

Saving Your Company Logo in Contacts

On the *Our Company* screen in Contacts you now have the ability to import your company logo into Software for Hardware. This feature allows you to choose your logo then saves, and renames the file, into the appropriate folder so that it can then be utilized by many reports within Software for Hardware.

Note: Supported image file types are JPG, JPEG, BMP, GIF and PNG.

How it works:

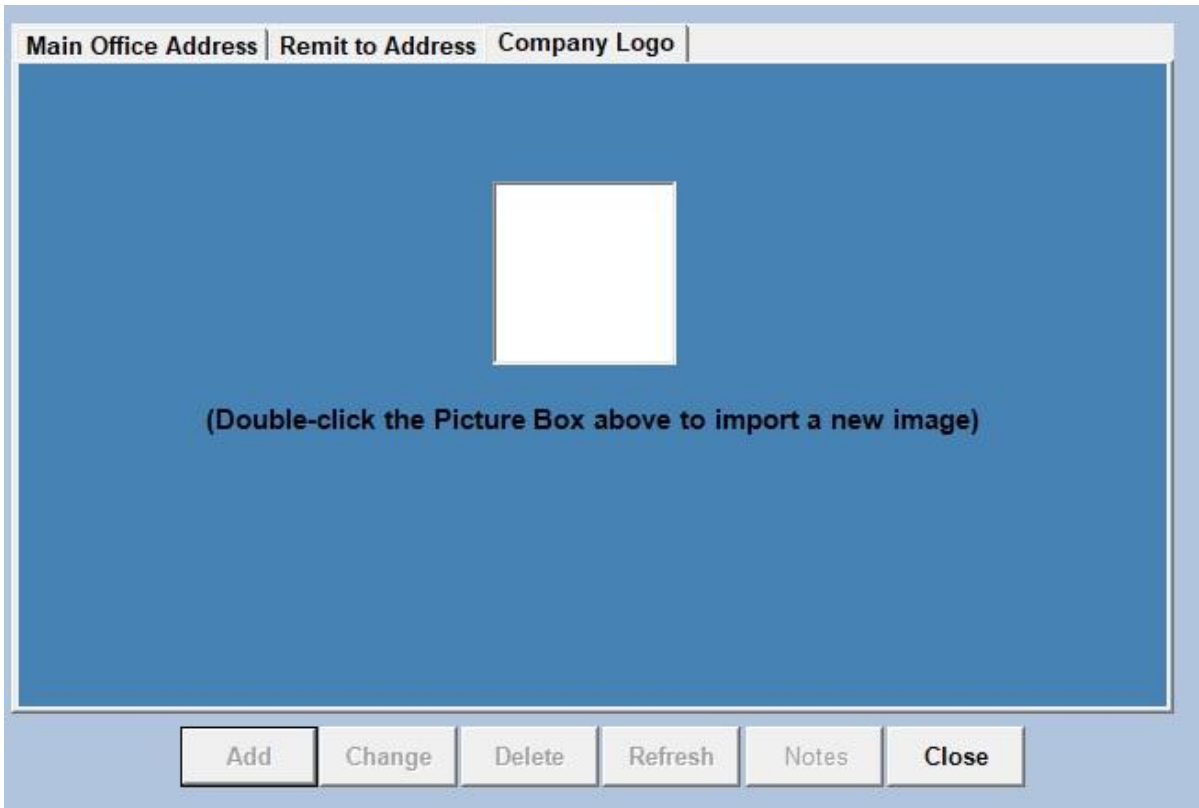
1. From the Software for Hardware Logo screen click the *Contacts* menu.
2. Select *Our Company*.
3. Note that a new tab called *Company Logo* has been added to this screen.

The screenshot shows a web application interface with a blue header and a white form area. The header has three tabs: 'Main Office Address', 'Remit to Address', and 'Company Logo'. The 'Company Logo' tab is selected. The form contains the following fields:

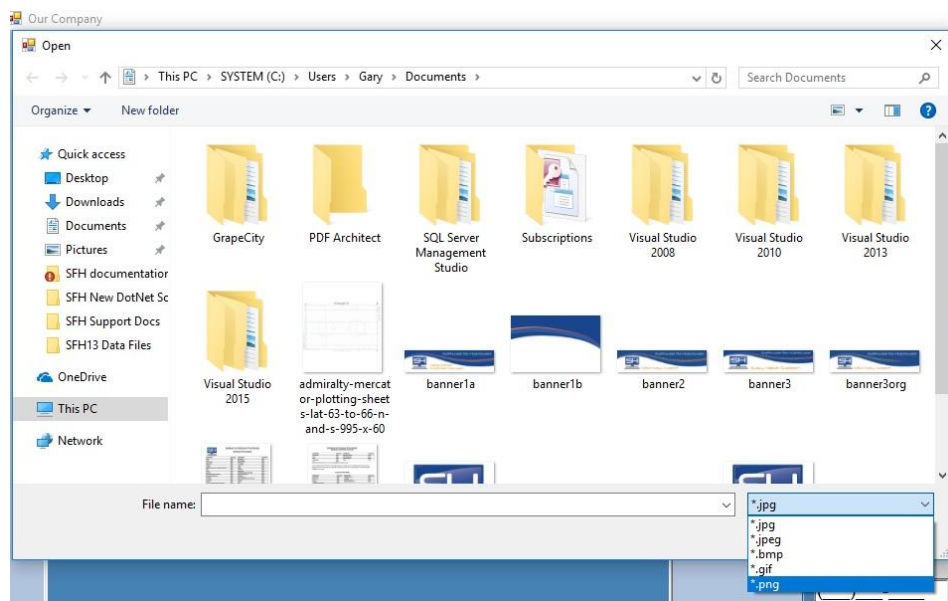
Name	Sample Builders Hardware		
Abbreviation	SBH		
Address Line 1	1409 S. Garfield Street		
Address Line 2	Suite J		
City	Kennewick	State/Province	WA
Zip Code	99336	Country	USA
Accounting ID#	BLB00000001	Site ID#	
Web Site Address			

At the bottom of the form, there are six buttons: 'Add', 'Change', 'Delete', 'Refresh', 'Notes', and 'Close'. The 'Close' button is highlighted in blue, indicating it is the active button for this tab.

4. The *Company Logo* tab will only appear on the *Our Company* Contact screen.
5. Click the *Company Logo* tab.
6. The following will appear. Note that only the *Close* button on the *Company Logo* tab is active as the remaining buttons do not apply to this process.



7. The Picture Box will be empty if no company logo exists in Software for Hardware. If a logo already exists within Software for Hardware then the logo image will be displayed in the Picture Box.
8. To add or change an image, simply double-click the Picture Box and follow steps 9 - 13.
9. An open file dialog box will appear where you can then browse to the folder containing your company logo. Note that the program defaults to your documents folder.



10. Choose your file type, (defaults to JPG), then select the company logo file and click the *Open* Button.
11. The Picture Box will display your logo as follows.



12. The program automatically places a copy of your company logo in the appropriate Software for Hardware folder and renames the file to the filename SFH is looking for in order to display your logo on various reports.
13. Click *Close*. Software for Hardware will now display your company logo on all reports that support a logo.