

## How Do You get a Logo to Print on Forms?

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Bitmaps for your logos may be created and set up to print on the following forms: orders, invoices, inventory purchase orders, statements, quotes, order labels and reorder notices. Bitmaps may also be setup for additional units.

The bitmap size is 4" wide x 1" high at a MAXIMUM resolution of 300dpi (dots per inch). The logo can be smaller as long as it stays in the 4:1 format. It is also strongly recommended that the files be in MONOCHROME format for the best clarity and efficiency of printing. Other formats such as greyscale or 16-color may work, especially with color printers, however, they will be much larger files and will take longer to print. Larger logo files will also cause printing problems if the work station or printer does not have sufficient memory. Color and Greyscale images may also cause problems during the saving of Invoices to the stored PDF file or during the emailing of any form. Even if you use the same bitmap for all forms, you will need to create a separate bitmap for each form.

**The logo must contain the Logo image along with the Company name, address and any other important contact information.**

A list of the bitmap name for each form is as follows:

Note:

JPG files are also an acceptable file type. When saving the logo file, make sure it is saved as an RGB (Red-Green-Blue) color format.

- Order logo = ORLOGO.BMP or ORLOGO.JPG
- Invoice logo = IVLOGO.BMP or IVLOGO.JPG
- Inventory po logo = POLOGO.BMP or POLOGO.JPG
- Order labels logo = LBLOGO.BMP or LBLOGO.JPG
- Statements logo = STLOGO.BMP or STLOGO.JPG

- Quotes logo = QTLOGO.BMP or QTLOGO.JPG
- Reorder notice logo = RNLOGO.BMP or RNLOGO.JPG

If you wish to set up different logos for multiple units, just add the unit # behind the logo name.

Example: **ORLOGO01.BMP, ORLOGO02.BMP or ORLOGO01.JPG, ORLOGO02.JPG**

If both the BMP and JPG file exist for a logo, the software will use the JPG file.

The .BMP files will need to be copied into your data directory. Ex: ASIDTA

Note: If you have multiple data directories, you will need to copy the .BMP/JPG files into all data directories.

If you want to print the logo on your forms, you will need to indicate this within the form layout information in Company Information for each form. You will also want to indicate that you don't want to print your company name/address on each form.