

# Morningstar<sup>®</sup> Office Tip Sheet: Selecting Different Time Ranges for Components

In some cases, you may want to assign different time ranges for different widgets. For example, you create a Report Studio template to be distributed at quarter-end, but you would like to show how investments have grown since inception. In this case, you may want to include a portfolio performance summary component which displays quarter-end returns, and a growth chart running since inception.

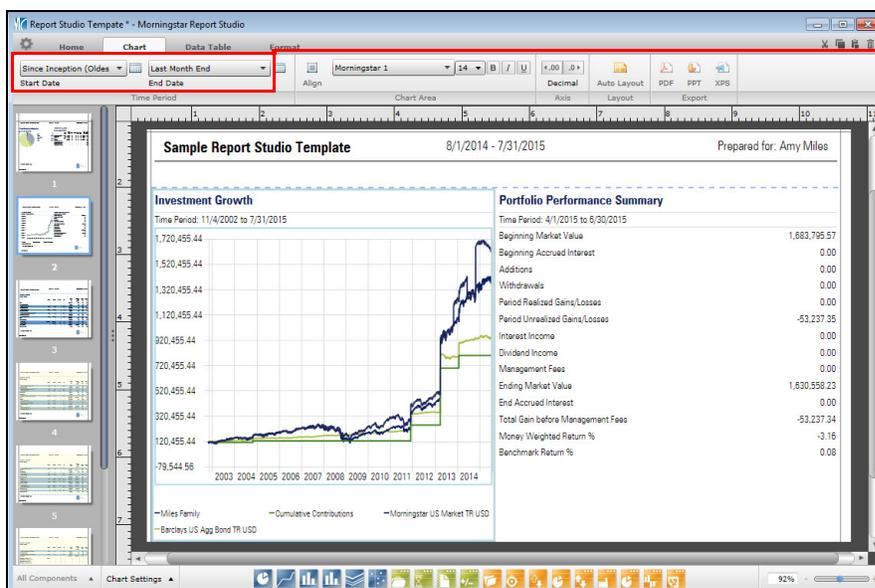
## Overview

To change the time range of an individual component, complete the following steps:

1. Click inside the **section** you want to change your time range for to activate.
2. Click the **Chart Setting Tab**, and use the **Start Date** and **End Date** drop down menus to select the dates you want to use.

## How do I change the time range of an individual widget?

☞ Whether you are changing the date for a **Data Table** or a **Chart**, always use the **Chart Settings** tab to change the date of your individual components. Start Date and End Date drop down menus are not available under the Data Table tab.



Always use Chart Settings to change the date range of individual components.