

# 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.

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## Graphics can be printed on the following document types:

- Invoice
  - Receipt
  - Consignment note
  - Purchase Invoice
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## 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
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## Graphics will not appear in the following cases:

- Issuing a DD to a route.
  - Printing to screen.
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## 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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Revision #1

Created 8 July 2025 12:03:55 by Admin1

Updated 29 July 2025 13:12:16 by Admin1