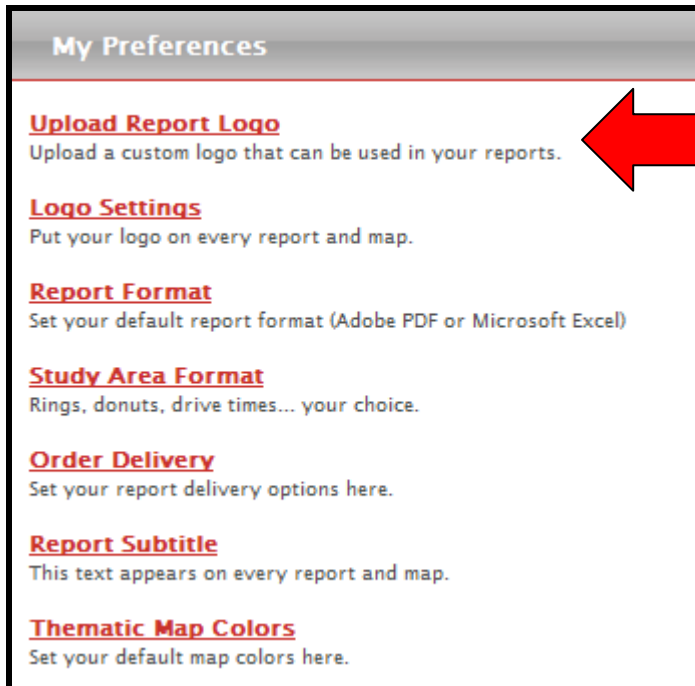


Logo Tutorial

You may upload your logo of choice and opt to include that logo on every report and map you create by following the steps below:

1. Go to [My Preferences](#) and select the [Upload Report Logo](#).



My Preferences

[Upload Report Logo](#)
Upload a custom logo that can be used in your reports.

[Logo Settings](#)
Put your logo on every report and map.

[Report Format](#)
Set your default report format (Adobe PDF or Microsoft Excel)

[Study Area Format](#)
Rings, donuts, drive times... your choice.

[Order Delivery](#)
Set your report delivery options here.

[Report Subtitle](#)
This text appears on every report and map.

[Thematic Map Colors](#)
Set your default map colors here.

2. **[Browse](#)** your desktop and upload your logo. The optimal logo size is 200 X 200 pixels and cannot be larger than 1 MB in size. The logo must be in .GIF or .PNG format. (For help with resizing or changing format, please see instructions below)



Upload Logo

To upload a logo, click **Browse** to navigate to your file (or enter the local pathname to your file). You may upload an image file (.gif or .png).

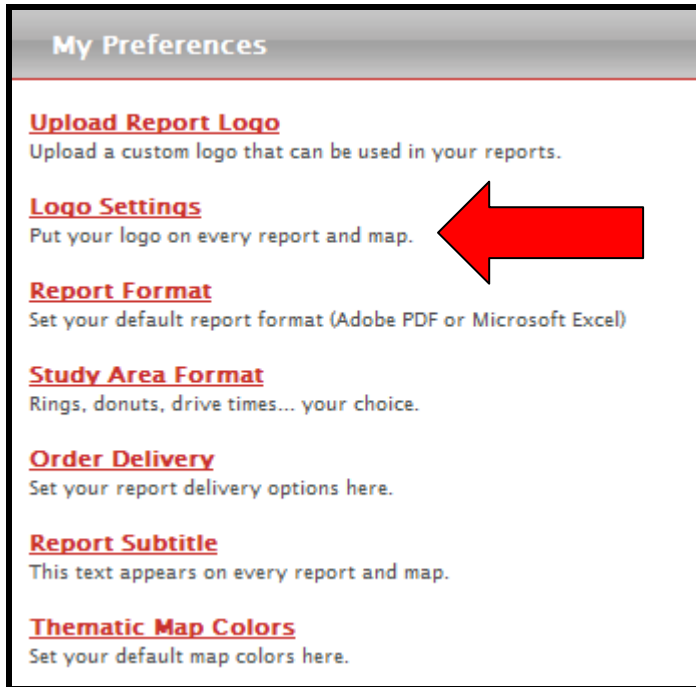


Browse...

Cancel Upload

Delete Current Logo

3. To include your logo on every report and map, click on [Logo Settings](#) and check the “Use custom logo for reports” box. Click [Save](#).



My Preferences

[Upload Report Logo](#)
Upload a custom logo that can be used in your reports.

[Logo Settings](#)
Put your logo on every report and map. ←

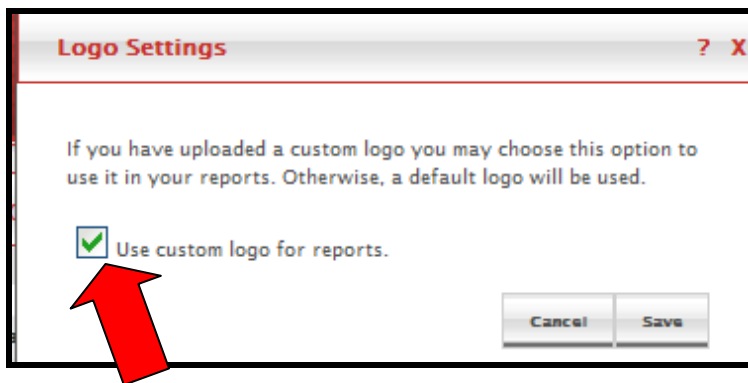
[Report Format](#)
Set your default report format (Adobe PDF or Microsoft Excel)

[Study Area Format](#)
Rings, donuts, drive times... your choice.

[Order Delivery](#)
Set your report delivery options here.

[Report Subtitle](#)
This text appears on every report and map.

[Thematic Map Colors](#)
Set your default map colors here.



Logo Settings ? X

If you have uploaded a custom logo you may choose this option to use it in your reports. Otherwise, a default logo will be used.

Use custom logo for reports. ←

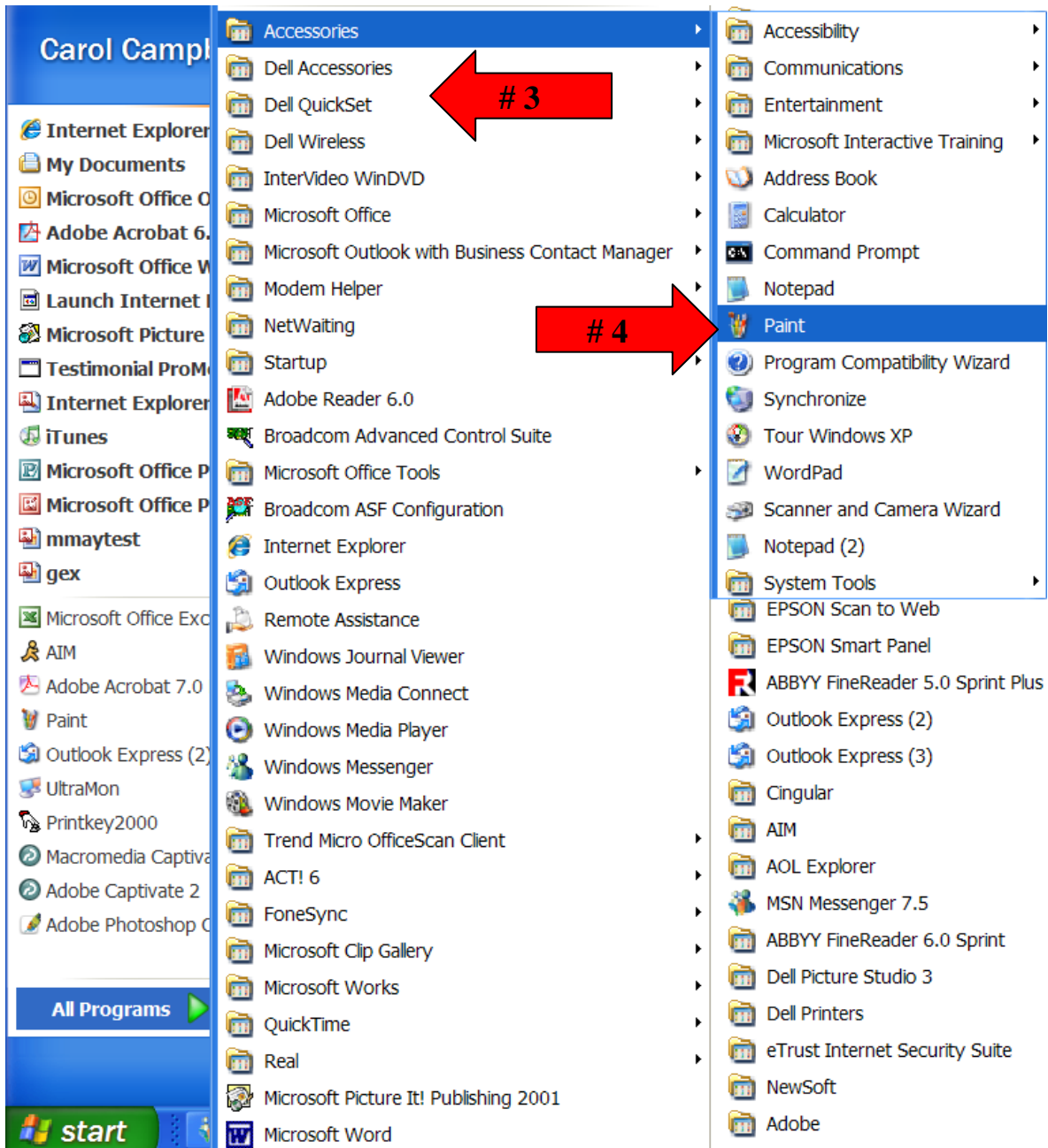
Cancel Save

If you de-select the box, your logo will still be saved in memory but will not appear on your reports and maps.

Changing the Size and Format of Logos

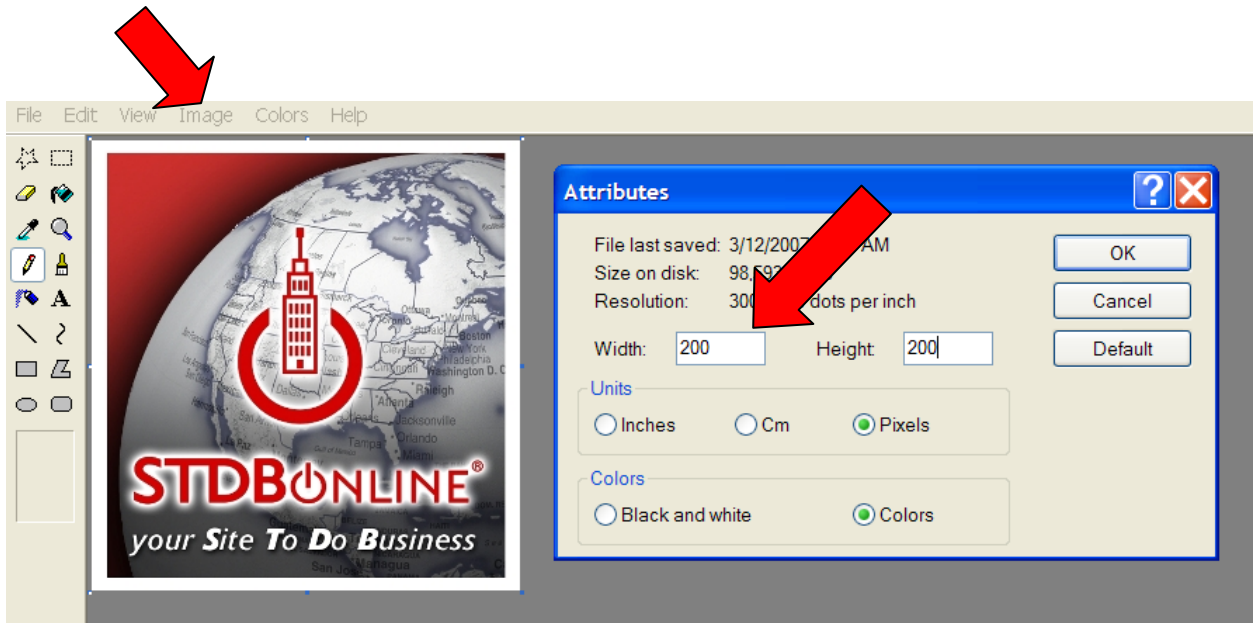
You may use the image editing software of your choice to resize your image or follow the steps below:

1. Select Start on your computer
2. Go to All Programs
3. Progress to Accessories
4. Select Paint

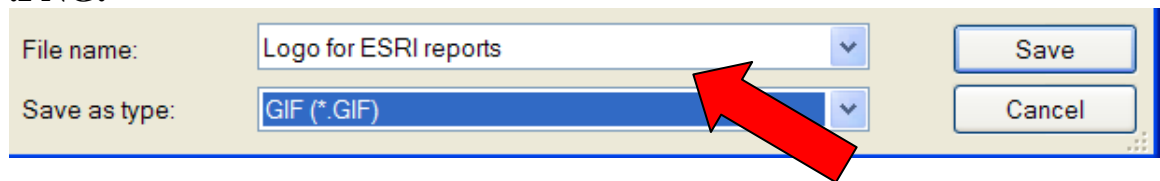


Once Paint is open:

1. Select File, then Open
2. Search your desktop and upload the logo of your choice
3. To change the logo size, click on Image, then Attributes
4. Resize both sides to 200 pixels or under while keeping the sides in proportion.



5. Change the format of the logo by selecting File, then “Save as”. In the drop down window, select either .GIF or .PNG.



6. If another logo has been uploaded into your STDBonline account, delete it and upload your resized logo.

