

## Brand Design

In **Castaway** you can have your brand logo, font and colours run consistently through 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**.

**Note:** To save your Brand for use in other files **Click** on **Add to Appearance Library** under the Brands name in the Design panel.

## 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.**

The image shows two screenshots of the 'Report Design' interface. The left screenshot shows the 'Brand' and 'Report Style' sections. The right screenshot shows the 'Report Style Edit' panel. A third screenshot at the bottom shows a 'My Report Style' card.

**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.

## 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 Forecast 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**.

