FormTrap™

Working with Graphics

Graphic Objects - Inserting Pictures

📄 PDF version
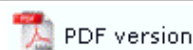
A picture object on a form can be fixed or linked to a graphics file and merged when the form is printed. There is no facility for a picture to be selected using data in FoD-OMR, unlike our other packages such as FTLabelPrint or FormTrap.

Inserting Pictures

To insert a picture:

1. Click the Picture 🌲 button.
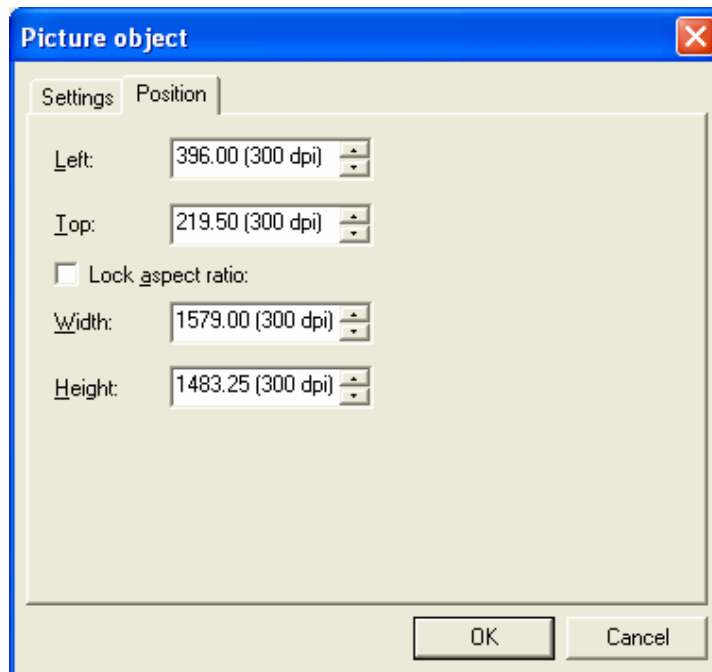2. Locate the file containing the picture and click **OK**.

Double-click the image to set its properties.
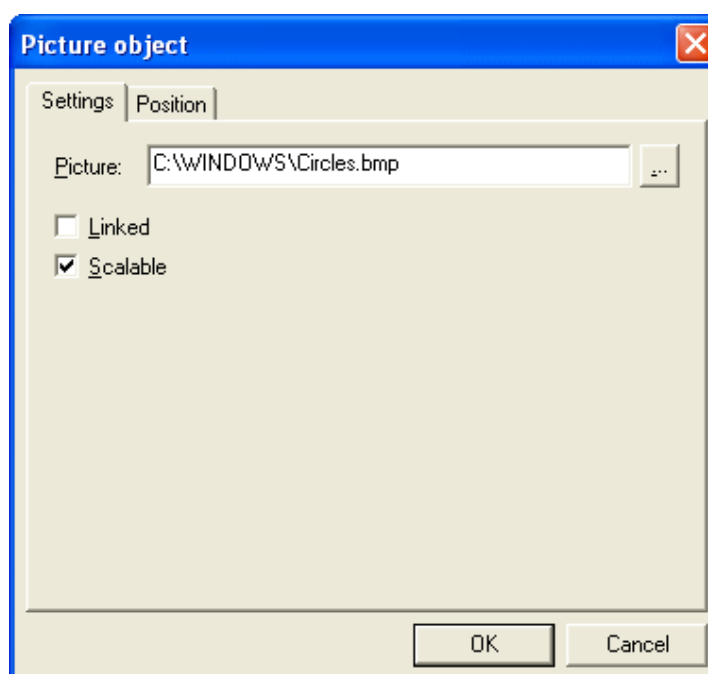
To merge the picture from the file when the form is printed, click the **Linked** check box. To be able to adjust the dimensions of the picture, check the **Scalable** check box.

Note: Scaling pictures is process intensive and you are much better off scaling to the correct size using a graphics editor rather than for each page from this facility.

You can proportionally scale with the mouse by holding down Shift and dragging a corner. You can also set the image location on the form and scale the picture manually from the **Position** tab, where you can enter the precise position and dimensions for the picture. If you check the **Lock aspect ratio** box, the dimensions are scaled proportionally to retain the ratio of the pictures width to its height. This is useful for resizing a picture to a specific width or height without distorting the image.

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