

Inserting a Company Logo to Forms

1. From the QuickBooks Lists menu, choose *Templates*.
2. Select the form you want to modify, and click *Open Form*.
3. Click the *Customize* button in the upper right corner of the form.
4. To add the logo to an existing form, select the form from the *Select a template* list, and then click *Edit*. To create a new form, select the form style you want to copy, click *New*, and then type the new form name in the *Template Name* box.
5. Click the *Company* tab.
6. Select the *Use logo* checkbox. If it is already selected, click *Specify*.
7. In the *Select Image* window, from the *Look In* drop-down list, browse to the drive, path, and name of the file that contains the logo.

Note: In versions prior to QuickBooks 2006, the logo must be a bitmap (.bmp) file. You can create bitmaps in programs like Microsoft® Windows® Paint. For the best results, use a square bitmap. QuickBooks 2006 recognizes additional formats such as a JPEG (.jpg) file.

8. Click *Open*, and then click *OK* on the warning stating that QuickBooks will copy the logo to your QuickBooks directory (on the hard disk).
9. Click *OK* to save the changes.
10. To view the logo, click the arrow button to the right of the *Print* button at the top of the form, and select *Preview*.

