



POWER BI TEMPLATE GUIDE

Operational Dashboard UX Kit



BI BLUEPRINT

Professional Design Systems for Power BI



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1 Getting Started

Welcome to your BI Blueprint template! This guide will help you get the most out of your Operational Dashboard UX Kit. Let's start by exploring what's included in your download.

What's Included

- Power BI Template File (.pbit) — Pre-built dashboard pages with sample data
- Theme File (.json) — Custom color palette and formatting settings
- Icon Library — Curated set of dashboard icons in multiple colors
- Documentation — This guide plus quick reference cards

Initial Setup Steps

1

Open the Template

Double-click the .pbit file to open in Power BI Desktop

2

Connect Your Data

Replace the sample data with your own data sources

3

Apply the Theme

Go to View → Themes → Browse and select the included .json file

4

Customize & Publish

Modify visuals, add your branding, then publish to Power BI Service



Pro Tip

Save a copy of the original template before making changes. This lets you always reference the original design and start fresh if needed.

2 Working with Themes

Themes control the visual appearance of your entire report — colors, fonts, and default formatting. Mastering themes ensures consistency across all your dashboards.

Applying the Included Theme

1**Open Theme Browser**

Navigate to View tab → Themes → Browse for themes

2**Select Theme File**

Locate and select the .json theme file from your download

3**Confirm Application**

The theme applies instantly to all visuals in your report

Using the BI Blueprint Theme Generator

Visit biblueprint.com/tools/theme-generator to create custom themes that match your brand. Simply input your primary and accent colors, and download a ready-to-use .json file.

- Enter hex codes or use the color picker for your brand colors
- Preview how colors will appear on common chart types
- Download the generated .json file instantly
- Supports both light and dark theme variants

**Updating Themes**

When you apply a new theme, it overrides the current theme settings. Any manual color overrides you've made to individual visuals will be preserved.

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Icons & Visual Assets

Icons add visual clarity and professional polish to your dashboards. Your template includes a curated icon library, plus access to our online Icon Generator for custom colors.

Icon Color Customization



The BI Blueprint Icon Generator at biblueprint.com/tools/icon-generator lets you recolor any icon to match your theme. Perfect for maintaining brand consistency.

How to Use the Icon Generator

- Visit biblueprint.com/tools/icon-generator
- Select an icon from the library or upload your own SVG
- Enter your desired hex color or use the color picker
- Download the recolored icon as PNG or SVG
- Insert into Power BI using Image visual or as a button icon

Replacing Icons in Your Dashboard

To replace an icon: Select the image visual → Format pane → Image → Browse and select your new icon file. For button icons: Select button → Format → Icon → Custom.



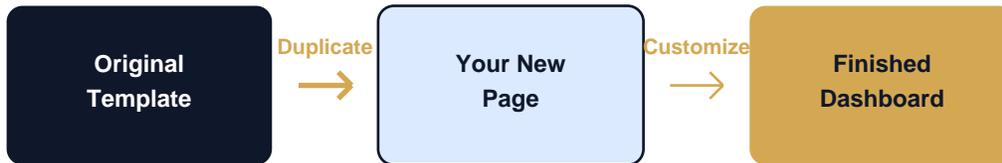
Best Practice

Use icons sparingly and consistently. Stick to one icon style throughout your report. Icons work best for navigation, KPI indicators, and section headers.

4 Building New Pages

The fastest way to maintain design consistency is to build new pages from existing template pages. This preserves formatting, spacing, and visual hierarchy.

Recommended Workflow



Step-by-Step Process

- 1 Right-Click to Duplicate**
Right-click any page tab → Duplicate Page
- 2 Rename Your Page**
Double-click the new tab to give it a meaningful name
- 3 Modify Content**
Replace visuals and data while keeping the layout structure

Copy-Paste Method (Ctrl+A)

For copying specific elements between pages: Select all elements on the source page with Ctrl+A, copy with Ctrl+C, navigate to your new page, and paste with Ctrl+V. All formatting and positioning is preserved.

- ! Pro Tip**
Create a 'Template Elements' page that contains reusable components like headers, navigation bars, and common card layouts. Copy from here when building new pages.

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Canvas Settings

Proper canvas settings ensure your dashboard displays correctly across different screens and maintains its visual integrity when published.

Recommended Dimensions



Optimal Canvas Settings:

Width: 1920 pixels (Full HD standard)

Height: 1080 pixels minimum — extend taller for scrollable content

How to Set Canvas Size

Go to View → Page View → Scroll to find 'Page size' options. Select 'Custom' and enter 1920 x 1080 (or taller). This creates a website-like scrollable experience.

Scrollable Dashboard Design

For content-rich dashboards, extend the canvas height beyond 1080px. Users can scroll down like a website. This approach works well for:

- Executive summary pages with multiple KPI sections
- Detailed analysis with supporting charts below the fold
- Reports combining overview and drill-down in one page

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Keyboard Shortcuts

Master these keyboard shortcuts to dramatically speed up your Power BI workflow. These are the most useful shortcuts for dashboard design and editing.

Selection & Editing

Ctrl + **A** Select all visuals on the current page

Ctrl + **C** Copy selected visuals

Ctrl + **V** Paste visuals (preserves formatting)

Ctrl + **D** Duplicate selected visual

Delete Remove selected visual

Navigation & View

Ctrl + **Shift** + **F** Toggle focus mode for selected visual

Ctrl + **G** Group selected visuals

Ctrl + **Shift** + **G** Ungroup visuals

F5 Start presentation mode

Alignment & Positioning

Arrow Keys Nudge selected visual by 1 pixel

Shift + **Arrow** Move visual by 10 pixels



Pro Tip

Use Ctrl+Click to select multiple visuals, then use Format → Align to perfectly align them horizontally or vertically. This ensures pixel-perfect layouts.

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Best Practices

Follow these UX design principles to create dashboards that are not only beautiful but also effective at communicating insights to your audience.

Visual Hierarchy

- Place the most important KPIs at the top-left (where eyes naturally start)
- Use size to indicate importance — larger visuals draw more attention
- Group related metrics together using proximity and containers
- Limit each page to 5-7 key insights to avoid overwhelming users

Color Usage

- Use your theme's accent color sparingly for emphasis
- Reserve red/green for clear positive/negative indicators
- Maintain consistent color meaning across all pages
- Avoid using more than 5-6 colors in any single chart

Typography & Spacing

- Use consistent font sizes: titles, subtitles, body, labels
- Ensure adequate white space between elements (8-16px minimum)
- Align text and visuals to an invisible grid for clean layouts
- Keep titles concise — they should describe, not explain



Remember

Great dashboard design is about removing distractions, not adding decorations. Every element should serve a purpose in communicating your data story.

Additional Resources

Visit BI Blueprint for more tools and templates:

- Theme Generator — Create custom Power BI themes instantly
- Icon Generator — Recolor icons to match your brand
- Color Palette Gallery — Curated color schemes for dashboards
- DAX Quick Reference — Essential formulas at your fingertips
- Dashboard UX Checklist — Ensure your reports are user-ready

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Thank you for choosing BI Blueprint!
We can't wait to see what you create.