Attaching a Scanned Document File to QL2

Contents

Attaching a Scanned Document for Merging into a Created Report

JPEG and PNG File Types Only

Documents that are intended to be merged and included in a created report (e.g. diamond grading report) must be in the jpeg or png file format. They are attached in the relevant Component (e.g. Diamond).

Note: Attached documents are defaulted to merge at the end of the created report. There are alternate placement opportunities at the Item and Component level as well as the use of Bookmarks wherein you could place the merged document anywhere in the report.

Attaching the Scanned Report

In the Component (e.g. Diamond) click in the Supporting Documents detail to expand the Image Files feature.
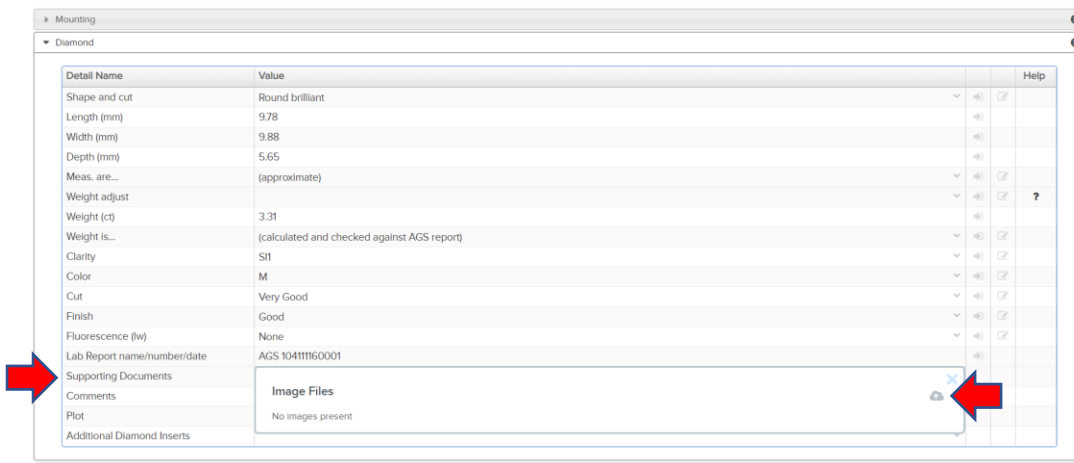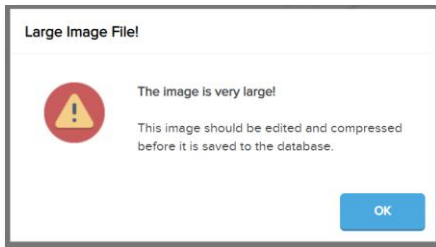

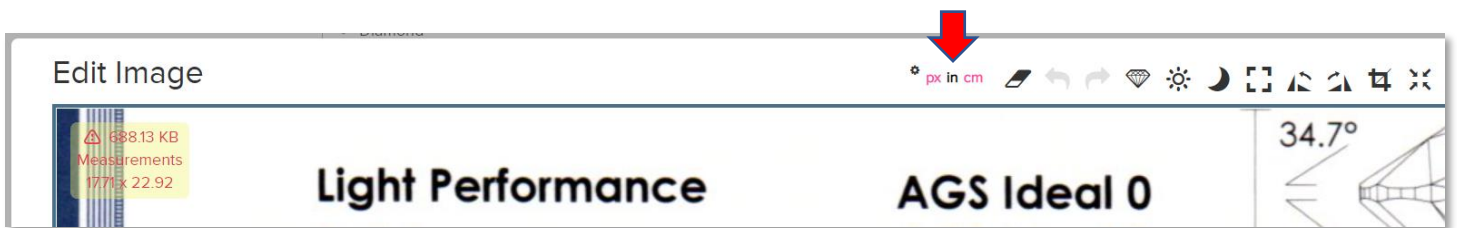Next click on the upload file icon to open the browse window.
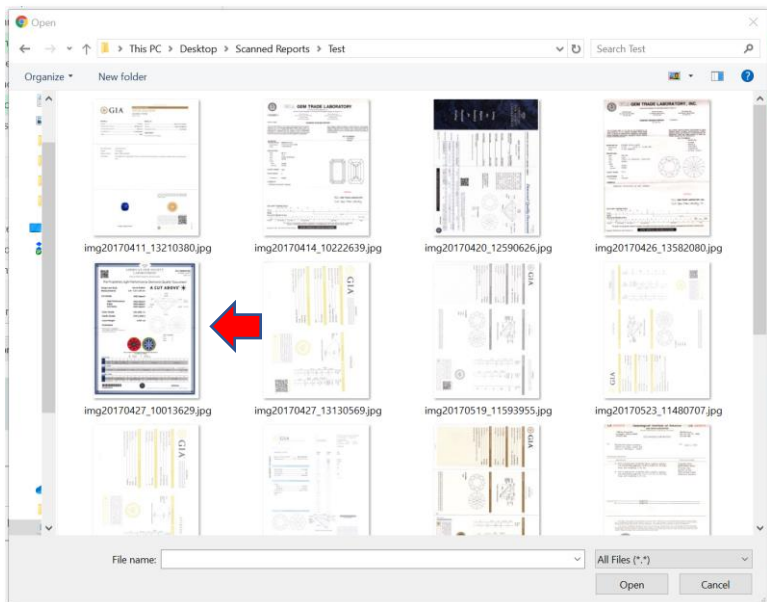
Navigate to and choose your scanned file.

Editing the Scanned Report

If your scanned image it too large to fit on a page QL2 will provide a warning…

…click the OK button and the Edit Image window will open. You can set the measurements to be viewed in pixels, inches, or centimeters.

Edit Image includes tools to size, sharpen, brighten, darken, rotate, crop, and compress your image. Of these, most important are **sizing** and **compressing**.
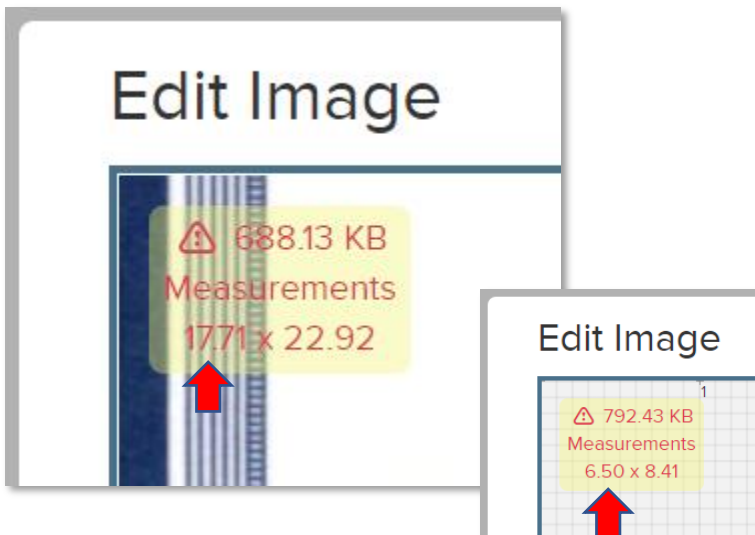

Sizing Report Width/Height

Start by entering a width or height measurement for your image as it would print in the finished appraisal (e.g. 6.5 x 8.5 inches or less) and press enter. The image will automatically reduce to scale.

> *Note: Keep in mind that the printed report has 1-inch margins so maximum width would be 6.5 inches, the maximum height would be 9 inches though logos in the header might reduce that further. A4 paper size would naturally have different measurements.*

Refining and Compressing the Scanned Report

Moving from left to right (e.g. sharpen, etc.) edit the image as desired.

Finish by clicking on compress. This is an important step. Compressing 70 to 85% seems to work well but you can experiment. The goal is to reduce the image file size without losing resolution in the finished report.
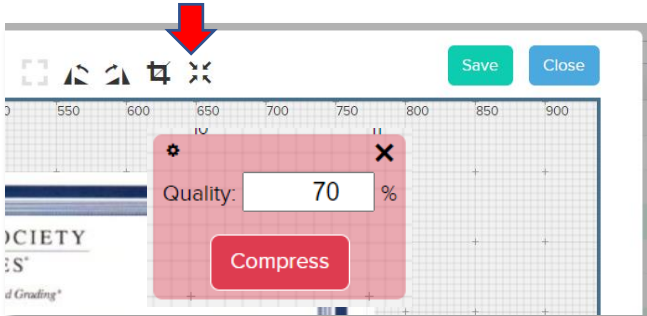
Save and Close the Edit Image window and return to the component. Click on the 'X' or away from the Image Files popup to close.
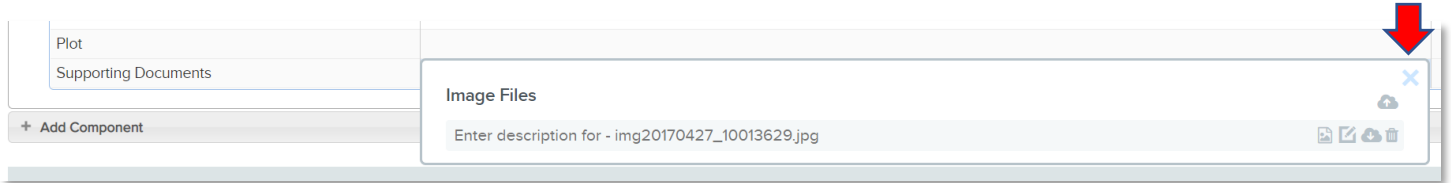
Attaching Other File Types

Other file types that are not intended to be merged and included in the created report but rather referenced, during research and need to be stored with the Worksheet (e.g. Excel spreadsheet, etc.) can be attached to either the Item or Worksheet using the Attachments tab.