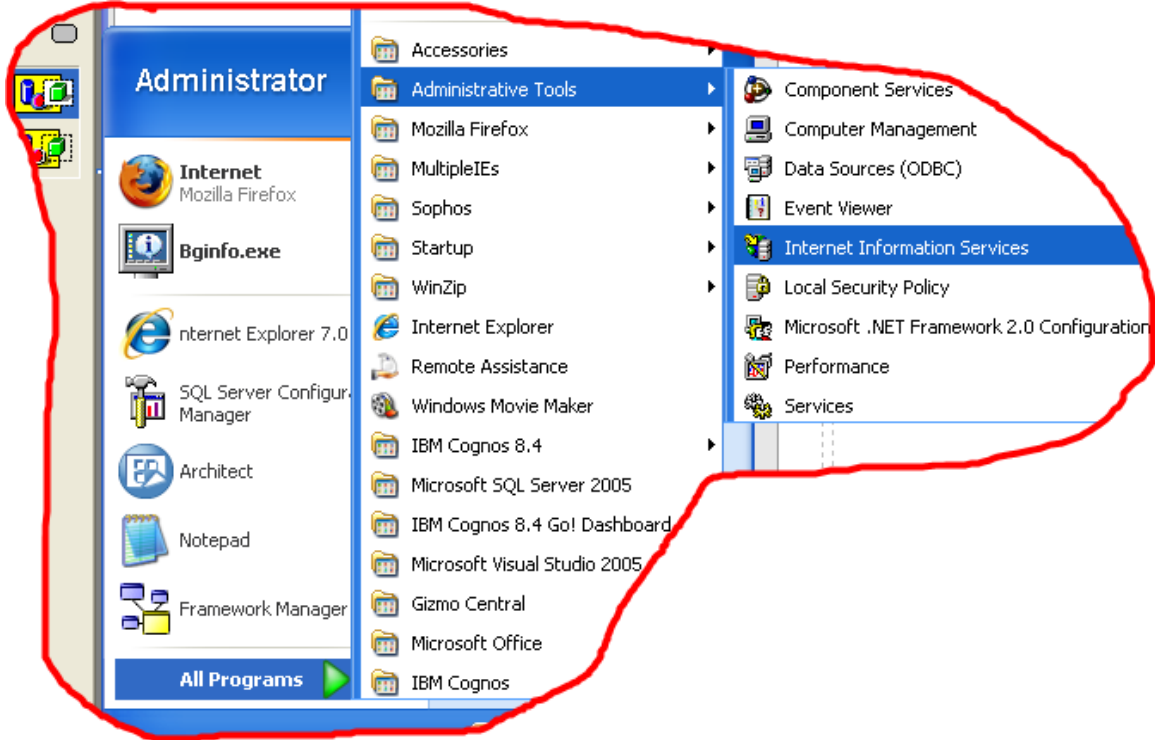
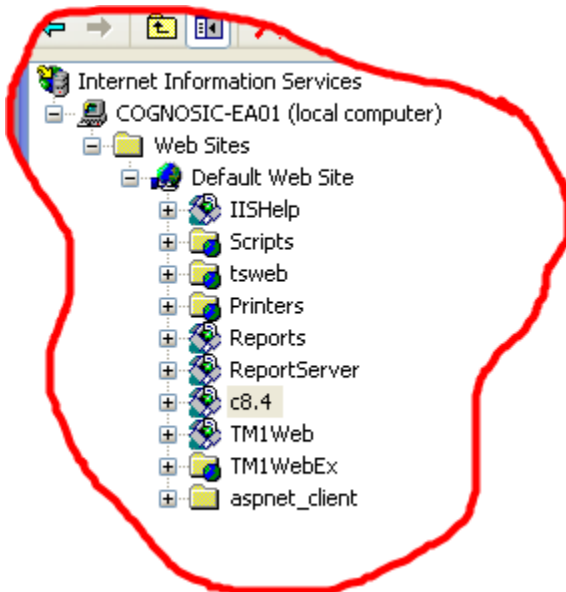


Locating and/or Creating an Images Virtual Directory

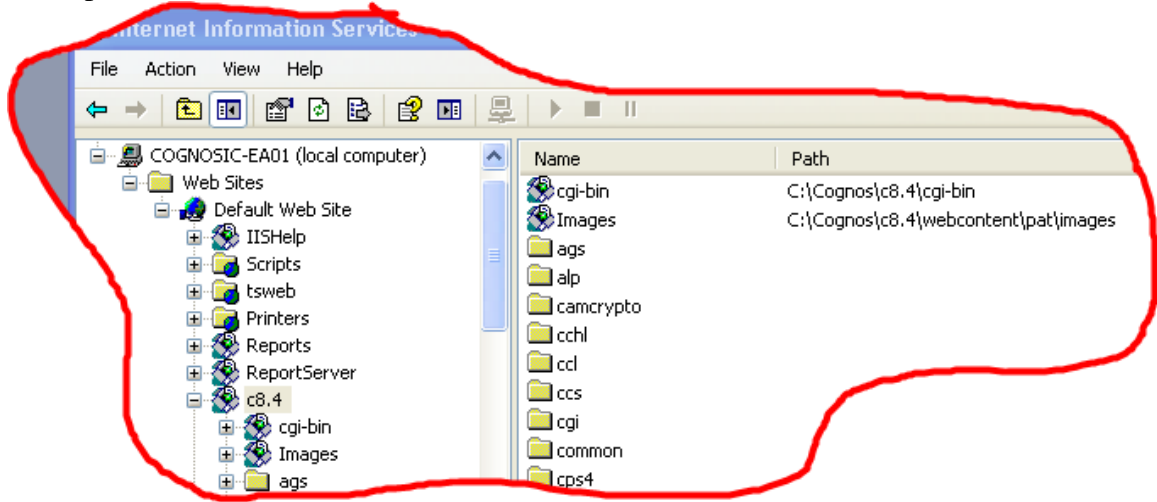
Under Start, All Programs, Administrative Tools, choose Internet Information Services.



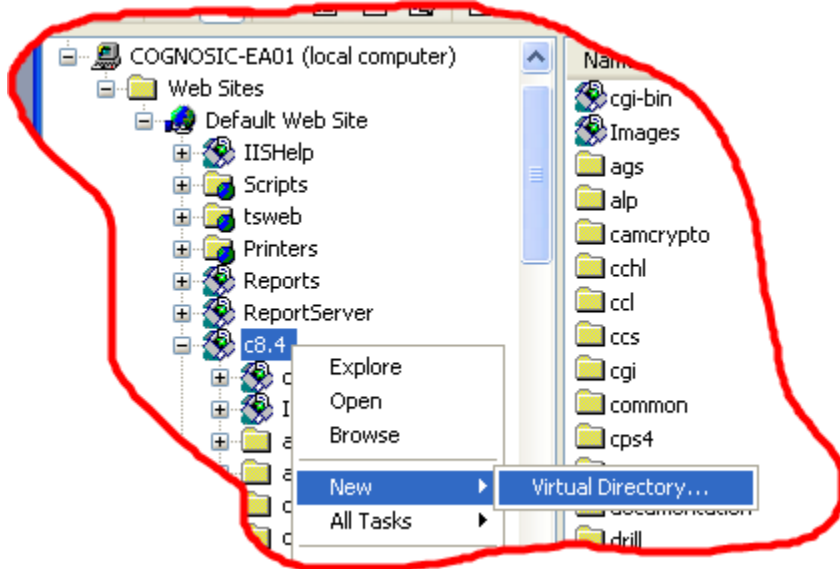
1. Expand the folders until you find the location of your Cognos install.



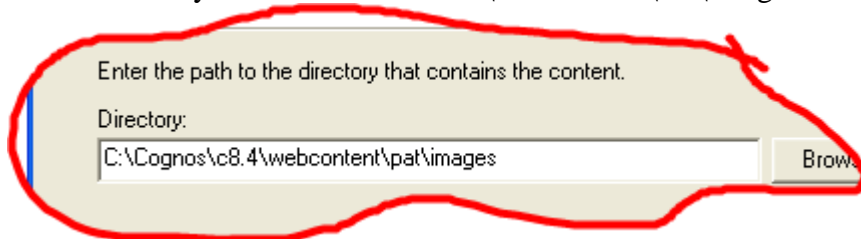
2. Check to see if there is an **Images** virtual directory created under your Cognos install. If there is – look at the properties. This is where the images should be copied to.



3. If there is no **Images** folder, we need to create a virtual directory. Right-click your Cognos install folder, select New, Virtual Directory.



4. Click **Next** on the Wizard.
5. In the Alias text box type **Images**, click Next.
6. Browse to your <install location>\Webcontent\Pat\Images directory. Click OK



7. In Access Permissions, check **Browse**.

Virtual Directory Creation Wizard

Access Permissions

What access permissions do you want to set for this virtual directory?

Allow the following:

- ☒ Read
- ☒ Run scripts (such as ASP)
- ☐ Execute (such as ISAPI applications or CGI)
- ☐ Write
- ☒ Browse

Click Next to complete the wizard.

8. Click Next and then Finish.
9. Exit IIS and test your report.