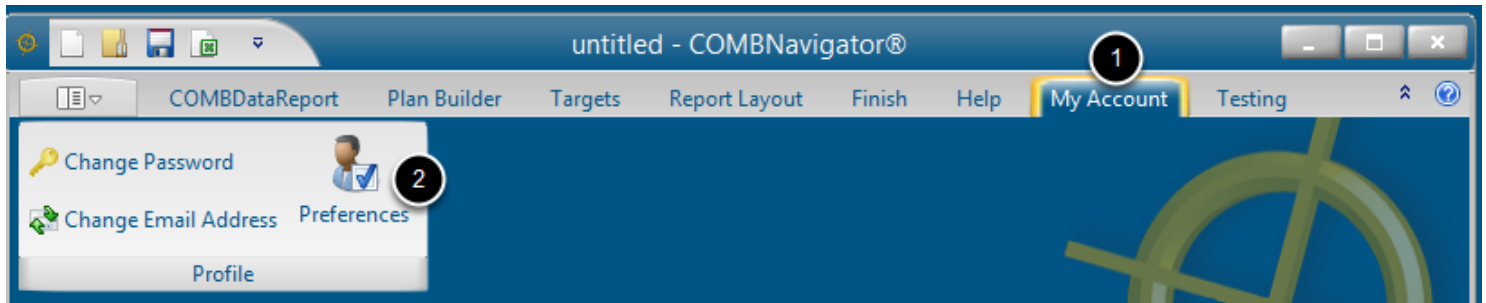# Changing preferences

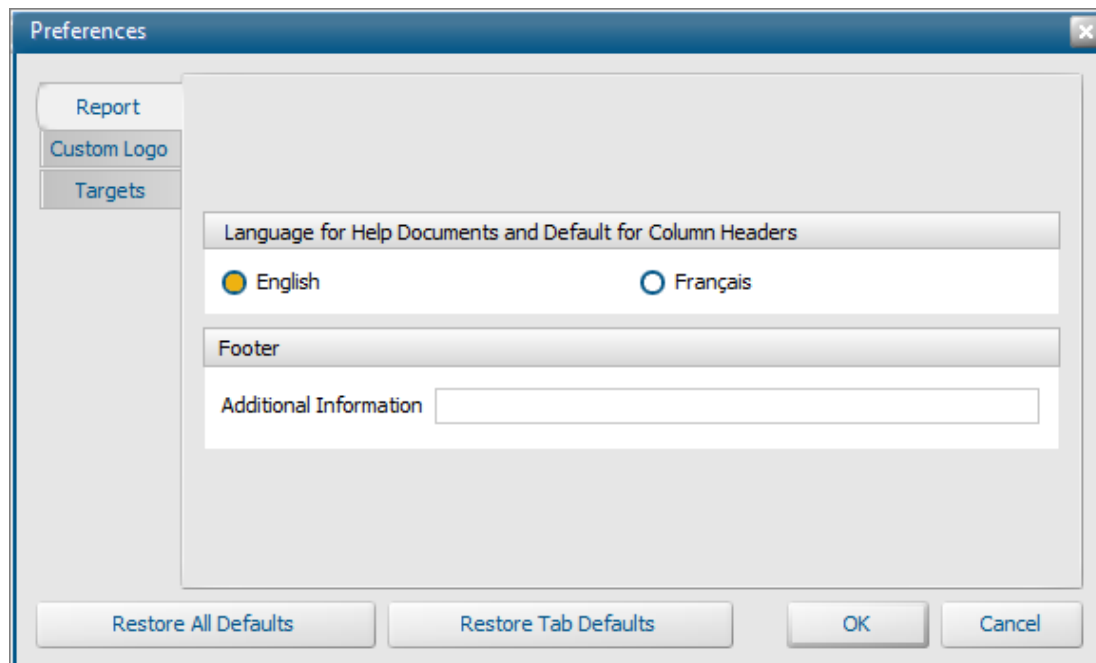This lesson examines changing user preferences

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.
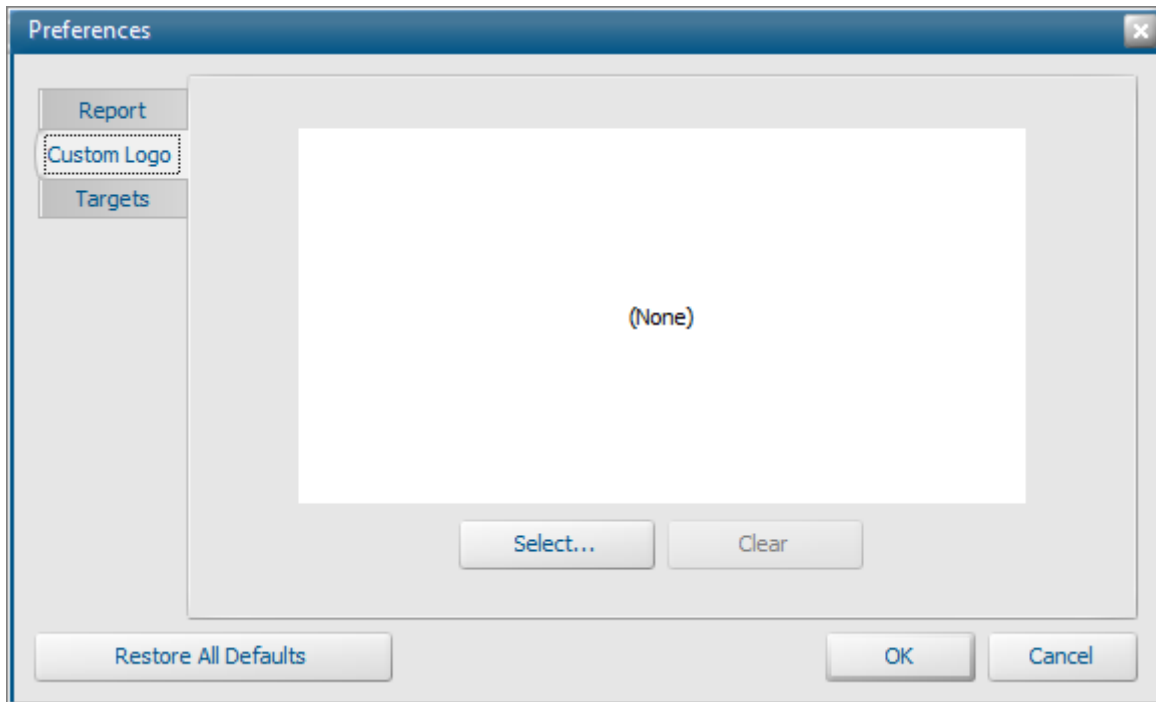
Changing language and footer

The first tab of the *Preferences* dialog has two items:

Language: This affects the default language used for report headers

Footer: This allows a supplied line of text to be appended to every report.
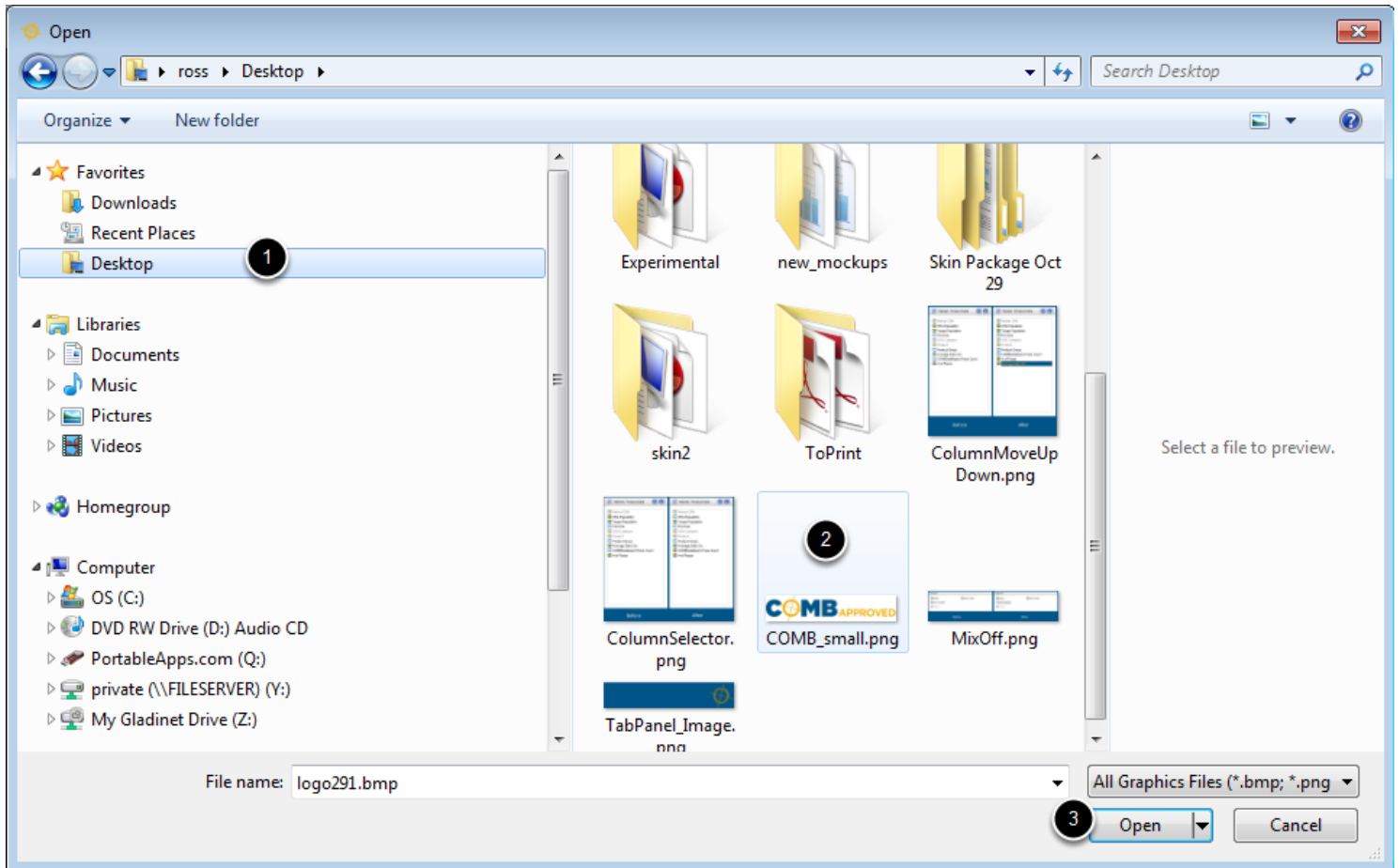
Changing the custom logo

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
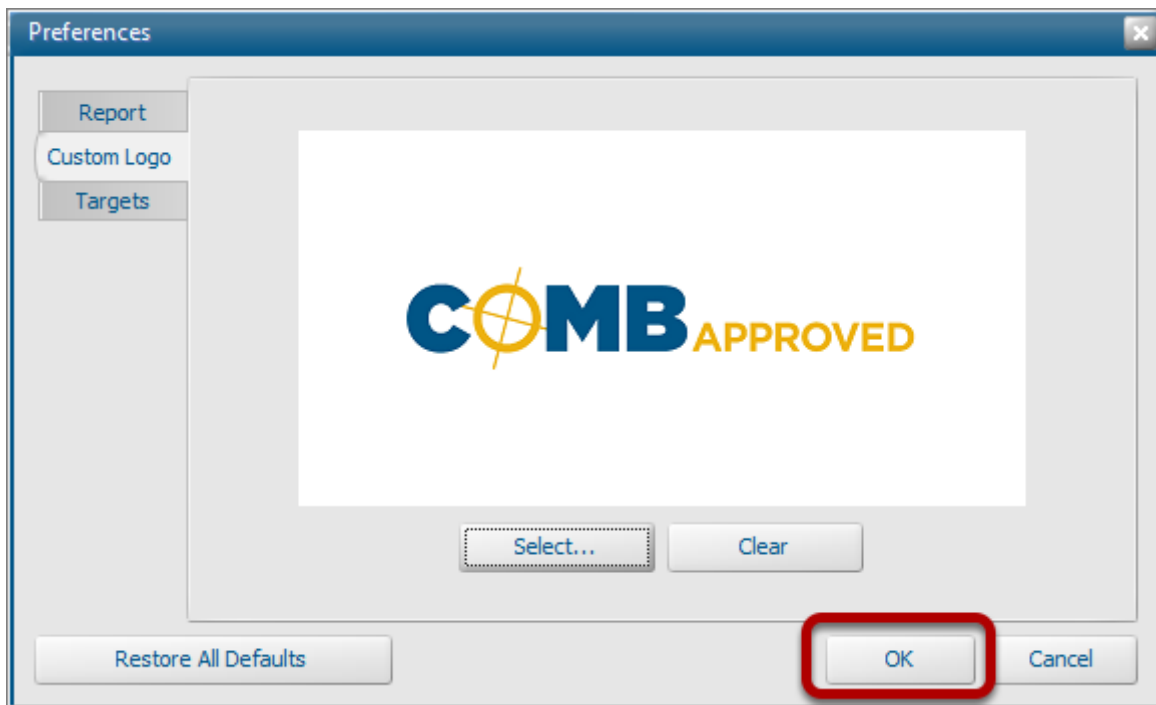
Selecting a logo image file

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.

Select *OK* to keep any changes. Changes will be retained between **COMBNavigator®** sessions