

Formatting - SKY Analytics

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Format text to capture the company brand and style. Changes at the workbook level quickly change fonts, titles, lines, grids, colors, or themes throughout all the Analytics sheets in a workbook.

Themes


A new workbook automatically defaults to a theme which uses visual best practices. Themes control the default font, colors, line thickness, and more.

Changing Fonts and Lines in the Workbook

Change all or individual fonts and lines for all views in the workbook. Optionally turn off certain types of lines, including grid lines.

1. On the *Format* menu, select **Workbook...**
2. The *Format Workbook* pane replaces the *Data* pane on the left and provides a series of drop-down lists to change all font and line settings in a workbook. Optionally change font settings for titles of worksheets, stories, and dashboards.
3. When making changes in this pane, a gray dot appears next to the setting.
4. Quickly switch back to default settings by selecting **Reset to Defaults** or hover over the gray dot indicating a change was made and select the **X** to restore individual settings to the default.

Edit Worksheet Titles, Captions, & Legend Titles

1. Double-click the item to change or hover on the title of a worksheet, select the drop-down arrow on the right-hand side, and choose **Edit Text...**
2. In the *Edit Title* window, modify the text and format the font, size, style, color, and alignment. Use the  menu to add dynamic text such as sheet properties and field values. Select **OK**.