Quickstart Brand & Report Design



Brand Design

In **Castaway** you can have your brand logo, font and colours run consistently though all your **Reports** and **Dashboards**. Each Brand has a **Logo Image**, **Font** and a **Colour theme**.

Create a Brand

- 1. Click the **Design** tab in the **Taskbar**
- 2. Click Edit to create a new Brand
- 3. Click Browse to choose your Brand Image
- 4. Select a Font from the drop-down menu
- 5. Click on the Brand Swatches & change the report colours to suit your brand*
- **6. Click Apply** to save your changes and Name your brand

*Note: The first three swatches are report colours, highlight is for report column highlights. Six additional colours are created from your palette for your brand Graph Palette. To change these Click on More then the Edit.





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Report Design

In **Castaway** you have the choice of many inbuilt **Report Styles**. Each Style uses your brand colours and can be used as a starting template to create your own **Report Style**.

To select a report style **Click Choose**, to create your own **Click Edit**.

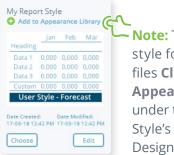
Create a Report Style

- 1. Click the **Design** tab in the **Taskbar**
- 2. Click Edit to edit the current style
- **3. Click** the font style & colour buttons to change the **Title Bar** styles
- **4. Select** a **Title Position** layout from the dropdown list
- **5. Click** the font style & Colour buttons to change the **Report Line** styles
- **6. Click Apply** to save your changes and save your style

*TIP:To manage your saved Brands and Report styles Click on Settings>Appearance Library.







Note: To save your style for use in other files Click on Add to Appearance Library under the Report Style's name in the Design panel.

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Forecast Logo

The **Forecast Logo** is an image (most commonly a client's logo) saved in your forecast file. **Forecast Logo Packs** are dynamic indexing graphics useful for navigation through large printed reports.

Add a Forcast Logo

- 1. Click the Design tab in the Taskbar
- 2. Click Choose to choose your Forecast Logo
- 3. Click Browse to choose an image
- **4.** If you prefer to use the **Forecast Logo Packs** select one of the options
- **5. Click Apply** to save your changes

*TIP: The Forecast logo is saved with your file but can not be saved to the Appearance Library.



