



How To:

Add a Company Logo to the Cover Page

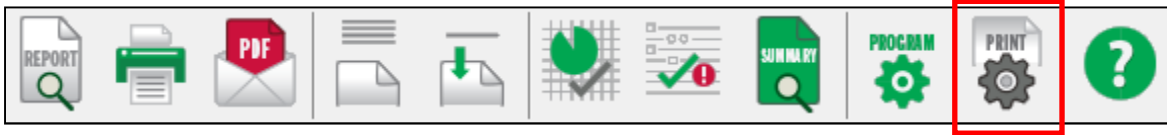
This step by step How To article explains how to add your company logo to the cover page.

For a complete list of available How To documents visit the Support section of our website: www.palm-tech.com/support/

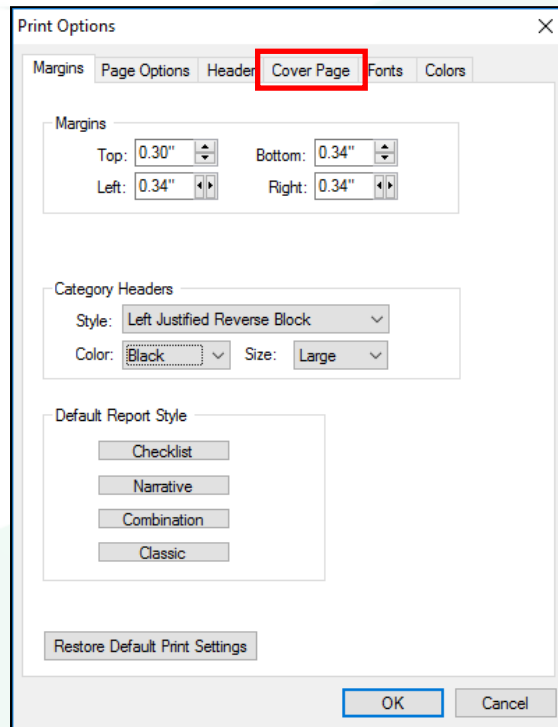
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If you are using option 1 of the cover page layouts or creating a custom cover page, you have the ability to add your company logo to the cover page. This document explains the process for setting this up.

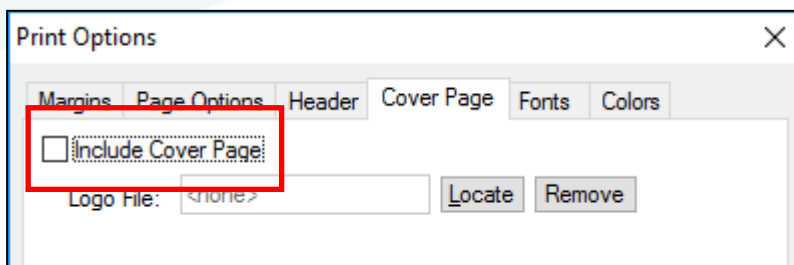
1. The first step is to click on the Print Settings icon from the Toolbar.



2. This will bring up the Print Options window. Click on the 'Cover Page' tab.

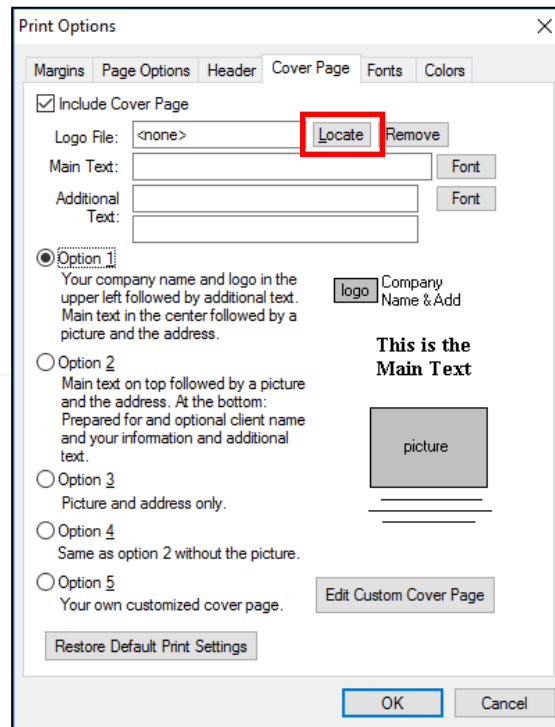


3. Make sure the box at the top of this window for 'Include Cover Page' is checked.

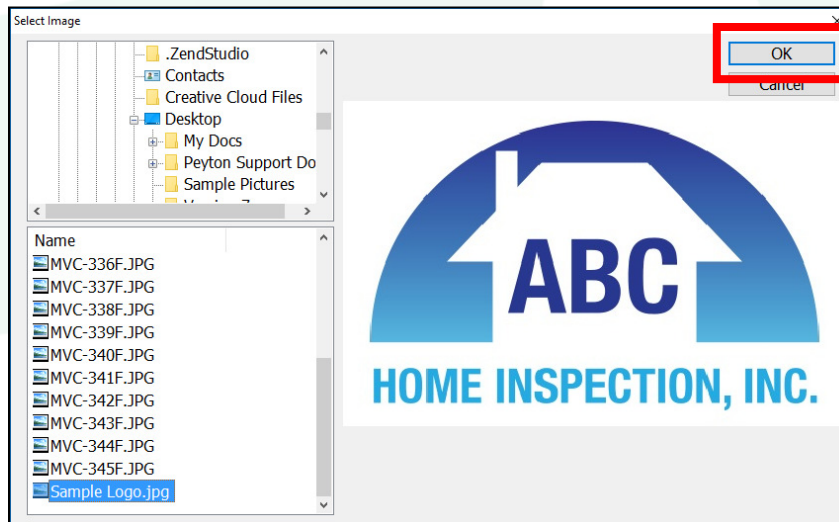


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- Click on the 'Locate' button next to 'Logo File'.



- This brings up the 'Select Image' screen. Here you want to navigate to the folder that your logo is stored in and then select it. Once it is highlighted you will see a preview of the logo. Click 'OK'



How To: ADD A COMPANY LOGO TO THE COVER PAGE

- Your logo will now be added to your cover page. Click 'OK' to close Print Settings.

