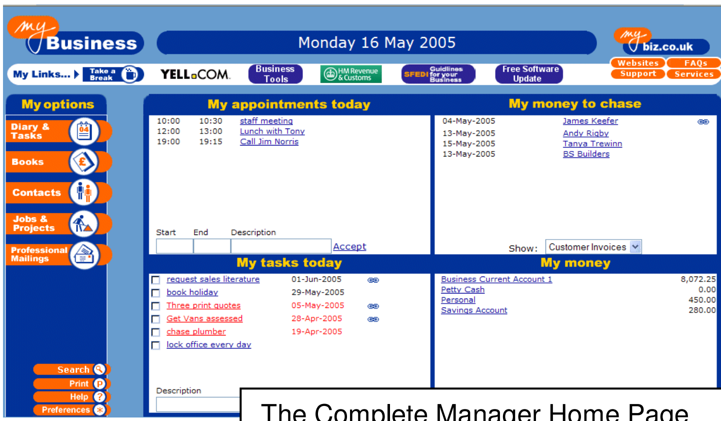
# Inserting Images into Invoices in Complete Manager

Company Logos can be inserted into invoices either within the invoice template itself or within the invoice header.




The Complete Manager Home Page

## Saving the Image into MyImages

Before creating the template itself, the image must be saved in the correct folder. The image should be an appropriate size and quality. The image can be altered with a program like Jasc's Paint Shop Pro or Adobe's Photoshop.

**The image has to be saved in the MyImages folder in Complete Manager.**
If the program is installed on the default path, the folder can be located by going to: C:/Program Files/MyBusiness/webapps/ROOT/images/MyImages.

## To insert the image:

From the LHS Options menu select Professional Mailings. Click onto books. Select the invoice template/ invoice header that you wish to edit from the dropdown and click the circled E. Before making any changes, enter a new name in the description box in the top left hand corner of the page.

- ### Using the invoice template

Left click on the first row and select insert / row above. A blank row should appear.
Choose where you would like the image to appear, for example, the right hand box.
Left click on the box and select Cell Properties.
Select the image box for the content of the cell and click save.
The template should now show Insert Image in the selected area.

- ### For both the Invoice and Header:

Left click on the selected area again and choose Edit Cell Content.
A new popup will show be displayed, in the text box, it will say insertimage.gif.
If you click on the View MyImages button a new popup will display a list of images in the MyImages folder.
Make a note of the name of the image you want displayed on the letter.

## Changing the size of the image

**Type in the name of the image** in the text box and click save.
The image should now appear on the invoice/ header. If you want to alter the size of the image now it's in the document, left click on the area and choose Edit Cell Content. At the bottom of the popup, the actual height and width of the image are shown and there are 2 boxes that allow you to change the size. When you have entered the size you require, click save. When the amendments have been made to the template, click save in the top right hand corner of the screen.

## To set the invoice default you want to use for printing:

Click on Professional Mailings
Underneath "Create Stationery" – click on "Books"
Select the Header Option you want
Select the Invoice template you want
Click Save.

The default settings can be changed when previewing the Invoice by using the dropdowns at the top of the page.
It is recommended that if using the Invoice template with Address that you choose Header as none. This will stop the address being printed twice.