



## How to Add a Company Logo to Reports

### Logos can be added to reports for a professional look:

- **Maximum logo size** is 1" high x 1.5" wide.
- Only **bitmap** (.bmp) format is accepted.
- Must be named **CustomerLogo.bmp**

### I. Adding your logo

1. **Copy** company logo to CFAWin\Reports\Custom\_XXXX folder, where 'Custom\_XXXX' correlates with the Company Profile ID
  - i. Separate logos may be stored for each profile or database for customers with multiple company profiles.
2. *Rename the file to **CustomerLogo.bmp** if not already named as such*
3. *Verify newly generated reports display the logo in the upper right corner of each page*