# Report Styles Template

**Have an existing report template with a look and feel that you love?** With buildee Reports you can create a style template from these and apply it to any report template you create. A style template is a Microsoft Word document with a subset of default Word styles associated to buildee page elements. You can configure these styles through the “Styles Pane” in Word and then import the style template into a report template.

This document lays out the styles available and can even be used as a style template. Alternatively, you can generate a report from buildee, modify the styles, and import the new style template.

## Text Styles

buildee Reports gives you the power to style your table of contents, headings, body text, header text, and footer text. For each style in the “Styles Pane”, select “Modify Style”, update the text styles, spacing, etc. See the options outlined below as well as in the header and footer. Only one example for each is required for the style template.

TOC Heading

TOC 1

TOC 2

TOC 3

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

###### Heading 6

Normal

Hyperlink

## Graphical user interface, application Description automatically generatedText Lists

Text lists, bullets or numbers are defined through the bullets

menu in the ribbon. Create a single example in the style

template and it will be used for all lists.

* List Paragraph

## Table Styles

Graphical user interface, text, application

Description automatically generatedTable styles are defined with a single example that is applied

to all tables in the generated report. Add a new table, select

the table, and in the “Table Design” tab within the ribbon,

right click on the current table style and select “Modify Table

Style” to reveal options.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heading | Heading | Heading | Heading | Heading |
| First Column | Value | Value | Value | Value |
| First Column | Value | Value | Value | Value |
| First Column/Total Row | Total Row | Total Row | Total Row | Total Row |

## Styling Descriptions

buildee Reports includes a “Text” block for pre-written text to be included in every report. This includes additional styling tools that will overwrite style templates on a case-by-case basis.

Graphical user interface, text, table

Description automatically generated

## Styling Measure Descriptions

Measures found in the measure library or within an individual building include a description area. This includes additional styling tools that will overwrite style templates on a case-by-case basis.

