

How do I add or replace an image within a Report Template?

0. Introduction

It is common practice to add an image to an existing report template, or to replace a logo, such as the DataNet Quality Systems logo, with your own company or product logo. The following is a step-by-step procedure for adding a new logo to an existing Report Template within WinSPC. This procedure should work for any report template within WinSPC.

Procedure

Inserting a New Image

Double-click on any existing report template from the Contents pane of the 'Queries/Reports' > 'Report Templates' area of the WinSPC Administrator Tree. NOTE: It is best practice to make a copy of any Report Template you intend to modify using the CTRL+Right-Click & drag method of WinSPC object copying. For more on this, please see the following Knowledgebase Article:

<https://knowledgebase.winspc.com/questions/62/> In the Report Template Setup window that appears, click on 'Run Report Designer'. NOTE: In some existing Report Templates, you may be prompted to manipulate some parameters in the 'Parameter Editor' window. For purposes of this tutorial, just press 'OK' if that window appears. In the Report Designer window that appears, click on the 'Standard' tab. Click on the 'Bitmap component' 'BMP' button. Click on the area that you want the image to appear in the 'Page Designer' area. A box with 8 border points is placed on the report designer. Move and resize the Bitmap component object to a suitable area of the report. In the 'Properties' area of the Report Designer on the left, click on the 'Image' property. This will enable the ellipsis '...' button. Click on the '...' button in the 'Image' property. In the 'Bitmap Selector' window that appears, click on 'Open'. This will allow you to select the Bitmap that you would like to add to your Report Template. In the 'Open Bitmap' window that appears, select your image and press the 'Open' button. In the 'Bitmap Selector' window, press 'OK'. Back in the Page Designer, you may further place and resize your image. You may now exit the Report Designer by any of the 3 following methods:

- ° Press 'File' -> 'Exit' The 'X' at the upper right-hand corner of the screen Press 'Alt'+ 'X'

- 0. In the 'Report Template Setup window, to save your changes, press 'OK', to prevent any changes from being saved, press 'Cancel'.

0. Editing an Existing Image

Double-click on any existing report template from the Contents pane of the 'Queries/Reports' > 'Report Templates' area of the WinSPC Administrator Tree. NOTE: It is best practice to make a copy of any Report Template you intend to modify using the CTRL+Right-Click & drag method of WinSPC object copying. For more on this, please see the following Knowledgebase Article: <https://knowledgebase.winspc.com/questions/62/> In the Report Template Setup window that appears, click on 'Run Report Designer'. NOTE: In some existing Report Templates, you may be prompted to manipulate some parameters in the 'Parameter Editor' window. For purposes of this tutorial, just press 'OK' if that window appears. Click on the image you would like to change. In the 'Properties' area of the Report Designer on the left, click on the 'Image' property. This will enable the ellipsis '...' button. Click on the '...' button in the 'Image' property. In the 'Bitmap Selector' window that appears, click on 'Open'. This will allow you to select the Bitmap that you would like to add to your Report Template. In the 'Open Bitmap' window that appears, select your image and press the 'Open' button. In the 'Bitmap Selector' window, press 'OK'. Back in the Page Designer, you may further place and resize your image. You may now exit the Report Designer by any of the 3 following methods:

- ° Press 'File' -> 'Exit' The 'X' at the upper right-hand corner of the screen Press 'Alt'+ 'X'

- 0. In the 'Report Template Setup window, to save your changes, press 'OK', to prevent any changes from being saved, press 'Cancel'.

