
Custom Logo on Reports

To add an image such as the Firm logo to reports, the following items must be set up:

Create a bitmap (.bmp) or .jpg image of your logo. The reports can accommodate a wide variety of sizes of the logo. However, the space allocated for the logo on the reports is limited. The default size requirement is 140 x340 pixels

Select **Tools > Options > Data Maintenance**. Click the **+** to the left of **Matter** and click on **Application** option. In the Value column to the right of EtManagerLoGO, enter the full path and file name of the logo. E.g. \\Server1\Emergent\Templates\ETCorpLogo.bmp.

NOTE: *It is ideal to place this image in a network location, where everyone has access to it.*

To disable this feature, remove the logo from the destination folder and your reports will complete without the logo.

The Application Option for this logo file will be pointing to the same location as your template folder by Default. The default name for the logo file is ETCorpLogo.bmp, but this can be changed.