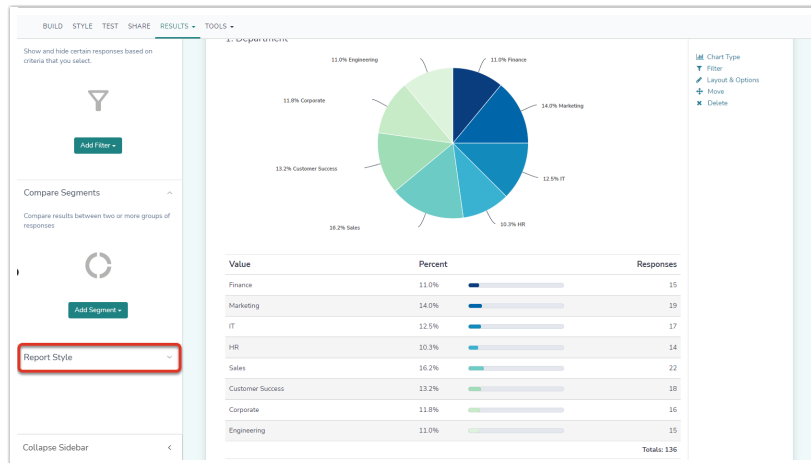


# Style Your Report

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](#).

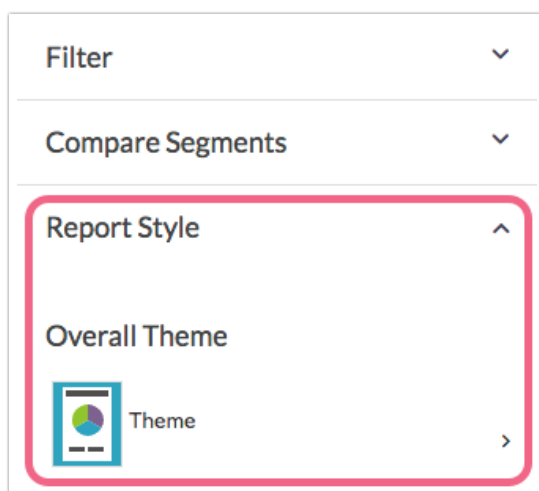
The Standard Report offers a number of style options for you to completely control the look and feel of the report. To get started, click the **Report Style** option in the left-hand panel of your Standard Report.

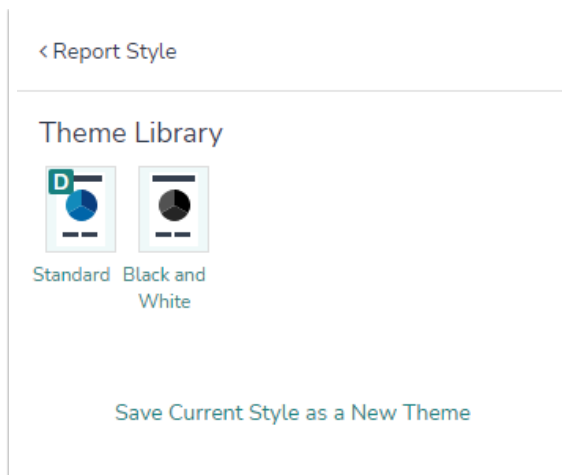


## Themes

Navigate to **Report Style > Theme** and to view the default Pre-Built theme, and your theme library.

Note: Applying a 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.
-

< Report Style

Logo

Add Image

Position

Left

Size

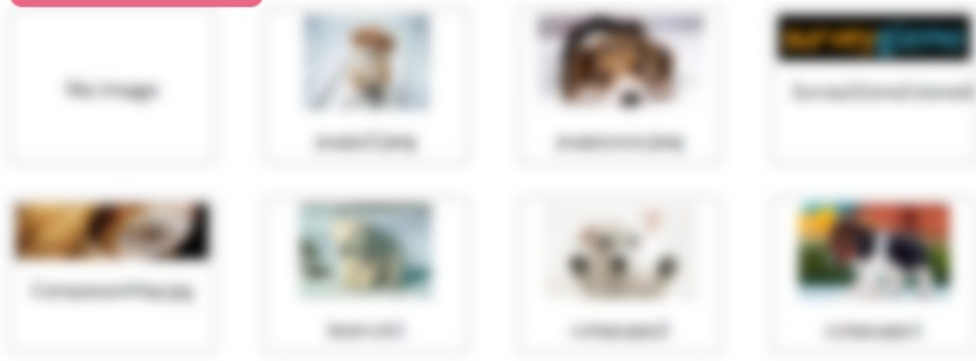
[-] [ ] [ + ]

## Select Image

Image URL

Choose image file from your file library.

**Upload image file**



< 1 2 3 4 ... 6 >

Close **Insert Image**

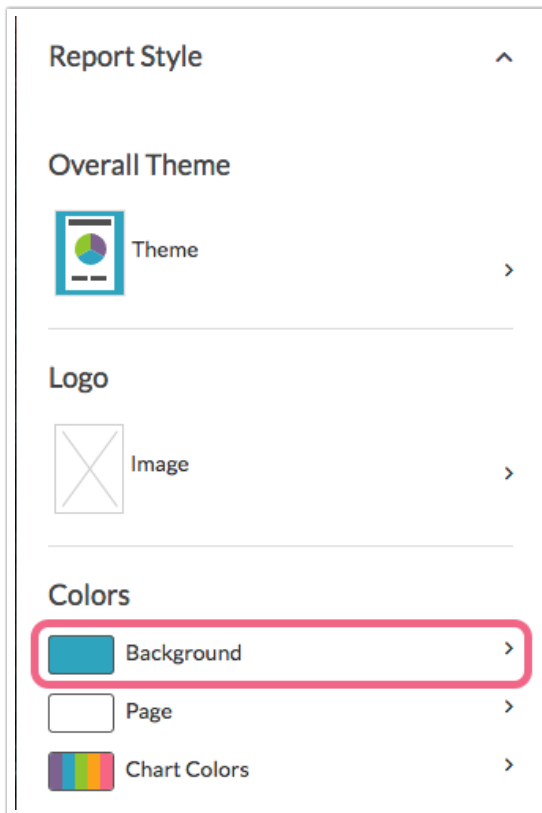
After adding your image, use the **Position** drop-down to set the image position as **Left**, **Center**, or **Right**. If you need to adjust the logo's size, use the **Size** slider to either increase or decrease the

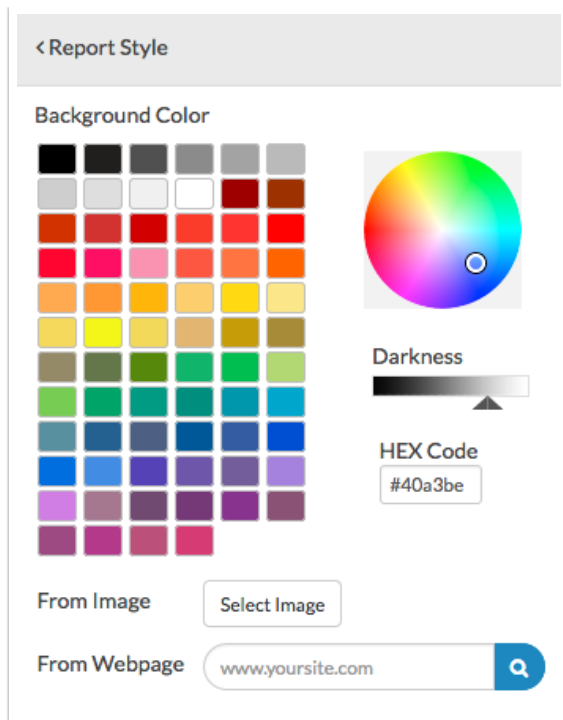
size.

## 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, Alchemer 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.

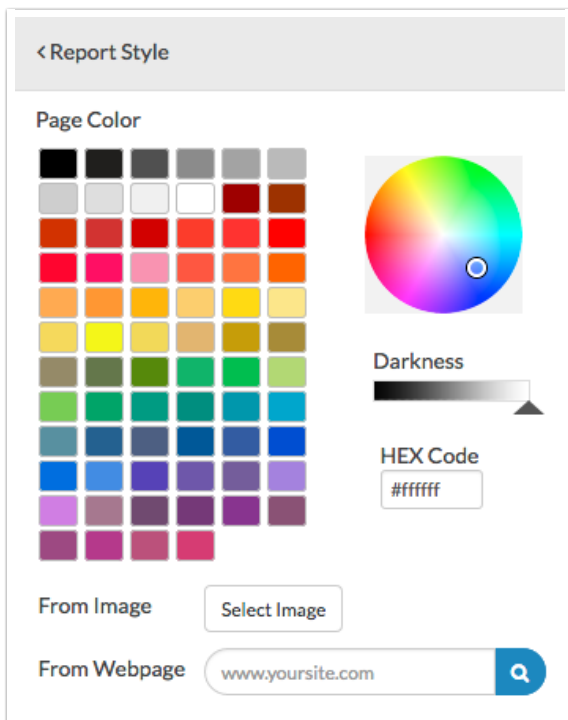
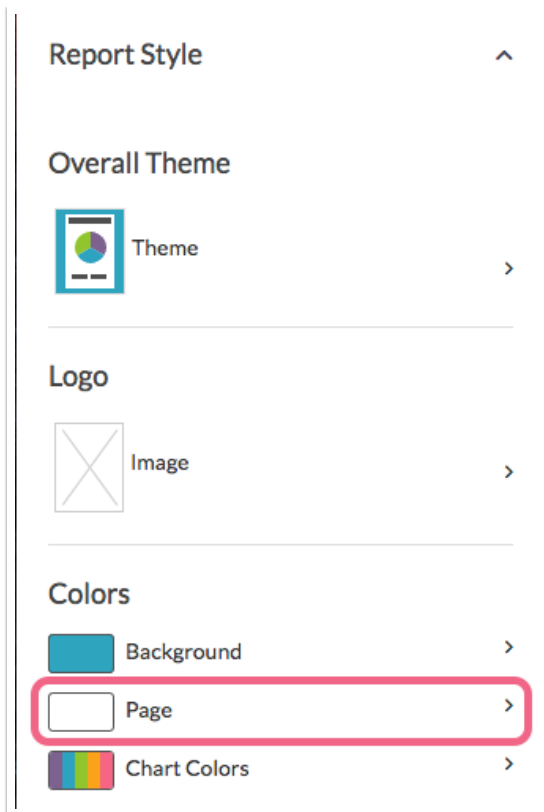




## Page

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.

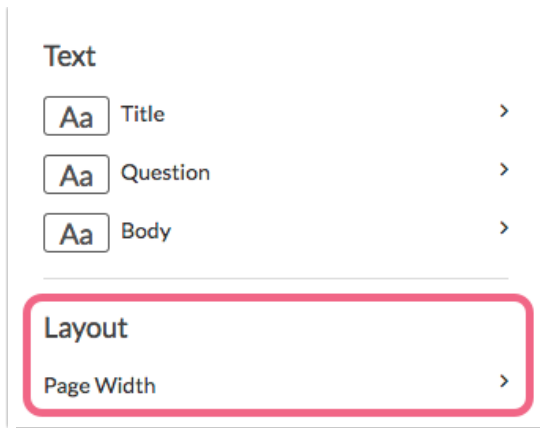
In addition, Alchemer can grab colors from either an uploaded image or a website. Use the **From Image** or **From Webpage** options to provide a color source for the report page.



## 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.

---

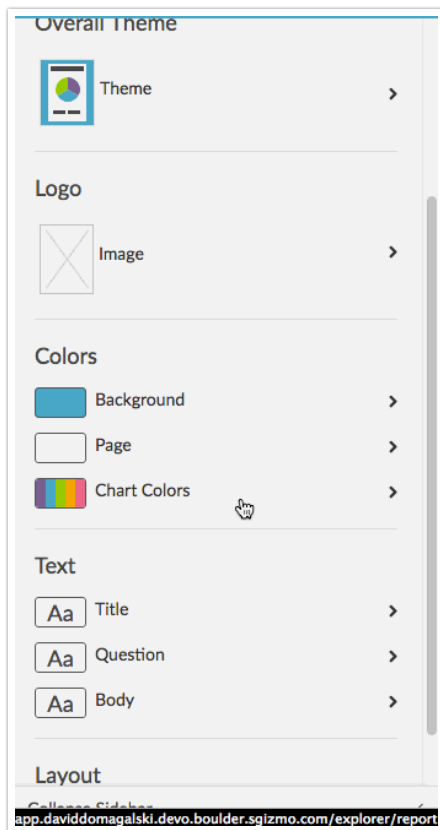


## Chart Colors

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.

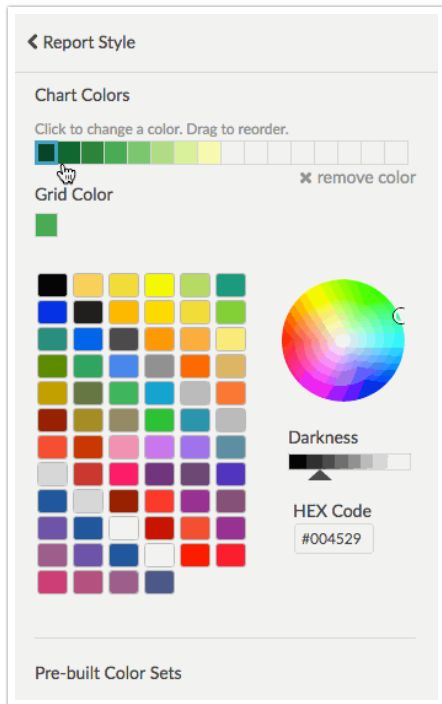


### Chart Colors

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

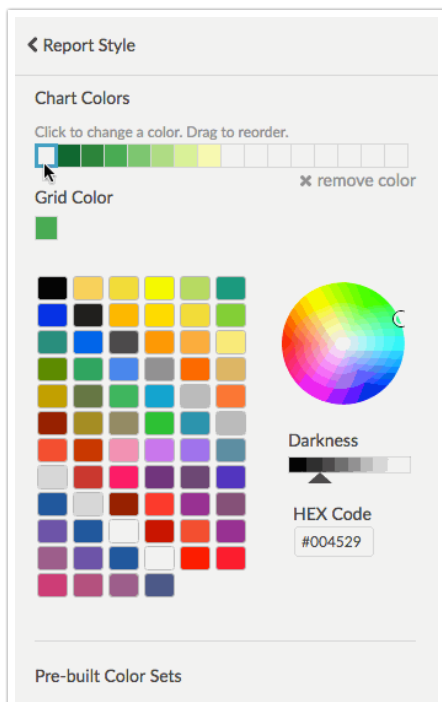
## Remove a color

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

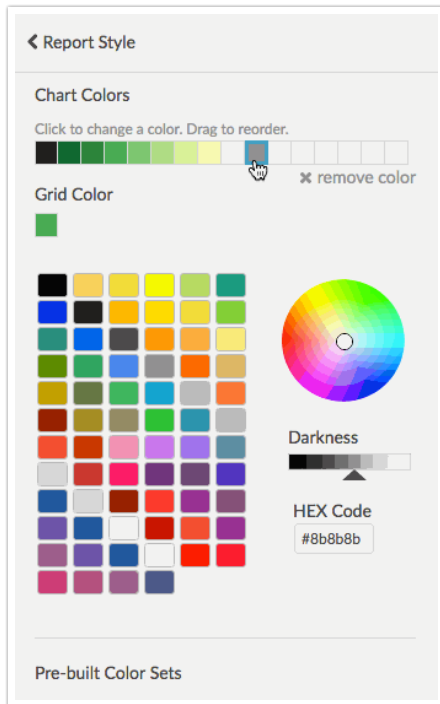
To add a color select an empty cell in your current color list and then choose from our quick colors, use the color wheel, or enter a specific HEX Code if you have it handy.





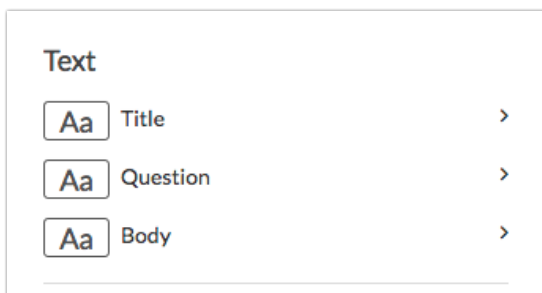
## Reorder your colors

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**.



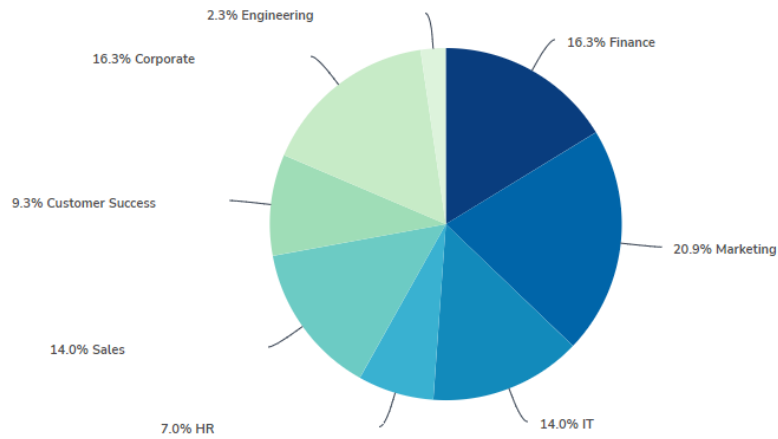
# October 2022 Employee Connection Pulse

Oct 20, 2022

Title Text

## 1. Department

Question Text



Body text

Value	Percent	Responses
Finance	16.3%	7
Marketing	20.9%	9
IT	14.0%	6

## 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.

### Edit Report

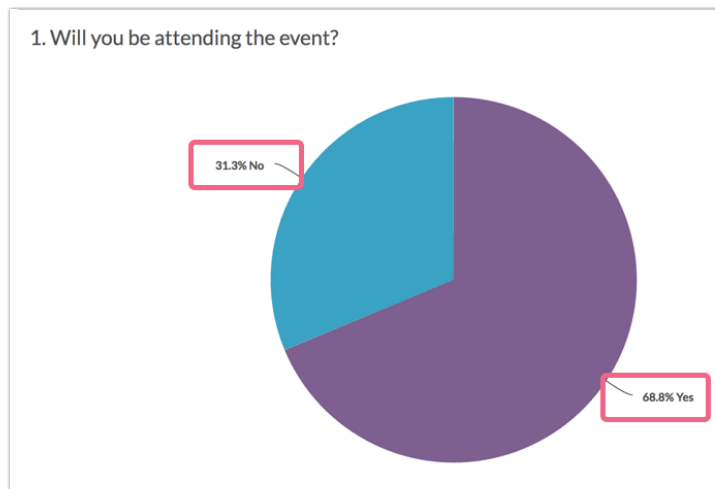
Overall Options Bulk Edit Custom CSS

#### Custom CSS

```
1 /* Write your custom CSS here */
2
```

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

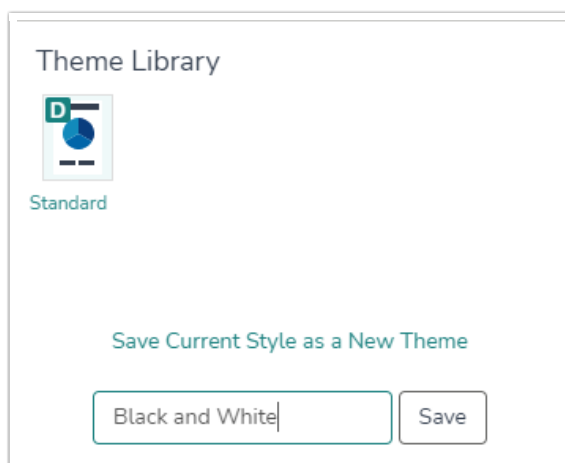
```
.highcharts-data-label{  
display:none;  
}  
.highcharts-data-label-connector{  
display:none;  
}
```



## 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!



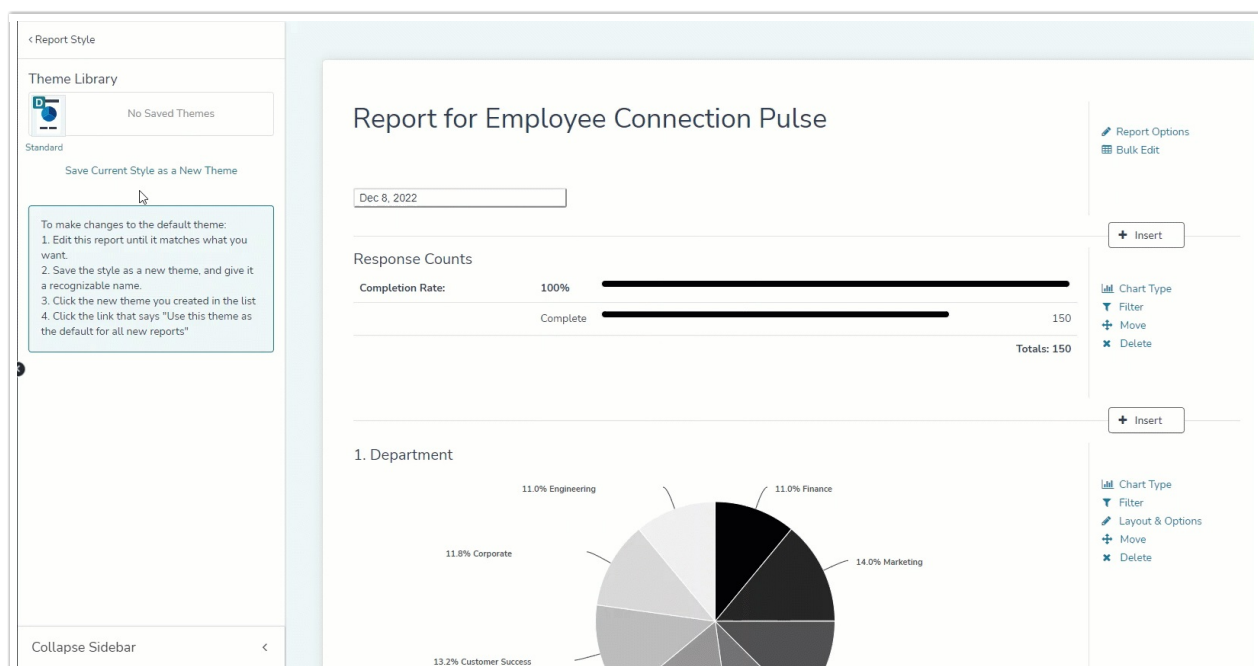
## Applying a Saved Theme to Your Standard Report

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 > Theme Library** and select the Theme you wish to apply.

## Set a Default Theme

**Account Administrators** can set a default theme to apply to all **Standard Reports**. Connect with your Account Administrator if you wish to apply a default theme and do not see the options outlined below.

Once you have styled the Standard Report to your desired appearance, click **Save Current Style as New Theme** and give it a recognizable name. You may need to refresh your page to see the new theme appear in the library



The screenshot displays the 'Report Style' interface. On the left is the 'Theme Library' sidebar, which is currently empty with the text 'No Saved Themes'. A button labeled 'Save Current Style as a New Theme' is visible, along with a tooltip providing instructions on how to create a new default theme. The main area shows a report titled 'Report for Employee Connection Pulse' dated 'Dec 8, 2022'. The report includes a 'Response Counts' section with a 'Completion Rate' of 100% and a 'Totals: 150' indicator. Below this is a pie chart titled '1. Department' showing the following distribution: Marketing (14.0%), Customer Success (13.2%), Corporate (11.8%), Engineering (11.0%), and Finance (11.0%). The right sidebar contains various report options such as 'Report Options', 'Bulk Edit', 'Insert', 'Chart Type', 'Filter', 'Move', and 'Delete'.

Then, in the Theme Library, click the icon for the desired theme

Click **Use this theme as the default for all reports**



The selected theme will now apply to all Standard Reports for the account.

This default *only* applies to Standard Reports. Other report types will not have this theme applied.

Standard Report themes will not show up in the style drop down for other report types, or in the [Design Library](#).

Once the default theme has been applied, a D will appear in the top righthand corner of the theme icon.

When you click on the theme icon, it will also read "This is the default theme"

### Delete a Default Theme

Default Themes cannot be deleted by any users when they are selected as the default. Follow the steps below if you need to remove a theme that's been set to default.

If you need to delete a default theme, you must first remove it as the account's default. To do this

Set a different theme as the default

Delete the theme by hovering over the theme icon and clicking the red X

< Report Style

Theme Library

Standard Black and White

Save Current Style as a New Theme

Use this theme as the default for all new reports.

To make changes to the default theme:

1. Edit this report until it matches what you want.
2. Save the style as a new theme, and give it a recognizable name.
3. Click the new theme you created in the list
4. Click the link that says "Use this theme as the default for all new reports"

## Report for Employee Connection Pulse

Dec 8, 2022

### Response Counts

Completion Rate:	100%	<div style="width: 100%;"></div>
Complete		<div style="width: 80%;"></div> 150
		Totals: 150

### 1. Department

11.0% Engineering	\	/ 11.0% Finance
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Report Options

Bulk Edit

+ Insert

Chart Type

Filter

Move

Delete

+ Insert

Chart Type

## Related Articles