* **Power BI Report Formatting & Layout**
* **🔹 1. Multiple Pages in a Report**
* Power BI allows you to create **multiple report pages** within a single file.
* Each page can have a **unique layout** and contain **multiple visualizations**, slicers, images, and text boxes.
* Use this to **organize your analysis** — for example:
* Page 1: Sales Overview
* Page 2: Customer Trends
* Page 3: Regional Insights
* **🔹 2. Canvas – Your Visual Workspace**
* The **canvas** is the **main area** where you design your report.
* You **drag and drop visuals** (charts, tables, cards, etc.) onto the canvas.
* It’s your **workspace for storytelling** with data.
* **🔹 3. Page Settings**
* To access page settings:
* Go to the **Visualizations pane → Format (paint roller icon)** → Select **Page Information or Canvas settings**.
* Here are the key components you can customize:

| * **Setting** | * **Description** |
| --- | --- |
| * **Canvas Settings** | * Set **height, width**, and **alignment** of the report canvas. |
| * **Canvas Background** | * Set background color or transparency behind visuals (e.g., light grey). |
| * **Wallpaper** | * Adds a background **behind the canvas** — used for full-screen design. |
| * **Filter Pane** | * Show or hide the **filter panel** users see on the right-hand side. |
| * **Filter Cards** | * Customize **individual filter visuals** (card styles, text, borders, etc.). |

* **🔹 4. Best Practices**
* Keep **canvas size consistent** across pages for a clean look.
* Use **wallpaper** for branding or aesthetics (e.g., company logo, light theme).
* Always test filters to ensure the right data is being shown.
* Hide filter pane if end users don’t need to interact with filters directly.
* **✅ Summary**

| * **Feature** | * **Purpose** |
| --- | --- |
| * Pages | * Separate dashboards/views in one report |
| * Canvas | * Workspace to add visualizations |
| * Canvas Settings | * Adjust size, alignment, padding |
| * Canvas Background | * Color behind visuals |
| * Wallpaper | * Full-screen background layer |
| * Filter Pane | * UI for applying filters across visuals |
| * Filter Cards | * Style/filter individual data fields |