

How do I include images on my Report Maker reports?

Version 4.0

If you have attached images to your PastPerfect catalog records, the images of your items can be included on reports created with Report Maker. Images may also be included on Report Maker reports created from Contacts.

Please note: The optional MultiMedia Upgrade must be installed.

1. In Report Maker, create a new report or modify an existing report.
2. On the Edit Output Fields screen, double click on Imagefile in the list of Fields to pick from. It will appear in the list on the right under Fields to include on report. Click "Done".
3. From the Report Overview screen, click "Run Report", and then click "Edit form".
4. In the Report Designer screen, you will need to arrange your fields and increase the height of the Detail band to allow for your desired image size and placement.
5. When you are ready to add the image, click the "OLE" button on the Report Controls toolbar. If you do not see this toolbar, click "View", then click "Report Controls".
6. Put your cursor on the screen where you want the image to appear, then click and hold the left mouse button and drag to draw a box. Make sure the box does not overlap the bands or other fields.
7. When you release your mouse button, the Report Picture dialog box will open. In the File field type: `printimage(alltrim(imagedir)+alltrim(imagefile))`
8. Click "Scale picture, retain shape" and then click "Float".
9. Click the "Print When" button and in the "Print only when expression is true" field type: `!EMPTY(imagefile) and FILE(alltrim(imagedir)+alltrim(imagefile))`
10. Click "OK" twice.
11. Click File | Save.
12. Click File | Close.
13. Click Preview to view your report. Thumbnail images will appear on the report for every record where an image is attached. If more than one image is attached to a record, only the first image will appear on the report.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!