

# How do I add an image to a report or name badge?

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## HOW-TO:

① ---- Add an image to a report or invoice (process is very similar whether it's reports, invoices, or name badges)

### Reporting Panel

1. Choose a module (under Report Libraries) and select a report
2. Copy report
3. You can copy the report to either just this event, or all events. This determines from where you'll be able to access the newly edited report.
4. Choose copy to edit
5. From the options on the left, drag the *Picture Box* onto the editor
6. On the right, select the three dots for *Image Source* to choose an image, or enter the URL

📄 Images can be files you upload directly, or a link to a URL (if you've previously uploaded the image to a shared drive in the cloud, such as AirDrive, and generated a link).

7. For sizing, select *Squeeze*

📄 The Squeeze setting will auto center and resize your image to fit the maximum space available, but still keep the correct aspect ratio. However, if the frame is bigger than the image's dimensions, the image will only resize to its maximum (there may be a gap around the edge).  
Otherwise, the image is resized to fit into the control's dimensions.

8. Drag to align
9. Click the disk icon to save, then close.

📄 If you're having trouble dragging and aligning the image, you may need to click away (outside the frame) and then back onto your image. To make fine adjustments to the alignment, try selecting the image while clicking an arrow key. You can also use the tools on the right to adjust borders, padding, etc

① \_\_\_\_\_Add an image to a name badge\_\_\_\_\_

## Setup Panel

1. Name Badge Editor
  2. Select name badge
  3. Select Edit
  4. From the options on the left, drag the Add *Picture Box* onto the editor
  5. On the right, select the three dots for Image Source to choose an image, or enter the URL
  6. Adjust as needed then save and close
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