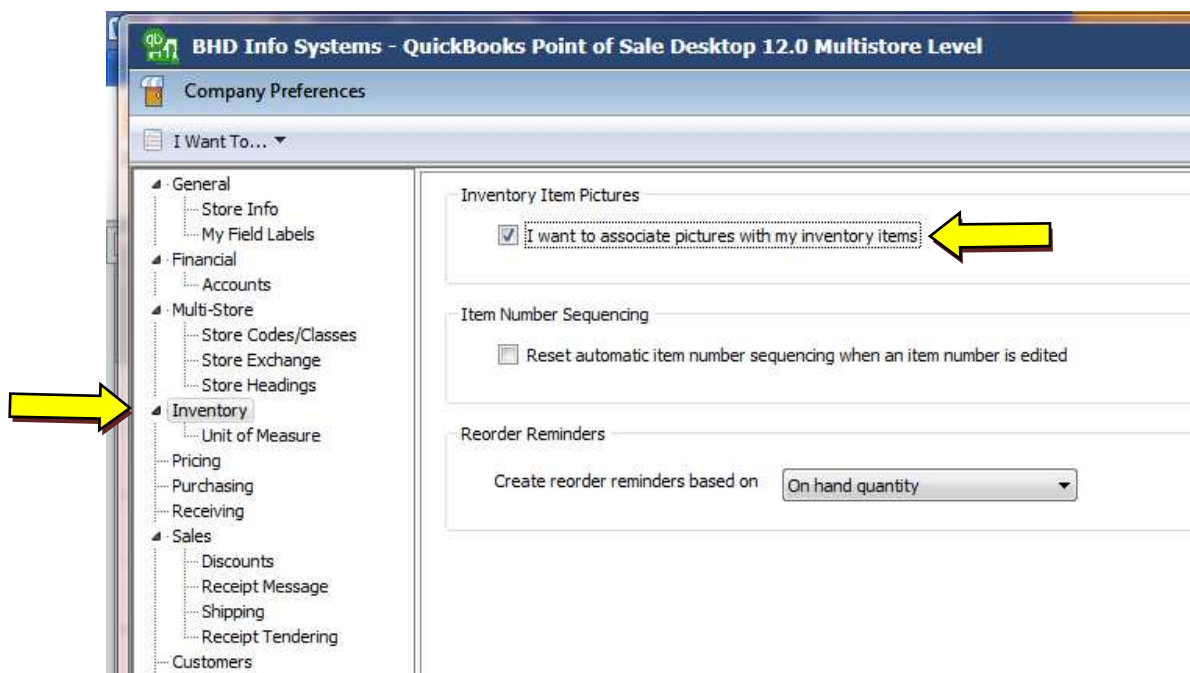




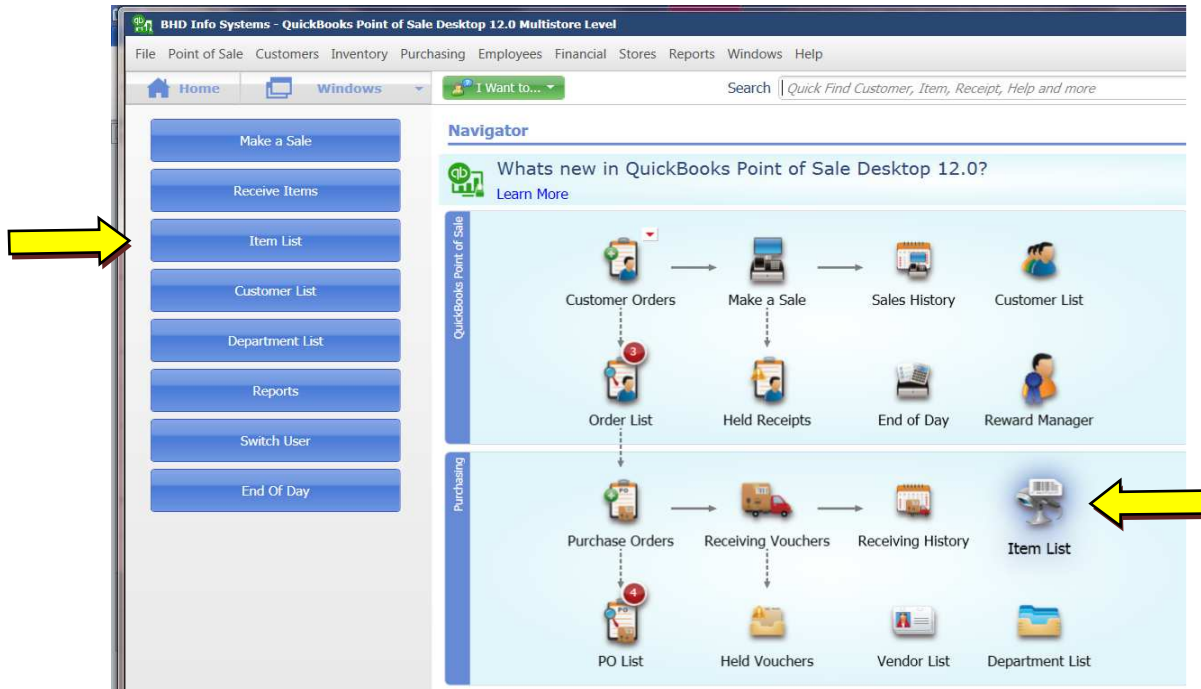
QB POS Adding Pictures to Inventory Items September, 2015 QB POS

We will look at **Adding Pictures to Inventory Items**.

1. First we need to make sure that we have the **Pictures of the Items** we want to **Add** into **Inventory**.
2. Next we need to make sure QB POS is setup to support **Pictures of Inventory Items**. We will go to **File, Preferences, Company**, then **Inventory**, and select **"I want to associate pictures with my inventory"**.



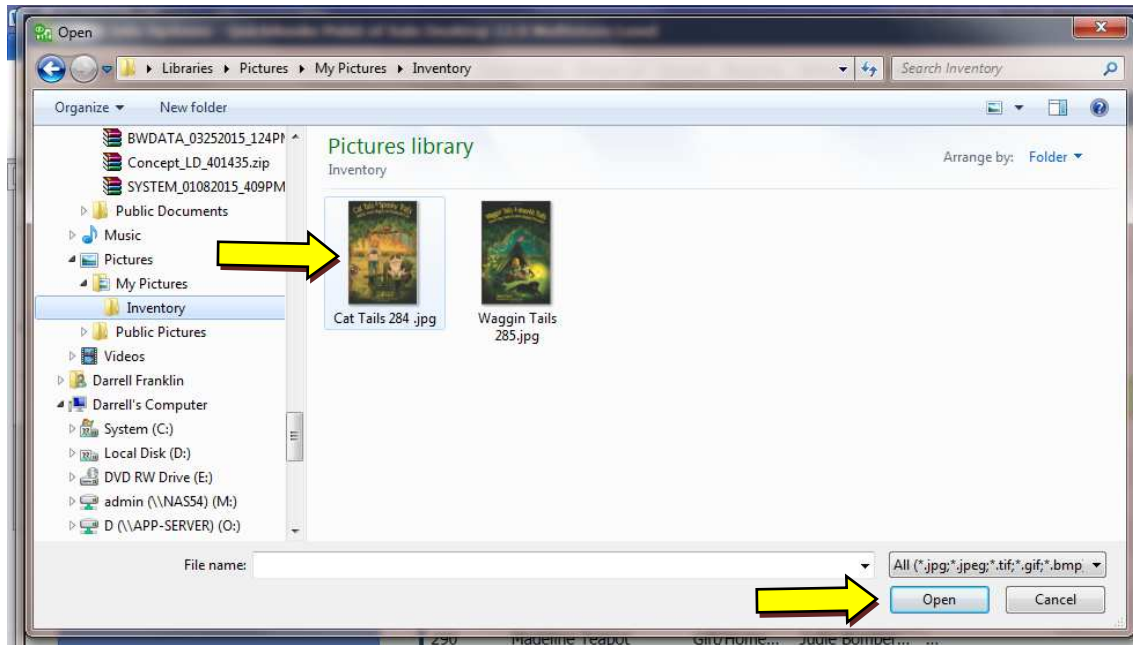
3. Next we will get into the **Item List**.



4. Select the Item you want to attach a Picture to and click on the **No picture Icon**.



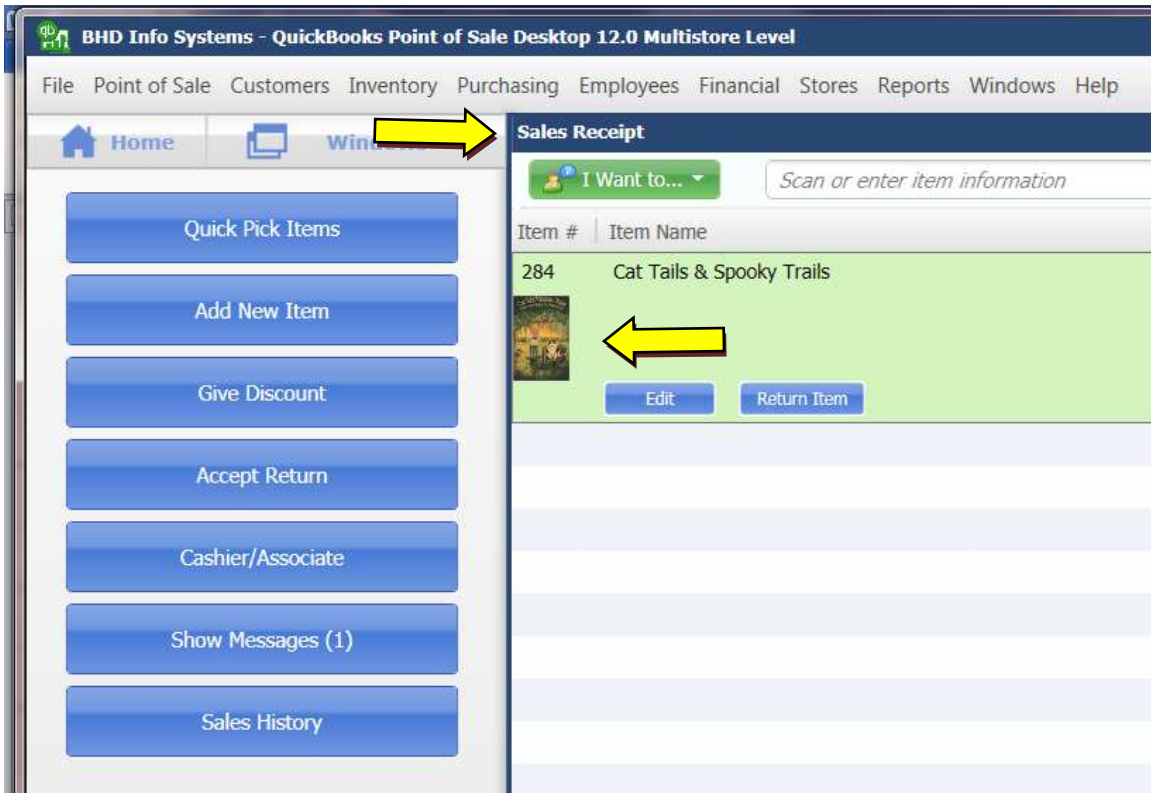
5. Navigate to where your Item Pictures are stored.
6. Select the Picture you want to attach to the Item.



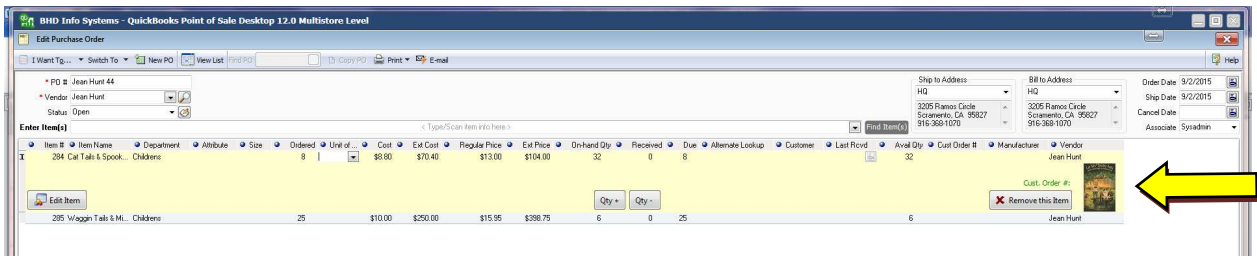
7. Click **Open**..



8. The Picture is now attached to the Item. If you click on the Picture you will see an enlargement of the Picture and a place to add a second Picture.
9. Now go to **Make A Sale** and you will see the **Picture** there also when you add that Item to a receipt.



10. You will also see the **Picture** when add the **Item** to a **Purchase Order**.



Note:
You only see the Picture on the current Active/Selected Item.