Morningstar[®] 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.

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**.

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

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

ltem	Formatting Options					
Component titles and headers	 Fonts, including size and color Bar style Background color 					
Component text	Font sizeFont color					



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.

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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.

Report Studio Temp	oate * - Morningstar Report Studio Chart Data Table Forn	at				
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Click here to view the companion video to this document.

Click here to access help topics related to Report Studio.