Logo Management

This feature allows the user to choose either a square logo or a rectangular logo. The current setting will be displayed on all external reports where your company logo is printed. This feature can be set in either the Company Optional Settings screen, or the Our Company screen in Contacts.
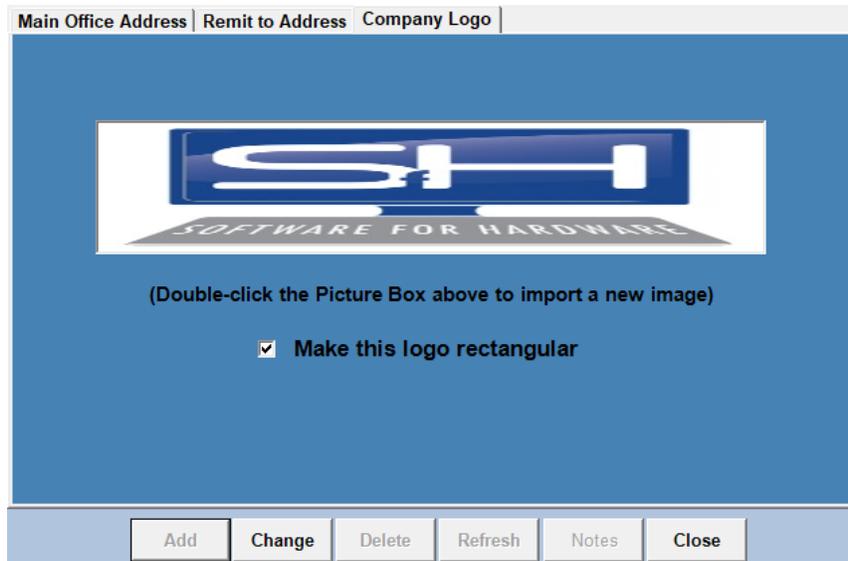
How it works:

1. Method 1:
    a. Launch Software for Hardware.
    b. From the Logo screen click *File*.
    c. Choose *Optional Settings*.
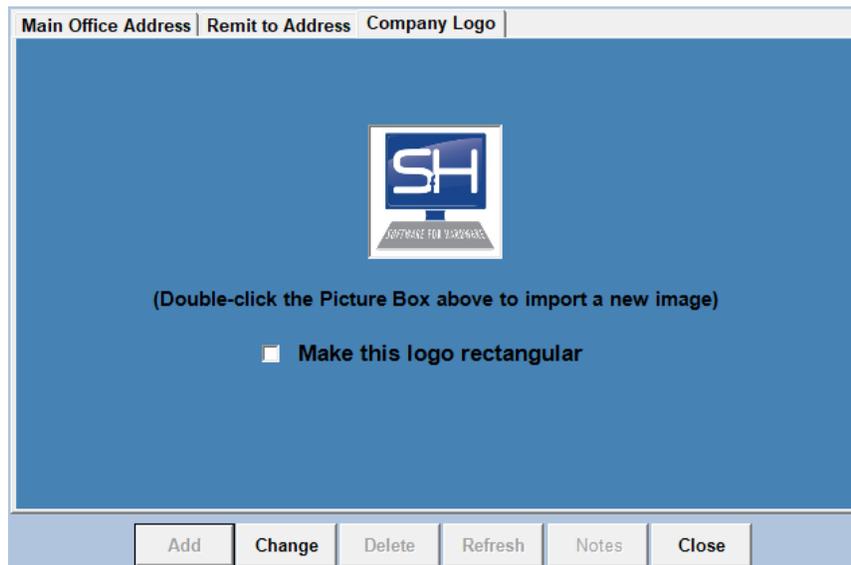   d. Select *Company*.
    e. The Company Options screen appears.

Printing Options

☐ Use 14" Paper to Print Door/Frame Schedule

☐ Do NOT Print Door/Frame Mfr. Name on Sales Orders

☑ Make Company Logo Rectangular in Shape

☑ Suppress Time Stamp for all Reports

    f. There is a new checkbox in the *Printing Options* section of the screen entitled *Make Company Logo Rectangular in Shape*.
    g. To enable just check the box and click *Save*.
2. Method 2:
    a. Launch Software for Hardware.
    b. From the Logo screen click *Contacts*.
    c. Select *Our Company*.
    d. Click the *Company Logo* tab.
    e. The following screen appears:

(Double-click the Picture Box above to import a new image)

☑ Make this logo rectangular

| Add | Change | Delete | Refresh | Notes | Close |

f. Since we chose to set the logo to rectangular in the Company Options screen it is set to rectangular here.
g. Obviously, this example is a square logo. So, to change the format back to square shaped simply uncheck the *Make this logo rectangular* box.

(Double-click the Picture Box above to import a new image)

☐ Make this logo rectangular

| Add | Change | Delete | Refresh | Notes | Close |

h. Click the *Change* button to save.
i. This action will also uncheck the box in Company optional settings.