OrgPublisher Photos, Logos, and Legends

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Photos

OrgPublisher displays photos in the *Chart View*, *Profile View*, or *Hover View*. The photo file name must be passed into OrgPublisher as the 15th field in the primary source data or as a mapped field in the primary or secondary data source.

> **Note:** Photos are not embedded in your charts. They are linked by the URL or path.

OrgPublisher detects the photo file name then, when the chart is opened for the first time, launches the *Photo Wizard*. If a photo is added to an existing chart, you may need to indicate that the photo should display in the chart.

Inserting Photos

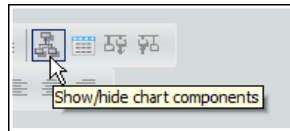1. Click the Show/hide chart components button in the toolbar.

Figure 1.

2. In the *Show/Hide Chart Components* dialog, select **All Position Types** and click the plus sign next to the **Name** field to expand the components list.
3. If a red **X** appears beside **Photo**, click to change to a **green** check mark. Click **OK**.
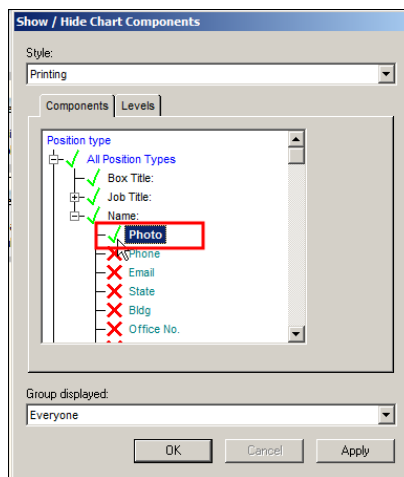

Figure 2.

4. When using standard box formatting, a placeholder displays in the chart box for the photo. Double-click in the open area to launch the *Photo Wizard* and set the photo path.
5. When using Advanced Box Layout formatting, insert the photo in the chart box.

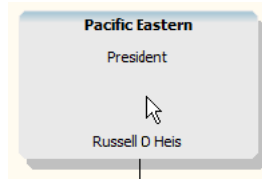Double-click the placeholder and set the photo path.

Figure 3.

6. The photo file name comes from the imported data. Type the **Base photo file path or URL** to the photo location. Click **Next**.
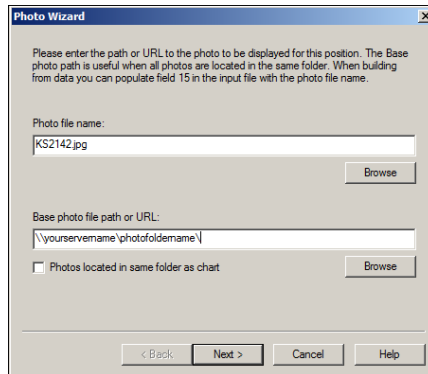

Figure 4.

7. The wizard displays the photo. If the photo is correct, click **Finish**. If the correct photo does not display, click **Back** and check the path for the photo location.
8. Click the up/down arrows in the **Width** or **Height** field to adjust the photo size. The option that is not selected automatically changes to maintain the aspect ratio. If you are unsatisfied with the changes, click **Reset to actual size**.
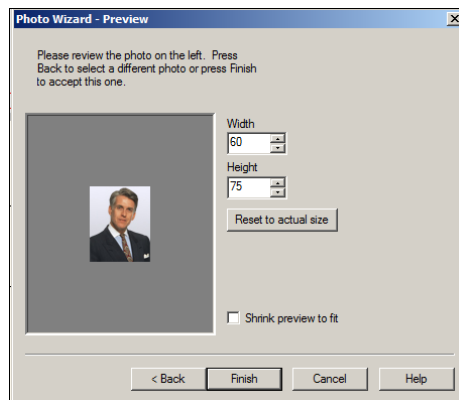

Figure 5.

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> **Note:** We recommend that all photos be the same size. If they are not, a dialog displays asking you to set the default size for all photos.
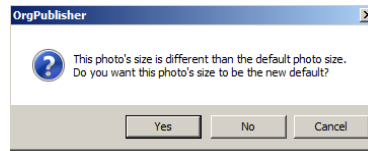

Figure 6.

Click **Finish**.

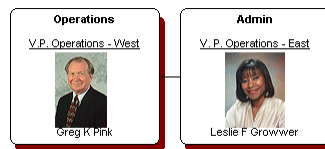In this example, both photos are the same size.

Figure 7.

But, when working with photos that are different sizes, double-click on the photo in the chart that is the size you want to use for all photos. The *Photo Wizard* opens.

Click **Next** then **Finish**. When prompted, click **Yes** to select the default size. The photos display in your chart.

Figure 8.

Photo Wait Time

Photos are linked in the chart and must load when the user opens the chart. You can adjust the wait time for loading photos to accommodate the traffic levels on your network.

1. Select **Options** from the menu bar, then **Photo Wait** from the options list.
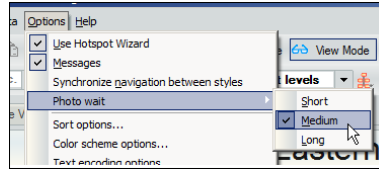2. Select the time you want to use for sending photos to the user machine.

Figure 9.

Logos

You can add logos to your chart with the *Logo Wizard*.

Adding a Logo

1. Select **Insert** from the menu bar then Logo from the options list. The Logo Wizard opens.
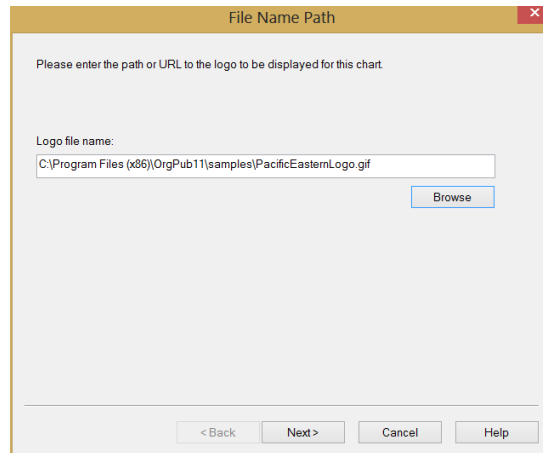2. Click **Browse** to go to the location of the **Logo file name**.

Figure 10.

Click **Next**.

3. The next dialog enables you to choose options for the logo.
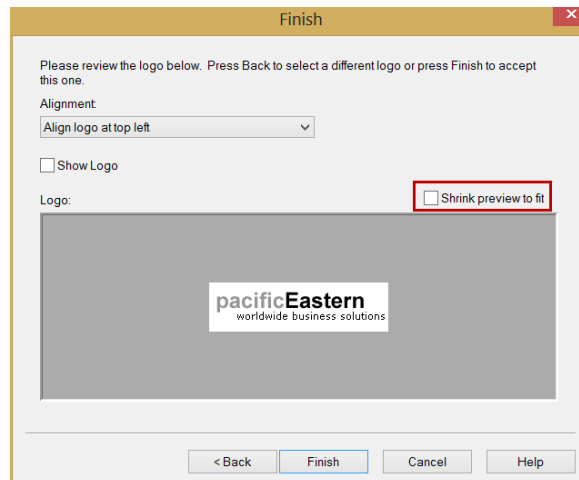   If you do not see the logo in the preview pane, select **Shrink preview to fit**.

Figure 11.

Select the drop-down arrow in the **Alignment** field and choose the top left or top right of the chart.

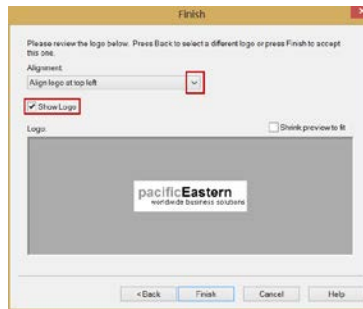Select **Show Logo** to display the logo in the chart.

Figure 12.

Click **Finish**. The logo displays in the chart.

Figure 13.

> **Note:** you can set the logo to display on any or all styles in the chart by running the Logo Wizard in each style. The logo displays in the top of every page of your chart, either in the left or right corner.

Adding a Background Image

You can also insert a logo in your chart as a watermark or background.

1. Select **Format** from the menu bar, then **Chart** to open the **Chart** tab in the Format dialog.
2. Select the option to embed a background image and then select the background style.
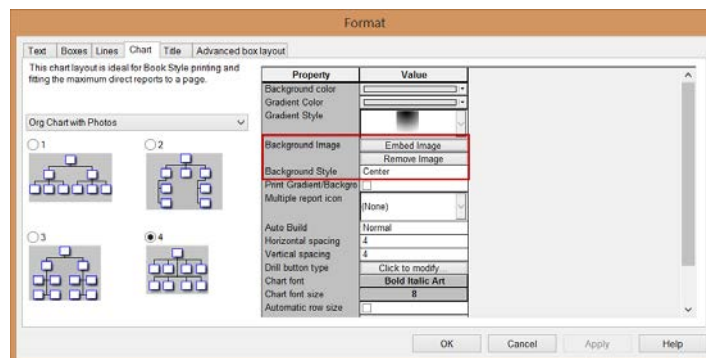

Figure 14.

You can also insert special graphics or instructions instead of a logo. Valid file types are .gif, .jpg, .bmp, .tga, .pcx, and .dib.

Legends

When invoked, the legend feature automatically creates a list of all groups that have icons assigned. You can also add color boxes with custom labels to define background colors for the chart boxes or for conditional position type formatting when working with the *Advanced Box Layout Editor*.

> **Note:** Only groups with associated icons display in the legend, and the legend prints on each page when printing in Book Style.

Legend Setup

1. Select **Insert** from the menu bar then **Legend** from the options list.
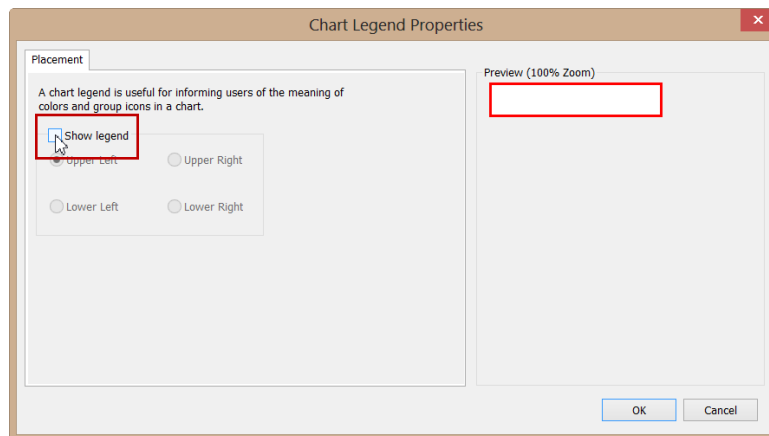2. Select **Show legend** to enable all *Chart Legends Properties* tabs.

Figure 15.

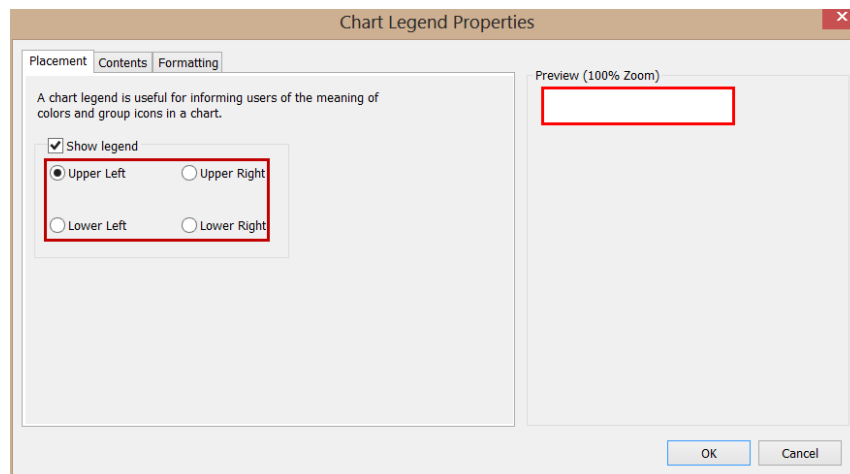3. In the **Placement** tab, select the display location for the legend.

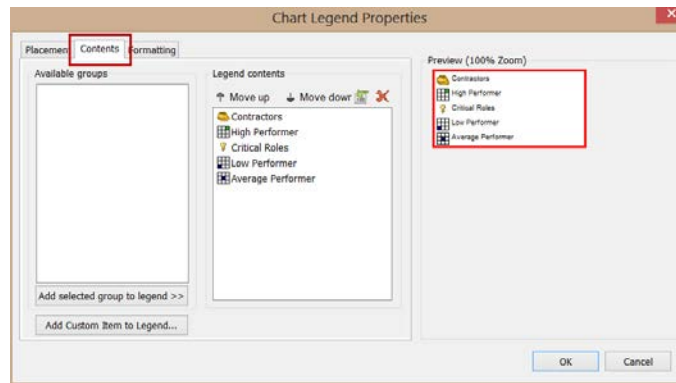**Figure 16.**

4. Select the **Contents** tab.

Figure 17.

By default, all groups with assigned icons display in the legend **Preview** pane.

Modifying Legend Content

1. Remove a group icon from the legend by selecting the group in **Legend contents** pane and clicking the Remove Icon from Legend button.
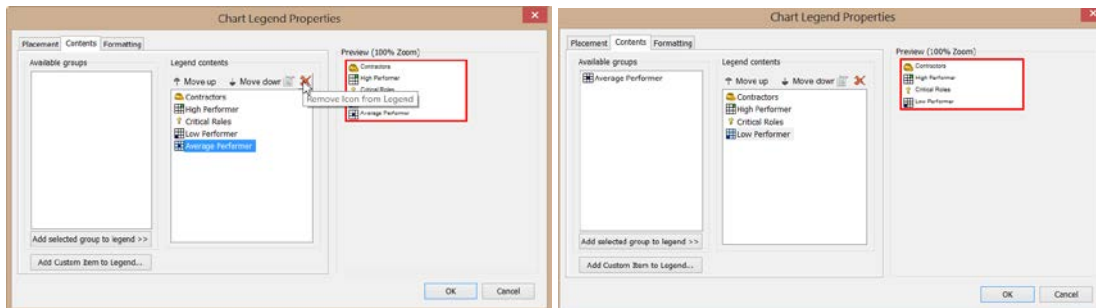

Figure 18.

The removed group moves from the **Legend contents** to the **Available groups** pane.

2. Add a group icon to the legend by selecting the group in the **Available groups** pane and clicking **Add selected group to legend**.
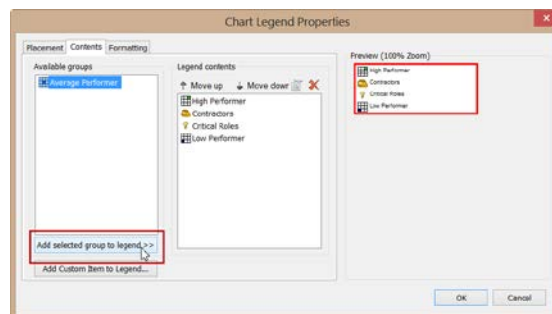

Figure 19.

3. To reorder the sequence of the legend list, select the item you want to move and click **Move up** or **Move down**.

Click the move button as many times as required to move it to the location you want.
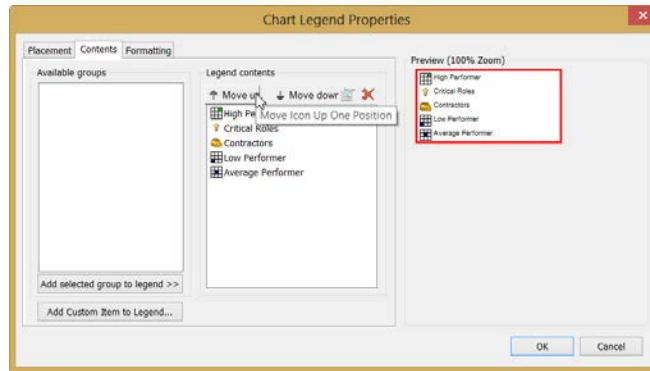

Figure 20.

Adding Custom Items to the Legend

Use this option when working charts formatted with the *Advanced Box Layout Editor*. You can display the colors and labels used for conditional formatting and box background colors in the legend with group icons.

1. Open the *Chart Legends Properties* dialog.
2. Open the **Contents** tab then click **Add Custom Item to Legend**.
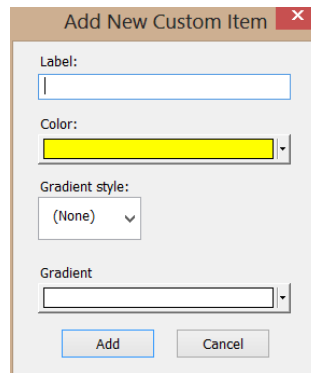3. Type a **Label** name for the selected item, such as conditional position type formatting or background color.

Figure 21.

4. Click the drop-down arrow to select a **Color** for the icon. If applicable, select the **Gradient style** and color as well. Click **Add**.

Formatting the Legend

1. Open the *Chart Legend Properties* dialog and select the **Formatting** tab.
2. Change the legend box design by selecting items in the **Format** and **Color** areas in the tab. The **Preview** pane lets you review your changes.
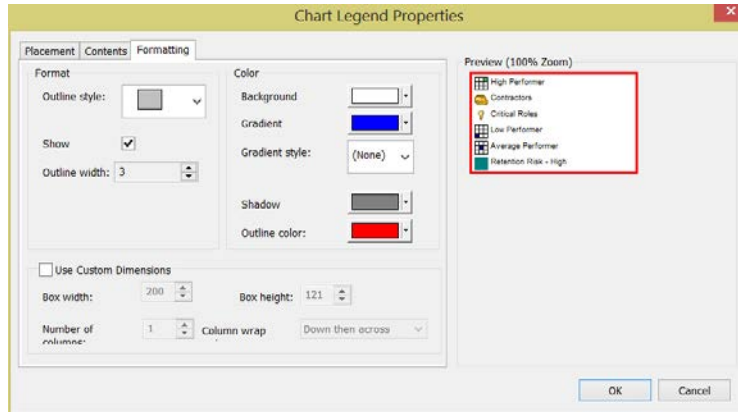

Figure 22.

3. Select **Use Custom Dimensions** to set the **Box width** and **Box height**.
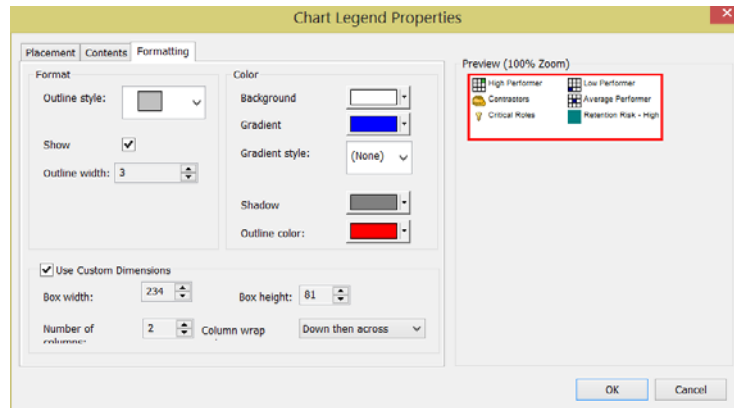

Figure 23.

4. Set the **Number of columns** and the **Column wrap style** within the legend box.
5. Click **OK** to implement the changes.