

OrgPublisher Photos, Logos and Legends



OrgPublisher 10 Training

Copyright 2002 – 2011 All Rights Reserved by Aquire

OrgPublisher™, OrgPublisher Premier™, Unifi™, Mobile OrgPublisher™, and Pocket OrgPublisher™ are trademarks of Aquire in the United States and other countries.

Microsoft®, Windows®, Internet Explorer, Pocket PC 2002 platform, and ActiveSync®, are either registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Netscape® and the Netscape N and Ship's Wheel logos are registered trademarks of Netscape Communications Corporation in the United States and other countries.

Blackberry™, RIM850™, RIM857™, RIM950™, and RIM957™ are either registered trademarks or trademarks of Research in Motion Limited (RIM) in Canada and other countries.

Palm™, Palm OS®, and HotSync® are either registered trademarks or trademarks of Palm, Inc. in the United States and other countries.

JAWS® for Windows is a registered trademark of Freedom Scientific in the United States and other countries.

SAP® and mySAP™ are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world.

Table of Contents

1	Inserting Photos.....	1
1.1	Photo Wait time.....	4
2	Logos	5
3	Creating a Legend	7
3.1	Legend Setup	7
3.2	Modifying the Legend Content.....	8
3.3	Adding Custom Items to Legend	10
3.4	Formatting the Legend Box.....	11

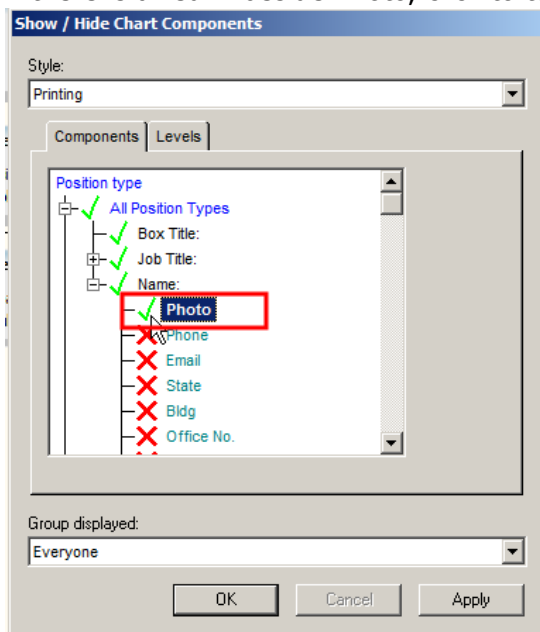
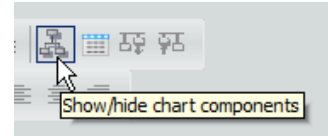
1 Inserting Photos

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

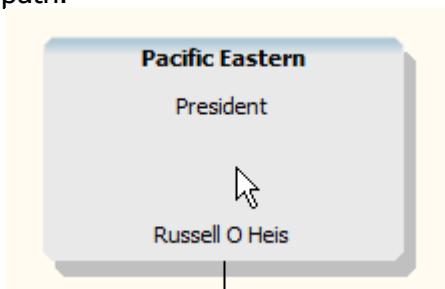
Please Note: Photos are not embedded in your charts. They are linked by the URL or path.

OrgPublisher detects that there is a photo file name. Then, when the chart is opened for the first time, a wizard is launched. If a photo is added to an existing chart, you may need to indicate that the photo should be displayed.

1. Click on Show/hide chart components.
2. Click on All Position Types.
3. Click on the + to expand the Name components.
4. If there is a red **X** beside Photo, click to turn it into a green check mark **✓**. Click OK.



5. If you are using standard box formatting, a placeholder will display in the chart box for the photo. Double click in the open area to launch the Photo Wizard and set the photo path.



6. If you are using Advanced Box Layout Editor for formatting, you will need to insert the photo within the chart box. Once this is done, you can go back to the chart, double click on the placeholder, and set the photo path.

7. The photo file name is loaded from the data. Type in the base photo file path or URL. Click Next.

Photo Wizard

Please enter the path or URL to the photo to be displayed for this position. The Base photo path is useful when all photos are located in the same folder. When building from data you can populate field 15 in the input file with the photo file name.

Photo file name:
KS2142.jpg

Browse

Base photo file path or URL:
\\yourservername\photofoldename\

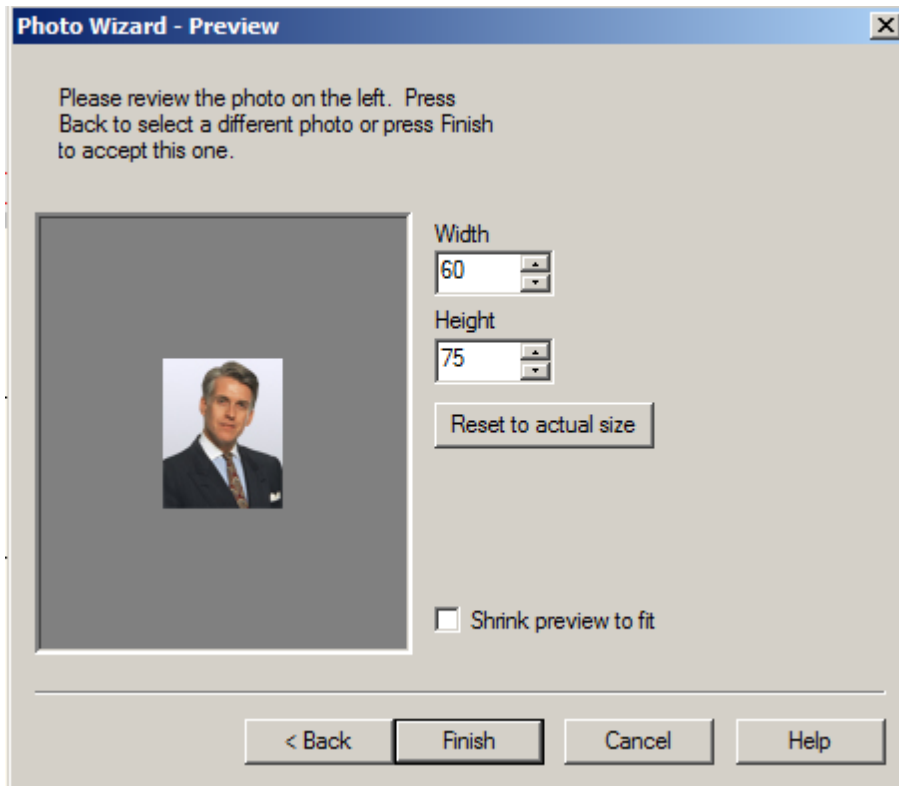
Photos located in same folder as chart

Browse

< Back Next > Cancel Help

Please Note: It is best to use the UNC (Universal Naming Convention) or HTTP protocol in the file path. This path should be accessible to all Intranet users for whom you are publishing the chart.

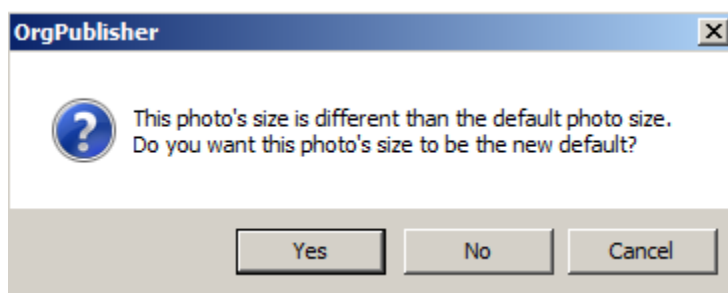
8. The Photo Wizard dialog displays a photo. If this is the photo you want, click Finish. If a photo does not display, click Back and check the path for the photo location.



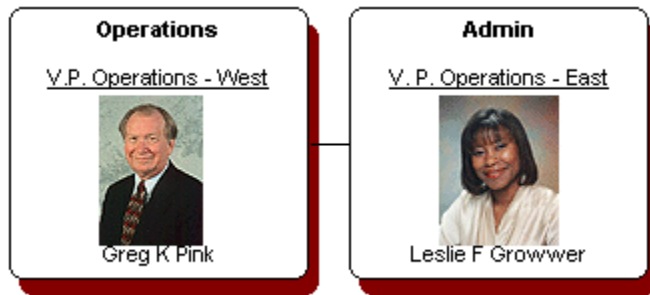
9. To adjust the size of the photo, click the up/down arrows for the width or the height. The sizing option not selected will automatically change to maintain the aspect ratio. If you don't like your changes, click Reset to actual size.

10. Click Finish.

11. It is recommended that all photos are the same size. If your photos are different sizes, the following dialog box displays. This box asks you to set the default size for all photos in your chart.



Both photos are the same size.



If you want to change the default size, double-click on the photo that is the size you want to use. The Photo Wizard opens.

Click Next and then Finish. When prompted to set the default size, click Yes.

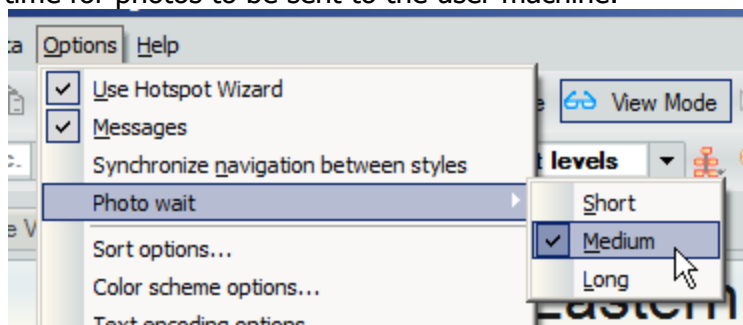
12. The photo displays within your chart box.



1.1 Photo Wait time

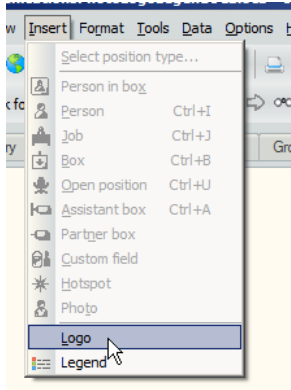
Photos are linked in the chart and must load when the user clicks to open the chart. The wait time for photos to load can be adjusted to accommodate the traffic levels on your network.

Select Options from the menu bar, then Photo Wait from the pull-down list. Select the wait time for photos to be sent to the user machine.

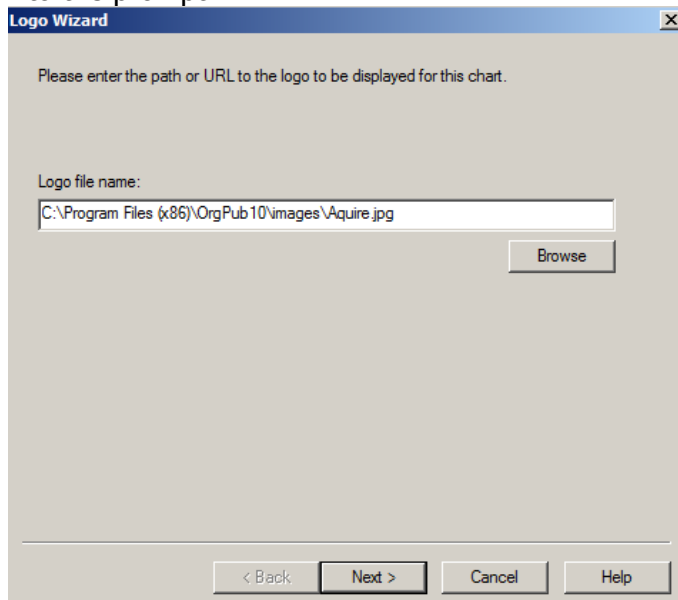


2 Logos

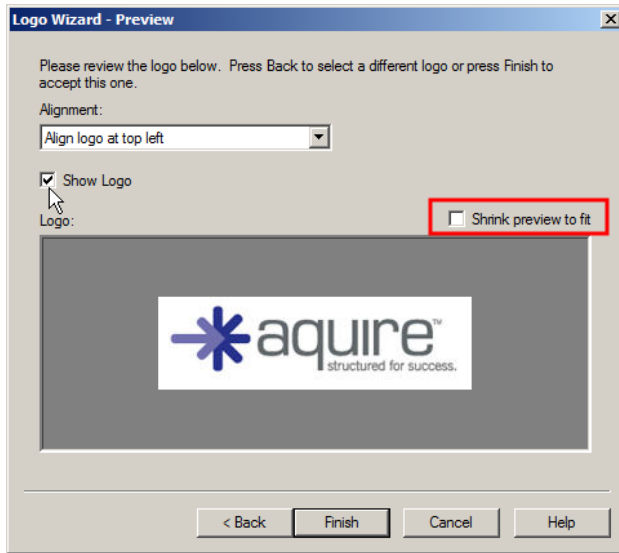
1. Use the Logo wizard to insert a Logo.
2. Go to the Insert Menu, and then click Logo.



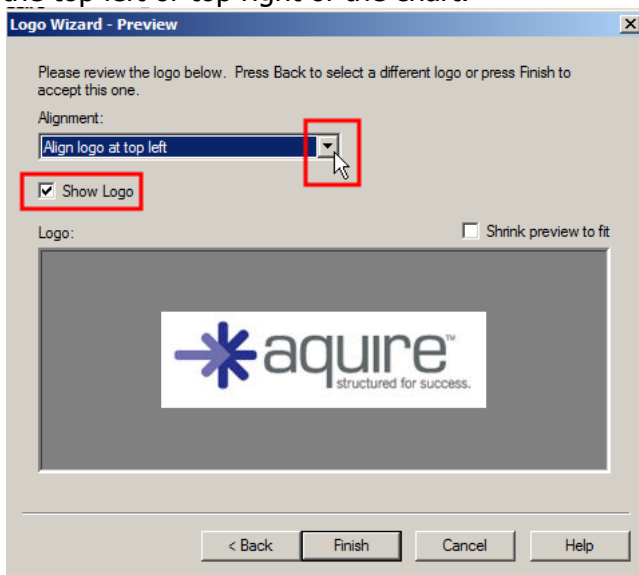
3. To display the logo in the chart, select the Browse button to go to the logo's location.. Once located, select the logo and click on OK. OrgPublisher places the path and file name into the prompt.



4. If you cannot see all of the logo in the preview area, click to check mark Shrink preview to fit.



- To display the logo, select Show logo. Click the Alignment drop down to set the display to the top left or top right of the chart.



- Click Finish to load the logo in the chart.

Please note: You can set the logo to display on any or all Styles. Go to each style and run the Logo wizard to display.

Additional Notes:

- The logo displays at the top of the chart, either to the left or right and displays on every page or window of your chart.
- You can also insert a logo as a watermark or background in your chart. (Select Format, Chart, then insert the Image.)
- You can also insert special graphics or instructions instead of a logo. Valid file types are **gif**, **jpg**, **tga**, **pcx** and **dib**.

3 Creating a Legend

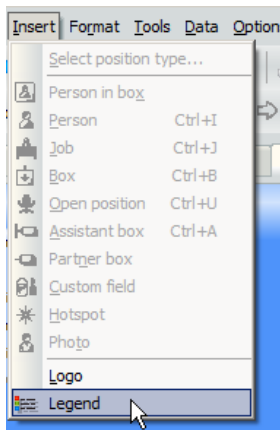
When invoked, the Legend feature automatically creates a list of all Groups that have icons assigned. You can also add color boxes with custom labels to define background colors for the chart box or for conditional formatting background areas when Advanced Box Layout Editor is used.

Please note:

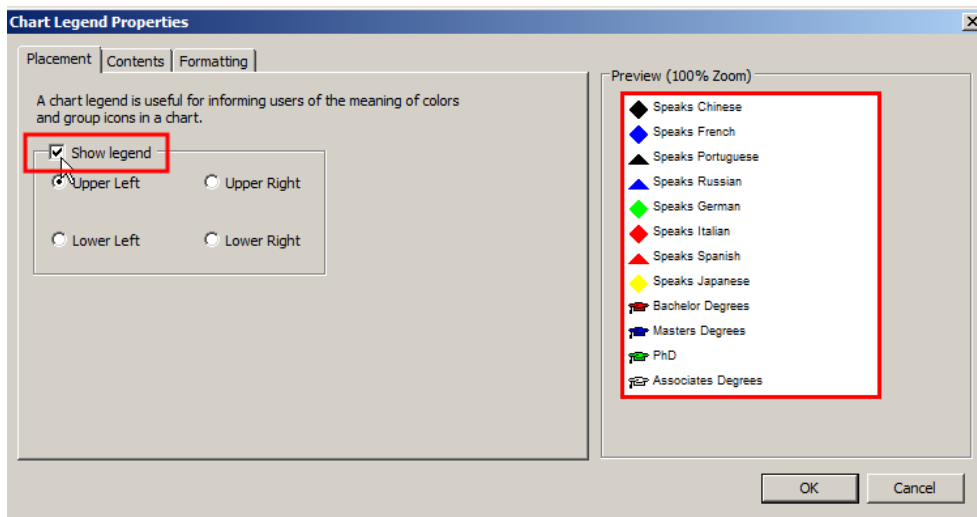
- Only Groups with associated icons will display in the Legend.
- The Legend will print on each page with Book Style printing.

3.1 Legend Setup

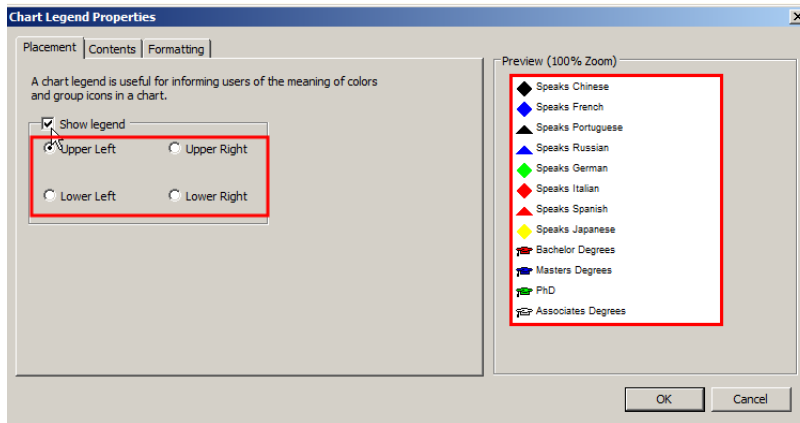
1. Select Insert, then Legend.



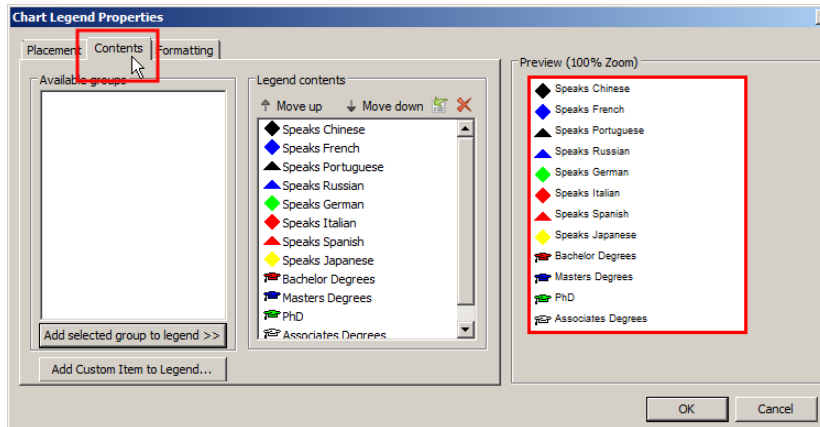
2. Select Show legend to activate the legend and display options for formatting.



3. Select the display location for the legend.



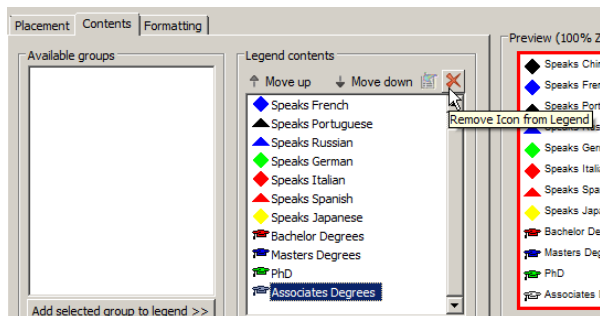
4. Select the Contents tab.



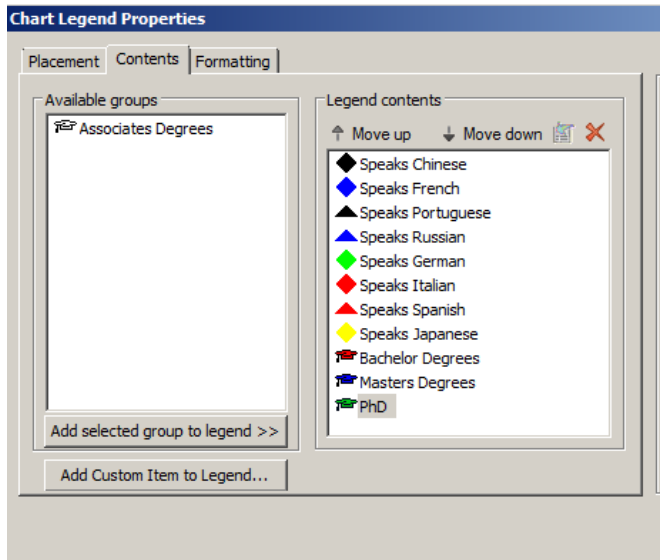
5. By default, all Groups with icons assigned will be displayed in the Legend.

3.2 Modifying the Legend Content

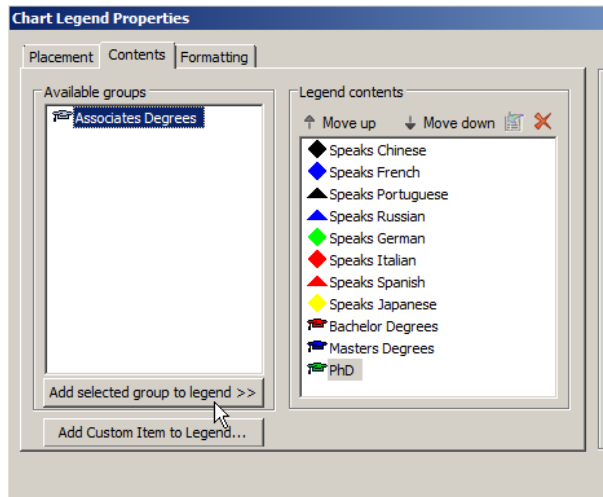
1. To remove a Group from the legend, select the group and click delete.



- Note that the Associates Degrees Group has been removed from the Legend Contents and is now listed under Available groups.

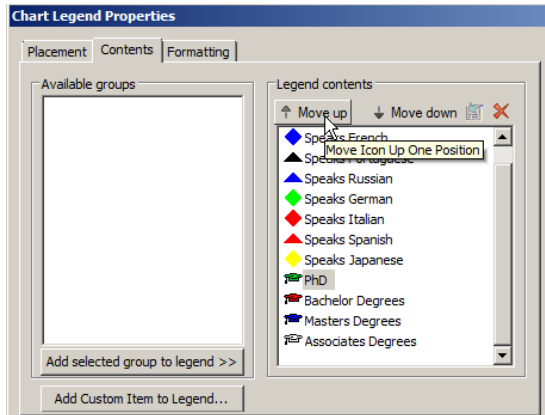


- To place a Group in the Legend, select the required Group under Available groups, then click Add selected group to legend>>.



- To re-order the legend list, select a legend item, and click the Move up or Move down button to reposition it in the list.

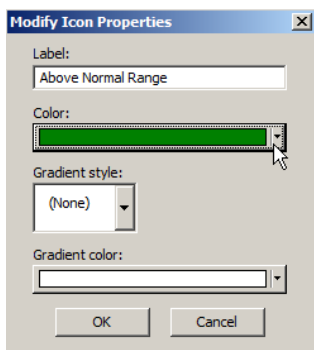
The PhD group is now listed above the Bachelor Degrees group.



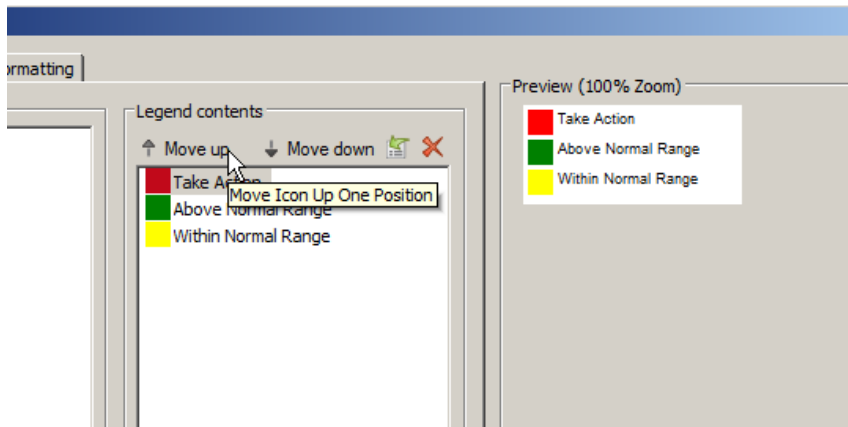
3.3 Adding Custom Items to Legend

This feature provides a method for identifying the meaning highlight colors on boxes or background areas when Advanced Box Layout is used. The color and identifier are displayable within the Legend feature. Custom items can be displayed along with Group Icon items, if desired.

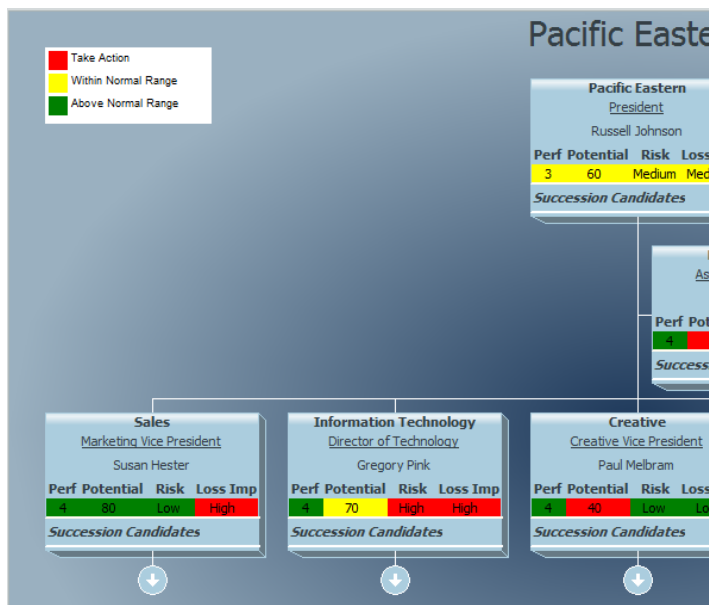
1. Open the Chart Legend Properties by either option:
 - a. Double click on the Legend.
 - b. Go to the Insert menu and select Legend.
2. Select the Contents tab.
3. Select Add Custom Item to Legend button
4. Type in the label. This could be the label for a Position Type or colored background area set with Advanced Box layout Editor.
5. Select the color used in the chart defined with the label. If gradient color was applied, select those options, as well. Select Add.



6. If the Group items are in the legend and are not to be used, remove them by selecting the item(s), then click the Remove Icon from Legend. They will be placed in the Available Groups area.
7. After creating the legend contents, reorder the legend items with the Move up or Move down button and then click OK.

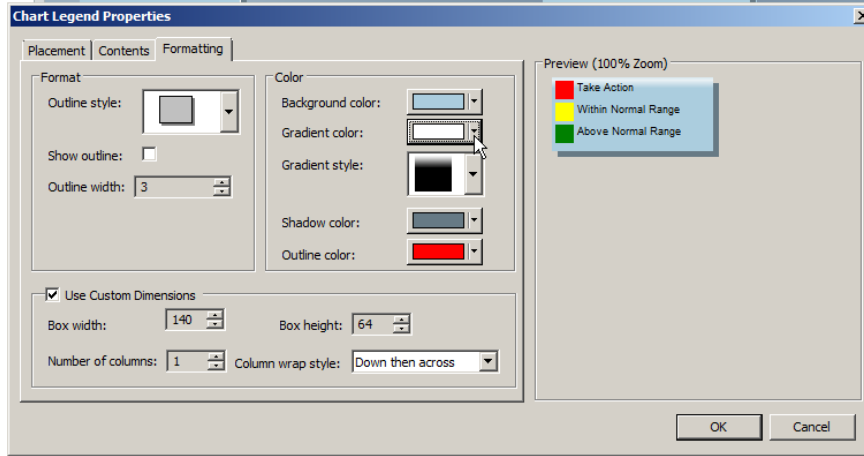


Results:

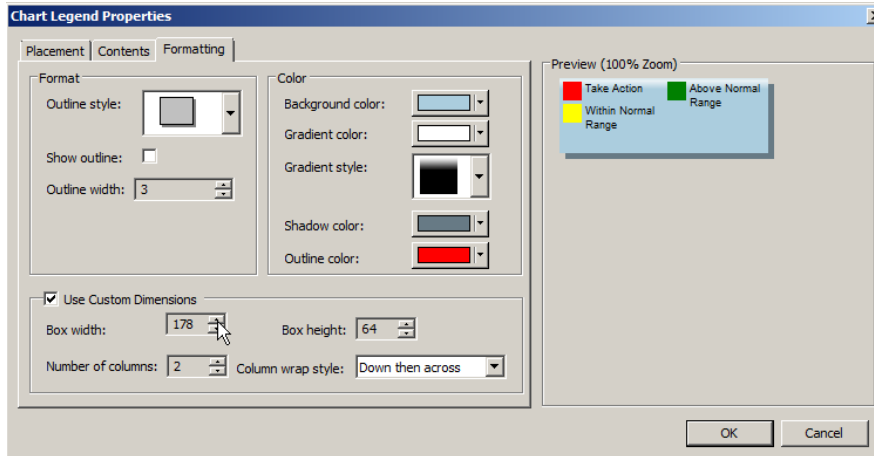


3.4 Formatting the Legend Box

1. Open the Chart Legend Properties by either option:
 - a. Double click on the Legend.
 - b. Go to the Insert menu and then select Legend.
2. Select the Formatting tab.
Change the box design by selecting the items under the Format and Color areas of the dialog box. The results of your changes will display in the Preview area.
3. Select Use Custom Dimensions to set the box width and height. Select the number of desired columns and then how the column data should wrap in the box. All changes are noted in the Preview area.



Custom Box width increased and columns set to 2



4. Click OK to implement the changes.