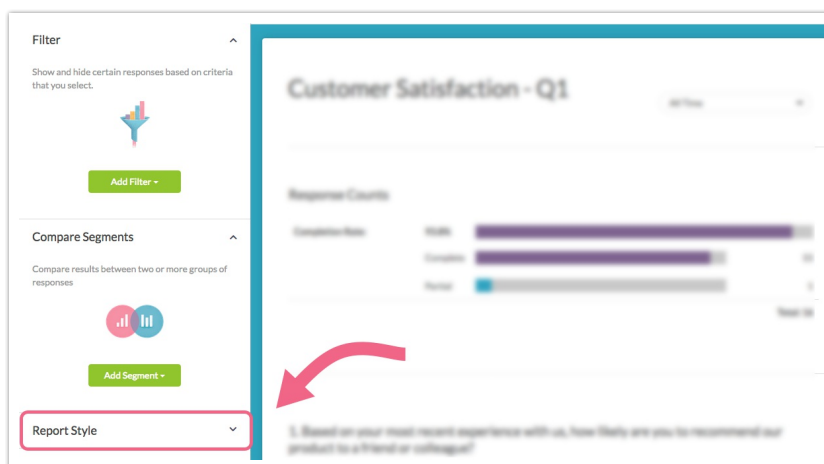


Style Your Report

Do you need for your survey's report to correspond with your brand or perhaps your client's brand? You're in the right place; this tutorial covers the style options available in the [Standard Report](#).

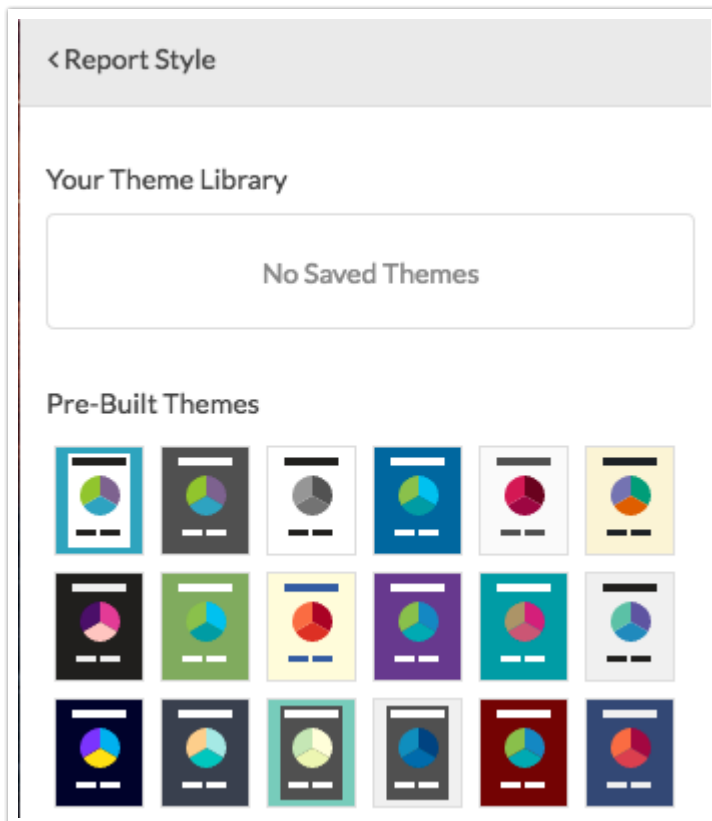
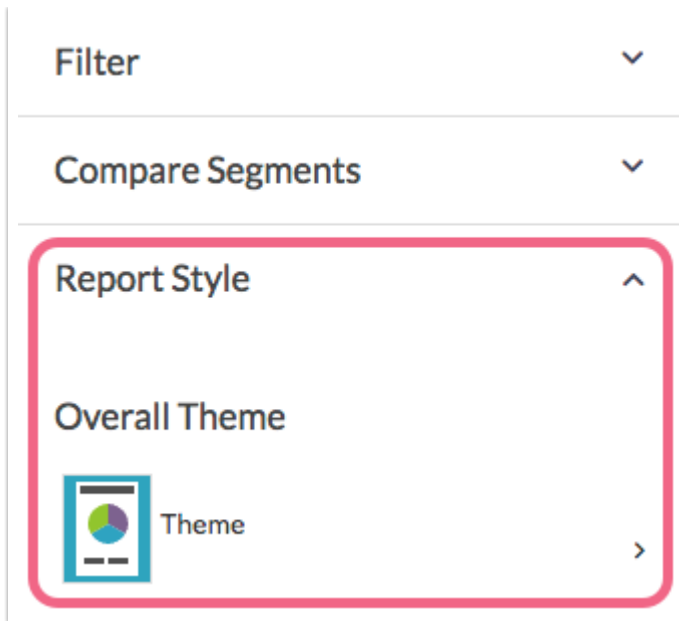
The Standard Report offers a number of style options for you to completely control the look and feel of the report. To get started, click the **Report Style** option in the left-hand panel of your Standard Report.



Themes

Get started styling your Standard Report by checking out our Pre-Built Themes. Navigate to **Report Style > Theme > Pre-Built Themes** and click a theme thumbnail to see it applied to your report.

Note: Applying a Pre-Built Theme to your report will update every visual aspect of the report, including changing the fonts, chart colors, and size of the text.

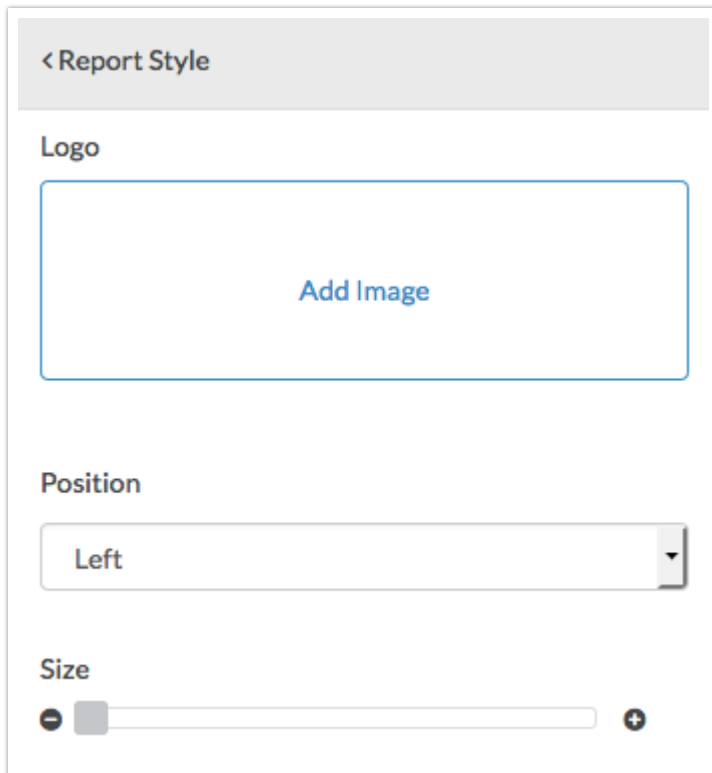


Logo

If you wish to include your brand's (or your client's) logo at the top of your Standard Report go to **Report Style > Logo** and click **Add Image**. There are

several options for adding a logo:

- Select an image that has been previously uploaded to your [File Library](#)
- Upload an image directly via the **Upload image file** button
- If your image is hosted online, add it to the report via the **Image URL** field. Paste the image link/url into the field and click **Insert Image** to finish.



The screenshot shows a configuration panel titled '< Report Style'. It contains three sections: 'Logo', 'Position', and 'Size'. The 'Logo' section features a large rectangular area with a blue border and the text 'Add Image' centered inside. The 'Position' section has a dropdown menu currently set to 'Left'. The 'Size' section includes a horizontal slider with a minus sign on the left and a plus sign on the right.

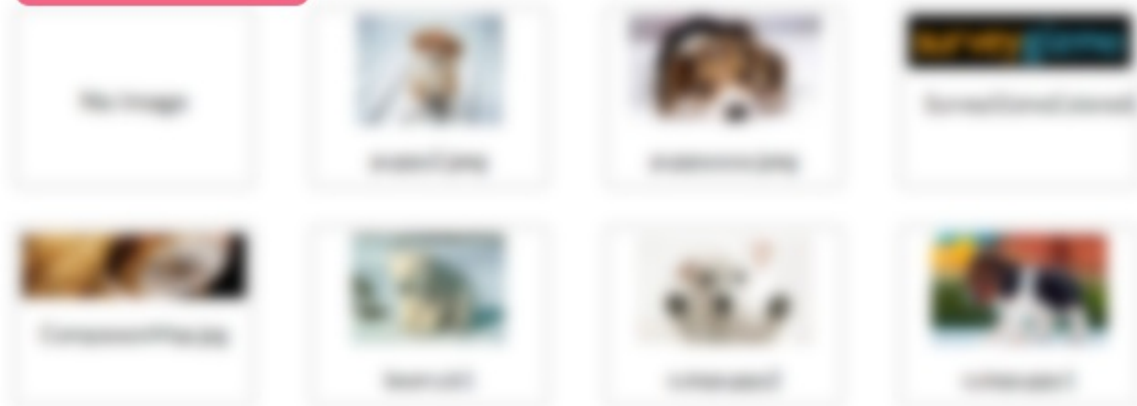
Select Image

Image URL

Choose image file from your file library.

Upload image file

search



< 1 2 3 4 ... 6 >

Close

Insert Image

After adding your image, use the **Position** drop-down to set the image position as **Left**, **Center**, or **Right**. If you need to adjust the logo's size, use the **Size** slider to either increase or decrease the size.

Background


Click the **Background** option in the left-hand panel of your Standard Report to change the background color of the report. You can choose from our quick colors, use the color wheel, or enter a specific HEX Code if you have it handy.

In addition, SurveyGizmo can grab colors from either an uploaded image or a


website. Use the **From Image** or **From Webpage** options to provide a color source for the background of the report.

Report Style ^


Overall Theme


 Theme >


Logo

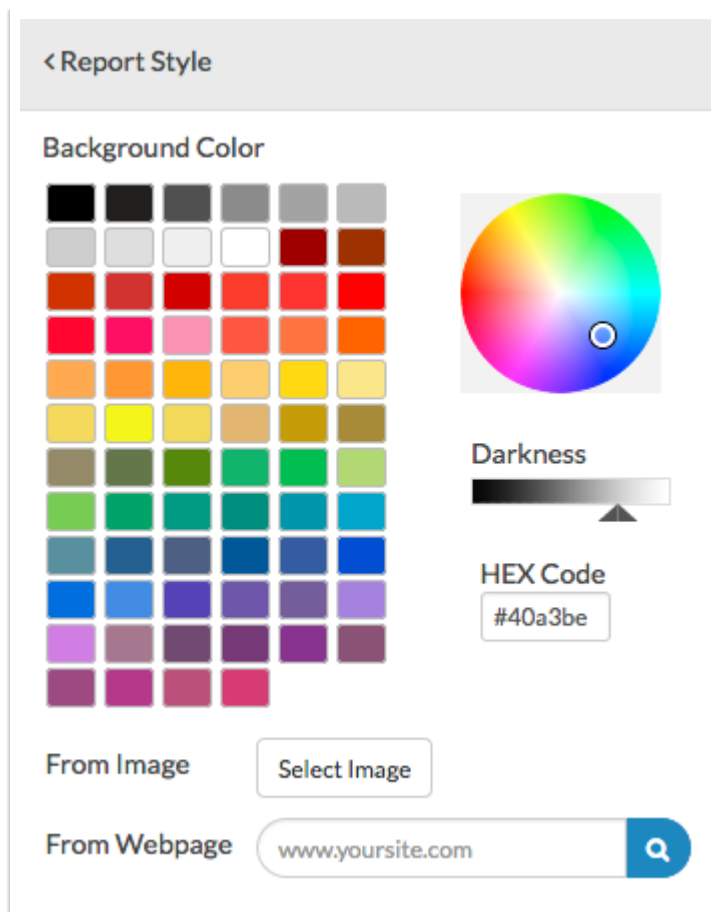
 Image >

Colors

 Background >

 Page >

 Chart Colors >



Page

Click the **Page** option in the left-hand panel of your Standard Report to change the page color. You can choose from our quick colors, use the color wheel, or enter a specific HEX Code if you have it handy.

In addition, SurveyGizmo can grab colors from either an uploaded image or a website. Use the **From Image** or **From Webpage** options to provide a color source for the report page.

Report Style



Overall Theme



Theme



Logo



Image



Colors



Background

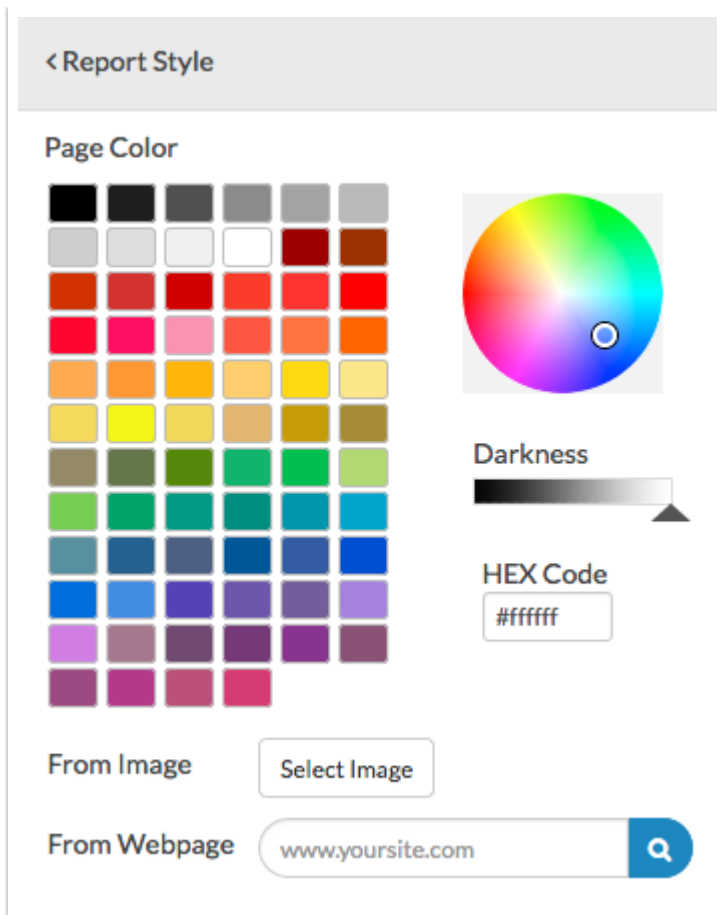


Page



Chart Colors





Page Width

You can adjust the page width via the **Page Width** option within **Report Style > Layout** section. The default page width is set to 80%; you can use the slider to adjust or type a specific percentage or pixel width into the available field.

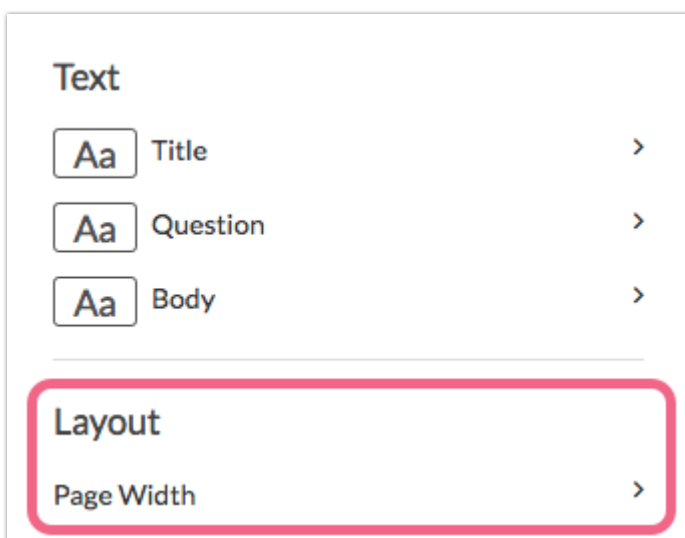


Chart Colors

Click **Chart Colors** in the left-hand panel of your Standard Report to get started customizing the colors that are used in the charts throughout the report.

Pre-built Color Sets

Under **Pre-built Color Sets**, there are color palettes galore. Be sure to scroll down to see all of the options. You can select a quick color palette that you like and then go to the **Chart Colors** section to further customize by adding, removing or adjusting the existing colors in that palette.

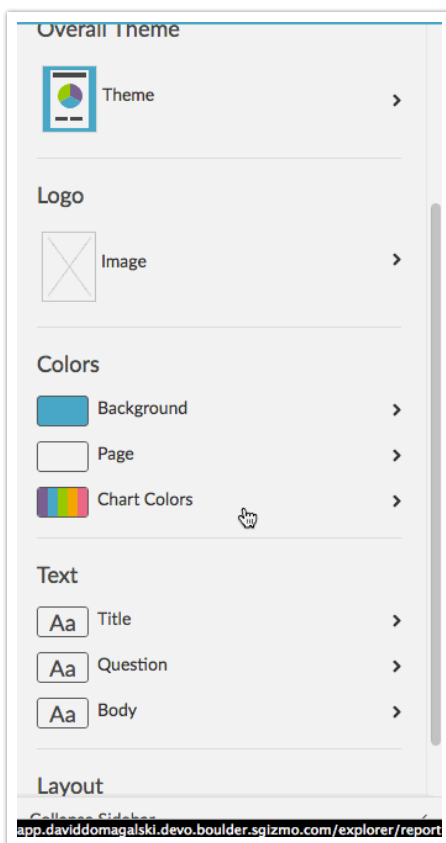
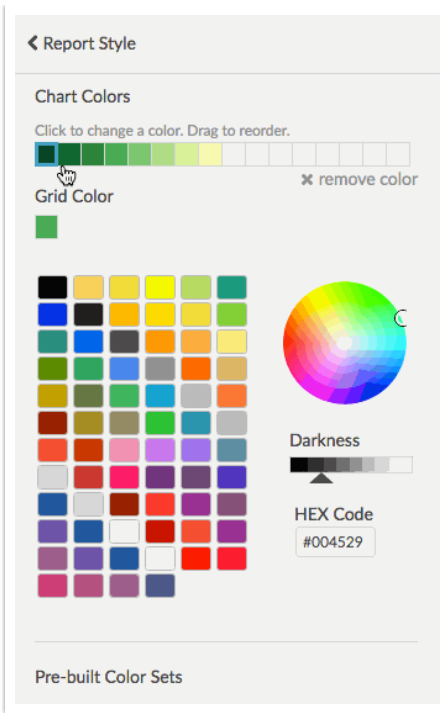


Chart Colors

Under **Chart Colors** you can customize to your heart's content.

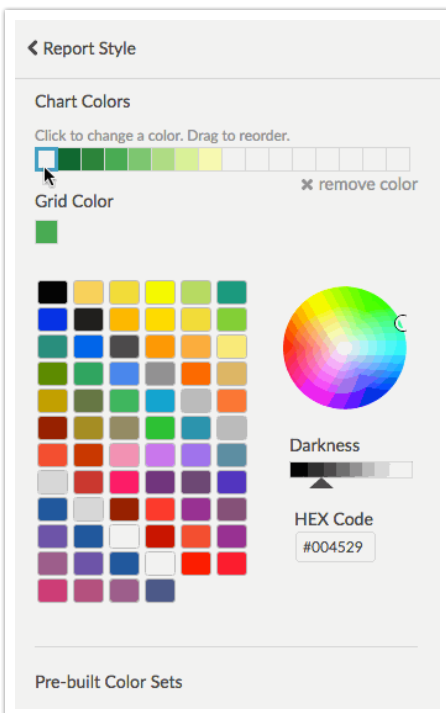
Remove a color

If you wish to remove a color from being used in any of your charts, select it and click the **x remove color** link.



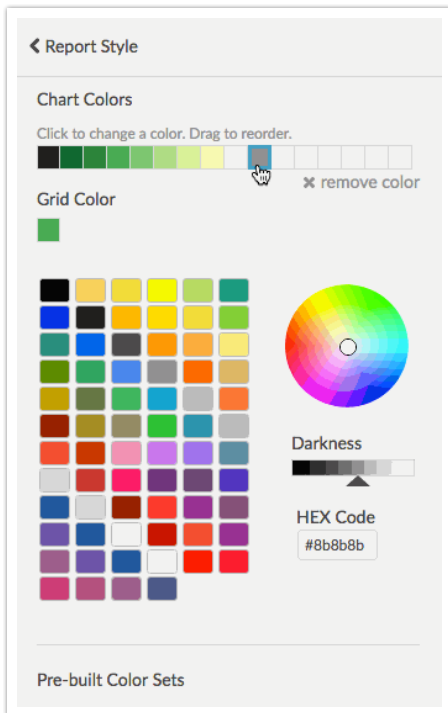
Add a color

To add a color select an empty cell in your current color list and then choose from our quick colors, use the color wheel, or enter a specific HEX Code if you have it handy.



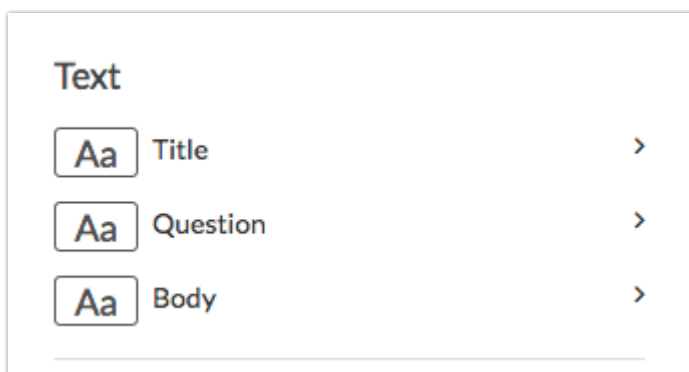
Reorder your colors

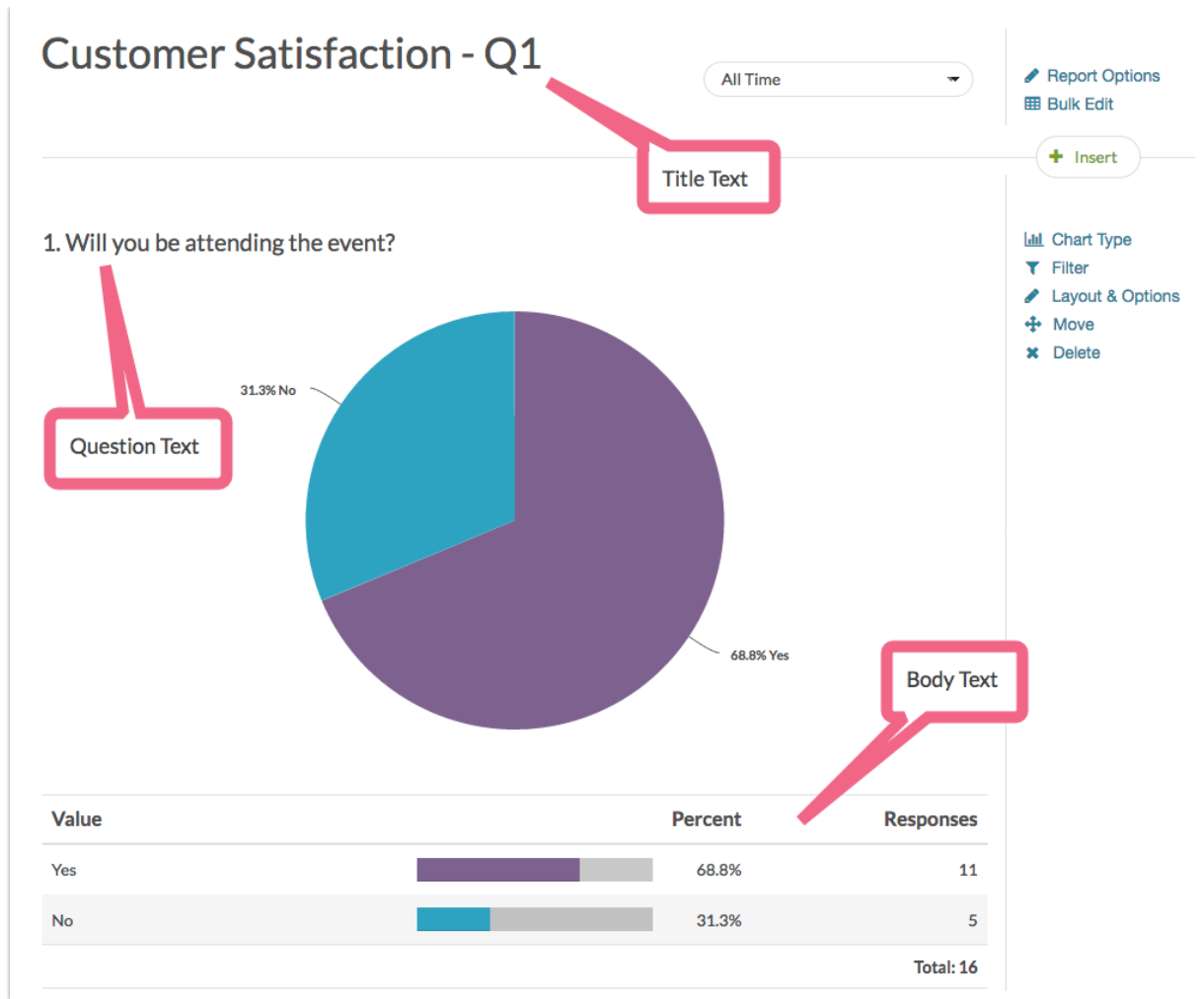
Colors will be used in your charts in the order they are listed. If you wish to reorder your colors, click, hold and drag colors to the desired location.



Text

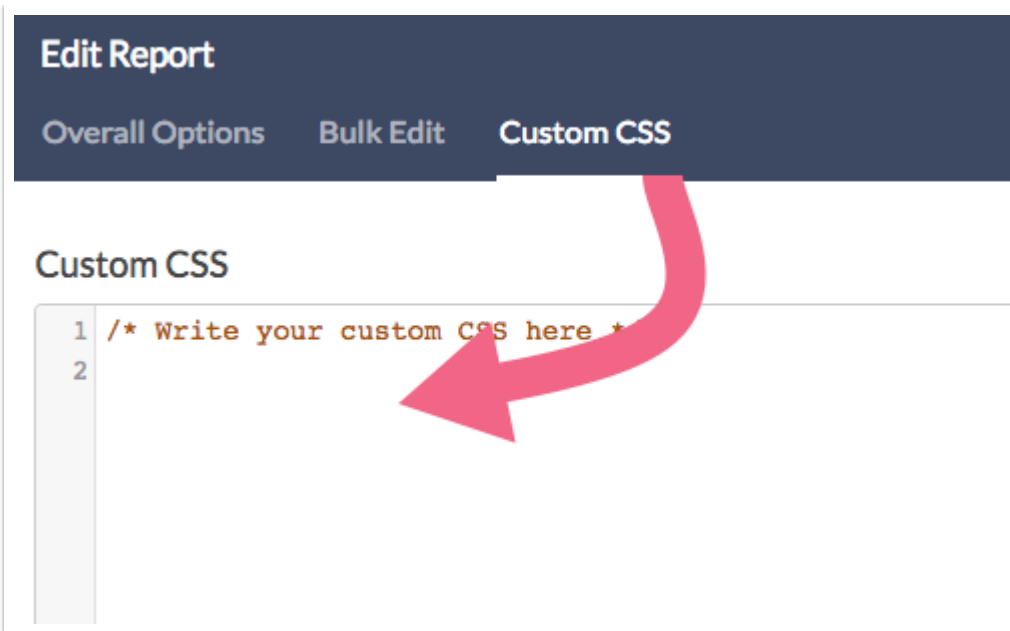
Under the **Text** options in the left-hand panel of your Standard Report, you can customize the font, font size, font weight, and color of your **Title Text**, **Question Text**, and **Body Text**.





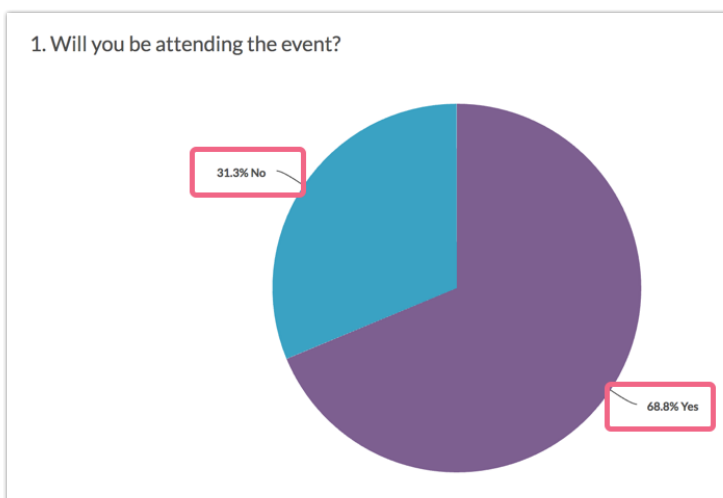
Custom CSS

Finally, if you know your CSS you can add your own custom styles to further customize the report look & feel, under **Report Options > Custom CSS**



For example, to remove the data labels associated with Standard Report Pie Charts (pictured below), use the following code:

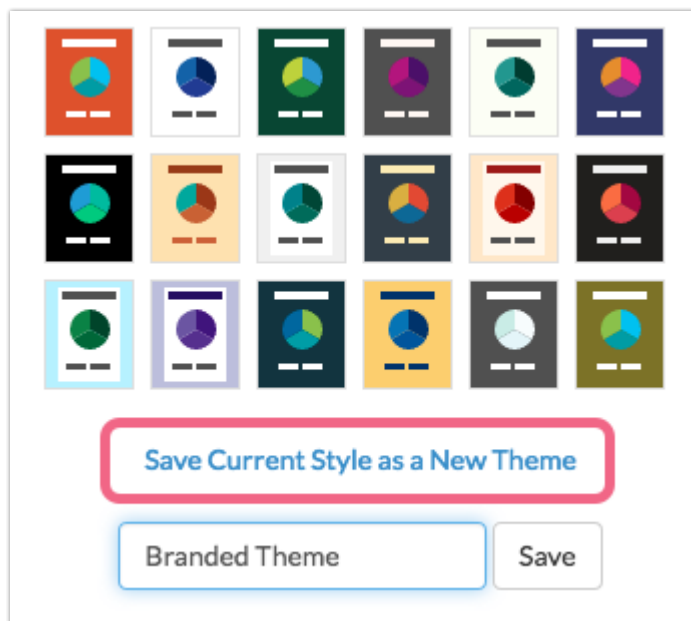
```
.highcharts-data-label{  
display:none;  
}  
.highcharts-data-label-connector{  
display:none;  
}
```



Save a Theme to Your Library

Once you get your report looking just right, you can save the theme for re-use across other projects.

1. Go to **Report Style > Theme > Your Theme Library**
2. Click the **Save Current Style as a New Theme** option at the bottom of the Pre-Built Themes.
3. Give your theme a name and click **Save**. Now your theme is saved for use in future reports!



Applying a Saved Theme to Your Standard Report

Once you have a saved theme you'll likely want to apply this theme to another Standard Report. To do so go to **Report Style > Theme > Your Theme Library** and select the Theme you wish to apply.

Related Articles