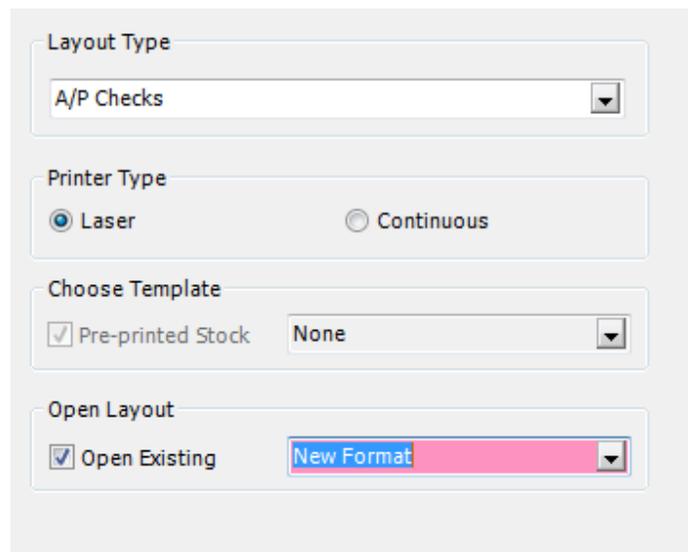


How to Add an Image or Logo to a Custom Format in Forms Designer

ANSWER:

Note: You must own Forms Designer to apply this solution. Also, images must be a bitmap (.bmp) files, HD images will not work.

1. Copy the image into MS Paint.
2. Save as a .bmp file in your formats folder (on the server, the path usually is: C:\MIP Share\Formats) with a unique name.
3. Launch MIP Accounting and go to Reports>Forms Designer.
4. Select the layout type and check the box to Open Existing to add to a Custom File or choose Pre-Printed Stock to choose a new default template to make changes to and press Okay.



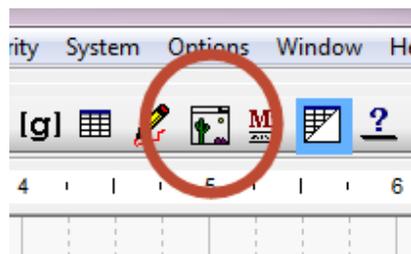
Layout Type
A/P Checks

Printer Type
 Laser Continuous

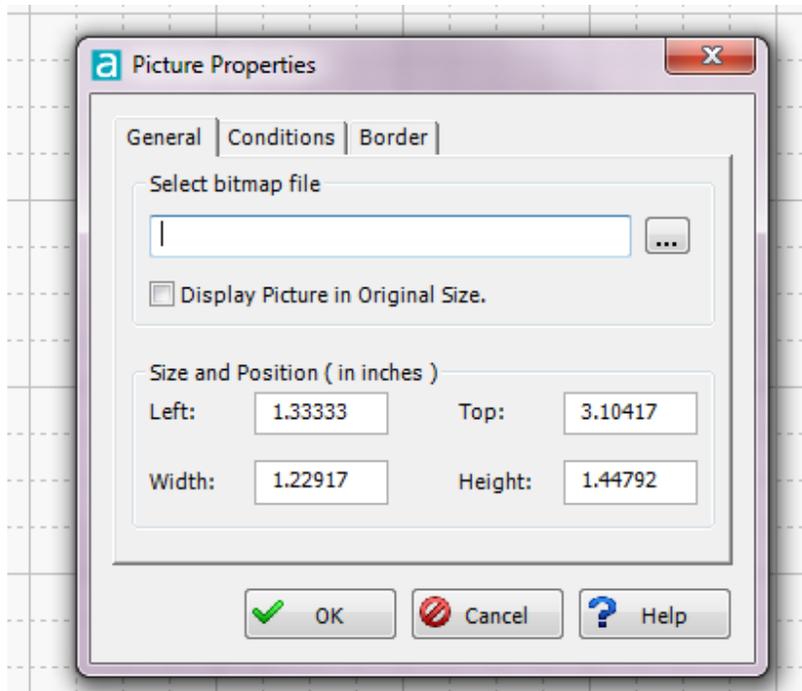
Choose Template
 Pre-printed Stock None

Open Layout
 Open Existing New Format

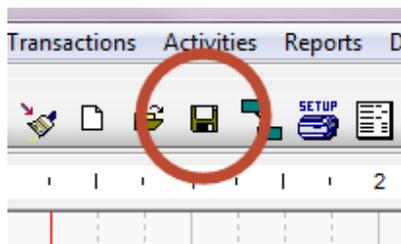
5. Choose the Insert Picture (cactus) icon at the top.



6. Click in the area where you would like the image and drag the mouse to create an image box.
7. Right click in the picture box and select Properties.



8. Browse to the new bitmap image in the formats folder, select the file and click Open.
9. Confirm the file path of the image and press Okay.
10. The image will display in the location chosen. If it does not appear, it is most likely too big. Adjust the pixel size back in Microsoft Paint, save the image in the same place as the original and replace it in Forms Designer.
11. Click and drag the edges of the displayed image to resize, if needed.
12. Click and drag from the middle of the image to move it, if needed.
13. Press the Save (Floppy Disk) icon at the top and add in a new name and description if saving for the first time.



Required Tags:

ARTICLE TYPE:

Product Info

PRODUCT LINE:

MIP Fund Accounting

**PRODUCT
MODULE/FEATURE:**

Forms Designer

PRODUCT VERSION:

2017.2
2016.2
2015.2
2014.6
2013.4

RANKING:

No votes yet

? FAQ

#19641

Last updated:

5/17/2017 - 1:28PM

View count:

1695

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