

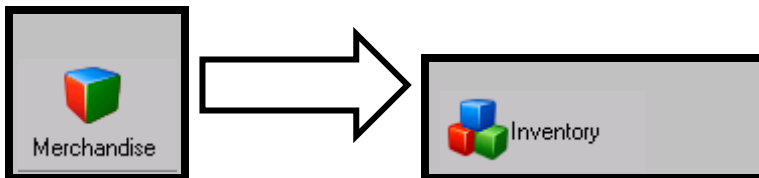


# Adding an Image

## Part 1: Adding an image to an Inventory Item In Retail Pro v9

The following steps will outline how to add an Image to an Inventory Item, in your Retail Pro v8 from the MAIN location.

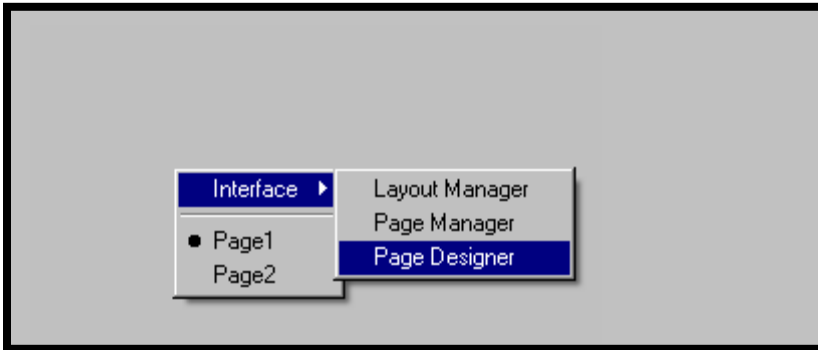
1. From any workstation at the MAIN, from the main screen in RPRO select **Merchandise** then select **Inventory**.



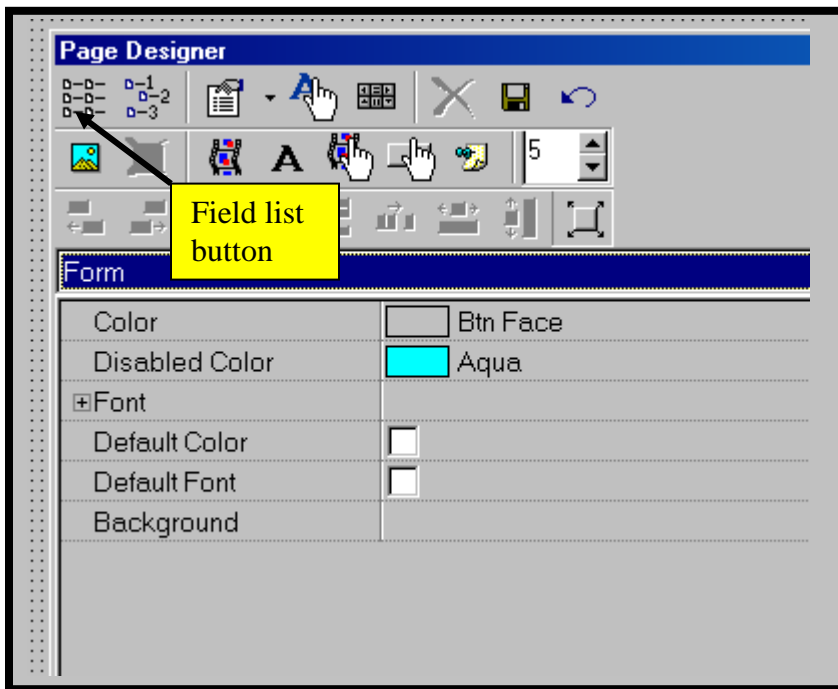
2. From the list of Items, select the Item you wish to modify, and click the **Form View** button.



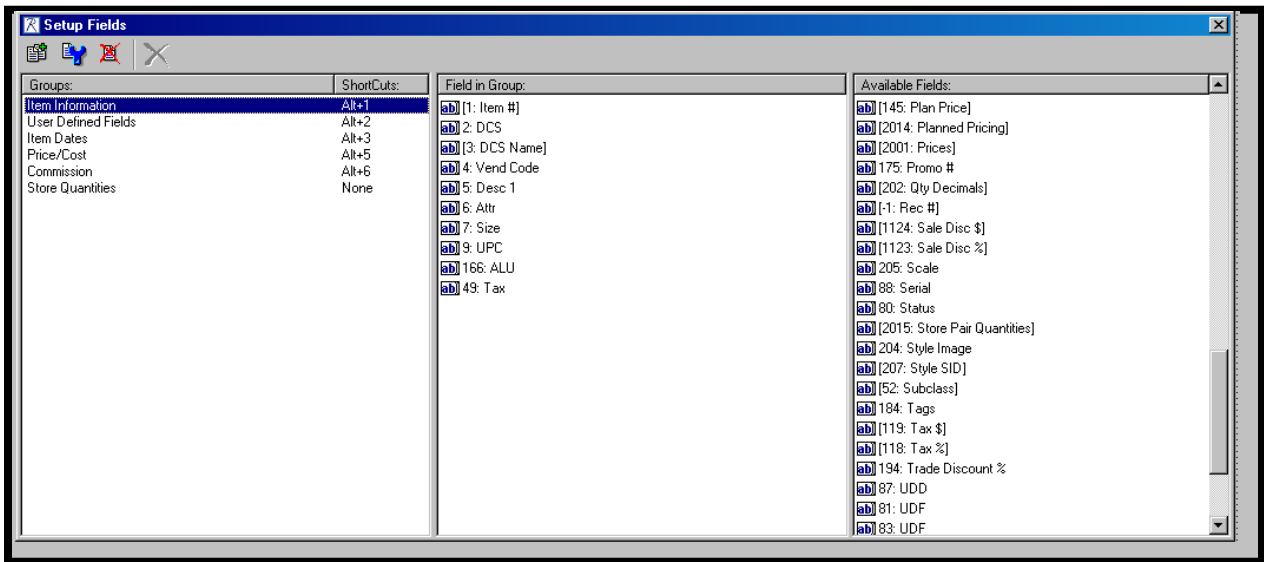
3. After selecting **Form** view, right click in a blank area of the screen, select **Interface** and **Page Designer**..



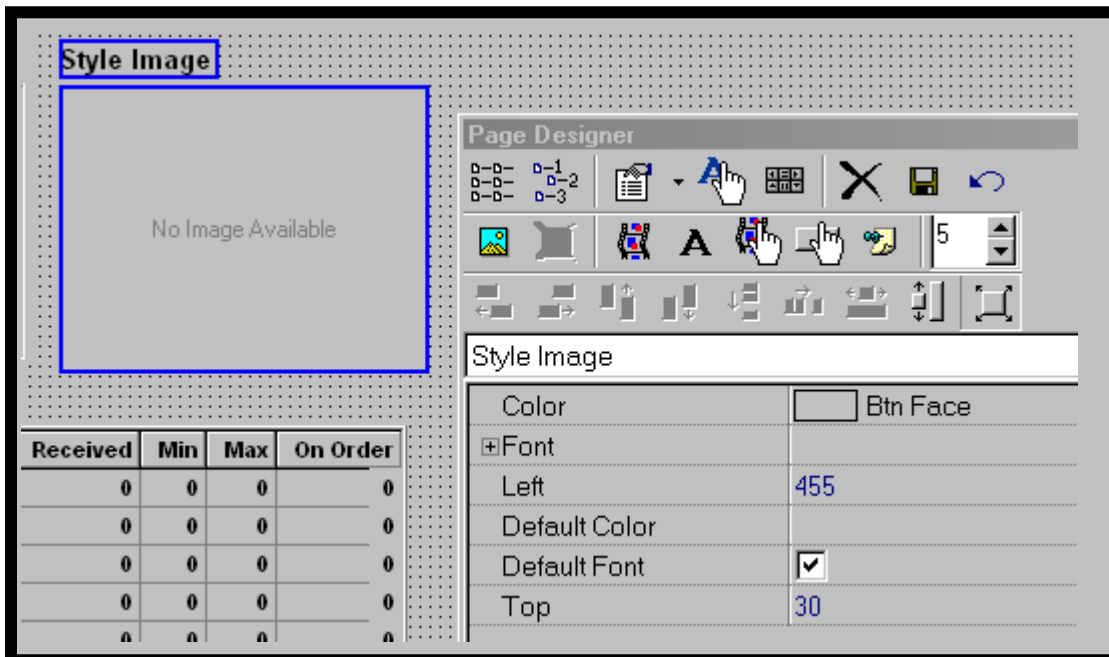
4. This will give you the **Page Designer** dialog box. Click on the button in the upper left corner, this will give the list of available **Setup Fields**.



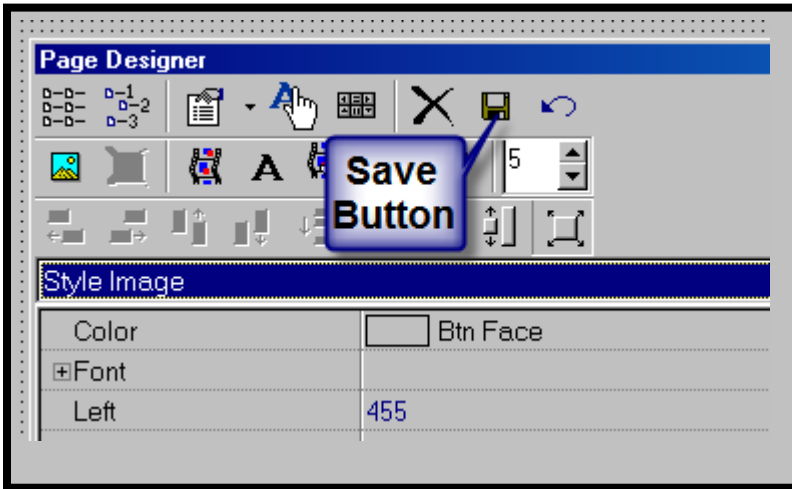
5. Scroll down the **Available Fields** list until you find the Image type you want add. I selected **Style Image**.



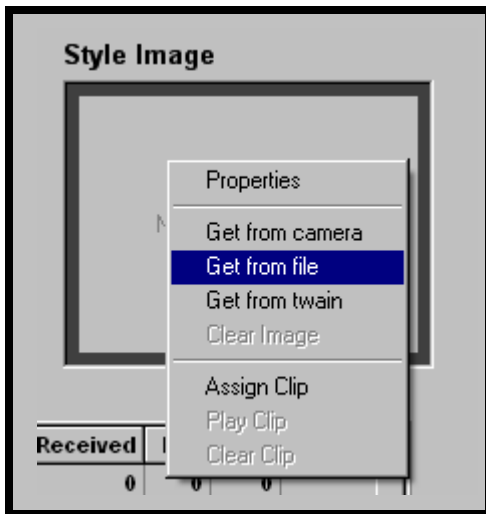
6. Click on the **Image** type you want and **Drag** it the location you want to place it on the Inventory Form view. You will probably want to resize the Image display are by dragging the lower edge down a bit. (You can use <Ctrl> + <Arrow Keys> to fine tune your positioning of the Image.)



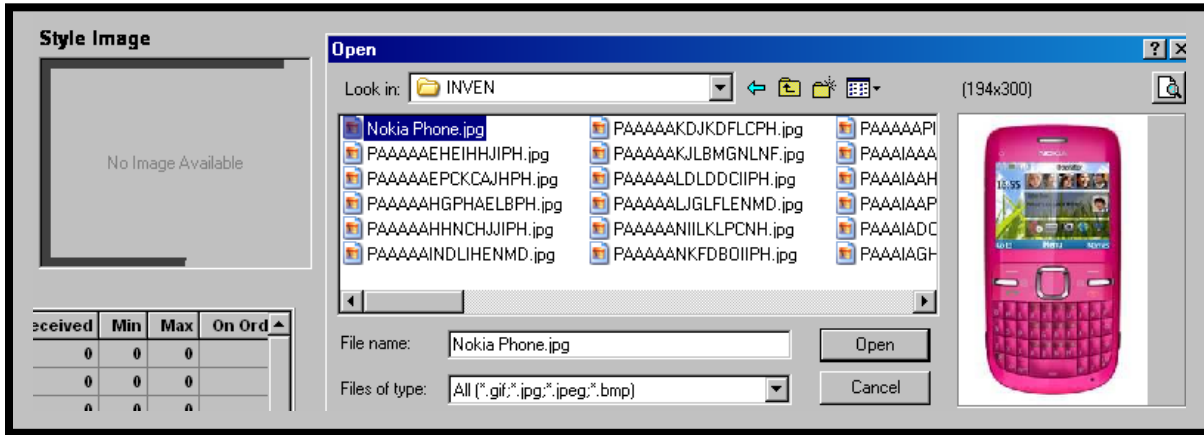
7. Click on the **Save Button** (the Diskette symbol) to save your changes.



8. **Right click** in the Image block and select **Get from file**. Located the Image you wish to display



9. Select the **Image** you want to display click **Open**, it will add the Image to Form..



10. You now have an Image for your Inventory Item.

