Present Images
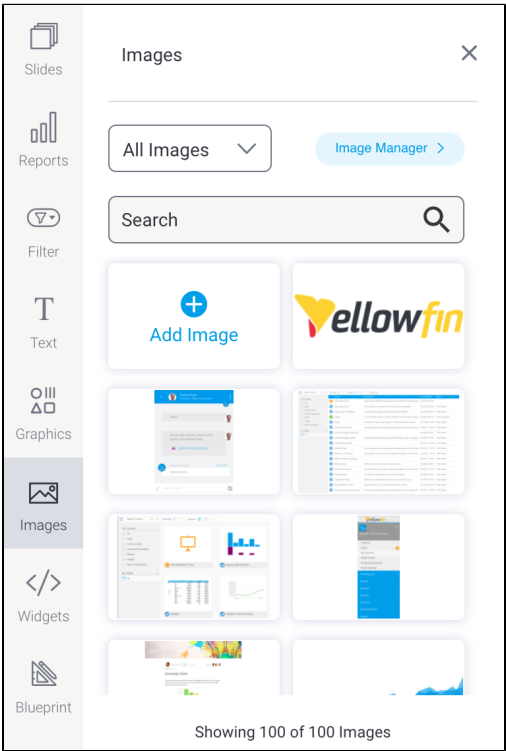
Overview

Add images to your dashboards via the Images button. Supported image formats include:

- GIF (both static and animated)
- PNG
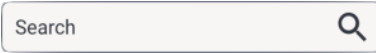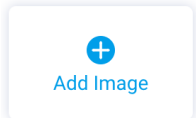- JPEG
- PSD — Adobe Photoshop Document
- TIFF — Aldus/Adobe Tagged Image File Format
- PNM — NetPBM Portable Any Map
- PCX — ZSoft Paintbrush Format
- PICT — Apple Mac Paint Picture Format
- SGI — Silicon Graphics Image Format
- TGA — Truevision TGA Image Format
- ICNS — Apple Icon Image
- ICO & CUR — MS Windows Icon and Cursor Formats
- Thumbs.db — MS Windows Thumbs DB
- SVG — Scalable Vector Graphics
- BMP — MS Windows/IBM OS/2 Device Independent Bitmap
- WBMP

 Other file formats might also be accepted.

Add images to your presentations via the Image widget. The widget provides a number of ways to insert an image to match what you're trying to do.

Feature	Description

All Images ⌄	Use the dropdown to filter by recently accessed images, images uploaded by the logged in user (My images), or images that have been saved as Corporate images
Search 🔍	Use the search bar to refine the list of images — useful for anyone who has built a substantial library of images and knows what they're looking for. Type some text and use your Enter key to see the results of your search.
➕ Add Image	Click on or drag this button for fast access to upload a new image. After clicking on this button and selecting your image to upload, you have the option to resize and crop it. You can also add a name and description to use with future image searches.
Yellowfin	Hover over the top right corner of any existing image and click on the blue circle to see an enlarged version of the image. From there you can also view and edit the image properties and delete the image if required. From here, you can click and drag the image you want to use onto the Presentation canvas
Image Manager ❯	You can perform all of the above within the Image Manager. From the Image Manager, you can also change the sort order and information displayed for each image. Read more about Image Manager features.

Image storage, access and visibility

When images are uploaded, they are stored under a directory called 'My Images', which is a private area for each user. One user's images are not accessible to other users, so they cannot be edited or even seen within the Image Manager by other users. However, an image that has been published in a presentation or on a dashboard is as visible as the rest of the content.

Users granted the Save Corporate Images role (see the Admin section on this page for further details) will have the choice of saving image files to their My Images directory or the global Corporate Images area. Saving images in the Corporate Images makes them visible to all other users, who may use them on their own dashboards, presentations and stories. In addition, a user with the Save Corporate Images role can move an image from their My Images directory to the Corporate Images area. Images stored within Corporate Images *cannot* be moved into My Images.
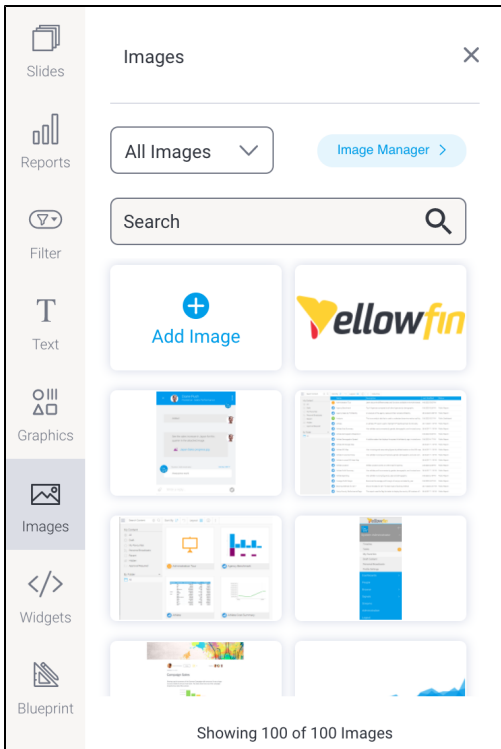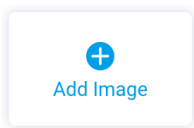
top

Add a new image

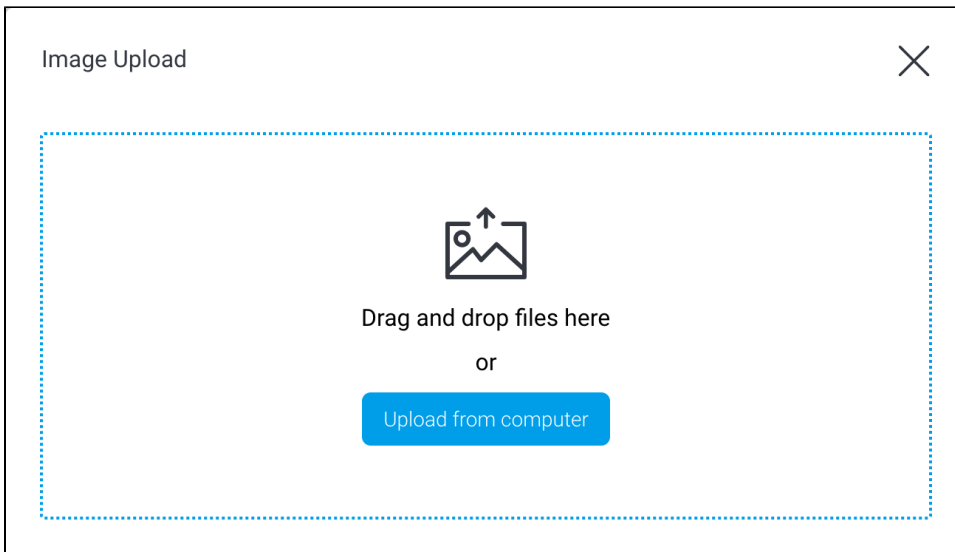1. Click on the **Images** button on the left side of the screen.

Images

The panel will expand to display a list of searchable images and a button to add a new image if required.
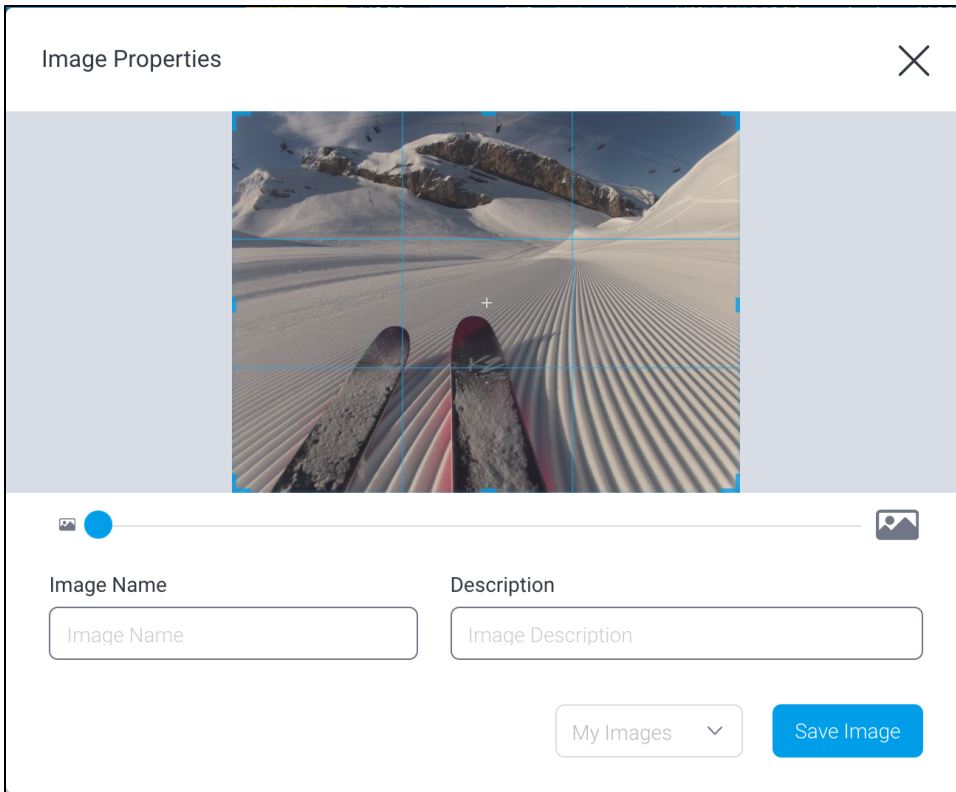
2. Drag the **Add Image** button.


3. This will bring up the **Image Upload** screen, where you can drag and drop files or upload from your computer.

Image Upload

Drag and drop files here

or

Upload from computer

4. Once the file is uploaded, a preview will appear. Here, you can crop and resize the image, and give it a name and description.

5. When your image is ready, click on the dropdown to select a storage location. The default location is the folder called **My Images**. which is your own secure storage area. To share an image with others, use the **Corporate Images** folder.
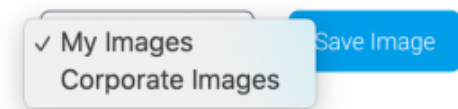
Note: By default Corporate Images is read-only for all user roles: to make it accessible, system administrators need to edit the role, expand the Administration section and click on the checkbox for Save Corporate Images.

6. Click on the **Save Image** button when you're ready.
   The image will automatically be added to your workspace.
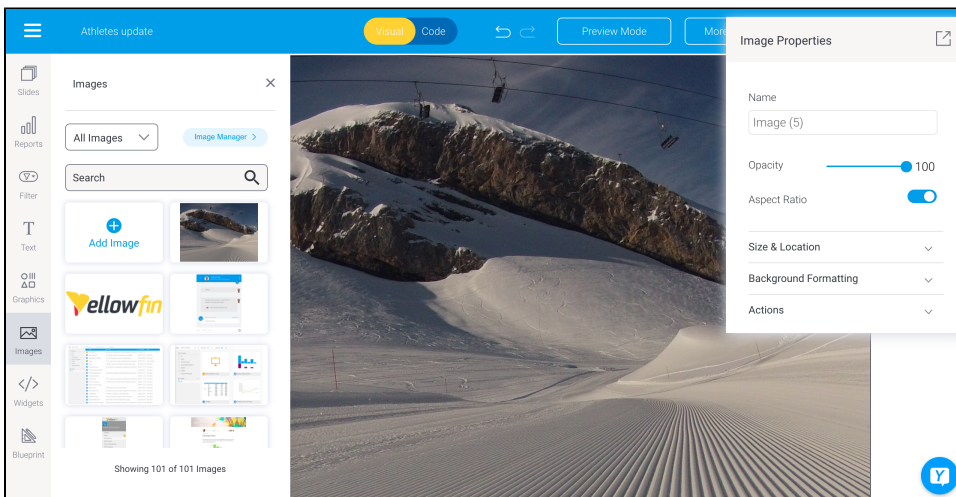
7. Customize the image via the Image Properties panel on the right. This panel appears whenever you click on an image. Refer to the table below to learn more.
8. You can also add an action event that will be triggered when this widget is clicked. See the *Actions* section in the widget's properties table below for more information.
9. Additional options are available by right-clicking and using the menu that appears. Learn more about the menu options here.

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Replace a single image with a different image

There might be times where you'd like to replace one image for another without losing the properties of the existing image. Image properties include image name, size, opacity, location, background color, borders, padding and more. To preserve the properties of an existing image, use the Replace Image tool.

1. Click on an existing image. In our example, we've set a few options to illustrate the point: take note of the options in the Image Properties panel on the right.
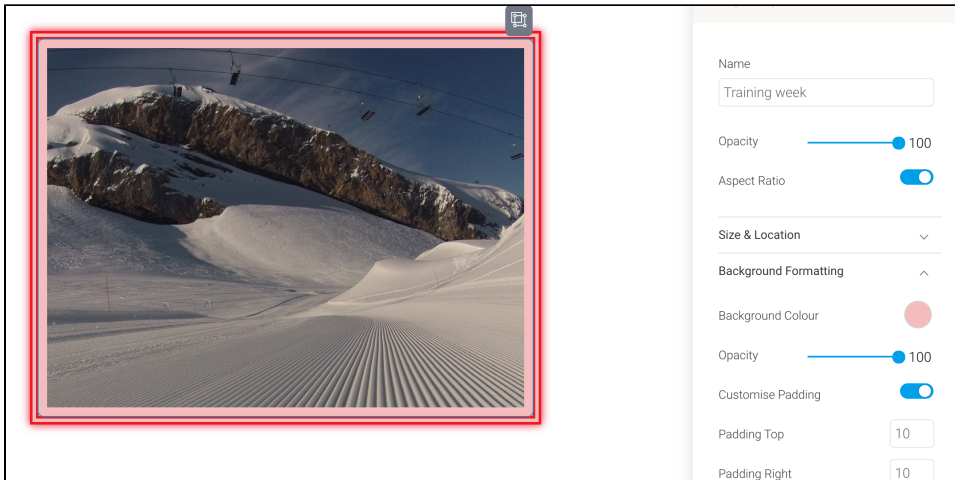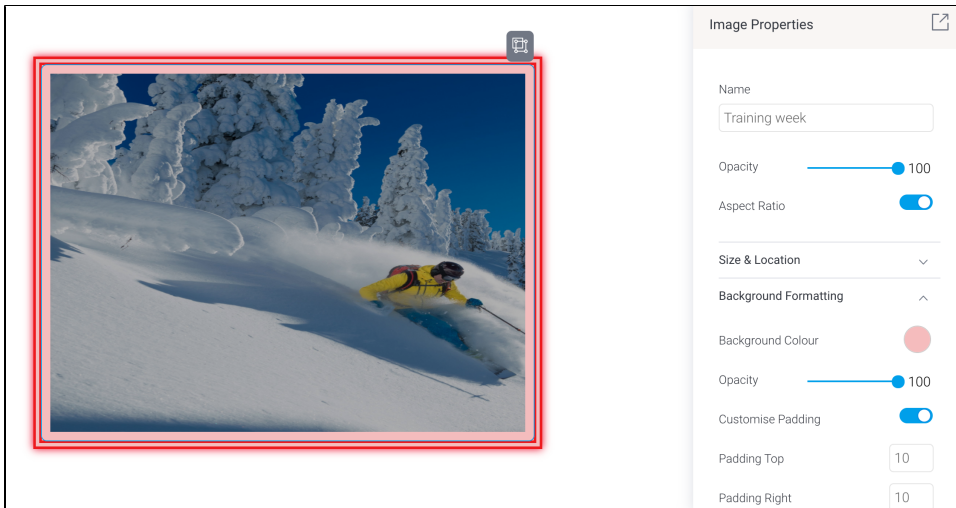

2. Right click on the image to show a pop-up menu.
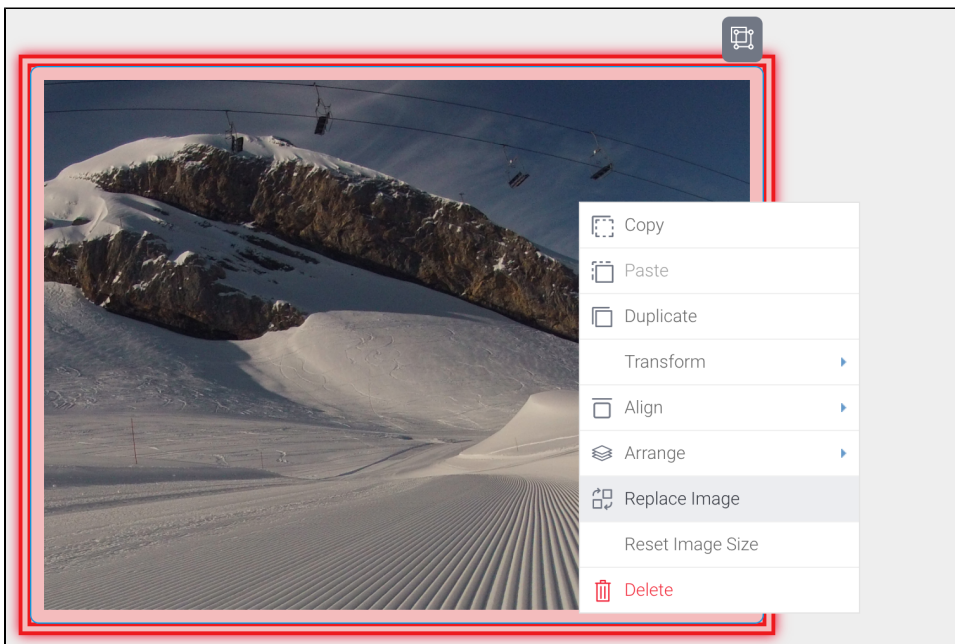
3. Click on **Replace Image** to display the Image Manager.

4. Locate the replacement image from the list of images, or upload it, then click on it.

   The old image will be replaced with the new image:

5. Check the Image Properties panel: the properties from the previous image should persist, which might cause a stretched image if the new image is a different size.

6. If the image is skewed, right-click on it and click on **Reset Image Size** from the pop-up menu. The image will be reset to its original size without losing any of its other properties.

Globally replace an image with a new image

If an image is used in more than one place and you'd like to refresh it globally, you can switch the old image for a new image from the Image Manager. This allows the instant replacement of the image wherever it appears — dashboards, stories, presentations or any other content. In our steps below, we've used this image which appears in various presentations, and in the example below, with a small company logo over the top of it.

1. Click on the **Images** button on the left side of the screen
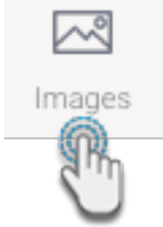
The panel will expand to display a list of searchable images.
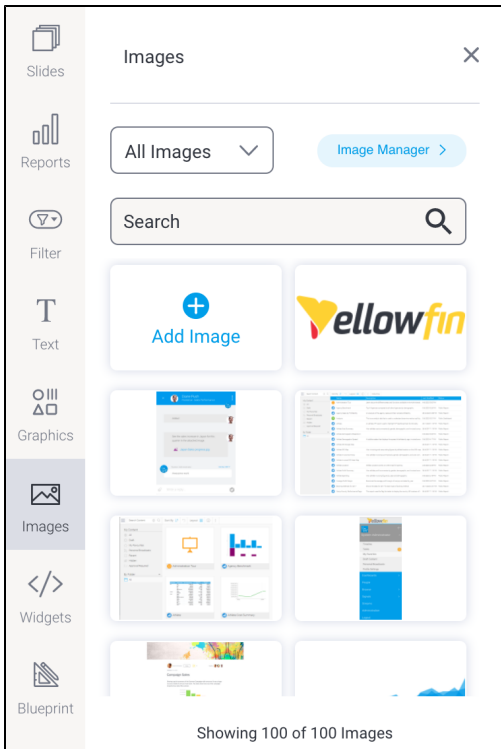
2. Click on the **Image Manager >** button button on the right
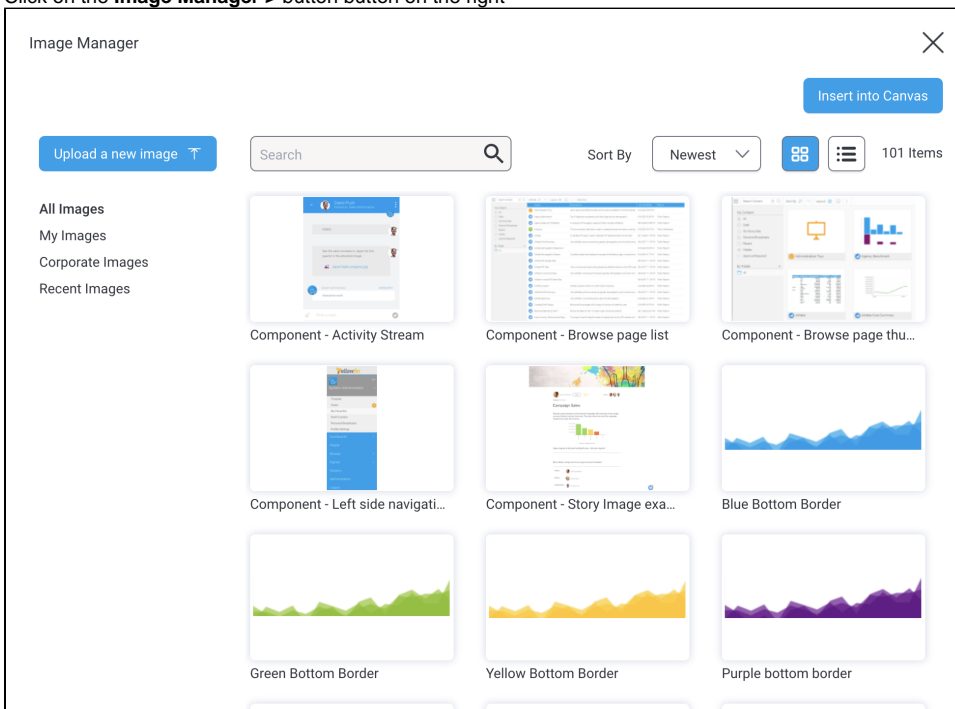
3. Scroll through to locate the image you wish to globally update and hover your mouse over the image

4. Click on the blue circle in the top right corner

The details of the image will be displayed.
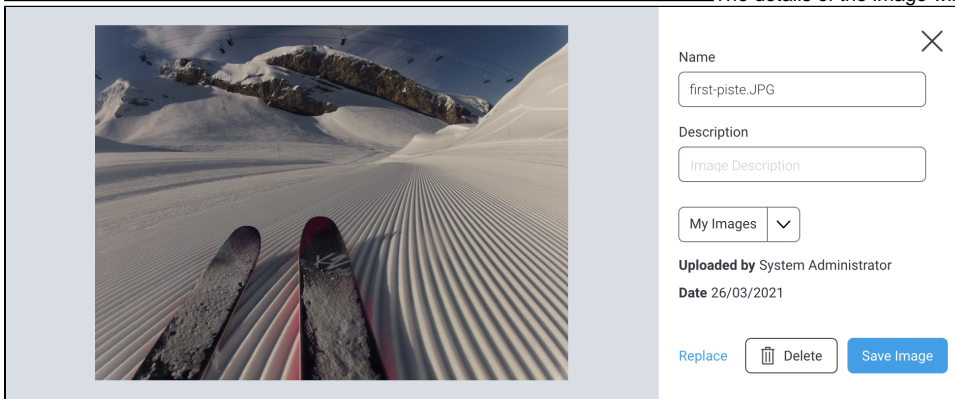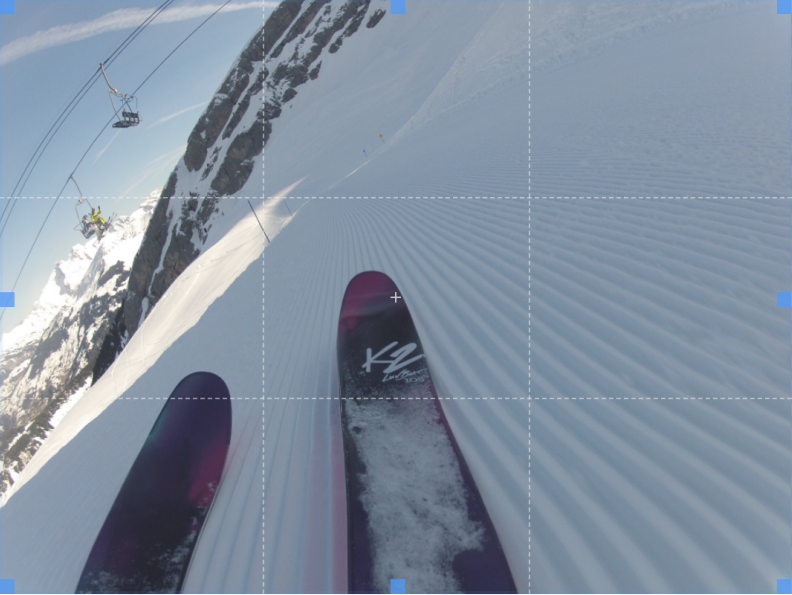
5. Click on the **Replace** link at the bottom of the window to display the **Image Upload** screen, where you can drag and drop files or upload from your computer.
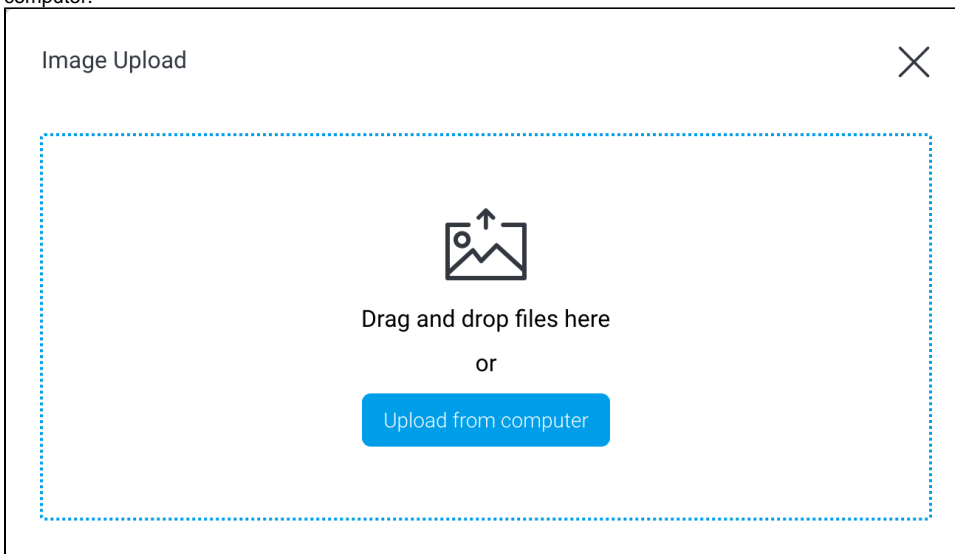
6. Upload your new image and use the tools available to adjust your new image and configure its settings
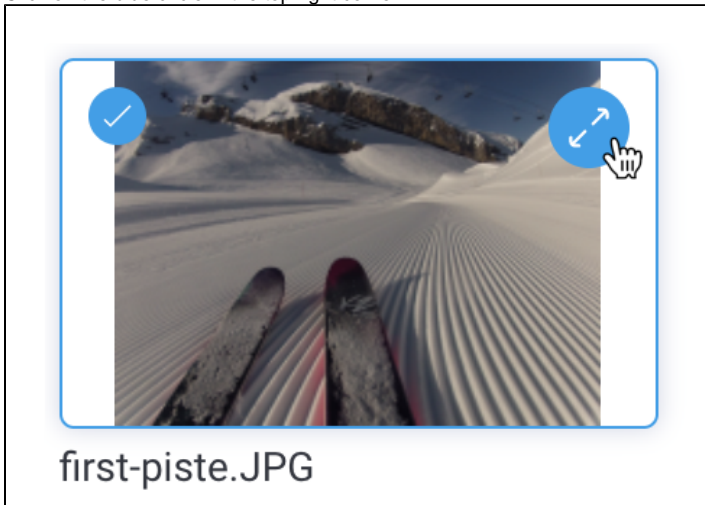

Image Properties ✕

Image Name
Second lifts

Description
Second descent of the day

My Images ⌄   Save Image

7. When you're ready, click on the **Save Image** button
The old image will now be replaced with the new image across all Yellowfin content.
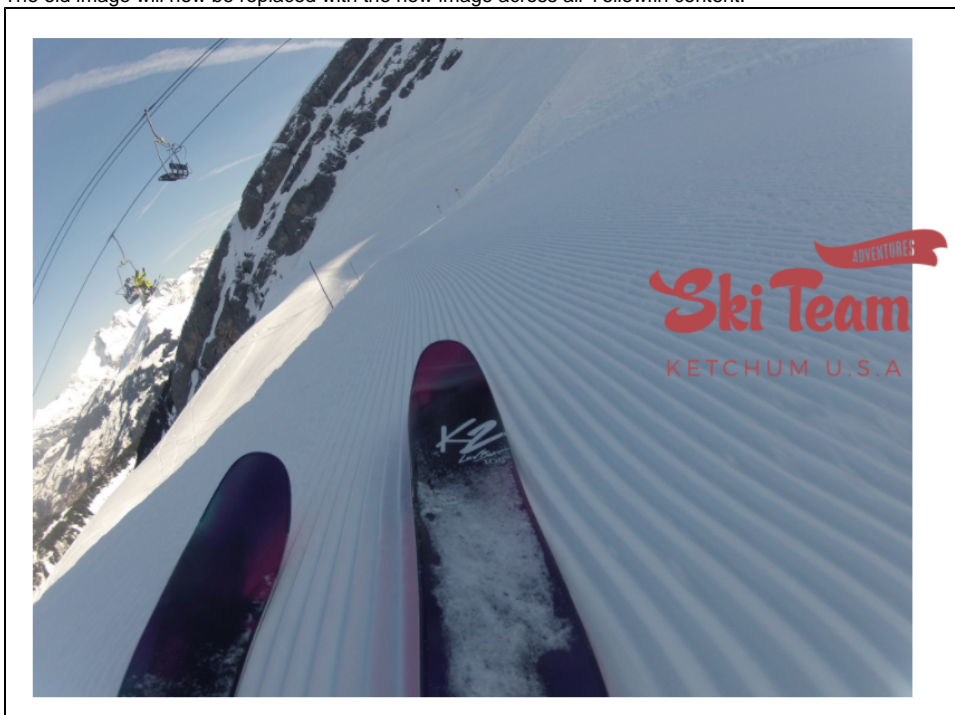
Image Properties panel

Image Properties

Name

Image

Opacity ———————●100

Aspect Ratio (●)

Size & Location ⌃

X 0   Y 0

Width 867   Height 650

Corners ●———————— 0

Rotation 0

Aspect Ratio (●)

Lock Widget (○)

Background Formatting ⌃

Background Colour ◉

Opacity ———————●100

Customise Padding (○)

Padding 0

Border Width 0

Border Style None ⌄

Border Colour ◉

Spread X 0

Spread Y 0

Shadow Blur 0

Shadow Colour ◉

Property name	Description
Opacity	This allows you to specify the transparency of the fill (inside) color of the selected shape. The higher the number, the stronger the color.
Size & Location	
X	Specify the x coordinates of the top left corner of the image widget, in order to position it exactly on your presentation slide.
Y	Specify the y coordinates of the top left corner of the image widget, in order to position it exactly on your presentation slide.
Width	Specify the width of the image widget, in pixels, in order to resize it exactly.
Height	Specify the height of the image widget, in pixels, in order to resize it exactly.
Corners	This option allows you to define the roundness of the widget's border corners. Tip: For maximum circular edges, enter half the value of the widget height. For example, if the height is 130 pixels, then set the edge value to 65 pixels. Moreover, an edge value greater than 65, will have no further effect in this example.
Rotation	Specify the amount to rotate the selected image widget clockwise, in degrees.
Aspect ratio	Enable this toggle to maintain the aspect ratio. This means when increasing or decreasing the image's size, it maintains its shape (i.e. the relationship between its width and height). If this is disabled, the image can be stretched out of shape either vertically or horizontally.
Lock widget	Enable this toggle to lock the image in its location. This stops you from moving or resizing the image. This holds true even when selecting multiple widgets on the slide. Note that a locked image widget can still be customized, such as by adding a shadow, or a background color.
Background formatting	
Background color	Allows you to specify a background color for the image widget.
Opacity	Allows you to specify the transparency of the background color on the image widget.
Customise padding	This option allows you to define a custom padding or buffer around the widget, in pixels, when enabled. This includes padding for each side to the widget. If disabled, you can still define an overall padding size.
Padding top	When custom padding is enabled, this allows you to define padding to be added to the top of the widget.
Padding bottom	When custom padding is enabled, this allows you to define padding to be added to the bottom of the widget.
Padding right	When custom padding is enabled, this allows you to define padding to be added to the right of the widget.
Padding left	When custom padding is enabled, this allows you to define padding to be added to the left of the widget.
Padding	This allows you to define an overall padding size for the shape widget. This size, defined in pixels will be constant for each side of the widget. To add different sized padding on any of the sides, enable the Customise Padding option.
Border width	This allows you to specify the thickness of the widget border. Note: to make the widget border visible, you must define values for all three border properties.
Border style	This allows you to select a style for the widget border. Options include: dashed, solid, dotted, groove, and more.
Border color	This allows you to specify the color of the widget border.
Horizontal shadow	This option allows you to cast a horizontal shadow on the image and define its size in pixels.
Vertical shadow	This option allows you to cast a vertical shadow on the image and define its size in pixels.
Shadow blur	This option allows you to define the sharpness of the shadow. The smaller the value, the sharper and more defined the shadow will be. For a blurry or softer shadow, provide a bigger value.
Shadow color	This option allows you to set a color for the shadow. This must be defined to make the shadow visible.
Actions	

Click Event	Select an event that will trigger when the selected widget is clicked. Event options include: • **None:** Use this if you do not wish the widget to trigger an event. • **Next sub tab:** Navigates the user to the next tab within the same presentation. • **Previous sub tab:** Navigates the user to the previous tab within the same presentation. • **Reset filters:** Allows users to clear filter selections, or in case default values are set, then reset filters to their default values. • **Reset presentation:** Refreshes the presentation by clearing any user interactivity performed on it, as well as removing all applied filters. • **Go to report:** Navigates users to a specified report. This report can be specified by providing its report UUID. • **Go to sub tab:** Navigates to any sub tab in the same presentation, where the sub tab is specified by its order number. For example to jump to the forth sub tab, enter 4 in the sub tab # field. Note that the sub tab order starts from number 1. • **Go to URL:** Navigates to an external link or page using the specified URL. You can also choose to open the new link in a new tab or window or in the current window. (See the below URL and Target settings for more information.)
Report ID	If navigating to a report using the 'Go to report' click event, provide the UUID of the report.
Sub Tab #	If navigating to a sub tab using the 'Go to sub tab' click event, enter the order number of the sub tab.
URL	If navigating to an external page using the 'Go to URL' click event, provide the full URL of the page.
Target	If navigating to an external page using the 'Go to URL' click event, specify the page target. Options include: • **New Tab/Window:** Opens the URL page in a new tab or window, depending on your browser's settings. Note: The default for most browsers is a window, however users can use computer shorts (Ctrl in Windows, and Cmd in Mac) to open in a new tab instead. • **Current Window:** Open the page in the current window. • **Parent Frame:** If Yellowfin is embedded as an iFrame, the new page will open (that is, its contents will appear) in the parent frame. Note that the parent frame is the one within which the Yellowfin frame is embedded. • **Current Frame:** If Yellowfin is embedded as an iFrame, the contents of the URL page will open in the current frame. Note that the current frame is the one which embeds Yellowfin.