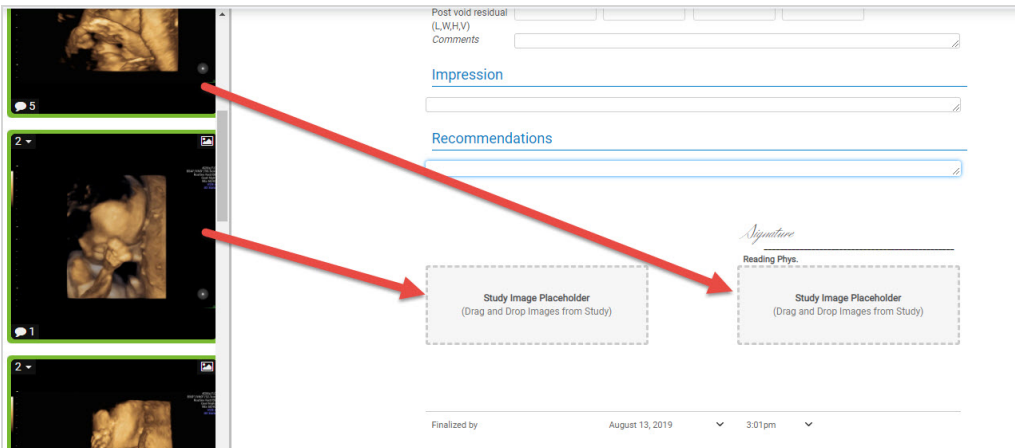# Templates - Images & Image Placeholders

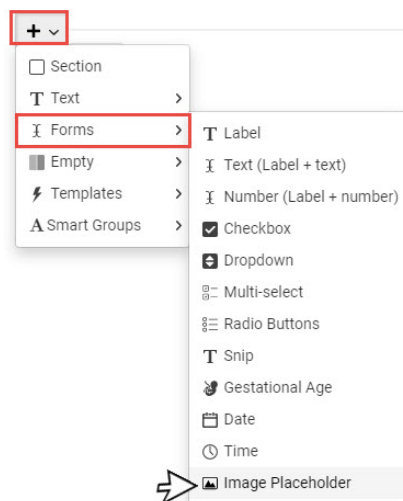Last Modified on 11/04/2019 1:43 pm EST

Image Placeholders

Image placeholders are used for drag-and-dropping thumbnails into a report. These placeholders will show reporting users where to add the images. Unused image placeholders will appear as white space on the final report.

Inserting an Image Place Holder

To insert an image placeholder:

1) Hover your mouse where you want the placeholder to appear

2) Select the **+** button to add a new item

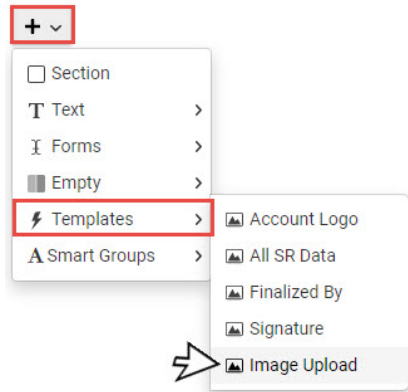3) Choose **Forms** from the menu, followed by **Image Placeholder**:

4) Repeat this process to insert multiple image placeholders

Uploading Images

To let a user upload an image into the report:

      1) Hover your mouse where you want the image to appear

      2) Select the + button to add a new item

      3) Choose **Templates** from the menu, followed by **Image Upload**:

This will place a **Choose File** button on the report so that users can select an image from their computer or network to upload.