

# 9 Design Hacks to Transform Your Reports

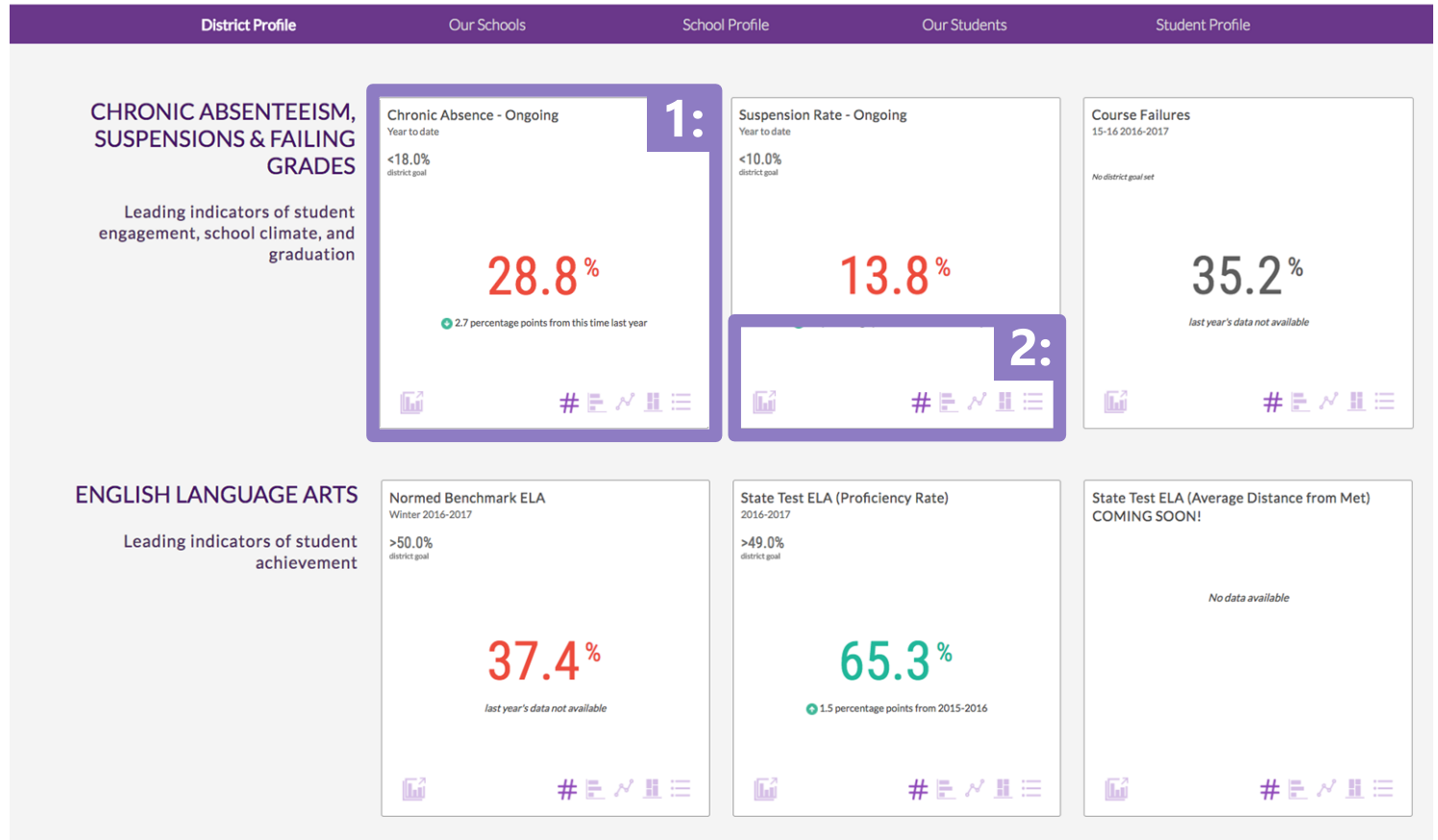
Ever wonder what makes some reports more aesthetically pleasing and others, well...less so? Here are a few guidelines to take the guesswork out of basic beautification, using Mosaic District Progress Monitoring as an example.

**Mosaic**  
District Progress Monitoring



# The Basics

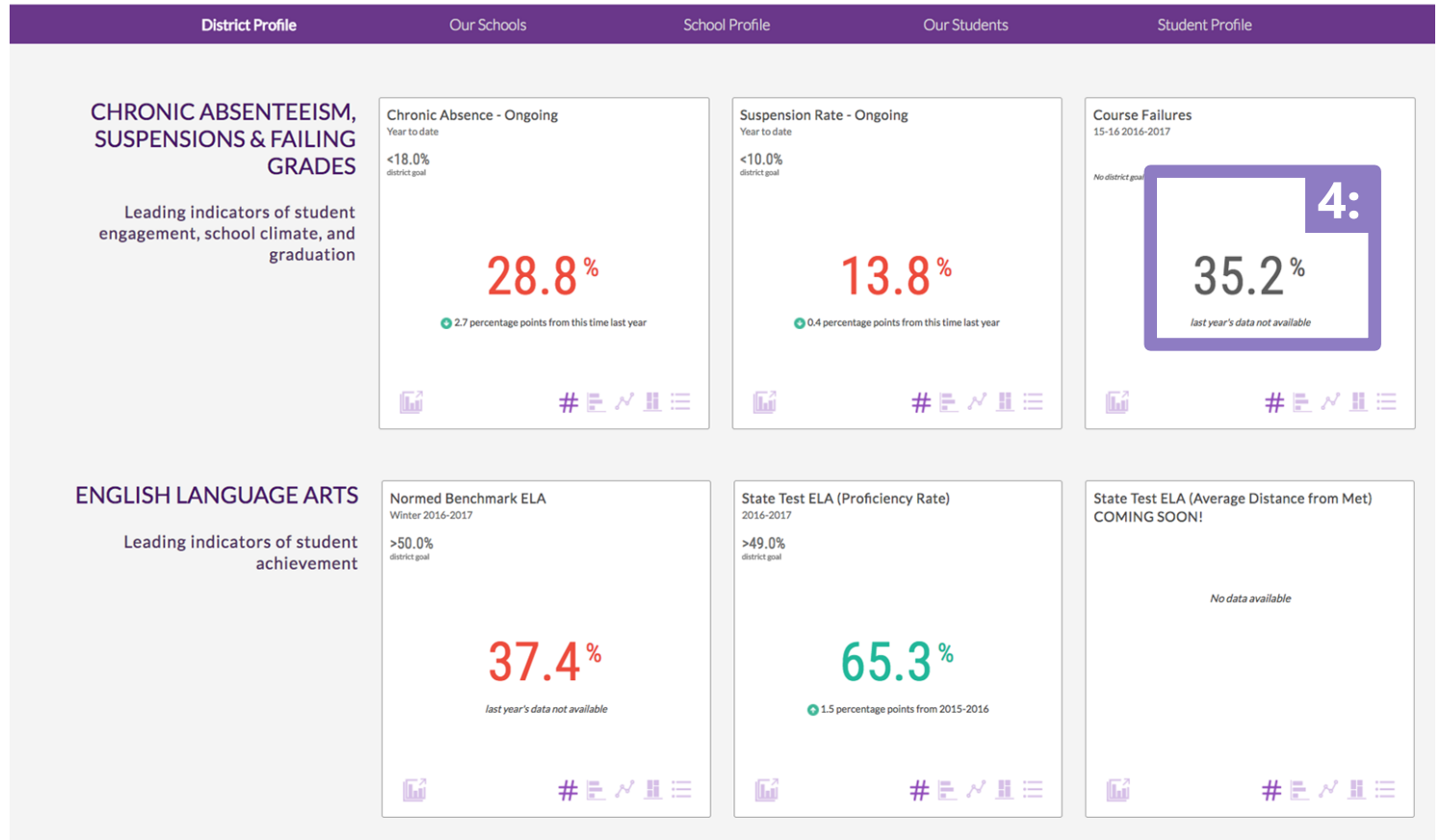
1. To make a section pop out, make it white with a very pale gray background.
2. Group similar functions. For example, we grouped icons that change the visualization type apart from the icon to open a new window with deep-dive reports
3. Use extras only as needed. You may not need additional decimal points, axes, and labels. The more simplicity you can afford, the more inviting your report.



Like what you see? [Click here](#) to test-drive Mosaic District Progress Monitoring, the district-wide dashboard featured here.

# The Details

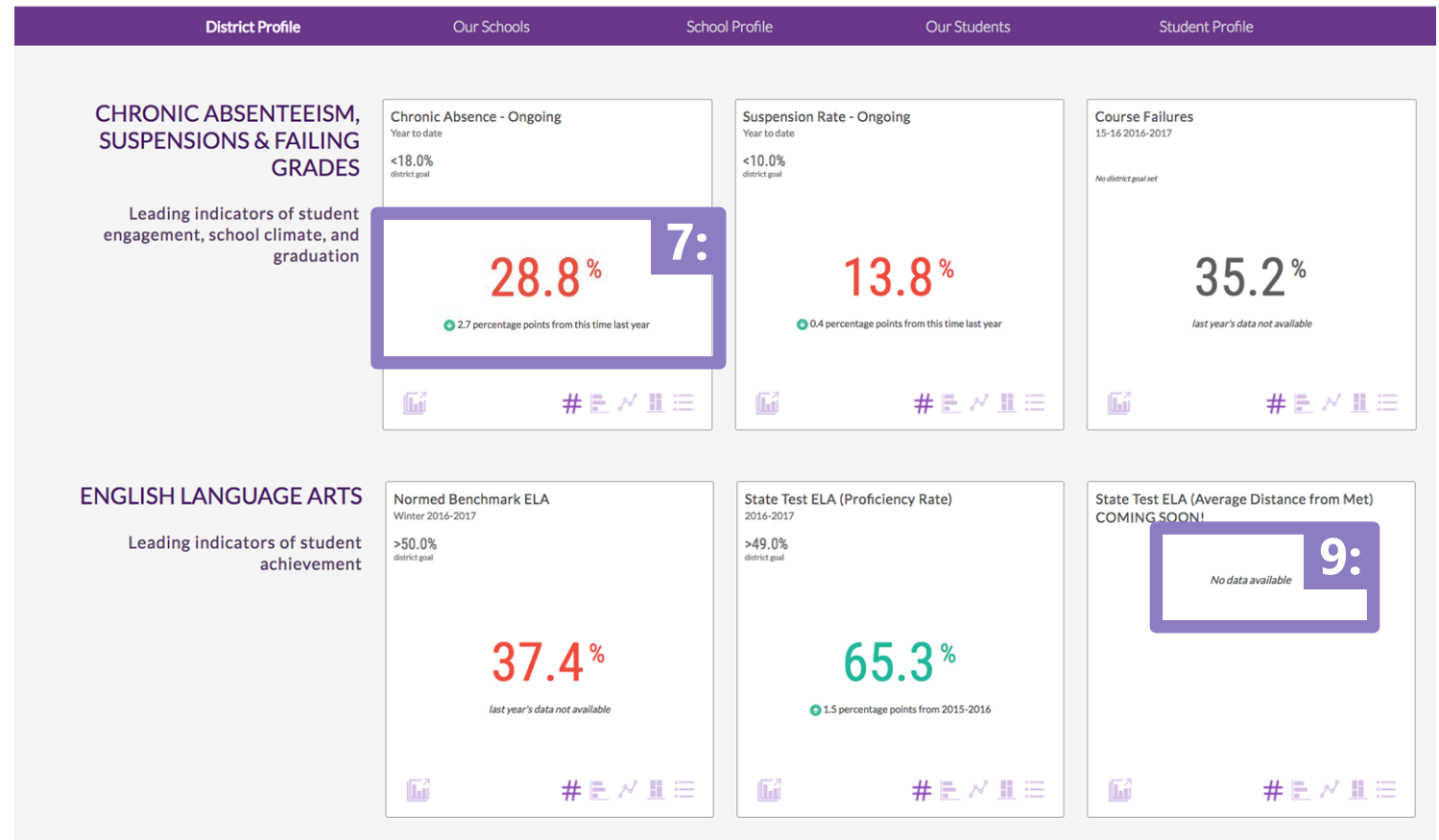
- 4. Never use black text;** the contrast between text and background may appear jarring to the eye, especially on computer monitors. Instead, use 2-3 grays, the darkest ones (like the one used here) for main labels and small text that won't stand out otherwise.
- 5. Lists with alternating background colors are easier to read.** We recommend using the same whites and grays you use for your backgrounds.
- 6. The eye loves rounded edges.** Choose round fonts, circle icons, dot data points, and rounded edges on borders to make the report appear more friendly.



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# Text

- 7. Limit your fonts to two:** one default font and one 'highlighter font' for extra important text. You can play with size, bolding, and capitalization for variety. We used Lato as our default font (Helvetica is a handy proxy) and Roboto Condensed to highlight tile numbers.
- 8. Save capital letters to emphasize or differentiate short titles.** Never use for sentences, or it'll read like a shout!
- 9.** Much like stage directions in a screenplay or a whispered aside, we use **italics to indicate operational notes.**



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# Colors

Feel free to borrow from our favorite colors if you don't have your own.\* It'll make creating cohesive, attractive reports even easier!



#aa352a

Far below the goal



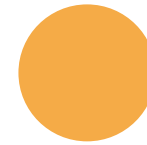
#ed4c3d

Not meeting the goal



#e97529

Not meeting the goal but close



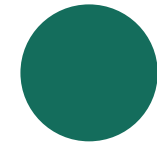
#f5ab47

Meeting the goal but at risk for falling below



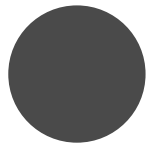
#22b79a

Meeting the goal



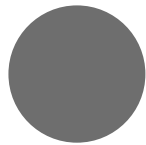
#146d5c

Far exceeding the goal



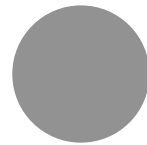
#4a4a4a

Default text color, used for body copy



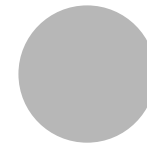
#6e6e6e

Text



#929292

Captions and subtitles



#b7b7b7

Trend lines, goal lines, axes



#dbdbdb

Background



#f4f4f4

Section backgrounds that pop

*\*The six-digit hex codes will allow you to replicate the colors included in this guide. They can be used in most websites and report-building platforms, including Tableau.*

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