Chapter 14
Inserting Bitmapped Images

Introduction

This chapter explains how to insert and size bitmapped images in R&R reports. This information is presented in the following sections:

- ❑ Importing an Image
- ❑ Pasting an Image from the Clipboard
- ❑ Sizing an Image on the Layout
- ❑ Using the Picture Properties Dialog

The band line in which you insert an image can have either an Automatic or a Freeform line height. Since R&R does not increase band line height to accommodate an inserted image, you may have to adjust band line height to prevent the image from overlapping other band lines. You may find it easier to use Freeform line height for band lines containing images, since you can adjust the height of such lines directly on the layout. See Chapter 4, "Working with Bands," for more information about Automatic and Freeform line heights.

R&R supports the image file formats listed in Figure 14.1.

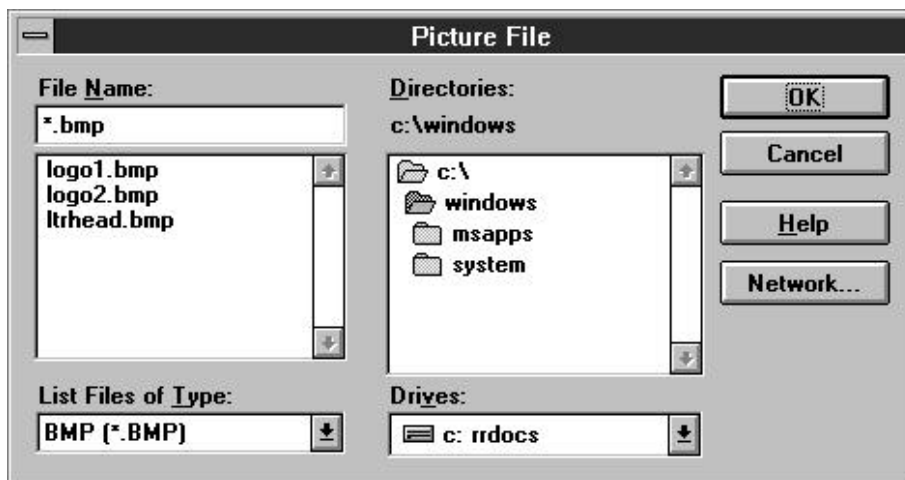| *File Extension*	*Image File Type*
BMP	Windows Bitmap
TIF	Tagged Image File format
PCX	PC Paintbrush format
EPS	Encapsulated PostScript
JPG	JPEG
GIF	CompuServe Graphics Interchange Format
TGA	TARGA
WMF	Windows Metafile
DIB	Windows Device-Independent Bitmap
PCT	Macintosh PICT
WPG	WordPerfect Graphic
DCX	Intel FAX format

Figure 14.1 Supported Image File Types

Note that EPS, WMF, PCT, and WPG file formats can include both bitmapped and vector components. For these file formats, R&R will use *only* the bitmapped graphic information.

Importing an Image

To import a graphic image into an R&R report, do the following:

1. Select Insert ⇒ Picture (or the Insert Picture button on the Standard Toolbar). The cursor changes to a combination of a crosshair and an outline of the Image button.

2. Position the crosshair of the Picture cursor at the place where you want the top left of the image to begin. Click and drag the mouse down and to the right; R&R draws an outline representing the size and placement of the image.

3. When the outline is the desired size, release the mouse. The Picture File selection dialog displays (see Figure 14.2). The File Name box lists files in the default image directory that have the default image file extension (if no image directory or file extension defaults have been specified, Windows BMP files in the current directory are listed). Select a file from those listed.

Figure 14.2 Picture File Selection Dialog

4. Select OK. R&R inserts the image at the specified location, maintaining the aspect ratio (the ratio of width to height) of the original image file.

You can move, cut, copy, paste, or delete the inserted image just as you do any field on the layout (note that cutting, copying, and pasting are performed internally; the image is not placed in the Windows Clipboard). If you move the image to another band of the report (or if you Paste it in another band), you may have to adjust the band line height to accommodate the size of the image.

To move an image, first select it. Then click and hold the mouse anywhere on the image except at one of the eight "handles" around the edge. The cursor changes to a four-way arrow; drag the image to the new location and release the mouse.

Pasting an Image from the Clipboard

You can also paste an image from the Windows Clipboard into an R&R report. To do so, follow these steps:

1. Copy or cut the image to the Clipboard; then switch to or start R&R.

2. Position the edit cursor at the place where you want the top left of the image to begin. Select Edit $\Rightarrow$ Paste Clipboard Image.

3. R&R inserts the image at the specified location. You can then move or size the image as necessary.

When you save a report that contains an image pasted from the Clipboard, R&R displays the dialog shown in Figure 14.3. This dialog shows a "thumbnail" of the image and prompts you to supply a path and file name; this information is saved with the report. Initially, the edit box displays the name of the default image file directory (if one has been set in the Options $\Rightarrow$ Directories dialog).

The file extension you specify determines the graphic type of the saved image file. Supported image types for saved files are BMP, GIF, JPG, PCX, TGA, TIF, WMF, and WPG. If you do not specify an extension, the graphic will be saved in BMP format.

For example, the file name specified in Figure 14.3 has a TIF extension; therefore, the graphic will be saved in TIF format.

Figure 14.3 Save Report with Clipboard Image Dialog

When you retrieve a report with a saved Clipboard image, R&R looks for the image file first in the current library directory; if the file is not found, R&R then looks in the directory saved with the report. If the image file is in neither location, R&R looks in the default image directory.

Sizing an Image on the Layout

After you have inserted an image on your report layout, you can change the size of the image as necessary.

Note that if the "Snap-To-Grid" setting (accessed by selecting Format $\Rightarrow$ Snap To Grid or by pressing Shift+F8) is on, the image shape will "snap" to the horizontal and vertical ruler increments as you size the image.

For images with an Image Scaling setting of "Stretch" or "Crop," you can change one dimension without changing the other. You cannot change just one dimension of an image with a Scaling setting of "Zoom," since width-to-height ratio of such an image must be maintained. (See the **Selecting a Scaling Setting** section in this chapter for a full explanation of the Scaling settings).

To change only one dimension of an image (either width or height), do the following:

1. Click on the image to select it. Eight "handles" appear at the edges of the image — one at each corner and one at the center of each side (see Figure 14.4).

2. Depending on which dimension you want to change, click and drag the top, bottom, or side handle as necessary. As you drag the handle, a dotted outline indicates the changing dimensions of the image.

Figure 14.4 Selected Image with Sizing Handles

3. When the image outline is the desired size, release the mouse.

To change both the width and the height of an image at the same time, follow these steps:

1. Click on the image to select it. Eight "handles" appear at the edges of the image — one at each corner and one at the center of each side (see Figure 14.4).

2. Click and drag a corner handle. For example, if you want to increase image size while maintaining the top left position, click and drag the bottom right handle.

    To maintain the image's aspect ratio, hold down Shift as you drag a corner handle.

3. When the outline is the desired size, release the mouse.

Using the Picture Properties Dialog

Instead of sizing an image on the layout, you can use the Picture Properties dialog to specify image width and height. To display the Picture Properties dialog (see Figure 14.5), right-click on the image on the layout and then select "Properties."

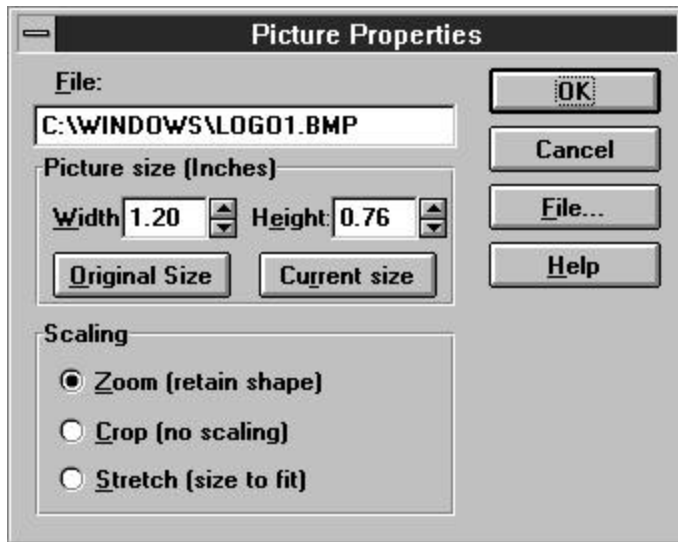You can also use the Picture Properties dialog to do the following:

❑ Select a different image file to replace the current image;
❑ Select a Scaling option to control the image's aspect ratio.

The following sections explain how to manage inserted images using the Picture Properties dialog.

Sizing an Image Using Picture Properties

To size an image using the Picture Properties dialog, do the following:

1. Right-click on the image and select "Properties" to display the Picture Properties dialog. In the Picture Size box, the current dimensions of the image are displayed.

2. Enter or select the appropriate Width and Height settings. If you use the up and down arrows to select a size, the setting value increases or decreases in increments of one-tenth of an inch.

3. Select OK. R&R re-sizes the image based on the specified Width and Height settings. Note that if the Image Scaling setting is "Zoom" (the default), the image's original aspect ratio will be maintained even if you specified Width and Height settings with a different ratio.

Picture Properties

File:

C:\WINDOWS\LOGO1.BMP

Picture size (Inches)

Width 1.20   Height: 0.76

Original Size   Current size

OK

Cancel

File...

Help

Scaling

● Zoom (retain shape)

○ Crop (no scaling)

○ Stretch (size to fit)

Figure 14.5 Picture Properties Dialog Box

To reset the image to its original dimensions, select "Original Size" on the Picture Properties dialog. The original dimensions of the file are displayed in the Width and Height boxes. When you select OK, R&R increases or decreases the image size on the layout to match the original dimensions.

Selecting a Scaling Setting

Three Scaling settings are available on the Picture Properties dialog: "Zoom (retain shape)," "Crop (no scaling)," and "Stretch (size to fit)." The default setting of "Zoom" is appropriate in most instances. In those instances when you want to display or print only a portion of the image, change the setting to "Crop." In those instances when you want the image to fit within the

dimensions you specify, regardless of the original aspect ratio, change the setting to "Stretch." The following sections explain each setting in more detail.

Selecting the Zoom Scaling Option

The default Scaling setting is "Zoom (retain shape)"; the image retains its original aspect ratio (ratio of width to height), regardless of the dimensions of the insertion rectangle drawn or of the width-to-height ratio as specified in the Picture Size box. With this scaling setting, the aspect ratio is maintained when you increase or decrease the image size.

Selecting the Crop Scaling Option

When Scaling is set to "Crop (no scaling)," the image is inserted at its original size, and no image scaling is performed. If the image is larger than the insertion rectangle drawn or if you enter Width and Height settings smaller than those of the original image, the image is cropped — that is, only the top left portion of the image that fits within the rectangle or specified dimensions is inserted.

Selecting the Stretch Scaling Option

When Scaling is set to "Stretch (size to fit)," the image is scaled to fit the insertion rectangle drawn or to fit the dimensions specified on the Picture Properties dialog. If the aspect ratio (the ratio of width to height) of the rectangle or of the specified Width and Height dimensions differs from the aspect ratio of the original, the shape of the image in the report will be distorted (either stretched or shrunk).

Selecting a Different Image File

To select a different image to replace the current one, select "File" on the Picture Properties dialog. The Picture File selection dialog displays (see Figure 14.2). The File Name box lists files in the default image directory that have the default image file extension (if no image directory or file extension defaults have been specified, Windows BMP files in the current directory are listed). To display image files of a different format, open the "List Files of Type" box and select a format. Then select a file from those listed.