Add Logo
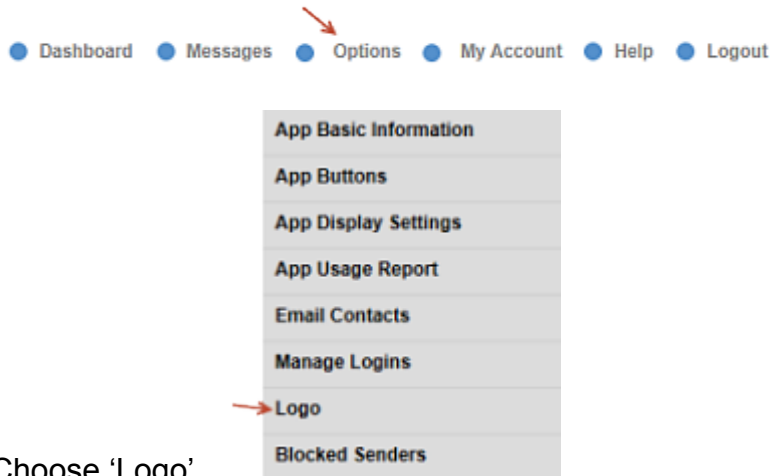
From the Dashboard:

1. Select 'Options' in the header.

2. Choose 'Logo'.

3. By clicking on the radio button by **Short Logo** ⊙ Short Logo you will see the space (in gray) that the logo would fill on the header of your App. With short logos your name, address and one additional line will display to the right of the logo in your App header. A short logo may be no smaller than 110px by 110px or 1.15" x 1.15".

4. By clicking on the **Long Logo** radio button ⊙ Long Logo you will notice it fills the entire header space of the App, the size being 640px by 165px.or 4.27" x 1.1". If you desire your name and address to appear in the header you may want to design it into your logo.

5. Click 'Browse' Browse... to locate the logo file on your computer. Note: The file must be in gif, jpeg, png or bmp format.

6. Double click on the logo file you wish to upload.

7. Select 'Upload'. Upload

8. If you upload a file that is larger than the recommended size for short logos, you have the option to use the resized logo shown in the top section of the screen or click the radio button on the lower section and move the highlighter box to capture the area of your logo you wish to display.

◉ Please use the logo that was resized to the recommended size of 110px X 110px.

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(OR)

○ Do it yourself by selecting the part of the image that you wish to keep as the logo.

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9. If you upload a larger file for the long logo you may move the highlighter box to select the section of your logo you wish to display.

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10. When you are satisfied click 'Submit' [Submit] and your logo will appear in the header on your App.

11. Select 'Go to Dashboard'. [Go to Dashboard]