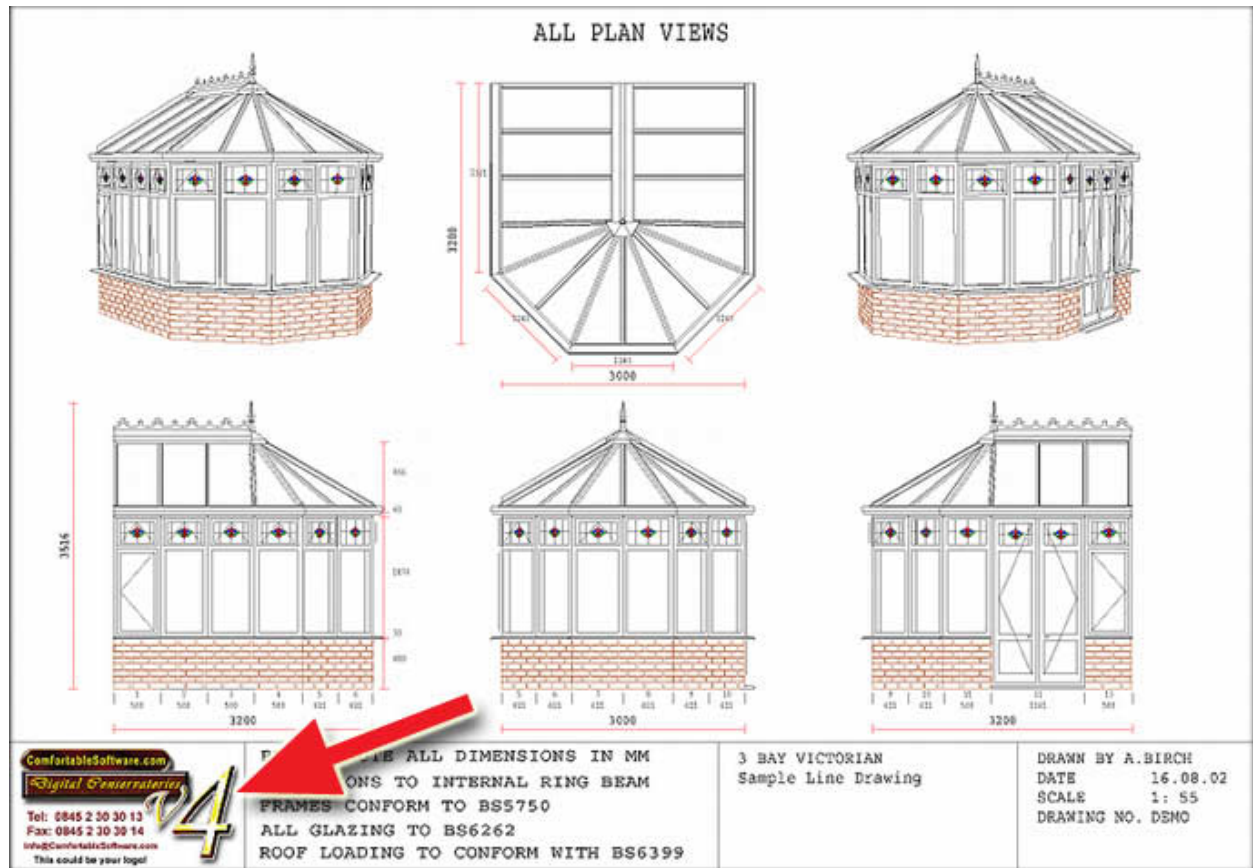# USER LOGO GUIDE

This document explains how to add your own logo to the Digital Conservatories v4 package. Over the next 3 pages you will be shown where to copy 3 seperate types of logos, that are required by the many report types available. The required logo colour depths, file types, file names and sizes will be shown here.

Adding your own logo to 'Line Drawings' reports...

To replace the default logo that is displayed on 'Line Drawings' please follow the steps below:

1. Start by creating your own logo:
   Your logo should be 305 pixels wide by 168 pixels high (for best results)...
   Your logo MUST be 256 colours or less (8bit colour)...
   Your logo MUST be saved as a windows bitmap (.bmp).
   The file MUST be named 'Logo.bmp' when saved to your computer.

2. Copy your logo (Logo.bmp) to the following folder on your computer:
   C:\calcon\drawings ...you will be asked if you wish to replace the logo that already exists, it is important that you say yes.

Your logo will now appear on your line drawings.

To replace the default logos that are supplied with the 'Quote' & 'Order form' please follow the steps below:

1. Start by creating your own logo(s).

   Logo **a** above should be 309 pixels wide by 295 pixels high (for best results), and must be saved as a jpeg (.jpg). The file must be called 'Logo.jpg'.

   Logo **b** above should be 300 pixels wide by 275 pixels high (for best results), and must be saved as a jpeg (.jpg). The file must be called 'v3digilogo.jpg'.
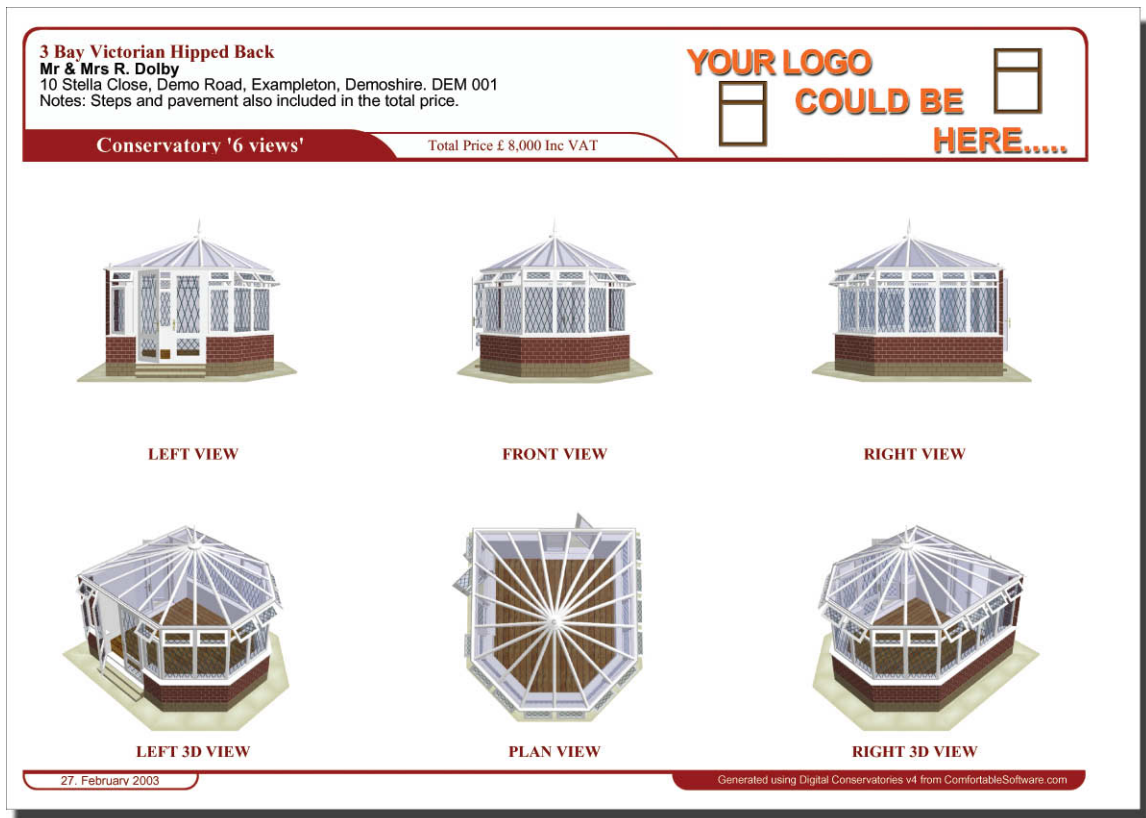
2. Copy your logos to the following folder on your computer:
   C:\calcon\cview3d\Reports ...you will be asked if you wish to replace the logos that exist, it is important that you say yes.

Your logo(s) will now appear on your quote & order forms.

Note: If you wish to have only one logo visible you can do so by replacing either logo **a** or logo **b** as required and then by deleting the logo that you do not wish to be shown.

Adding your own logos to the' new 3D reports...

To replace the default logo that is supplied with the new 3D photo reports please follow the steps below:

1. Start by creating your own logo(s).

   The rectangular Logo above should be 1232 pixels wide by 361 pixels high (for best results), and must be saved as a jpeg (.jpg). The file must be called 'RLogo.jpg'.

2. Copy the logo to the following folder on your computer:

   C:\calcon\cview3d\Reports ...you will be asked if you wish to replace the logo that exists, it is important that you say yes.

Your logo will now appear on the new 3D reports which have rectangular areas for logos.

If you do not feel comfortable with the process above, we offer the service to replace them for you. For £50 ex vat & p&p PER LOGO, we will produce the necessary files with the correct dimensions and supply a simple install routine for them (this means you double-click one file and the logos will be replaced automatically!). All that we need from you is a piece of letterhead, business card or something with a suitable logo on it, or better still an email containing your logo.