

# Morningstar<sup>®</sup> Office Tip Sheet:

## Formatting Your Component Titles and Headers

Unlike standard reports where the component titles, headers, and text are pre-set, Report Studio allows you to customize these fields, giving you control over the look and feel of your template. You can format all components at once, or each component individually.

### Overview

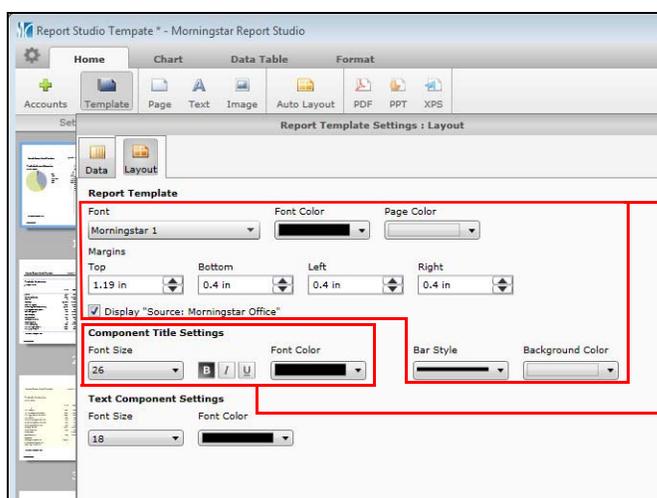
Component titles, headers, and text can be changed at the individual template level, using the **Template** button under the Home tab. They can also be changed at the global level using **Global Application Settings**.

**How do I format component headers, titles and text for all components in a template at once?**

Note: For instructions on how to create Global Application Settings, click [here](#).

The following table lists the formatting options for component titles and headers, as well as component text:

| Item                         | Formatting Options   |
|------------------------------|--|
| Component titles and headers | <ul style="list-style-type: none"> <li>▶ Fonts, including size and color</li> <li>▶ Bar style</li> <li>▶ Background color</li> </ul> |
| Component text               | <ul style="list-style-type: none"> <li>▶ Font size</li> <li>▶ Font color</li> </ul>  |



These setting options control the appearance of the headers and titles of your components

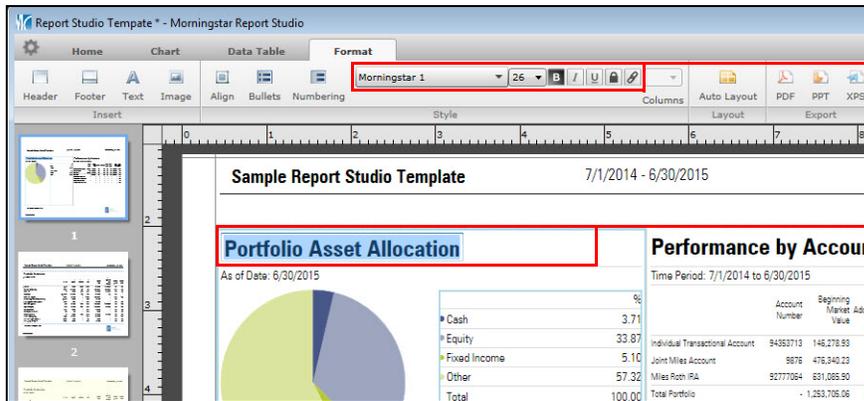
These setting options control the appearance of body text in the components on a template

When formatting your component titles and headers using the Format tab, all components will be uniform; meaning you cannot select different options for different components on a page or template.

### How do I format an individual component's titles and headers?

To format each component title or header individually, do the following:

1. Click the **component** whose title you want to format.
2. Double-click within the **component title** or **header** to activate it.
3. Select the **Format** tab, and use the font option icons (highlighted in the following screen shot) to format the component title or header.



Use these formatting tools to format an individual component title or header

Select the component you want to change, then double-click the header whose formatting you want to change

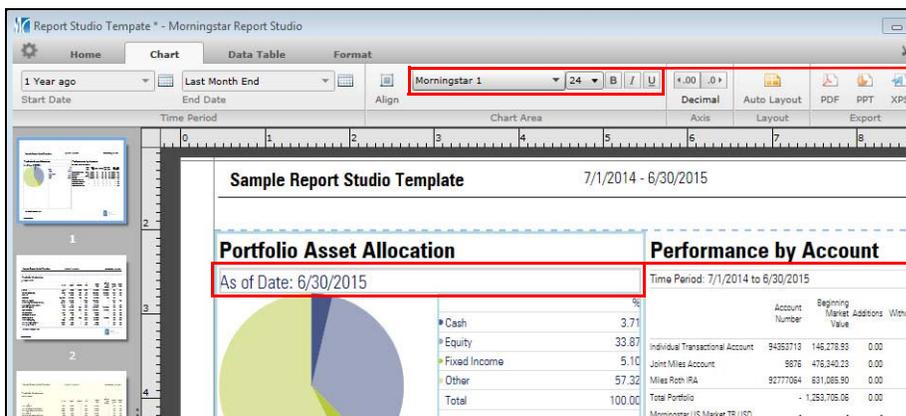
Note: When formatting individual components, you cannot change the color of an individual component's header or title.

When using the Format tab to format your component text (as opposed to the template's titles and section headers), all components are uniform by default, meaning you cannot select different options for the text in different components.

### How do I format an individual component's text?

Therefore, to format each component's text areas individually, do the following:

1. Click the **component** you want to format.
2. Highlight the **text** you want to change. A gray box appears around the text item.
3. Select the **Format** tab, and use the font option to format your text.



Use these formatting tools to format an individual component title or header.

Note the gray box around this text item, and the larger font size for this element compared to the same one in the screenshot above

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