

## Copy and Paste Multiple Visualizations on a Canvas

You can copy and paste multiple selected visualizations on a canvas.

1. On the Home page, select a workbook that contains the visualizations you want to copy and paste, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, use Ctrl-click to select multiple visualizations on the canvas.
3. To copy the selected visualizations hover over the selected visualizations, use right-click, click **Edit**, and then click **Copy Visualizations**.
4. To paste the copied multiple visualizations, click a canvas location where you want to paste the copied visualizations, use Right-click and click **Paste Visualizations**.
5. Click **Save**.

## Delete Multiple Visualizations on a Canvas

You can delete multiple selected visualizations on a canvas.

1. On the Home page, select a workbook that contains the visualizations you want to delete, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, use Ctrl-click to select multiple visualizations.
3. Right-click, and select **Delete Visualizations**.
4. Click **Save**.

## Change Visualization Types

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You can change visualization types to best suit the data you're exploring.

When you create a workbook and add data elements to the canvas, Auto Visualization mode chooses the most appropriate visualization type based on the selected data element. The Auto Visualization mode is on (selected) by default. If you add more data elements, the visualization type is automatically updated, and the best type is selected based on the data elements.

If you want to use a different visualization type, then you need to select it from the visualization type list. When you change the visualization type, Auto Visualization mode is turned off. When the Auto Visualization mode is off (deselected), adding more data elements to the canvas won't change the visualization type automatically.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select a visualization on the canvas, and on the visualization toolbar, click **Change Visualization Type**.
3. Select a visualization type. For example, select Treemap to change the visualization type from Pivot to Treemap.

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When you change the visualization type, the data elements are moved to matching drop target names. If an equivalent drop target doesn't exist for the new visualization type, then the data elements are moved to a Grammar Panel section

labeled **Unused**. You can then move them to the Grammar Panel section you prefer.

## About Visualization Properties

You can customize the appearance and functionality of a visualization by changing its properties.

The properties that are available depend on the type of visualization that you select.

- **General** - Use to change the visualization title, title tooltip, title format, and to set the alignment of table or pivot visualizations on the canvas.
- **Axis** - Use to display or hide visualization gridlines, to show or hide horizontal (x) and vertical (y) axis labels, and to update and format the axis label text.
- **Edge Labels** - Use with table and pivot visualizations to set column and row labels, and to show or hide and format headers and data.
- **Map** - Use to control the zoom, the data focus, and to scale and select a background map.
- **Data Layers** - Use with maps to add data layers, and to configure the settings for each data layer.
- **Totals** - Use with table and pivot visualizations, to position and format totals.
- **Values** - Use to change the display, placement, and format of data labels, and hide and display a Y2 axis.
- **Date/Time Format** - Use with visualizations that have a date or time element, to set display and format properties.
- **Action** - Use to add a URL to tile, image, and text box visualizations.
- **Filters** - Use to change and format the visualization's filter title and selection names.
- **Analytics** - Use to add advanced analytics functions to the visualization.

## Adjust Visualization Properties

You can customize how the visualizations in your workbook look and function. For example, the legend's location, number format, and font used in titles and labels.

The tabs and fields displayed depend on the type of visualization that you're working with.

If your workbook doesn't have a visualization, create one. See [Begin to Build a Workbook and Create Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, select a visualization.

The visualization's properties display in the Properties pane.

3. Use the tabs in the Properties pane to adjust the visualization's properties as needed.

## Highlight Important Data Events with Conditional Formatting

Use conditional formatting to highlight important data events in your visualizations so that you can take action.