

Important Content Update Message

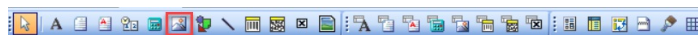
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Adding an Image to a Report

Last Modified on 01/30/2020 1:47 pm EST

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 select **Design**.
4. Click the **Image** icon on the Toolbar and click into the report to place the image box.

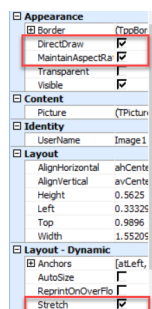


5. Right-click on the image box and select **Picture**
6. Locate the image file on your computer and select.



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**.