Power BI

For every Power BI Report published, make the following changes to improve accessibility and usability.

1. **Import City of Madison Power BI Theme.**
   Switch Theme > Import theme > cityofmadison-powerbi-theme.json

   a. Make any necessary color adjustments. Use Teal as the default color. Use yellow or orange to break between similar colors.

2. **Adjust the layout to align elements, space elements evenly, and add margins.**
   Format > General > X Position, Y Position, Width, and Height

   a. Always include a 15px margin from the edge of the page.
      Top left element should be *X position: 15, Y position: 15*.

   b. Include a minimum of 15px between elements.

   c. Use the red dotted lines that appear when dragging elements to help you align them to each other.

   d. Use the Width and Height fields to give similar elements the same dimensions.

3. **Turn on Overflow Text for bar and column charts.**
   Format > Data Labels > Overflow Text

   a. If some labels are still not visible, increase the Label Density to 100%.

4. **Add Alt Text to all applicable Visualizations.**
   *View > General > Alt Text*

   a. Give a brief description of the visualization for screen readers and other assistive technology.

5. **Change the Layer Order and Tab Order of the Visualizations.**
   View > check Selection Pane. Selection Pane > Layer Order and Tab Order

   a. This is important for screen readers and other assistive technology.

   b. Drag and drop the items under both **Layer Order** and **Tab Order** so that the order matches the visual order of the elements. By default, they will be in the order you added them.

   Example:
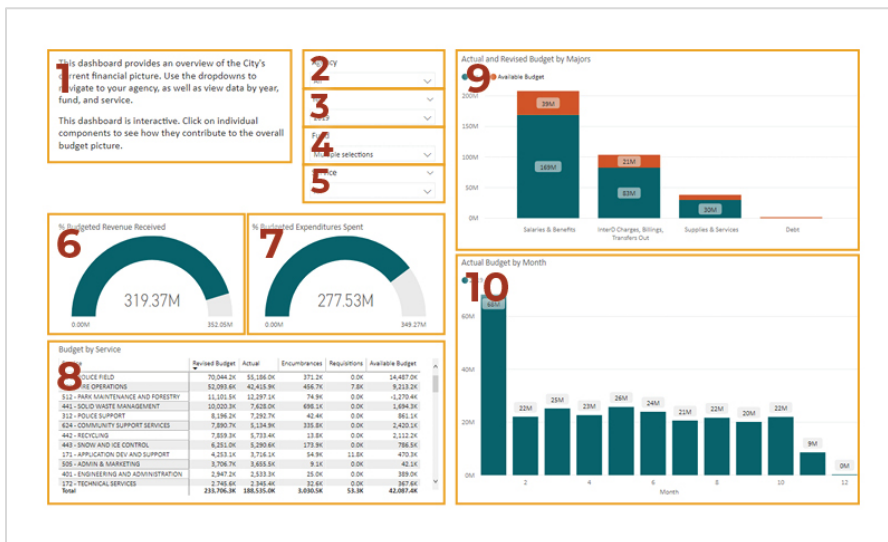
Create a Mobile Version of the Report

If you plan to publish the report to the City website, create a version of the report for users on smaller screen sizes.

1. **Duplicate the report.**
   File > Save As

2. **Change to a phone layout.**
   Format > Page Size > Type = Custom

   a. Change the width to **345 pixels (px)**.
      The height will be variable, but you can start with **1500px**.

3. **Adjust the layout to resize and align elements, space elements evenly, and add margins.**
   Format > General > X Position, Y Position, Width, and Height

   a. Always include a 15px margin from the edge of the page.
      Top left element should be *X position: 15, Y position: 15*.

   b. All elements should have a width of 315px.

4. **Adjust the height as needed.**
   Format > Page Size > Type = Custom

   a. Update the Height attribute so that there is no empty space at the bottom of the page.