

Images in QL2 Report Documents

Glossary of Terms

Images in QL2 reports fall into three main categories ...

1. **Item images** – In the created report layouts, these are the images that are positioned to the right of an item description and the item’s component description(s). There are generally positions for three vertically stacked images, in this location (the number of images can be adjusted in the report template).

Solitaire Diamond Ring

Solitaire ring centers the calculated 1.55ct round brilliant diamond described and plotted below, color and SI2 clarity with Very Good cut grade.

Round Weight: 1.55 ct
Total Weight: 4.30 gm

Details

Stone cut:	Round brilliant
Setting:	Set in the mounting
Clarity:	PASS
Measurements:	7.34 x 7.37 x 4.69 mm Measured while mounted, depth approximated 1.55 ct (calculated)
Color:	SI2
Clarity:	H
Cut grade:	Very Good/Very Good
Polish:	Very Good
Symmetry:	59%
Table %:	63.6%
Total Depth %:	Closed
Culet:	None (fw), None (sw)
Fluorescence:	Thin to slightly thick/faceted



2. **Image grid images** – These are the “overflow” images for an item in the case where there are more images than the available **Item Image** slots described above. The **Image Grid** is a flexible rectangular structure that can contain one or more images. In the default item layouts, the **Image Grid** is generally positioned at the end of the item’s layout content.

Clarity grade:	H
Color grade:	SI2
Polish/Symmetry:	Very Good/Excellent
Est. GIA Cut grade:	Excellent
Table %:	55%
Total Depth %:	62.3%
Culet:	Closed
Fluorescence:	None (fw), None (sw)
Girdle:	Medium to slightly thick/faceted
Lab report:	Accompanied by and matched to EGL-USA Diamond Analysis Report/US913618901D/October 11, 2018, see copy in appendix



3. **Scan / Attachment images** – These are images that generally consist of scanned/downloaded laboratory reports and other documentation that is desirable for report inclusion. They usually appear at the end of a report and can use the full page width and height, depending on size.



Editing Tools

QL2 report documents contain a rich set of tools for sizing and positioning images. Click on any image within the document to display the editing toolbar.

1. **Rotate left** – Rotates the image counter-clockwise 90 degrees.
2. **Rotate right** – Rotates the image clockwise 90 degrees.
(Note that some images cannot be rotated and for those images, the rotate controls will not be present)
3. **Size larger** – Expands the size of the image. Hold down the mouse button to continue sizing.
4. **Size smaller** – Shrinks the size of the image. Hold down the mouse button to continue sizing.
5. **Image properties** – Opens the image properties dialog for the image.
6. **Cut, Copy, Paste & Delete menu** – Hover over menu icon to display menu.
7. **Drag image** – The “drag” handle for positioning the image using the mouse.
8. **Image width** – Displays the current image width in pixels.



Hover over any of the toolbar buttons to display a tooltip about what the button does.

Cut, Copy, Paste & Delete

- **Cut** – Removes the selected image from the document and places the image data onto the image clipboard.
- **Copy** – Leaves the selected image in place in the document and places the image data onto the image clipboard.
- **Paste** – If there is image data on the image clipboard, the paste command allows the clipboard data to be inserted before or after the selected image.
- **Delete** – Removes the selected image from the document.



Image Clipboard

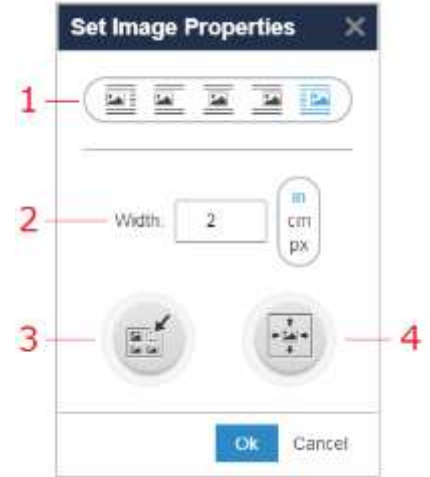
The image clipboard appears when image data has been placed there and displays the currently stored image. The image clipboard can only hold one image at a time. Cutting or copying an additional image will replace any existing image data on the clipboard. The current image can be cleared by clicking the red “X” that appears when hovering over the clipboard. The image clipboard can be dragged to any position on the browser page. When there is data saved to the image clipboard, the option to paste the image will appear on the right-click context menu that is accessible throughout the document.



Image Properties

Set the following image properties in the Image Properties dialog...

1. **Layout options** – Set the position of the image (see below).
2. **Width** – Set the width of the image in inches, centimeters or pixels.
3. **Move into grid** – Creates a new **Image Grid** at the location of the image and places the image within the new grid.
4. **Edit Margins** – Margins are the space between an image and other adjacent content. This button opens the Edit Margins dialog where margin sizes can be set.



Layout Options

There are two basic types of image layouts; **Floated** and **Cleared**.

- **Floated** – When an image is floated, text and other content are allowed to wrap around it. This is the layout used for the vertically stacked images on the right of the item description in default item layouts.
- **Cleared** – When an image is cleared, text and other content is forced to appear above and below the image.



1. **Float left** – The image is floated to the left side of whatever container it is within (usually the page).
2. **Cleared left** – The image is cleared and placed on the left side of whatever container it is within (usually the page).
3. **Cleared centered** – The image is cleared and placed in the center of whatever container it is within (usually the page).
4. **Cleared right** – The image is cleared and placed on the right of whatever container it is within (usually the page).
5. **Float right** – The image is floated to the right side of whatever container it is within (usually the page).

Image Grids

An **Image Grid** is a tool for arranging images in groups. A grid may contain as many images as you like and those images may each be sized differently. The grid allows the images to “flow” from one row to the next based upon the available space in each row.

1. **Grid properties** – Opens the grid properties for the grid.
2. **Delete grid** – Deletes the grid and the images within it. **Once a grid is deleted, it cannot be undone!**
3. **Drag grid** – The “drag” handle for positioning the grid using the mouse.



To access an image grid, click on one of the images it contains to expose the **Display Grid** button.



Image Grid Properties

Set the following grid properties in the Image Grid Properties dialog...

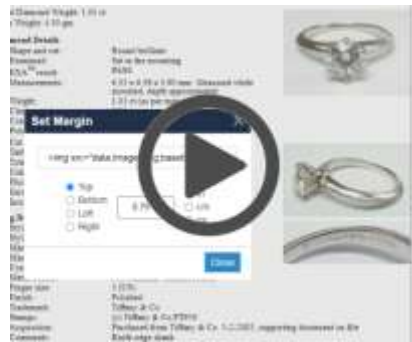
1. **Layout options** – The same as **Item Layout Options** above.
2. **Image alignment** – Set the alignment for the images contained within the grid. The alignment can be either **top edges**, **centers** or **bottom edges**.
3. **Flow direction** – Set the flow direction for the images in the grid to either **horizontal** (default) or **vertical**.
4. **Move into grid** – Creates a new **Image Grid** at the location of the existing grid and places the existing grid within the new grid.
5. **Edit Margins** – Opens the Edit Margins dialog to either expand or reduce space between the grid and adjacent content.
6. **Edit Height** – Opens the Edit Height dialog to explicitly set the height of the grid.
7. **Set width** – Set the width of the grid to either **Full Page** width or **Natural** width. When natural width is set, the grid expands to fill available space.



Positioning Images

As has been described above, there are several methods by which images and grids can be positioned depending upon the desired outcome. Below, we will provide some real world examples of image positioning.

Editing Margins



Drag and Drop Floated Images



Move Into Grid



Layout Properties

