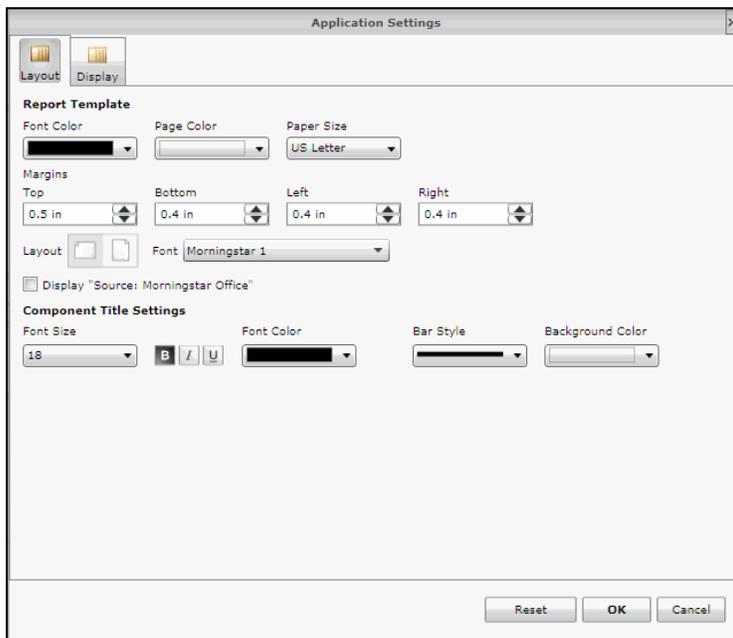


Morningstar® Office Tip Sheet:

Using the Application Settings Window for Your Report Studio Templates

Before creating your first Report Studio template, you should first take some time to create your global Application Settings, because these settings allow you to create default values for each new Report Studio template you create. This way, you won't find yourself entering the same values over and over again each time you create a template for a report.

Overview



The Application Settings window allows you to set default values for a number of different aspects of your Report Studio templates

While most of these settings can still be changed from the default values you set here, the following options are locked once you select them in the Application Settings window:

- ▶ Page Layout (orientation), and
- ▶ Account, Holding and Benchmark colors and symbols.

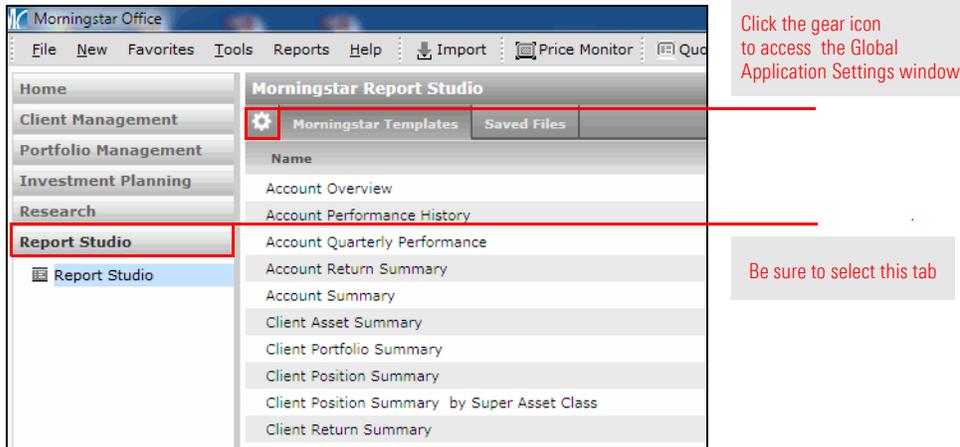
This means these settings cannot be changed when you create a new template.

Also, note that templates you've already created will not retroactively change when you change the global Application Settings. Therefore, it's vital that you make these decisions about which default settings to use before you create your first report template.

To access the Application Settings window, do the following:

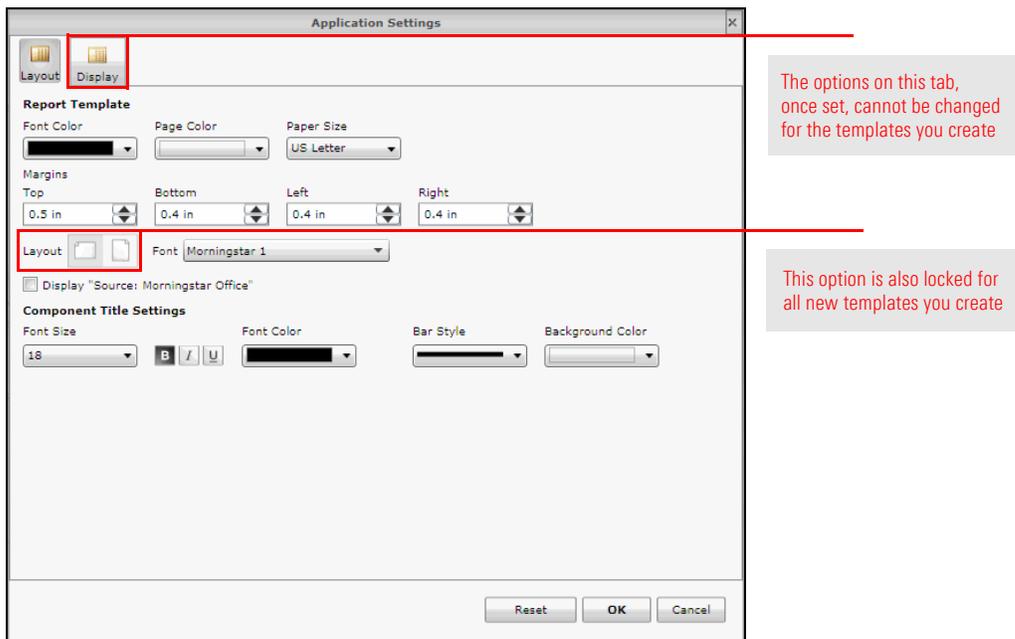
1. From the left-hand navigation pane, select the **Report Studio** tab.
2. To the left of the Morningstar Templates tab, click once on the **gear icon**. The Application Settings window opens.

How do I change the global Application Settings for Report Studio?



3. From here, you can set values for both page layout and display color and symbol settings.

Note: Click on the **companion video** below to view the Application Settings window in action!



To learn more about using the Application Settings window, do the following:

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

How can I learn more about using these default settings in Report Studio?