



## Adding Your Company Logo to Printer's Plan Forms

You have the option to include your company logo on your Printer's Plan forms (Quotes, Invoices, and Statements). Your logo will appear flush left at the top of the forms. To set up this option, you will need a logo image file saved in Bitmap format (\*.bmp).

Your image can be any size and shape. We recommend that the image file that you use have a print size of about 4.25 x 1.75 inches and a resolution of 300 pixels/inch. Please keep in mind that the quality of the printed logo depends on your customer's printer's settings (Draft, Normal, Best). To test the print quality, you may want to experiment with different image sizes, resolutions, printers, and printer settings.

To set up your logo for Printer's Plan:

1. Name your image file **LogoEmail** and save it as a bitmap image (.bmp). *The complete file name should be LogoEmail.bmp.* This image will be used on PDF forms only.
2. Save a copy of the bitmap file and rename it **LogoPrint**. *The complete file name should be LogoPrint.bmp.* This image will be used on printed forms.
3. Copy both logo files to the Printer's Plan folder on your server (where PlanData.mdb is located). If Printer's Plan asks if you want to replace the existing files with the new ones, click **YES**. You do not need to copy these files to your workstations.

**IMPORTANT:** These files MUST be named LogoEmail.bmp and LogoPrint.bmp in order for Printer's Plan to recognize them.

Once you have copied your logo images to the Printer's Plan folder on your server, your logo image will automatically be included on the PDF forms that you email to your customers.

Your logo, however, will not automatically be included on your printed forms. To include it, you must first select the 'Company Logo' option in the 'Print' window of the Job.

The screenshot shows the 'Print 1 copy of Invoice (Default) to Dell Color Laser 3110cn PCL6' window. It is divided into two main sections: '1 Select a Document:' and '2 Check Document Options:'. In the 'Check Document Options' section, the 'Company Logo' checkbox is checked. A preview of the invoice is shown, featuring the 'My Company' logo and contact information. The invoice details include: Invoice 2367, Date: 03/04/09, Ship To: Vincent Merritt, Alliance For The Bay, 11985 Calvert Street Suite 1500, Baltimore MD 21218. A table at the bottom of the preview shows order details:

Acct.No	Ordered By	Phone	Fax	P.O. No
39	Spencer Milburn	410-243-7564	410-243-7584	

At the bottom of the window, there are buttons for 'Close', 'Preview', 'Print Now', 'Print To', 'Email PDF', 'Email RTF', 'Default Settings...', and 'PDF Printer Settings...'.

**Questions?** Please contact Technical Support: 800.638.7526 Option 1 | support@printersplan.com