

## How to load a logo

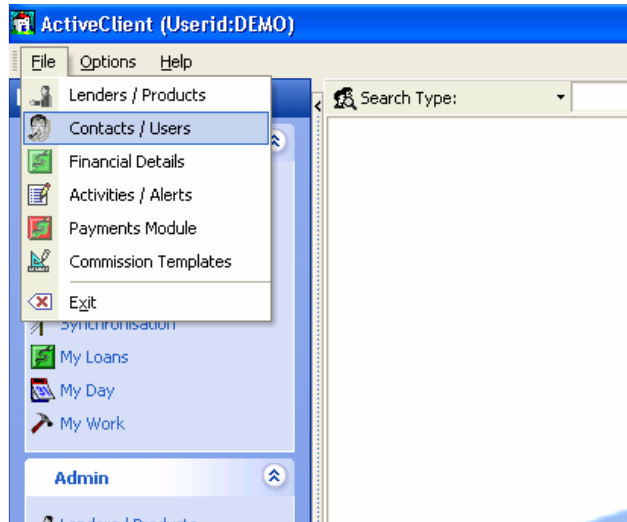
Author: Anita Tipping

Last Update: 4/15/2009

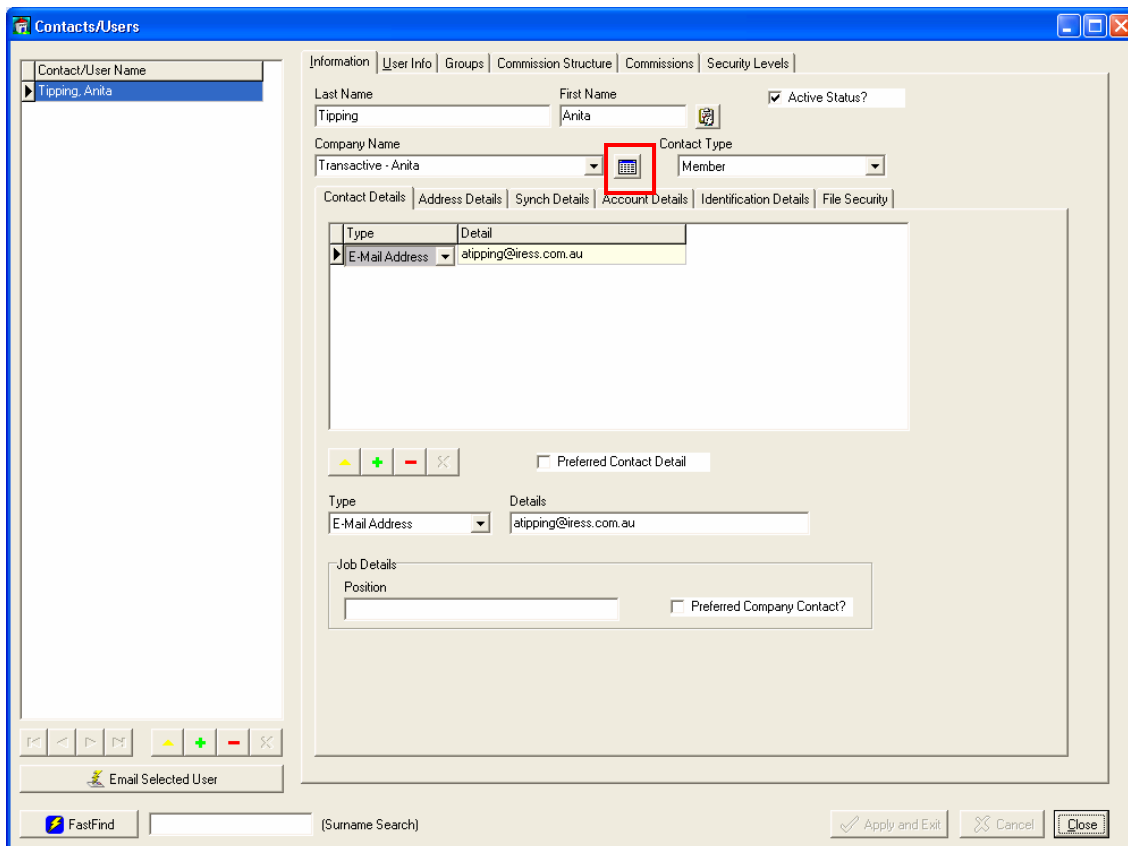
**Abstract:** How to load a logo for your reports

# HowTo load a logo for reports

1. With ActiveClient open, click on File->Contacts/Users



2. This will open up contacts users with the logged in user selected. Click on the button next to the company, this will open up the company screen



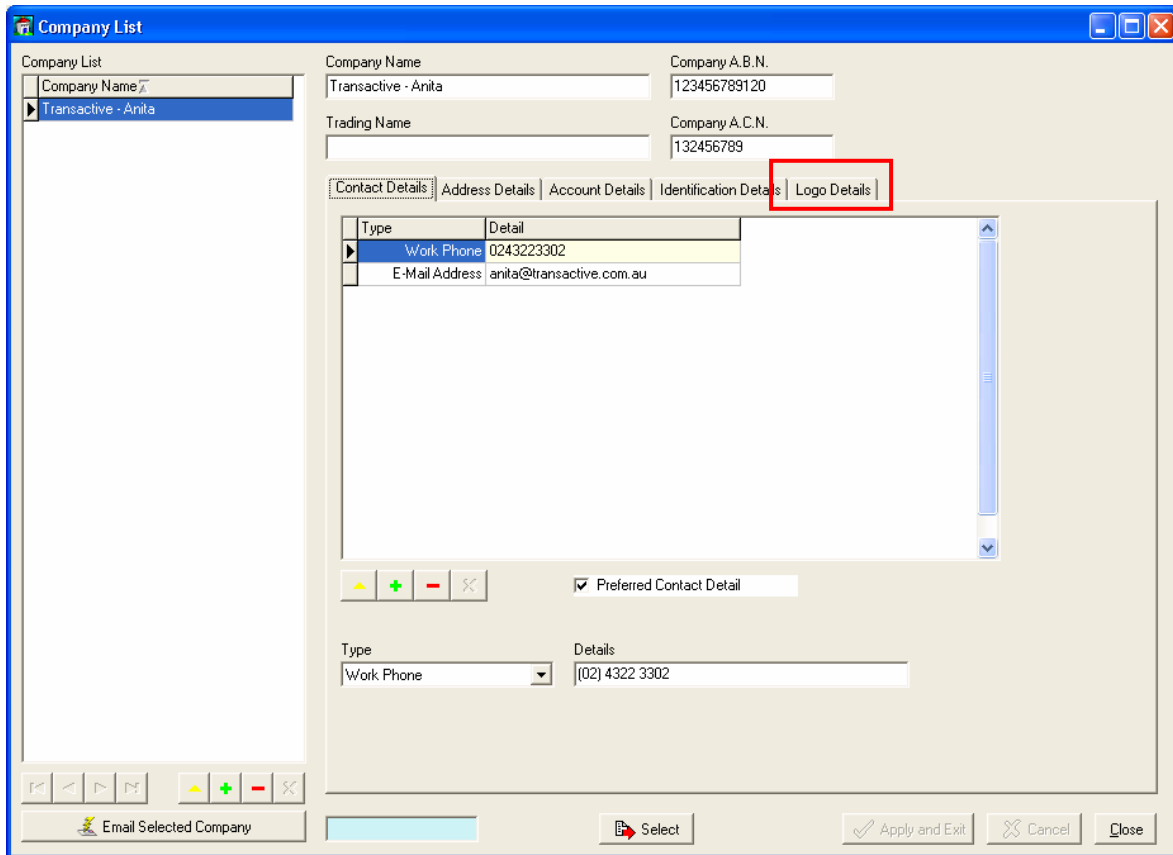
3. In the company screen click on the Logo Details tab to bring up the section for the logo

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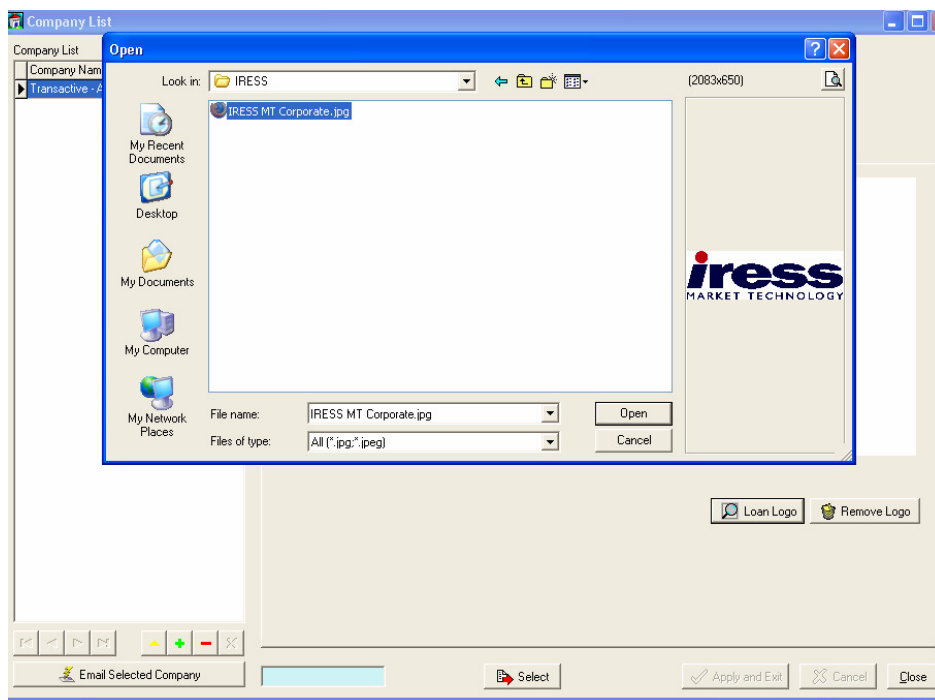
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4. Click the Load Logo button, this will bring up a dialog box where you can choose your logo. Please note that only jpeg images are supported.



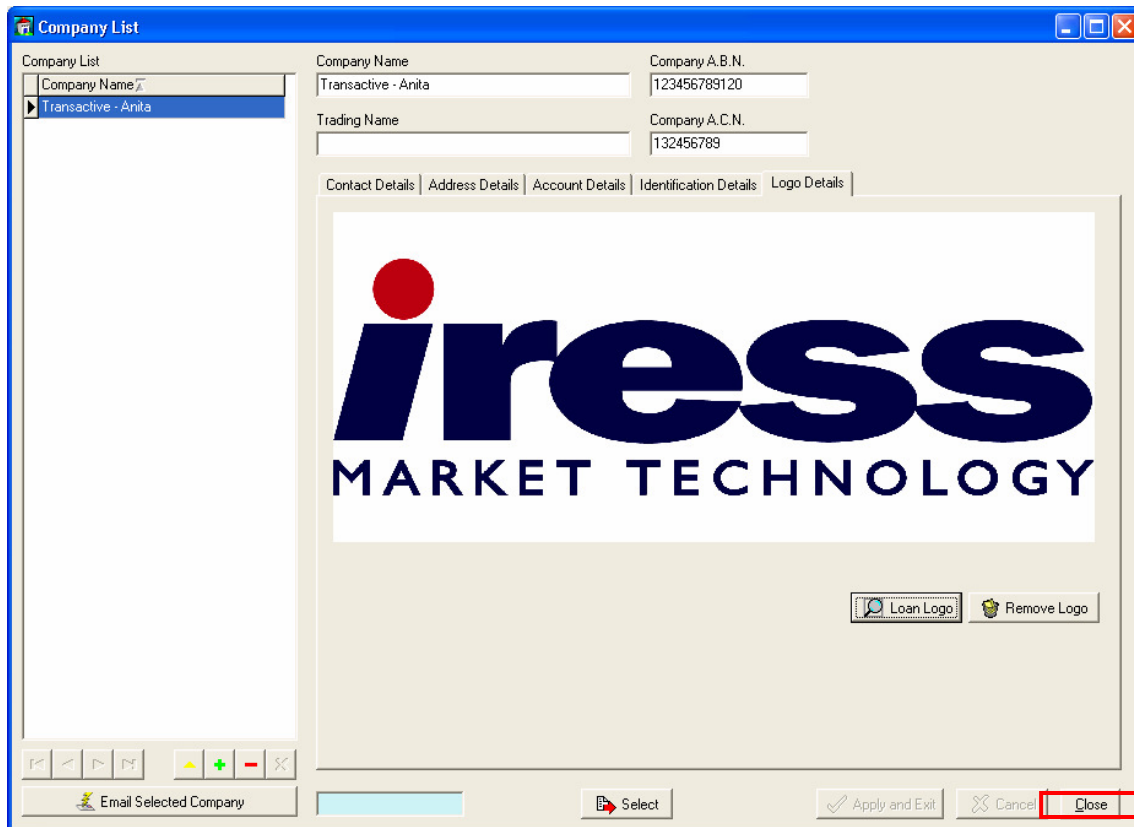
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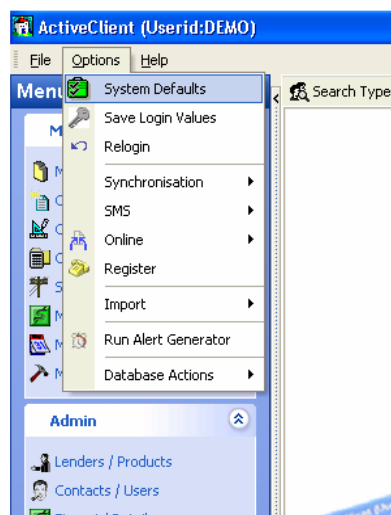
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- Once you have chosen your logo, it will be displayed. Click the Close button and then also close out of Contacts/Users



- In ActiveClient click on Options->System Defaults



- This will open the System Defaults window. On the right hand side at the top is an option to show the logo on reports, change that to which ever is appropriate for your logo. There are three options, No Logo (this will not show any logo on reports), Small Logo with ActiveClient formatting (this will show a small logo in the middle of the page with details on either side of it), or Large Logo with no ActiveClient formatting (this will show a logo across the entire

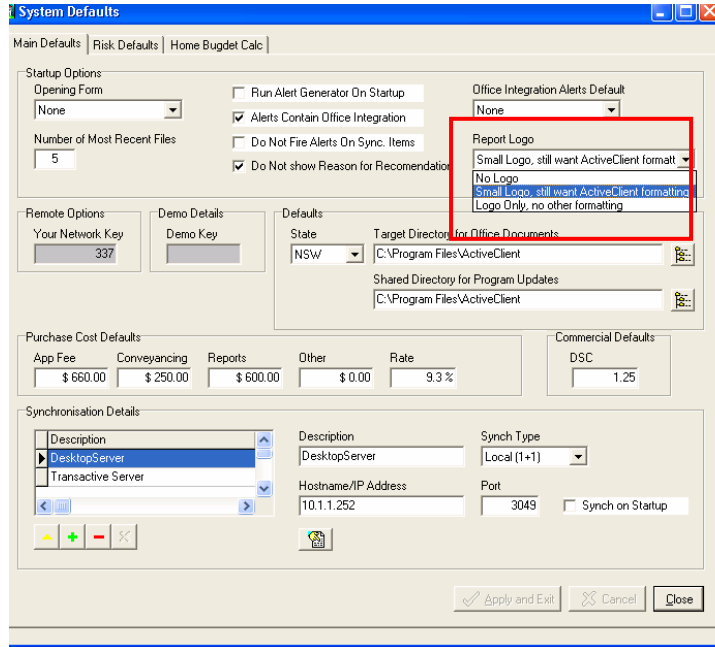
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header of the page, with no details on the header apart from the logo). Once you have chosen the correct setting, click the Close button



8. You now have a logo setup to show on the top of all your reports

