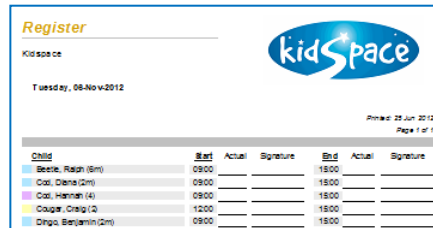# CREATING A LOGO FILE

Many of the SuperFox letters and reports are designed to display a setting logo in their top right-hand corner

It is very easy to create or import your own logo to use with SuperFox. It is a nice way to personalize your letters and printed reports.

(Some reports that do not include a logo as they intended for export to spreadsheets or other programs.)

Importing an Existing Logo File

You can import your existing logo file from the setting details section.

Go > Home > Setting Details > Setting Details >

Click on the 'Change' button in the logo are and browse for your logo file.

Click on the 'Remove' button if you chose a logo but would rather not use one after all.

When you have browsed to the picture of your logo file on the computer, select it and press the 'Open' button.

You logo will be stored in the database at the right size to fit neatly above the printed reports.
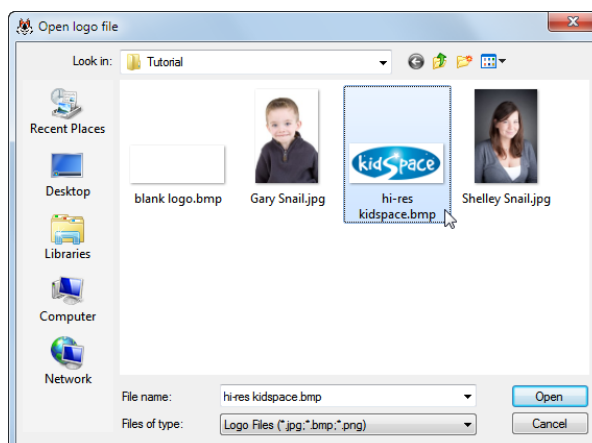
Creating a New Logo File

If you do not already have a logo file that you can import then it is quite straightforward to create your own logo file from scratch.

There are just two simple rules:

1. The logo should be a **bmp**, **png** or **jpg** file.

2. The space available on the reports measures **7.5 cm wide x 3.5 cm high**

- A bigger logo will be shrunk to fit when it is loaded into the database.
- A smaller logo will not be enlarged, it will be justified to the top left of the report space provided

Tip! For the best print results with your logo we would recommend that you use an image resolution of 300 dots per inch.

Starting With A Blank Logo File

If you intend to create a logo file using an art program like Paint you might find it helpful to start with a correctly sized blank image file. SuperFox comes with a suitable blank logo file that you can use to get started very quickly.
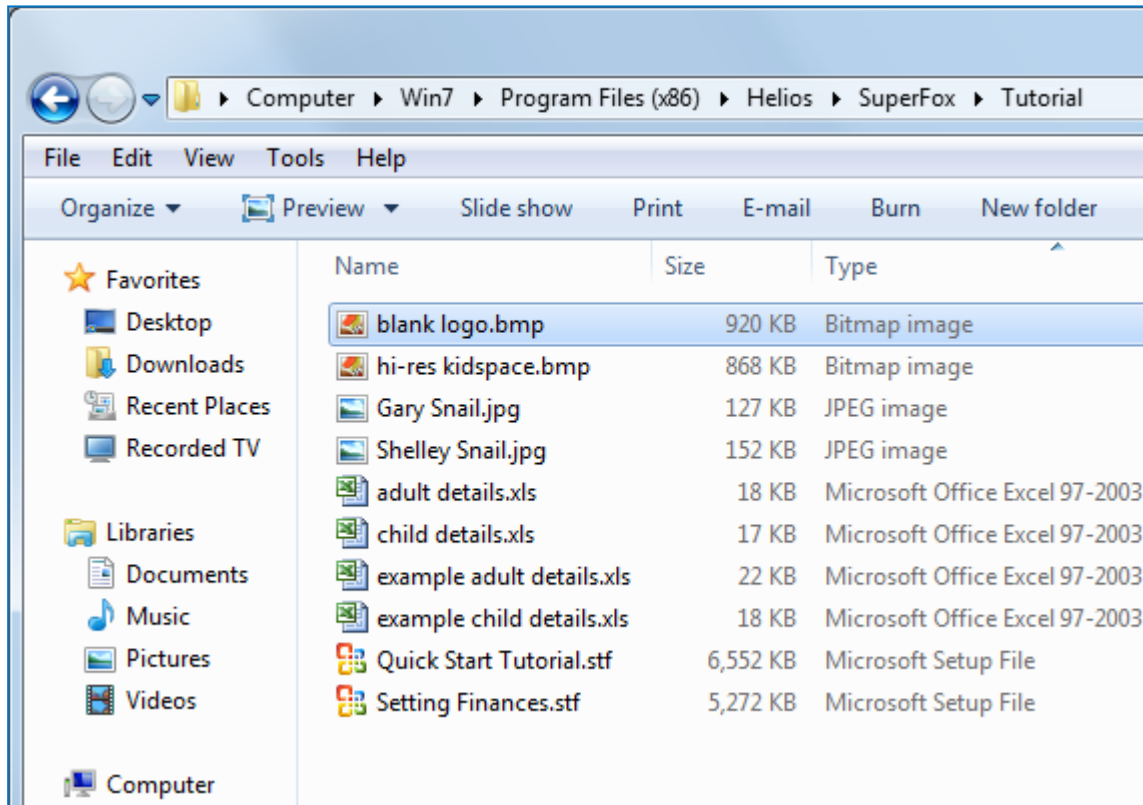
To find it use Windows Explorer to navigate your computer to the folder:

C:\Program Files\Helios\SuperFox\Tutorial

If you are running 64-bit windows Vista or 64-bit Windows 7 navigate here instead:

C:\Program Files (x86)\Helios\SuperFox\Tutorial

The folder contains a file named: **blank logo.bmp**

Copy the blank logo file to a more convenient location and use your image editor to insert your setting logo into the blank logo image. When you are happy with the logo file use 'File > Save As' to save the new logo file with a distinctive name.

Import your finished logo file as described above and it will appear on your printed reports.


(Note - this only works in your live data, the logos displayed on the tutorial reports will not be changed.)

What If Our Logo Is In A Word Or PDF Document?

If your setting logo is not a graphic image, but is part of a Word, PDF or other document you can still produce a graphic setting logo to use in SuperFox. Here's how:

1. Display your setting logo on the computer screen.

2. Press the Print Screen key on your keyboard. It may be labelled [PrtScn].

3. Open an image editing program, such as Microsoft Paint.

4. Go to the Edit menu and choose Paste.
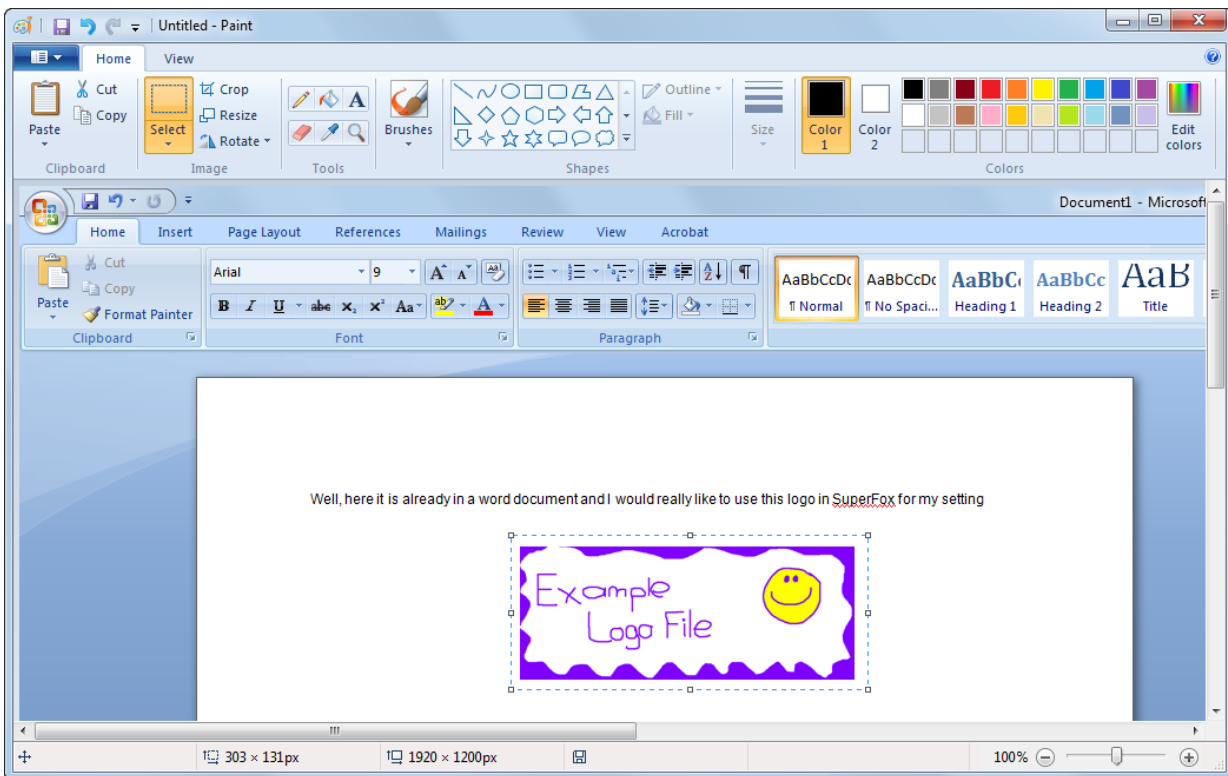
5. If prompted to enlarge the image, choose Yes.

6. Use your image editor's crop tool to crop out unnecessary portions of the screen shot.

7. Resize the image to fit the SuperFox logo dimensions above. (This is optional but will yield the best results.)

8. Go to the File Menu and choose Save As.

9. Navigate to the folder where you want to save the image.

10. Type a file name for the image.

11. Select a file type. (Use bmp, png, jpeg or jpg.)

12. Click the Save button and close the image editing program.

Your new logo file is ready to import.

End