

# Morningstar<sup>®</sup> Office Tip Sheet: Matching your Logo Colors

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Another way Report Studio enhances your client reporting experience is by enabling you to customize your color palette. This is a great way to reinforce your firm's brand identity by choosing a custom color to match your firm's logo, and then using this element on your reports. For instance, you can use this when creating borders, or with charts and graphs.

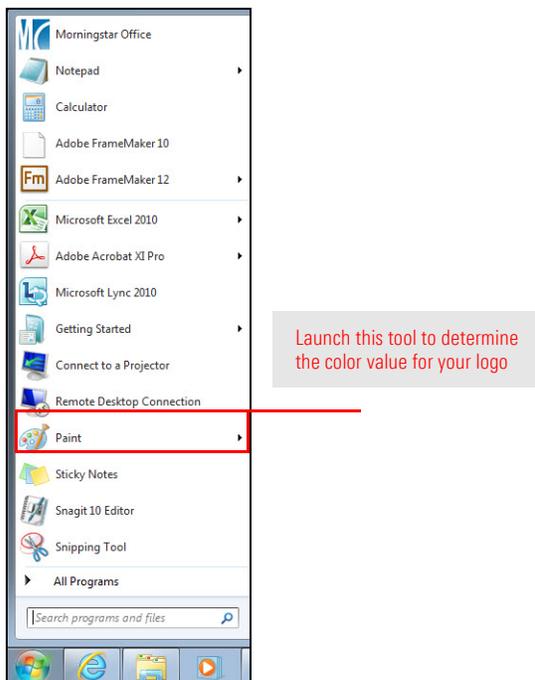
## Overview

Before customizing your color palette in Report Studio, you need to find the color values from your logo that you are trying to match.

## How can I determine the exact color in my logo?

To determine the RGB (Red, Green, Blue) color values for your firm's logo, open the logo in the Windows Paint tool, and take note of the color coordinates. Do the following:

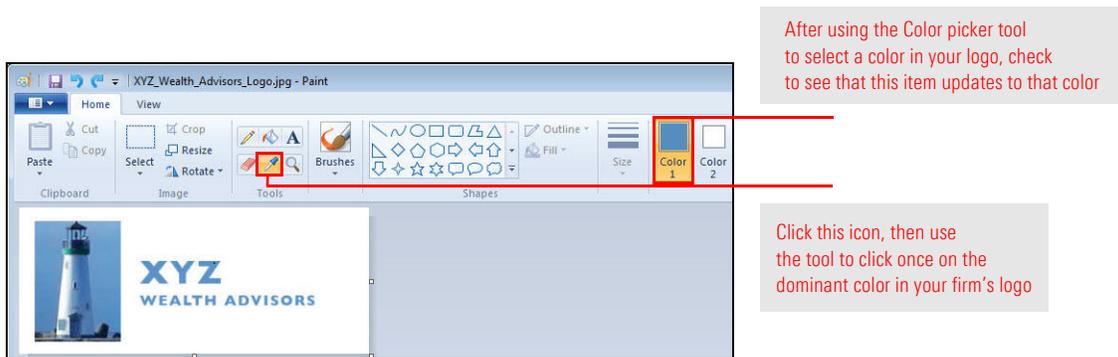
1. From the Windows **Start** menu, select **Paint**.



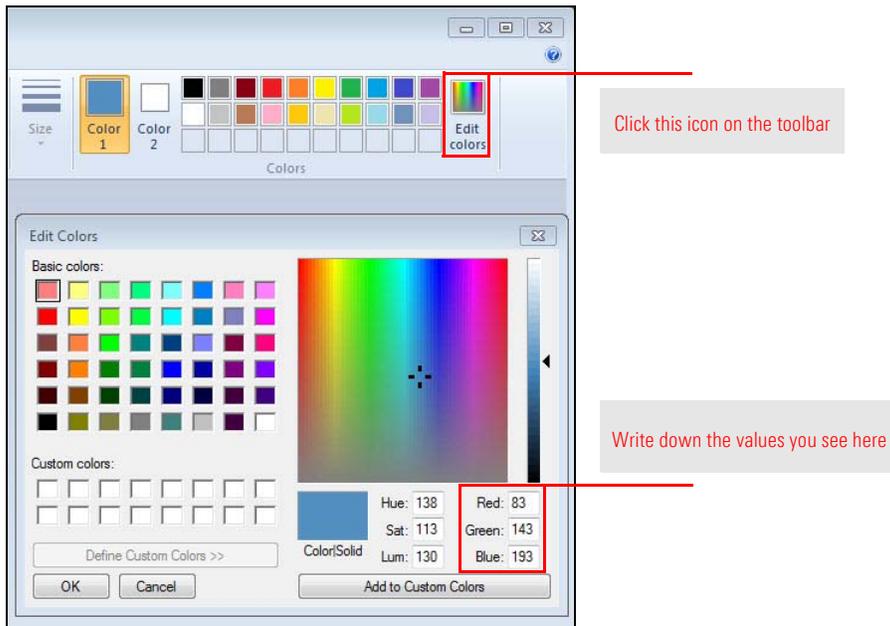
2. Use the icon in the upper-left corner of the Paint window to **Open** your firm logo.



3. From the toolbar, select the **Color picker** icon (it resembles an eyedropper), then click on the dominant color within your logo. The Color 1 (foreground color) option on the toolbar updates to the color you selected.



4. Make sure that Color 1 item on the toolbar reflects your selection, then click the **Edit colors** icon on the far right side of the toolbar. The Edit Colors dialog box opens.
5. Write down the **Red, Green, and Blue** (RGB) color values.



6. You can now close Paint.

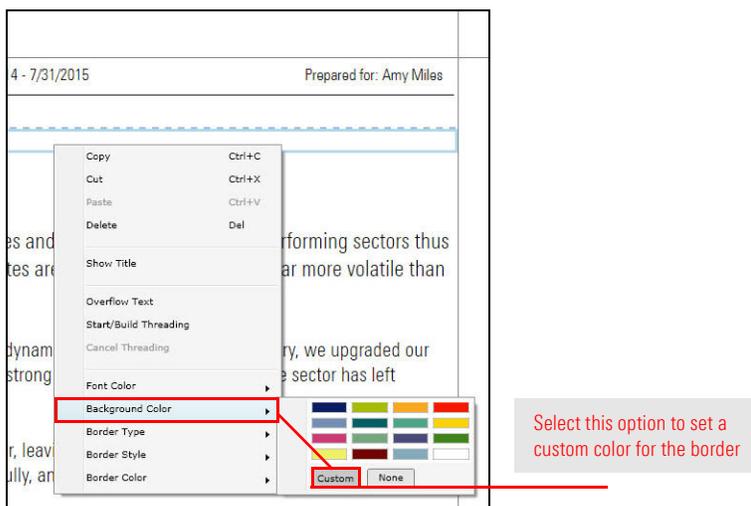
Once you determine the RGB color values of your logo, return to the Report Studio template. Locate the section of the template to which you want to match the color. In the following example, the colored border created as part of the [Creating Text Boxes](#) tip sheet will be matched to the firm's logo. However, please note that custom color options are available wherever you can select a color.

## How do I add a custom color to a Report Studio template?

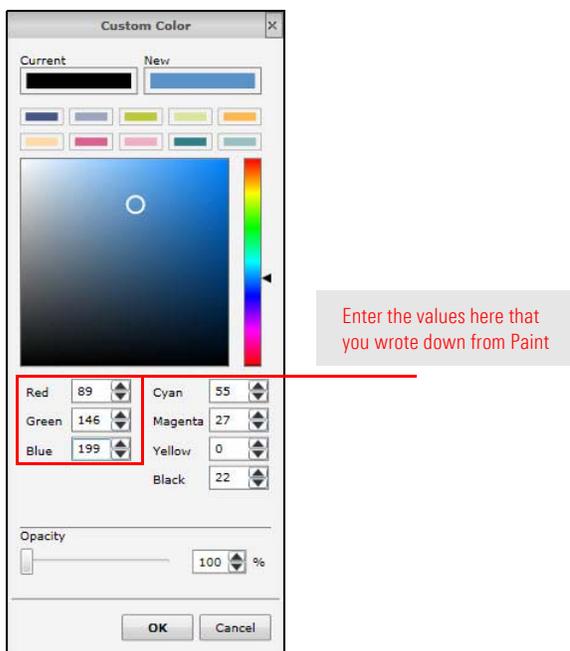
To add a custom color to a border that matches your firm logo, do the following:

 Note: The following instructions assume you are working with a template that includes a text box you have created to use as a border for the report. Instructions on how to do this are available from this [tip sheet](#).

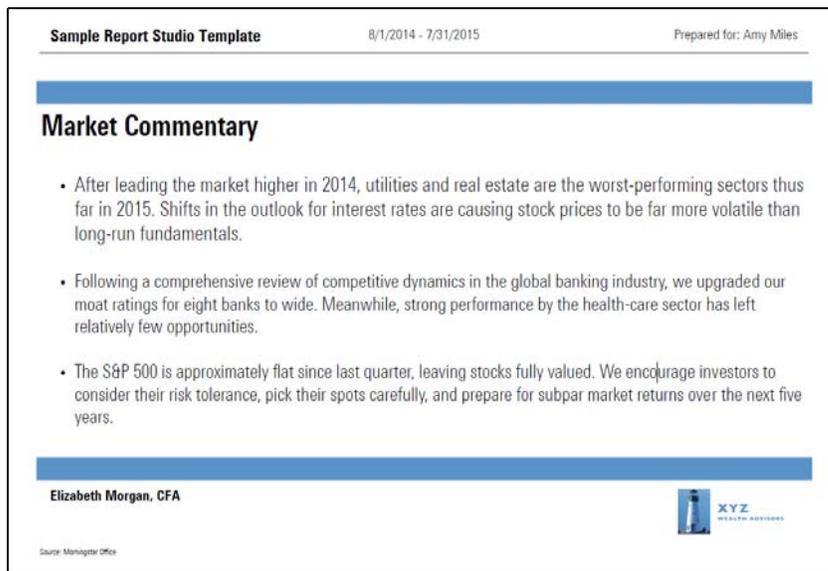
1. **Right-click** on the **custom text box**, then select **Background Color... Custom**. The Custom Color dialog box opens.



2. In the Custom Color dialog box, type in the **RGB color values** you wrote down from Paint, then click **OK**.



Once complete, your color scheme will match your logo, making for a more professional, better-looking report for your clients.



Note how the color of the custom borders matches that of the firm's logo

- ▶ Click [here](#) to view the companion video to this document.
- ▶ Click [here](#) to access help topics related to Report Studio.