Editing the Quote Template 12-19-14

1. Open Excel (this is actually very important.  If you simply find the template in Windows explorer and double click on it, it will not work.  That only creates an \***instance**\* of the template, not the template itself).
2. Within Excel, do a File Open and find the Rcode\Templates directory (not sure what it is for you specifically).  Choose QuotePrem.xlt.  This will open the template file.
3. On the Premier Logo, right-click and choose “Change Picture”.
4. Find the image file you want to use as your logo (you may need to resize it).
5. Save the template
6. Close Excel
7. Print a new quote with the Premier-Excel format and you will see your changes.