

# Inserting Logos into Printable Reports

## Instruction Sheet

### Subject

Inserting logos into printed reports within FinancePlus

### Overview

Logos and other pictures can be simply inserted into printed reports such as invoices, customers statements etc within the FinancePlus Report Editor using the OLE / Picture function on the Report Controls toolbar.

## Instructions

### IMPORTANT!

### Set up parameters

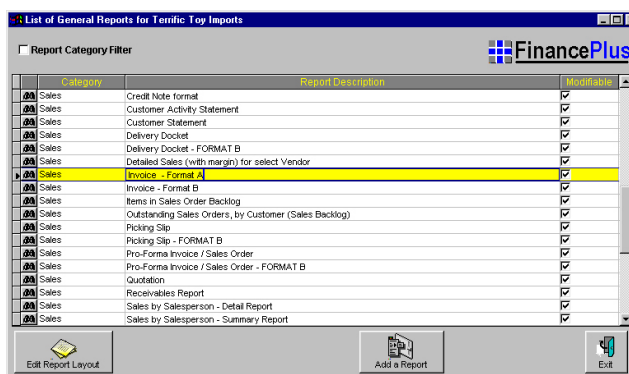
Logo must be in .BMP format and should be located in the data directory of FinancePlus on the server. This makes it easy to find for future reference.

## Selecting the Report to Edit

Within FinancePlus, go to the Admin menu and click on the *Report Maintenance* option.

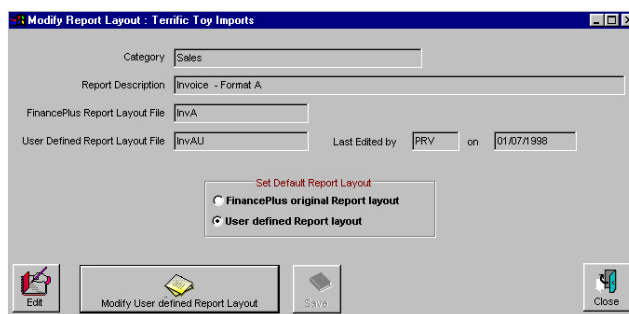
### In **List of General Reports** window

Select report you wish to edit ie invoice and then click on 'Edit Report Layout'



### In **Modify Report Layout** window

Select "Modify User Defined Report Layout" and then after reading the warning select "Yes".



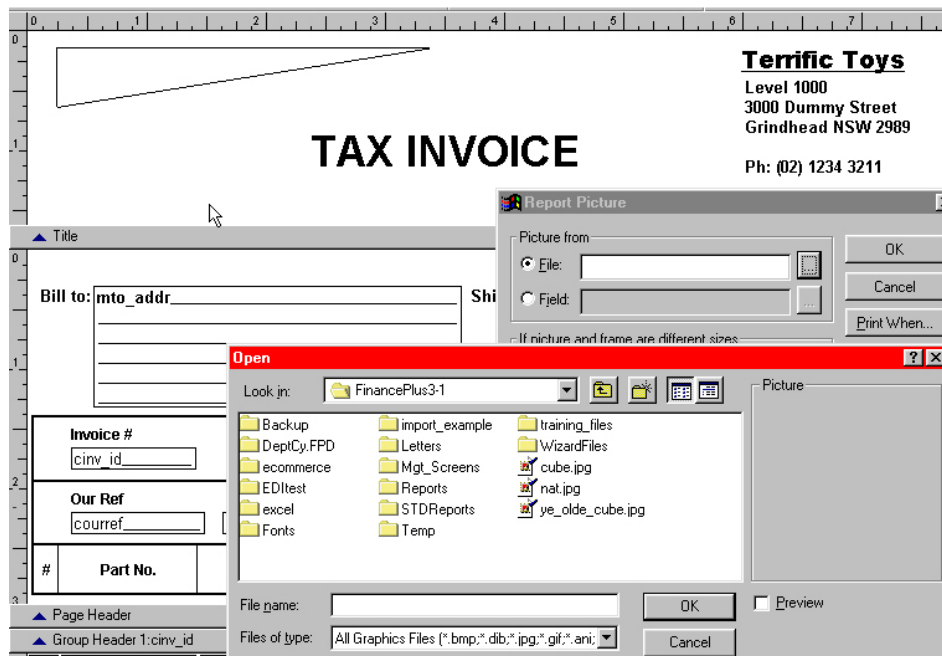
**IMPORTANT!**

If you are creating a user-defined report for the first time you will need to click on the 'Edit' button and then select the 'User defined Report layout' option before saving. Once you have done this you can then select the "Modify User Defined Report Layout" button.

**Editing the Report**

Once in the Report Editor you need to access the Report Control Toolbar. This can be found by going to the 'View' menu and selecting 'Report Control'.

Select Picture Control (it has a little OLE on it) from the Report Control Toolbar



In the Title area of the report format draw a box using the Left mouse button

In the **Report Picture** window.

Select 'file' option in the "Picture from" box.

Press the button at the end of the empty 'file' field to drill down to an Explorer interface to select your file.

In the **Open** miniscreen locate and highlight the location of the logo file and press OK to confirm.

In the **Report Picture** screen check that the location has been correctly inserted in the field. Again press OK to confirm.

The logo should now be visible in the document.

The logo may be moved and resized to suit individual requirements using normal Windows and clipart conventions.