

Key Property Details – VO7400

Inserting Text

To navigate through the text fields, press the asterisk * button on the tool bar. This will take you to each consecutive field that needs completing and will overwrite the * with your entry.

Inserting a Picture

From the photos stored on the C drive

1. **Open** up VO7400
2. **Place** Cursor to the left of the * beneath the word photograph (*using the * button you used for the text will not work here, it must be placed manually*)
3. Go to **Insert** from the tool bar
4. Go to **Picture**
5. Go to **From File**
6. **Open** the 'C/camera/relevant folder
7. Make sure that the **view** shows a preview of the photograph
8. **Highlight/select** the photograph that you want and click **insert**

From VO photographer

1. **Open** up VO7400
2. **Open** VO photographer
3. **retrieve** the photographic record you want
4. Place the cursor over the photograph
5. Right click the mouse and then select copy
6. **Return** to VO7400
7. **Place** Cursor to the left of the * beneath the word photograph (*using the * button you used for the text will not work here, it must be placed manually*)
8. Go to **Edit** from the tool bar
9. Go to **Paste Special**
10. Select **Device Independent Bitmap** and press **ok**