How to add a graphic to a printout?

You can add a graphic to a specific print profile to appear on selected documents. Remember, the graphic won't print if you choose the "print to screen" option.

Graphics can be printed on the following document types:

- Invoice
- Receipt
- Consignment note
- Purchase Invoice

Printout types supporting graphics:

Graphics can be placed on printouts in the following scenarios:

- PDF printout for email
- e-Invoice printout
- Printout via cairo.DESK printer type

Graphics will not appear in the following cases:

- Issuing a DD to a route.
- Printing to screen.

Steps to add a graphic to a printout:

1. Start by saving the graphic in the "export" location.
2. Go to **ERP > ADMINISTRATION > PARAMETERS > COMMERCIAL DOCUMENTS**.
3. Select the document type, for example, **(FV) INVOICE**.
4. Go to **PRINT PROFILES**.
5. Place the cursor on the print profile you're interested in.
6. Press the **F6** key to add a picture.

7. Define the parameters:
    - **FILE NAME**: Specify the file.
    - **HEIGHT**: Set the graphic's height.
    - **NAME**: Enter the graphic's name.
    - **POSITION**: Specify the graphic's position on the printout (e.g., "header 1"). There are 8 places to choose from in the header and 3 places in the document footer.
    - **ALIGNMENT**: Choose the graphic's alignment (e.g., "left").
    - **IMAGE BELOW TEXT**: Select "no" if the graphic should be above the text.
8. Confirm the changes by selecting **SAVE**.

After completing these steps, the graphic will be added to the selected print profile and will be visible on printed documents.

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