

Using pre-programmed images to populate graphics into letters

WorkCenter gives you the unique option to pre-program up to 13 graphics in our default system setup files. You can use these graphics to populate your custom forms, letters and emails inside your WorkCenter Library Tab. There will be two ways to select and use these pre-programmed images in your software.

Step #1: Link the system setup files to your selected graphics. We recommend for best results that you use a small .jpg for these graphics.

Step #2: Make sure your appropriate letters, forms or emails have these Field Listing Names inserted into the documents. For more information on editing letters and documents using Field Listing Names, see the video “#5 Adding Mail Merge Features to your Documents”.

Step #3:

1. Open WorkCenter and click on TOOLS, then SETUP OPTIONS and choose the button named CUSTOM FIELDS and click on the IMAGES TAB.
2. You will notice 13 images that can be programmed into WorkCenter. They are comprised of a header, footer, Images 1, 2, 3; Logo 1, 2, 3 and 5 picture options. The headings have no significant importance except the Header1 and Footer1 images. All letters in your library have already been programmed with these fields.
3. It is simple to link each of these to a graphics file for importing into your letters and emails. Click on the “?” mark and go to the folder that contains the graphics or image you wish to be linked.
4. We suggest you use .jpg files. We further suggest that you keep the physical size and file size to a minimum. For best results, we suggest the file size not exceed 25 to 100 KiloBytes. The actual size of the graphics should be kept to 1 ½ to 3 inches for best results.
5. When you have completed this task, we suggest you review the video **“#5 Adding Mail Merge Features to your Documents”** for editing any particular letter or email that you wish automatically populated with one of the other image graphics you have just programmed.