## Morningstar<sup>®</sup> 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** 

	Application Settings	×	
Layout Display			
Report Template			
Font Color	Page Color Paper Size		
	▼ US Letter ▼		
Margins			
	D 4 in 0.4 in 0.4 in		
0.5 m	0.4 m		
Layout 🛄 📄	Font Morningstar 1 🔹		
Display "Source: I	orningstar Office"		The Application Settings window
Component Title Se	tings		allows you to set default values
Font Size	Font Color Bar Style	Background Color	for a number of different aspect
18 🔻	в / U		of your Benort Studio templates
			or your neport oradio templates
		Reset OK Cancel	

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!

Application Settings X	
Layout Display Report Template	The options on this tab, once set, cannot be changed
Font Color Page Color Paper Size	for the templates you create
Margins Top Bottom Left Right 0.5 in 0.4 in 0.4 in 0.4 in	
Eayout Font Morningstar 1 Display "Source: Morningstar Office" Component Title Settings	This option is also locked for all new templates you create
Ent Size Font Color Bar Style Background Color	
Reset OK Cancel	

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?