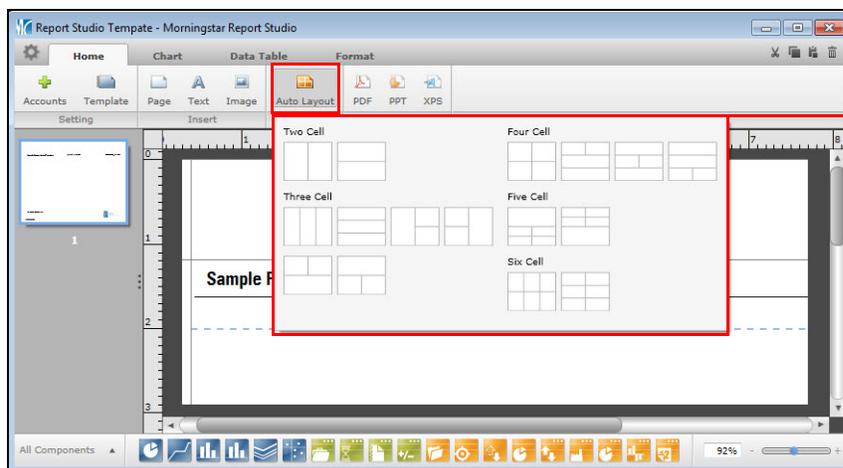


Morningstar[®] Office Tip Sheet: Creating your Page Layout

Now that your headers and footers are in place, you are ready to create your page layout. The page layout function allows you to control how many sections you want to include on a page, and gives you the freedom to arrange components according to your personal style.

Overview

To access the page layout function, select the **Auto Layout** button under any of the tabs available on the top of the screen.

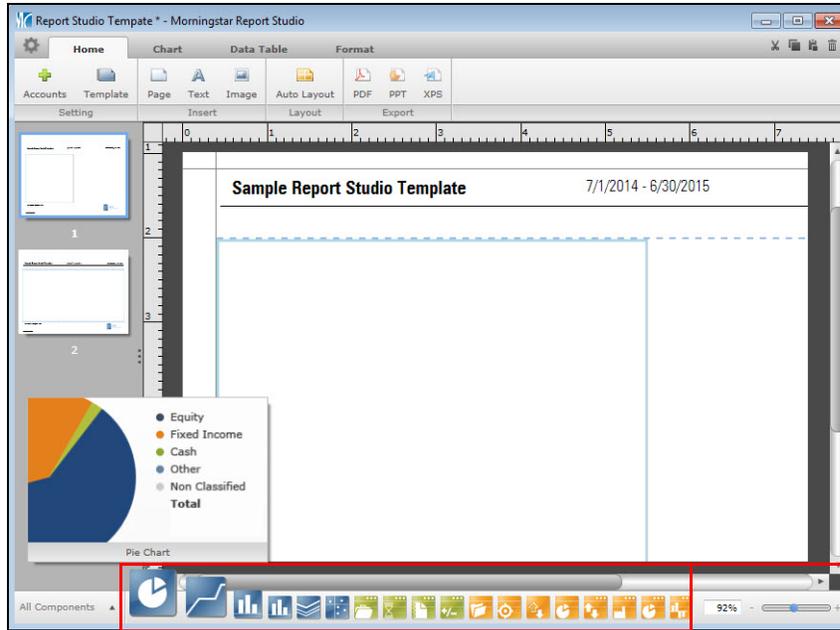


You can use more than one auto layout option if the layout of your choosing is not an option.

- Note: If the design layout your desire is not available, you can select more than one auto layout option at a time by highlighting a section, and selecting a second auto layout option.

Once you create your layout, you can add components you would like to use in your report. To add components, you must first select the **section** you would like to add your component to. A **blue box** will highlight the section. From there, click on the **components** you would like to use and **drag** it into the section of your choosing.

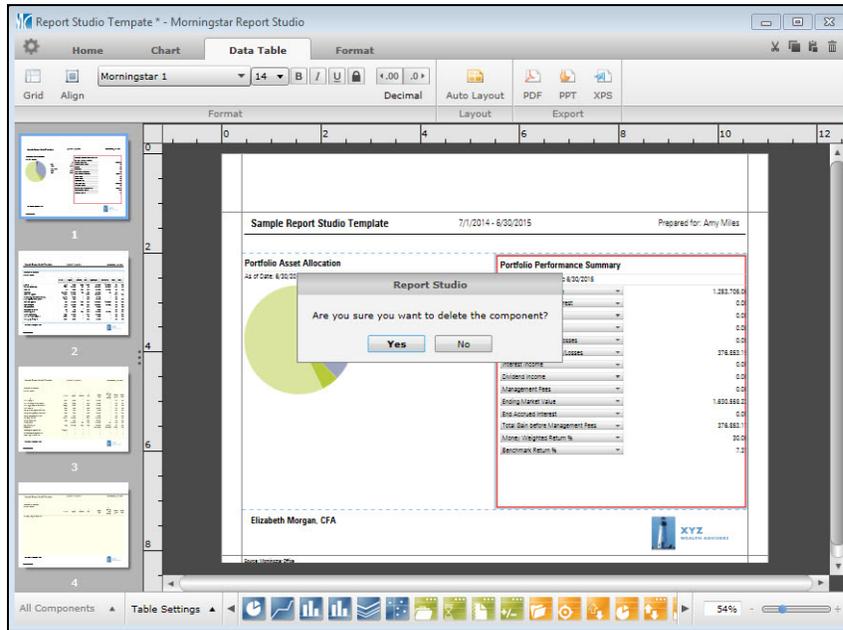
How do I add components to my template?



Click on any component and drag it into an activated or highlighted section

To delete a component, simply **highlight** the component you want to delete and click on the **delete** button on your keyboard. A red border will appear, along with a confirmation box that you want to delete the component.

How do I delete a component from my template?



A red box will highlight any component you want to delete

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