# Adding an Image to a Report

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## Add an Image to a Report in OP Reports

1. Navigate to OP Reports by**Tools > OP Reports**
2. Enter your **User Name** and **Password** and click the **Log In** button.
3. Locate the report you will add an image, right click and selec**Design**.
4. Click the **Image** icon on the Toolbar and click into the report to place the image box.
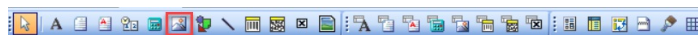


5. Right-click on the image box and select **Picture**
6. Locate the image file on your computer and select.

📌 **Note**: The image selected may not fit into the image box. Use the handles on the image to resize.

7. Confirm the image is selected and click **DirectDraw, MaintainAspectRatio** and **Stretch** checkboxes.
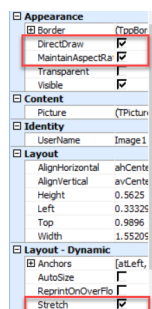


8. Click the **Preview** tab to view the image is in the position you want it on the report.
9. Save the report by clicking**File** and selecting **Save**.