Best Practices for Images in RTF Invoice Files

Adding images such as company logos or graphics to your RTF (Rich Text Format) invoice files helps reinforce branding and improve document authenticity. To ensure images are displayed correctly and your invoices remain professional and efficient, follow these best practices:

1. Use Appropriate Image Formats

- Prefer **PNG** or **JPG** for images. PNG is ideal for logos with transparency, while JPG is better for photographs.
- Avoid BMP or TIFF due to large file sizes and compatibility issues.

2. Optimize Image Dimensions and File Size

- Resize images to the actual display size (e.g., logo width typically under 300px) before inserting into the RTF file.
- Compress images to keep overall file size small and enhance load times.
- Large images can slow down document processing or cause rendering issues.

3. Insert Images Properly

- Add images inline within the RTF content, not as external references.
- Ensure the image is anchored to a suitable position, such as header, footer, or a specific table cell.
- Use RTF compatible tools (e.g., Microsoft Word, LibreOffice) for image insertion; avoid manual RTF code edits unless necessary.

4. Maintain Image Quality

- Choose images with adequate resolution to avoid pixelation, but not unnecessarily high DPI that increases file size.
- Aim for a balanced DPIâ€"typically 96 to 150 dpi is sufficient for on-screen invoices.

5. Test on Various Platforms

- Open the RTF invoice with different editors and viewers to ensure image display consistency.
- Check print previews; some viewers may interpret image data differently.

Important Notes

- RTF files embed images as encoded data, increasing file sizeâ€"use images sparingly.
- Excessive or unoptimized images can cause document corruption or application crashes.
- For compliance, only include images relevant to branding or required documentation.
- Always retain a non-image (text-only) version of the invoice for accessibility.