

# Adding Form Images



|                                  |                                                                 |
|----------------------------------|-----------------------------------------------------------------|
| Purpose                          | Add an image file to a Form Designer form.                      |
| Who should do this               | CAREWare administrators and form designers.                     |
| Use form images when you need to | Display logos, markers, visual guides, or other prepared media. |
| Main warning                     | Large images may need resizing to fit the page.                 |

**Quick path**  
Open the form in Form Designer > Form Images > Add > Choose File.

## Before you begin

- Prepare the image file before adding it.
- Confirm the image is appropriate for the form and will fit the page.
- Open the form in Form Designer.

**Important**  
Resize large images before or after adding them so they do not interfere with fields or labels.

## Add an image to the form

Add the image as a new control and place it on the page.

**Step 1.** Click Form Images.

**Step 2.** Click Add.

**Step 3.** Click Choose File.

**Step 4.** Select the image file.

**Step 5.** Click Open.

**Step 6.** Click Back.

**Step 7.** Click Add Control.

**Step 8.** Type the image file name.

**Step 9.** Click Add.

**Step 10.** Drag the image to the desired location on the page.

## How to confirm it worked

1. The image appears in Add Control.
2. The image appears on the form page.
3. The image fits without covering labels or data entry controls.

## Troubleshooting and common questions

### Why does the image not fit?

Resize the image or use a smaller image file.

### Why can I not find the image in Add Control?

Search by the image file name after adding it under Form Images.

## Related References

| Document                                             | Use it for                                               |
|------------------------------------------------------|----------------------------------------------------------|
| <a href="#">Form Designer</a>                        | Overview, planning guidance, key terms, and permissions. |
| <a href="#">Form Designer Creating a Form</a>        | Create a new form or edit an existing form.              |
| <a href="#">Form Designer Adding Encounter Grids</a> | Add encounter grids with clinical data to custom forms.  |