

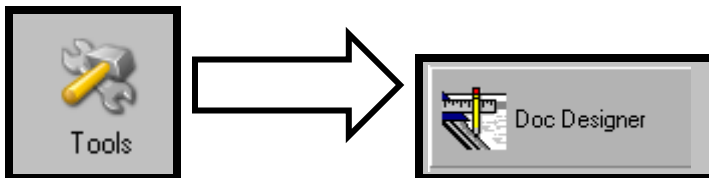


# Adding an Image

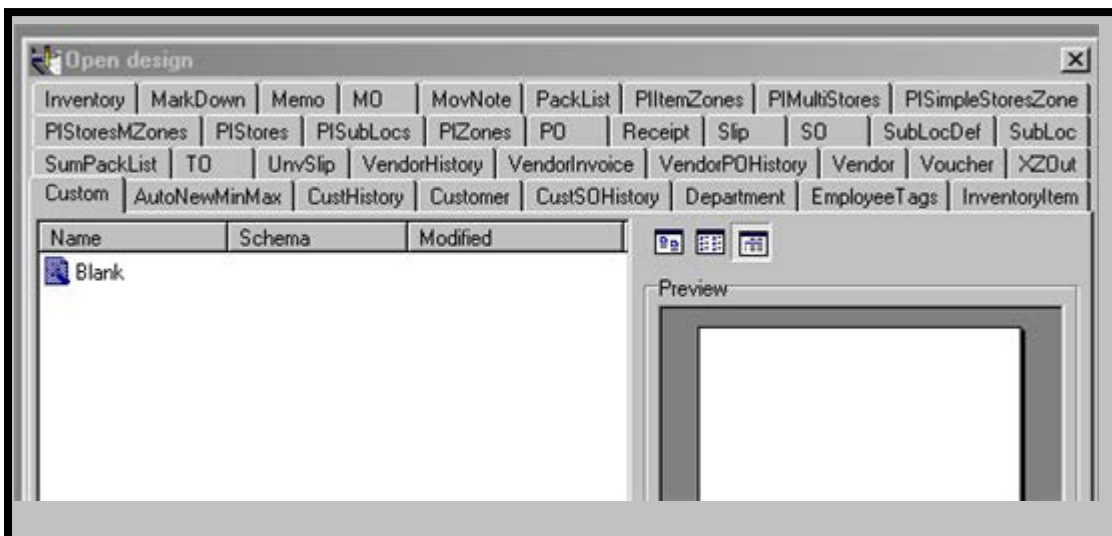
## Part 3: Adding an Image to a Document In Retail Pro v9

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

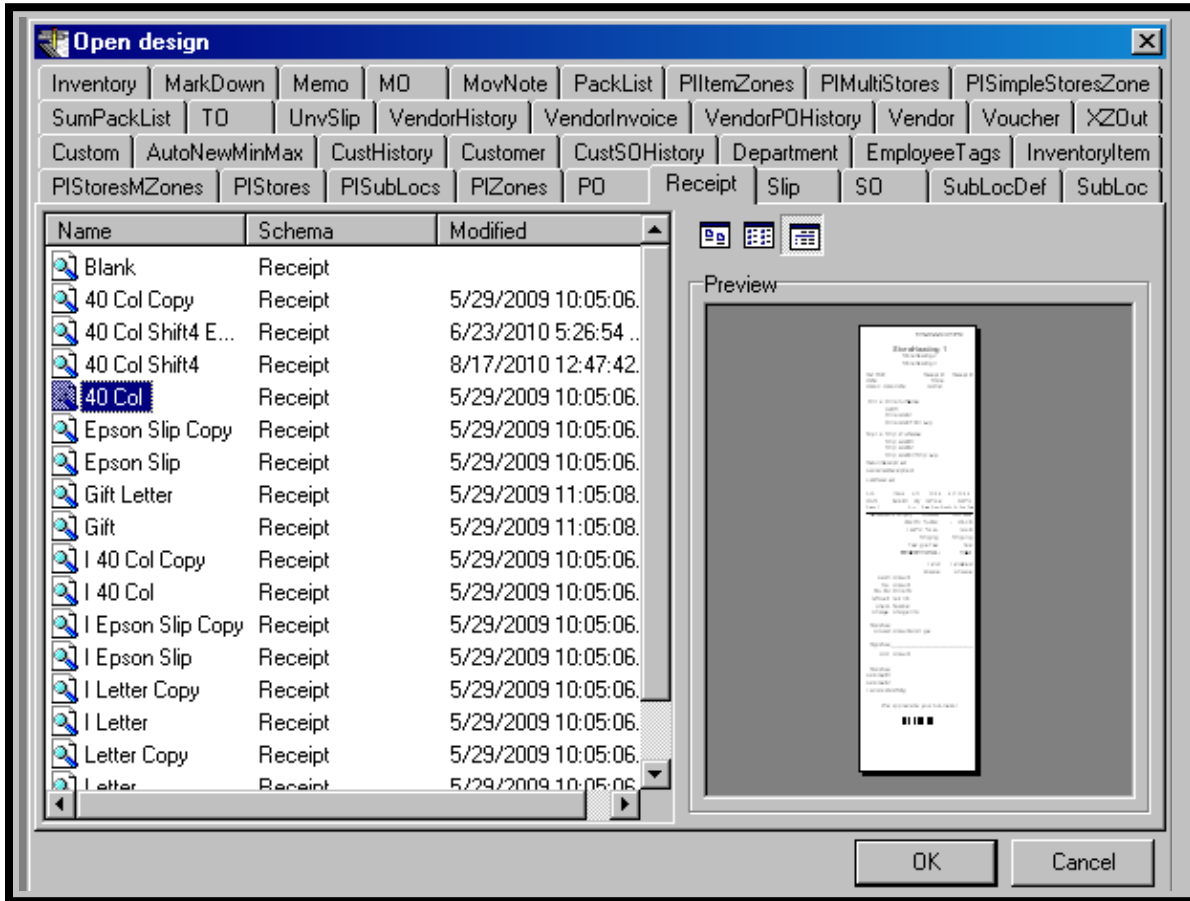
1. From any workstation at the MAIN, from the main screen in RPRO select **TOOLS** then select **DOC DESIGNER**.



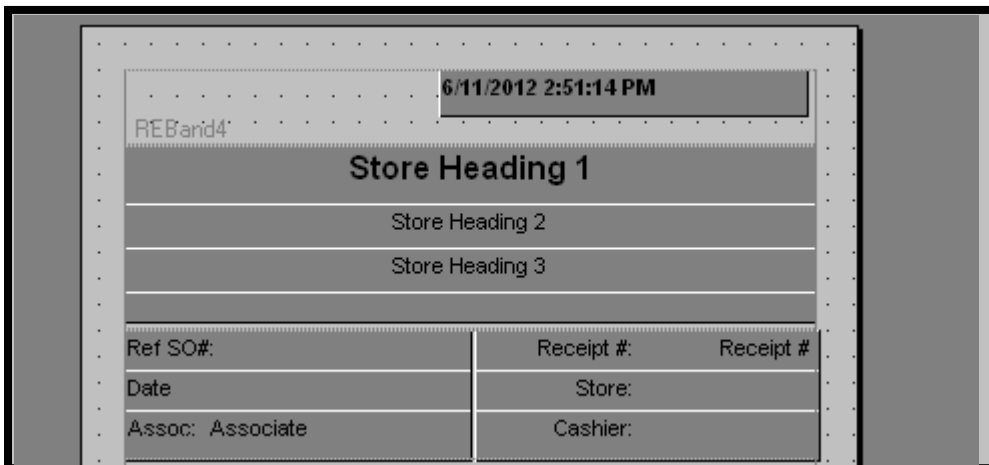
2. From the Tabbed screen select the type of document you wish to modify.



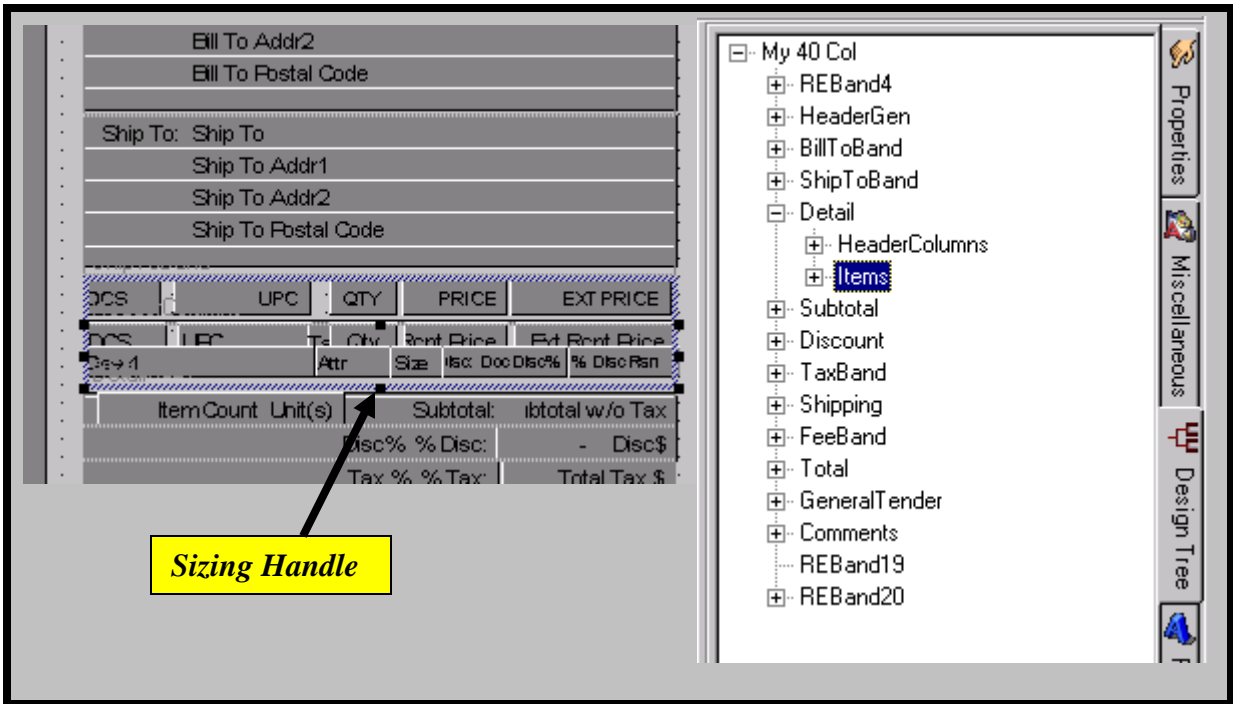
- After selecting the correct Document Type select the Document you wish to modify. I selected **Receipt** and **40 Col**.



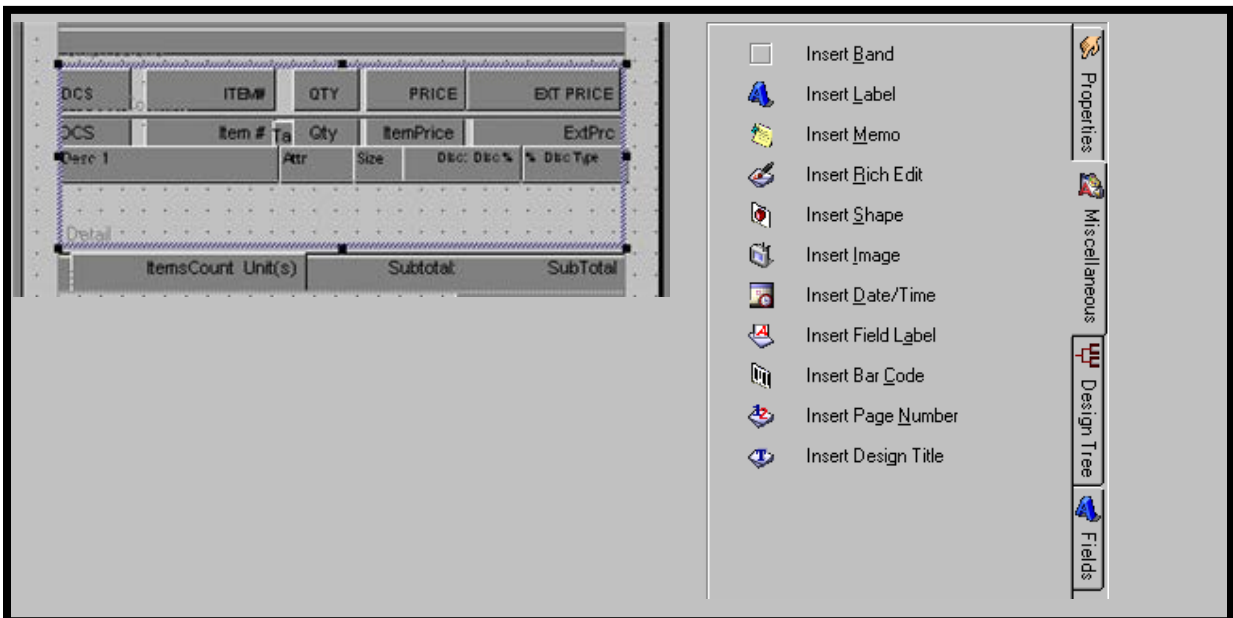
- click **OK**. This will take you to Doc Design view..



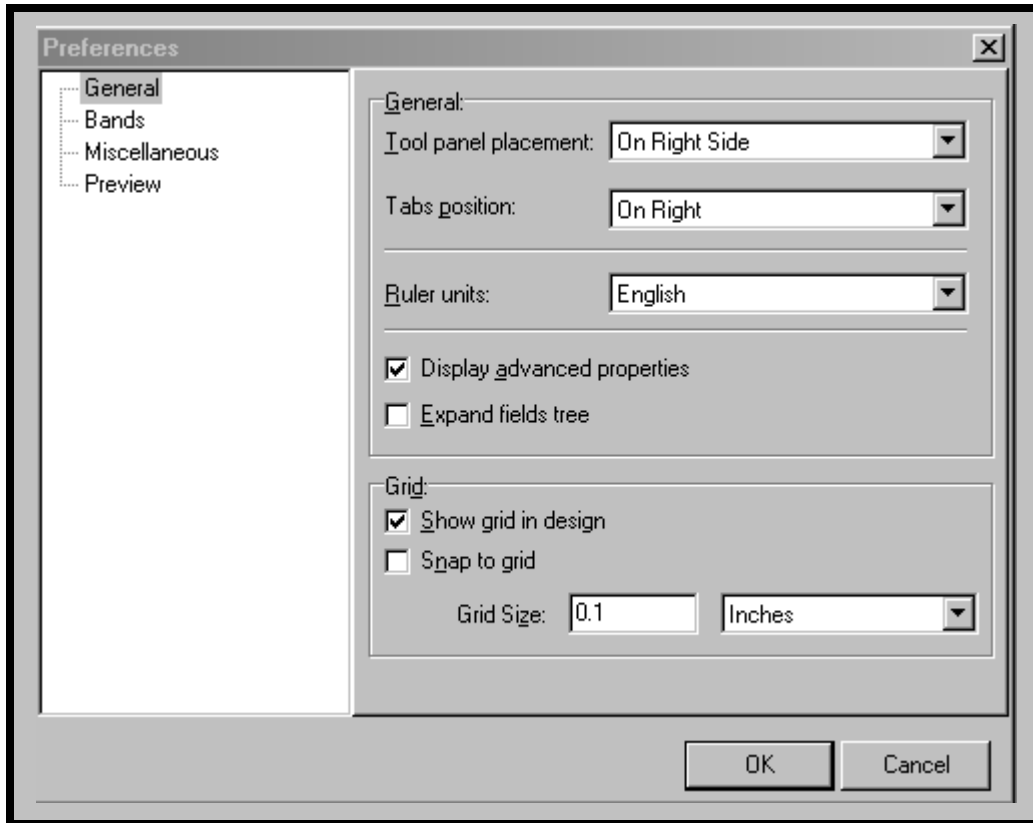
- Next from the right side menu select the **DESIGN TREE** tab then the **DETAIL** section. If you see the tack the Right Click on it and click on **LOCK BAND** to unlock it. Click on **Items**, grab the lower center sizing handle and drag in down about a quarter to half an inch.



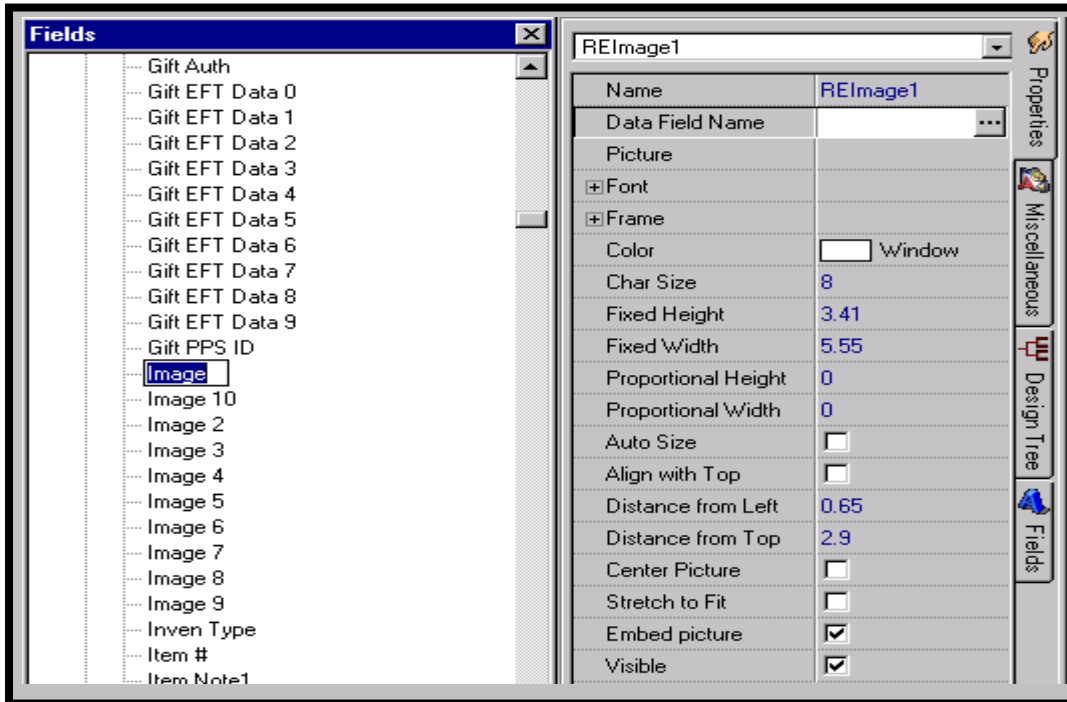
- Click on the **Miscellaneous Tab** on the right side. Select **Insert Image**. Click into the space you opened up, resize the image to fit into the space.



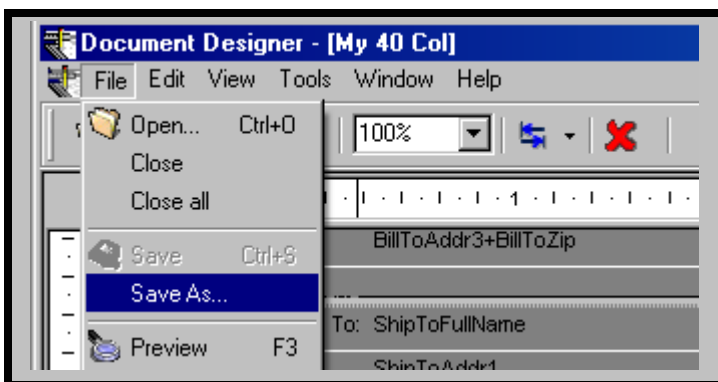
7. Select **TOOLS** on the Top Menu bar, the select **PREFERENCES**. In the Preferences dialog box select **Display advanced properties**, and click **OK**,



8. Select the **Properties** Tab on the right side, click on the **Image place holder** you added to the document design. On the **Properties** tab select **Data Field Name**. In the Fields dialog box that opens up scroll down **Items** (click on the + in front of it, if needed). Scroll down the **Items** list until you find the Image (**IMAGE** is the correct one for **Item Image**)you want to drop in. Select it, and click **OK**. Also select the **Stretch to Fit** and **Center Picture** check boxes.



9. Go to **FILE** on the top menu bar and select **SAVE AS**, give your **NEW** Document a **NEW** name. **DO NOT SAVE** over the original Document.





10. **Create** or **Reprint** a Previous Receipt that contains an Item that has an Image attached to it.

6/12/2012 9:57:56 AM

**BIG HAIRY DOG**  
3205 RAMOS CIRCLE  
SACRAMENTO, CA 95827

Ref SO#:                      Receipt #:                      358  
6/11/2012                      Store:                      0010  
Assoc: Admin                      Cashier:                      Admin

DCS	ITEM#	QTY	PRICE	EXT PRICE
MC FI	28	1	24.00	24.00
SWEATPANTS		BLUE XLG		
				
P C	100	1	99.00	99.00
NOKIA CELL PHONE				
				
2 Unit(s)			Subtotal:	123.00
			7.750 % Tax:	9.53
			<b>RECEIPT TOTAL:</b>	<b>132.53</b>
			Tend:	132.53
Check: 132.53 # 12458				
THANK YOU FOR SHOPPING				