

## Add Logo to Reports

Select Settings from the top tool bar, Select Company Information when opened selected at the bottom buttons Select Logo / Enter Logo,select your selection and select the Save button then all your reports will refelect your logo selection. You may also chose to enter your own logo by first sizing to the required and dropping it to the Easy Pro Logo file ( Selected Size 220 \* 130 )

The screenshot shows the software's main menu with 'Settings' circled in red. Below it, the 'Company Information' form is displayed. The form contains the following fields:

- Company Name:** Tampa Bay Construction Co.,Inc.
- Address:** 11717 Winn Rd
- City:** Riverview
- State:** Florida
- Zip:** 33569
- Office #:** (813)481-2369
- Mobile #:** (813)481-2369
- Fax #:** (813)441-6843
- E-mail:** vlopez1@verizon.net
- Company Rep:** Victor Lopez
- Title:** Owner
- Licensed,Bonded,Insured:** Licensed,Bonded,Insured
- License Number:** CRC023365
- County:** Hillsborough
- Slogan on top of Reports:** (empty field)
- Slogan under Company Name on Report:** In Business Since 1982

At the bottom of the form are three buttons: 'Select Logo / Enter Logo' (with a green checkmark icon), 'Save' (with a floppy disk icon), and 'Return' (with a green circular arrow icon).

**Company Logo: (Suggested Size 220\*130)**

**Click on Settings then scroll down to Company Information, here you can enter your Company Information**

