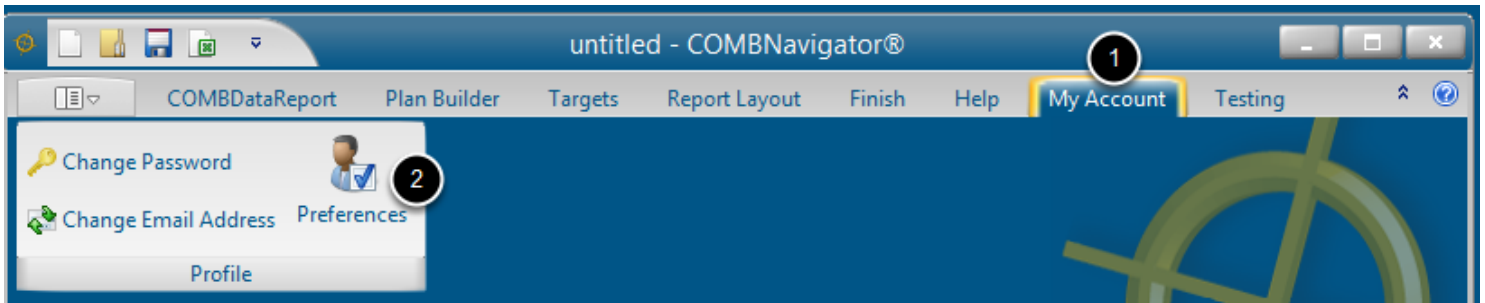


Adding a logo to reports

This lesson examines adding or changing the custom logo.

Accessing preferences

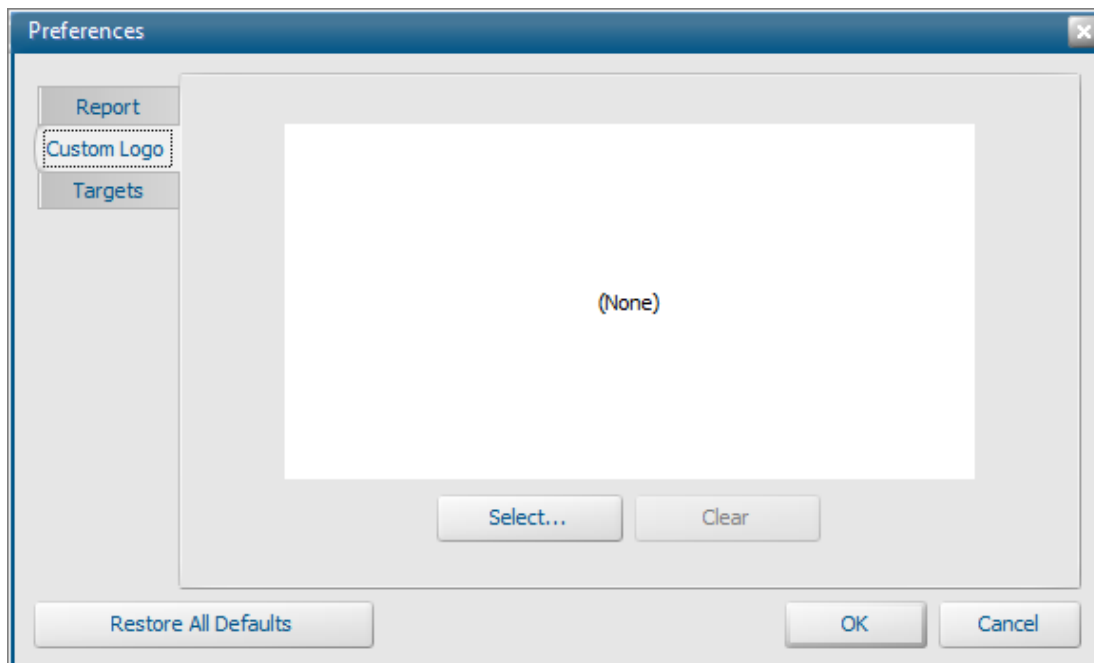


All reports are affected by preferences. To edit preferences:

1. Select **My Account** in the ribbon menu
2. Select **Preferences** in the ribbon bar

The **Preferences** dialog will appear.

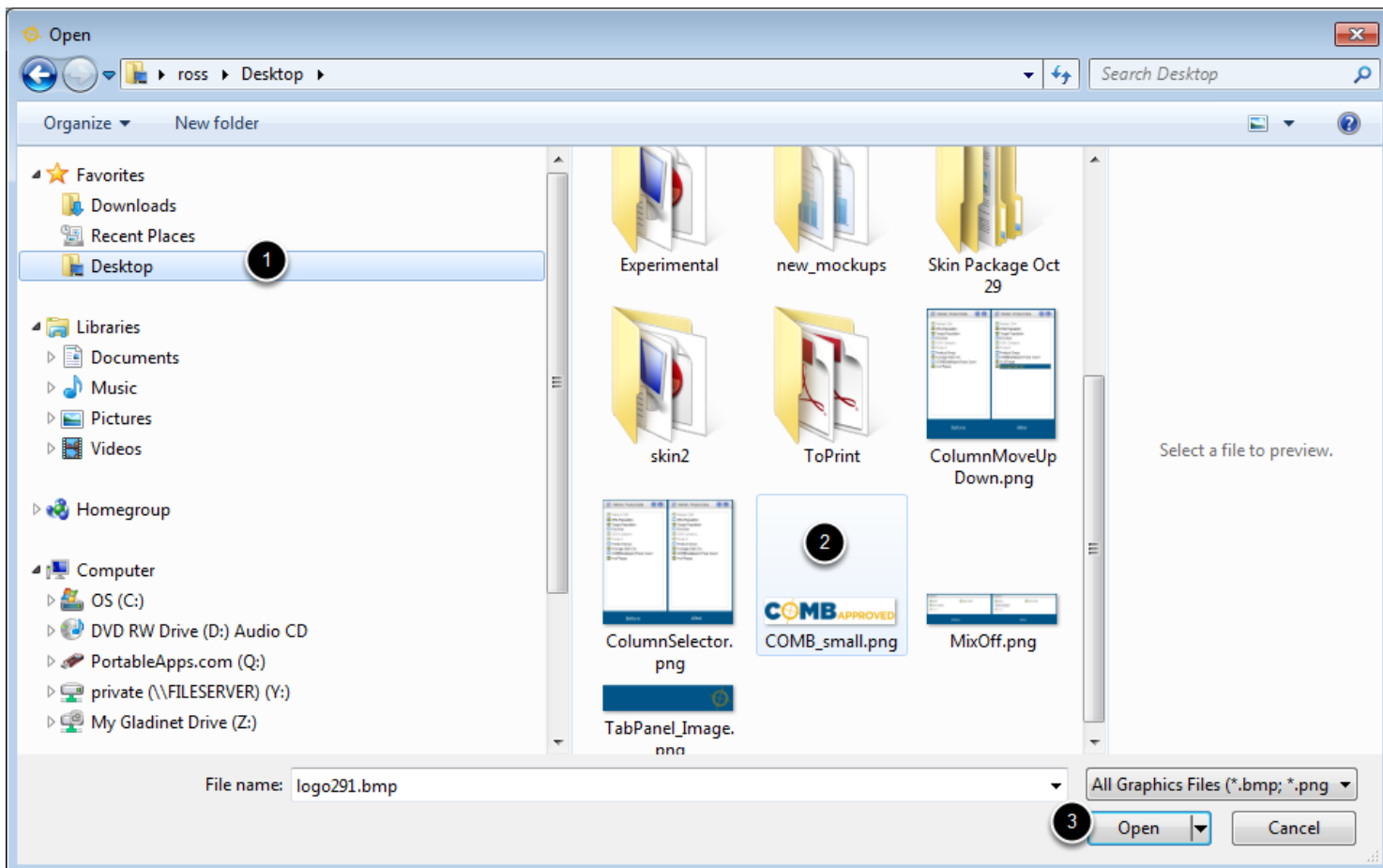
Changing the custom logo



A custom logo can be appended to the bottom of the footer in all reports. To select a custom footer:

1. Select the **Custom Logo** tab in the **Preferences** dialog
2. Click the **Select...** button. The standard Windows Open dialog will appear

Selecting a logo image file



To select an image:

1. Navigate to the desired folder
2. Select the desired image file.
3. Select the **Open** button. The dialog will close.

The logo will be resized to a maximum height of 60 pixels, stored on the PC in the **COMBNavigator®** folder, and shown in the **Preferences** dialog.

Saving preferences



Select **OK** to leave the **Preferences** dialog.

Custom logo in reports

[illegible]