PowerPoint, or Outlook. The Web Intelligence objects provide a snapshot of the data at the time you added it. The objects are static and not linked to their data sources.

1. From the system tray, right-click *Widgets*, and select *Document List Explorer*.
The *Document List Explorer* window appears with a list of documents in the *Explorer* pane.
2. Browse through the folders in the *Explorer* pane, and open the folder that contains Web Intelligence documents.
The folder displays a list of all the Web Intelligence documents available in the system.
3. From the right pane in the Document List Explorer, open a Web Intelligence document.
The *Web Intelligence Document Viewer* appears.
4. Select content and drag it to an open copy of Microsoft Word, Excel, PowerPoint, or Outlook.

8.9 To copy and paste Web Intelligence widget content

After you create a widget from Web Intelligence, you can copy and paste Web Intelligence content, such as a chart, table, or cell text into Microsoft Office application or to any application that accepts content as clipboard data, such as Notepad.


1. Right-click the widget and select [Copy](#).
2. In an open Microsoft Office application, right-click and select [Paste](#).

8.10 To view and set prompt values for a Web Intelligence widget

For Web Intelligence widgets that retrieve data directly from the source database, you can set values for prompts that have been configured for the document. The [Prompts](#) tab is not available for widgets that use saved data or that refresh from the latest document instance in the BI platform.

Note

Pormpts are not supported for Web Intelligence documents based on BEx Query data that is accessed directly.


1. Move the mouse cursor over a Web Intelligence widget and, from the [widget](#) menu, click the [Properties](#) button ().
2. In the [Widget Properties](#) dialog box, click [Prompts](#).
A list of all the available prompt values appears.
3. Click [Prompt Values](#).
The [Specify Prompt Values](#) window appears.
4. In the [Specify Prompt Values](#) window, enter a value and click [OK](#).

Related Information

[To refresh Web Intelligence widgets](#) [page 20]

8.11 To add widgets to the Windows sidebar

If you are using Microsoft Windows Vista or Windows 7 with the Windows sidebar, you can add widgets for SAP BusinessObjects Business Intelligence platform to the Windows sidebar. First export the widget to your computer and then add it as a gadget to the Windows sidebar.

1. Move the mouse cursor over the widget and, from the [widget](#) menu, click the [Properties](#) button ().
2. In the [Widget Properties](#) dialog box, under [Export Options](#), click [Save](#).
3. In the [Save Widget](#) dialog box, navigate to a location, enter a filename and click [Save](#).

The widget is saved and ready to be added to the Windows Sidebar.


Note

This feature is currently deprecated by Microsoft Windows for security, and is not recommended for use.

8.12 Using widget views

If you have many widgets that you do not need all the time, you can use Widget views to show only the widgets you need at one time without completely removing the other widgets. Widget views help manage which widgets are displayed on your desktop at any time. You can group widgets and save them as a view, and then switch between views as required. Widgets that not included in the current view remain connected even when they are not displayed. The Views bar provides an easy way to create, modify, and switch views.

8.12.1 To create views

1. Right-click the *Widgets* button () and click *Add View*.
2. On the *Views* bar, type a name for the view and click *Add View*.
A blank view is added to the *Views* bar.

Once you create a view, you can use the Views bar to rename, delete, or add widgets to it.

8.12.2 To change widget views

If you have multiple widget views, you can easily switch between them to see different groups of widgets without disconnecting or deleting widgets that you do not currently need.

- Right-click the *Widget* button (), point to *Widget Views*, and click the name of the view you want to display.




8.12.3 To show or hide the Views bar

- Right-click the *Widgets* button (), point to *Widgets Views* and click *Show Views Bar* or *Hide Views Bar*.
The Views bar appears on the desktop and shows a tab for each available view, as well as a tab to create a view.

8.12.4 To use the Views bar

After you show the *Views* bar, you can use it to create new views, or to rename, delete, and add widgets to existing views.

- On the *Views* bar, do any of the following:


Option	Description
To switch to a different view	Click the tab for the view that you want to see.
To create a view	Click the Add View tab, type a name for the view, and click Add View .
To rename a view	Click the arrow beside the tab for the view and click Rename View . Type a new name, and press <code>Enter</code> .
To add widgets to a view	<p>Click the arrow beside the tab for the view and click Open Widget. Select the widget you want to add to the view.</p> <div> <p>i Note</p> <p>The widgets available in the list includes only widgets that have been added to the desktop. To create a widget, use the Widget button () to open a widget from a disk or to access the Document List Explorer or Search Content options.</p> </div>
To delete a view	Click the arrow beside the tab for the view you want to delete and click Delete View .
To move the Views bar	Click the Move button () and drag the bar to a new location.
To close the Views bar	Click the Close button ().

9 Using RSS feeds

RSS is a format for delivering regularly changing content. It allows you to stay informed by retrieving updated content from the sites you subscribe to and delivering a summary notice to your desktop.

When you use the widgets feature to subscribe to RSS feeds, RSS entries appear in the RSS Inbox as they are posted at the RSS URL. When new entries arrive in the inbox, a desktop message also notifies you that a new entry was received. Both the RSS inbox and desktop message contain the title of the new item. You can click the title to go to the site and read the complete entry.


9.1 To subscribe to RSS feeds

1. Right-click the *Widgets* button () in the Windows taskbar and select *RSS Inbox*.
2. In the *RSS Inbox* dialog box, select a folder and click *New RSS Feed*.
3. In the *Subscribe RSS Feed* dialog box, type the RSS URL and click *Subscribe*.

The feed is added to the feeds list.

9.2 To refresh RSS feeds


After you subscribe to an RSS feed, it will generally update automatically whenever the content on the site changes. However, if you lose the connection, updates may not be delivered. You can refresh the feed to ensure the content is current.

1. Right-click the *Widgets* button () in the Windows taskbar and select *RSS Inbox*.
2. In the *RSS Inbox* dialog box, select the RSS feed you want to refresh and click *Refresh*.

The content for the RSS feed is updated.

9.2.1 To remove RSS feed items from the RSS inbox

When RSS items are delivered to your RSS inbox, you can click the title to read the complete entry. Once you are finished with the item, you can remove it from the inbox.

1. Right-click the *Widgets* button () in the Windows taskbar and select *RSS Inbox*.
2. In the *RSS Inbox* dialog box, select the RSS feed item you want to remove and click *Remove*.

The selected item is deleted from the list.

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