

How to enter my company logo into reports or Sales IQ?

Summary

Our agency has a company logo that it wants to show in all its dynaMACS reports, what format should it be, and how do you add it
This applies to any printouts from reports or Sales IQ.

Requirements

Logo in bitmap format (suggested 160 x 80 Pixels)

Module

SA, Sales IQ, General Reports and PDF.

Solution

Setting dynaMACS to use my Bitmap logo on all reports:
Follow the instructions below:

Do the following steps to add the logo:

1. Create a logo in a 4X2 Bitmap file (or 160 x 80 Pixels)
2. Save the logo in the dynaMACS Image folder (i.e. X:\DYNAMACS\IMAGES\MYLOGO.BMP where X:\ can be any drive letter) as a 4X2 Bitmap file (or 160 x 80 Pixels) as show below.



3. Log into dynaMACS and go to menu Files>Preferences
4. Make sure it is changed to the name of the file you saved in the IMAGES folder (i.e. MYLOGO.BMP) or change your Field #5 Default Bitmap to the current company logo file if elsewhere (i.e. X:\GRAPHICS\LOGO.BMP).
5. Press [SAVE] and [EXIT] button to finish.
6. Print a Sales IQ to verify logo is correct.

NOTE: Logo must be a Bitmap file. If you selected a logo file that is not a bmp, it needs to be converted or saved as a Bitmap in order to be used as a logo. Also if you have set up separate users, each user has a separate logo, so you would need to repeat steps 3-6 for each user. Contact technical support if there are any questions.