How Do I...
Resize an image on my report?

Problem

Frequently the images added to a report are the wrong size. One option is to resize image before adding it to the report. This means maintaining multiple sizes of the same image.

Solution

By setting a few flags before loading an image into ReportBuilder, it is easy to resize images within the application.

Process

1. Open your report for editing in TCM (Right click on the report and choose **Design**)
    a. For this example, "F 4-Donor Listing" will be used.
2. Go to **File → Save As** and give it a new name. This will prevent any accidental loss of the standard reports.
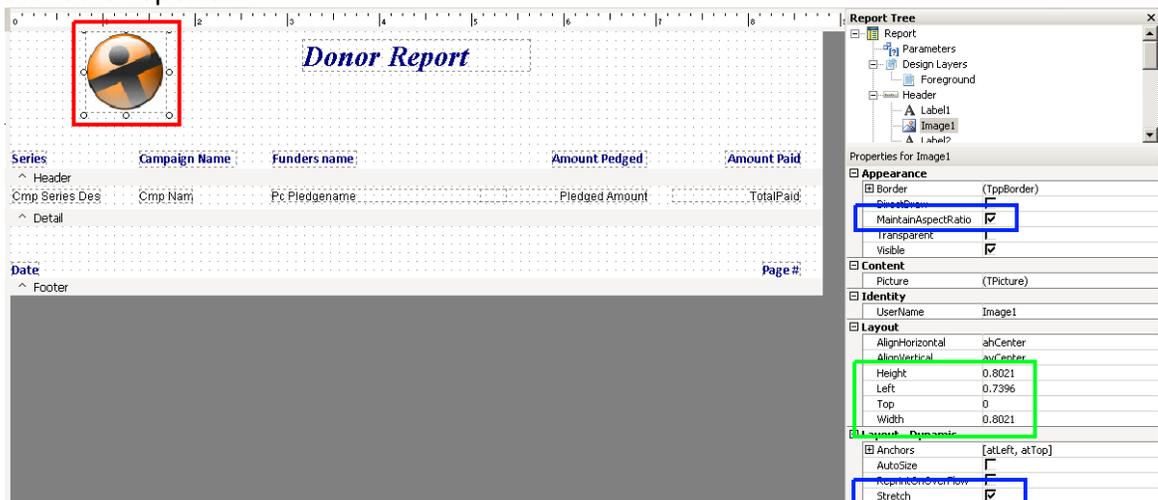
3. Click on the TCM Logo on the report currently [RED]. In other situations, you may want to add an image to a report. This done by clicking on the Image button in the toolbar.
4. Check *MaintainAspectRatio* and *Stretch.* [BLUE]
    a. *MaintainAspectRation* will keep the height and width of an image in proportion.
    b. *Stretch* will resize the image to fit within the box of the image object.
5. Right click on the Image (the TCM Logo) and choose *Picture….*
6. Browse for your desired image. When the new image is loaded it will be proportionally sized to fit within the existing image box.
7. The image can be resized as desired.
    a. This can be manually by dragging the corners to resize…
    b. Or by entering an approximate size in the *Height* and/or *Width* entries on the *Properties* window. [GREEN]