

# Morningstar<sup>®</sup> Office Tip Sheet: Adding Custom Text to your Template

Adding custom text to your Report Studio template allow you to personalize your Client reports even further. Custom text allows you to add you own commentary, disclosure information, and colored borders to liven up any report.

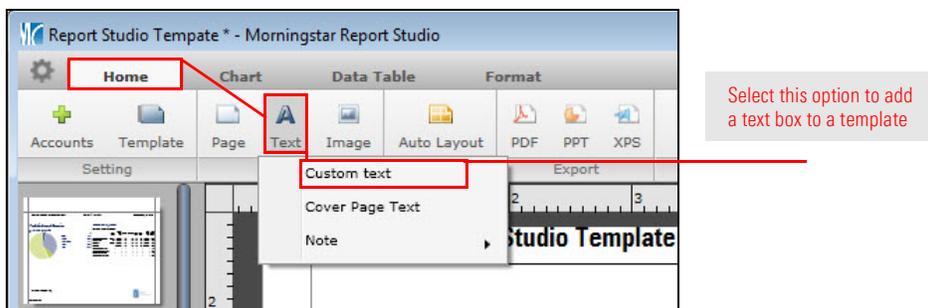
## Overview

You can add custom text to a report by creating text boxes within a report section, or on a full page.

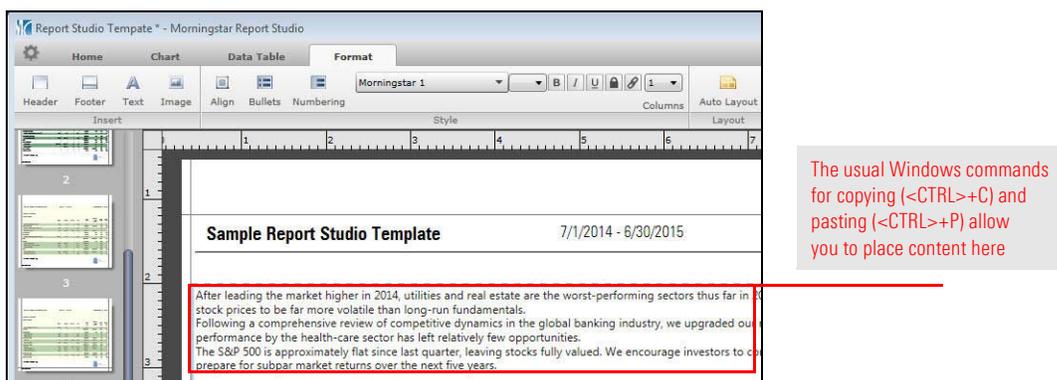
## How do I add custom text to a Report Studio template?

To add custom text, do the following:

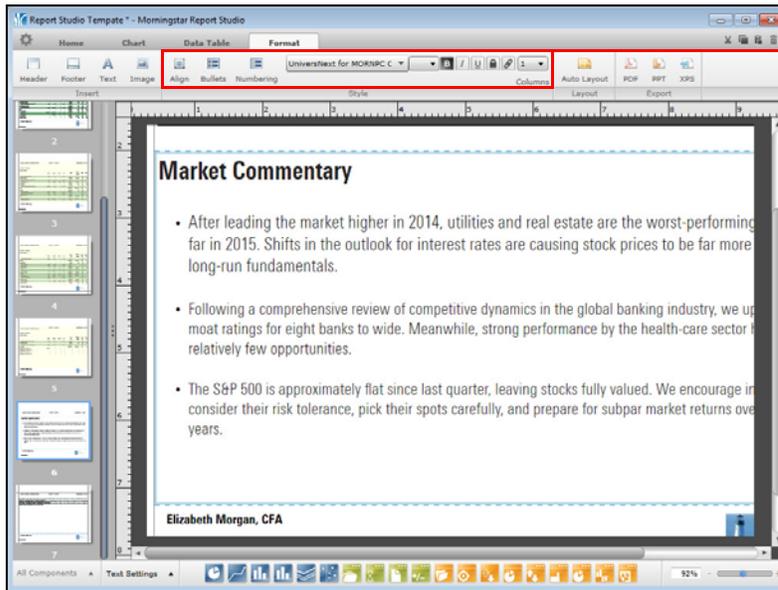
1. Click inside the **page** or **section of the page** for which you want to add custom text, in order to activate it.
2. From the toolbar on either the **Home** or **Format** tab, select **Text . . . Custom Text**.



3. **Double-click** inside the page (or section) and **type** or **paste** the content you would like to include.



- Once your content is added, you can format it to your liking using the font option icons available from the toolbar on the **Format** tab.



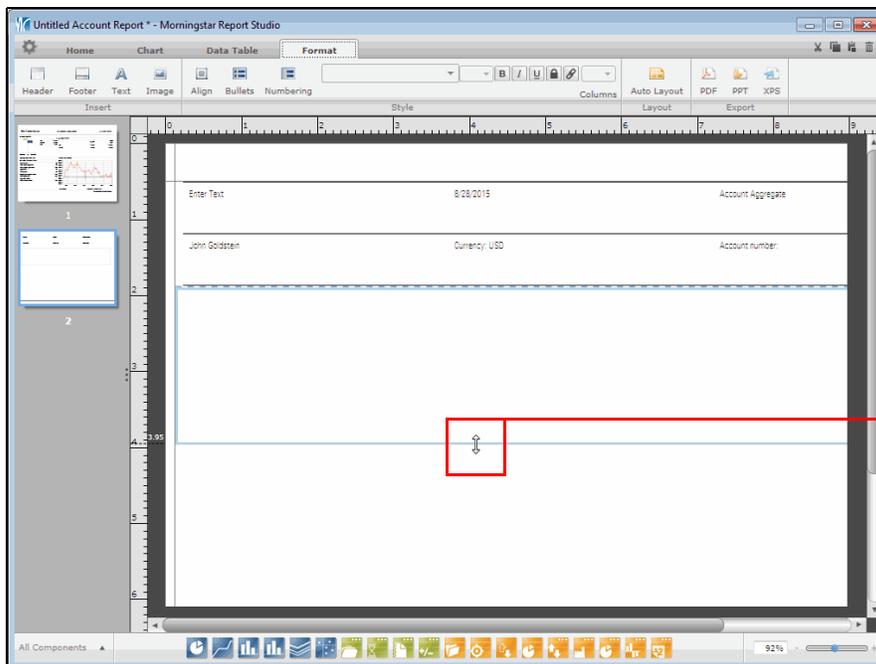
Use these options to format your custom content

Text boxes can also be used to add colored borders to your report making your reports even more appealing and professional looking.

**What is another use for text boxes in a template?**

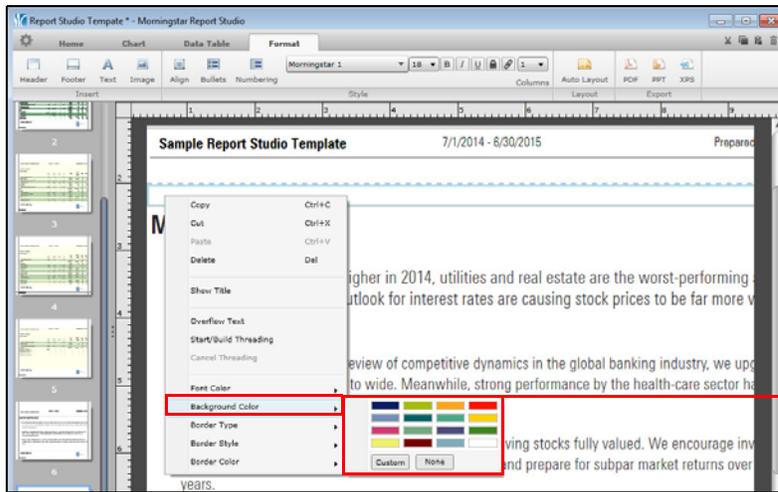
To add a colored border to a template, do the following:

- Select the **Format** tab.
- From the toolbar, click the **Auto Layout** icon, and divide a page into multiple sections.
- Adjust the size of a section by clicking on the **line dividing two sections**, and adjusting it to the desired size.



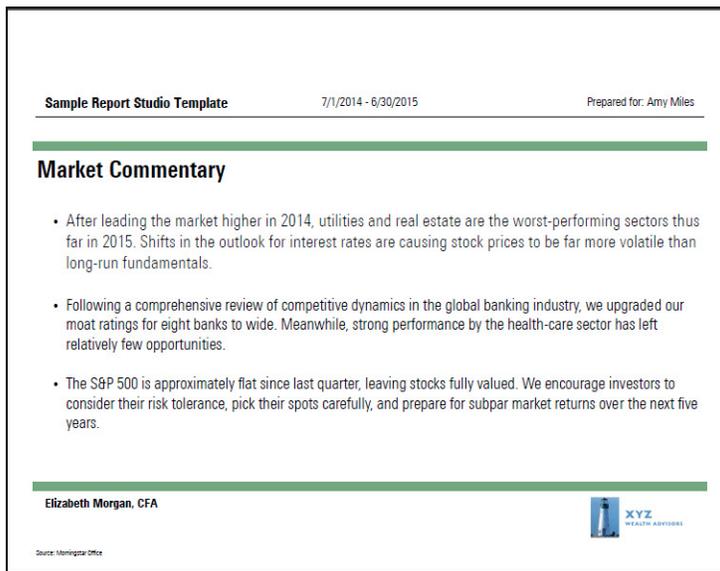
When you move your mouse over the line between two sections, you can then click and drag to resize a section

4. Click inside the **section** for which you want to add color, in order to activate it.
5. From the toolbar, select **Text... Custom Text**.
6. Within the section, **right-click**, then select **Background Color**.
7. Select the **color** you want to include.



In addition to using the standard color options, you can also create your own custom color

Once complete, your template will contain a colored border that will liven up any report or document.



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