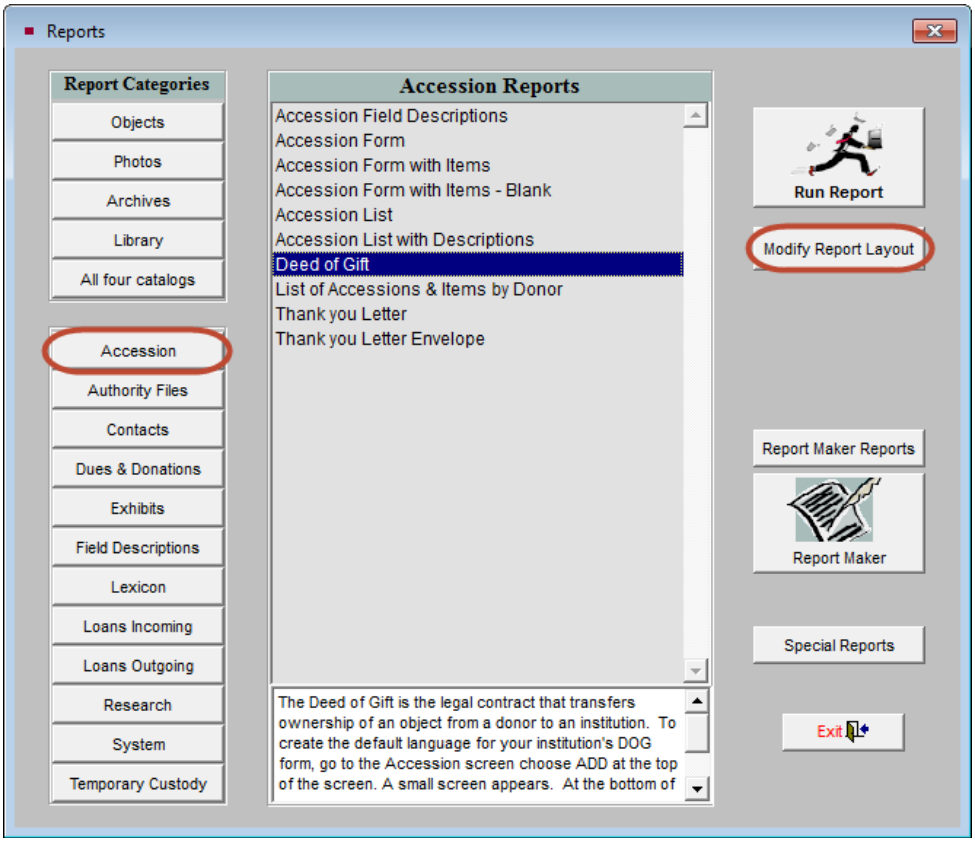
How do I add my logo to a report?
Version 4.0

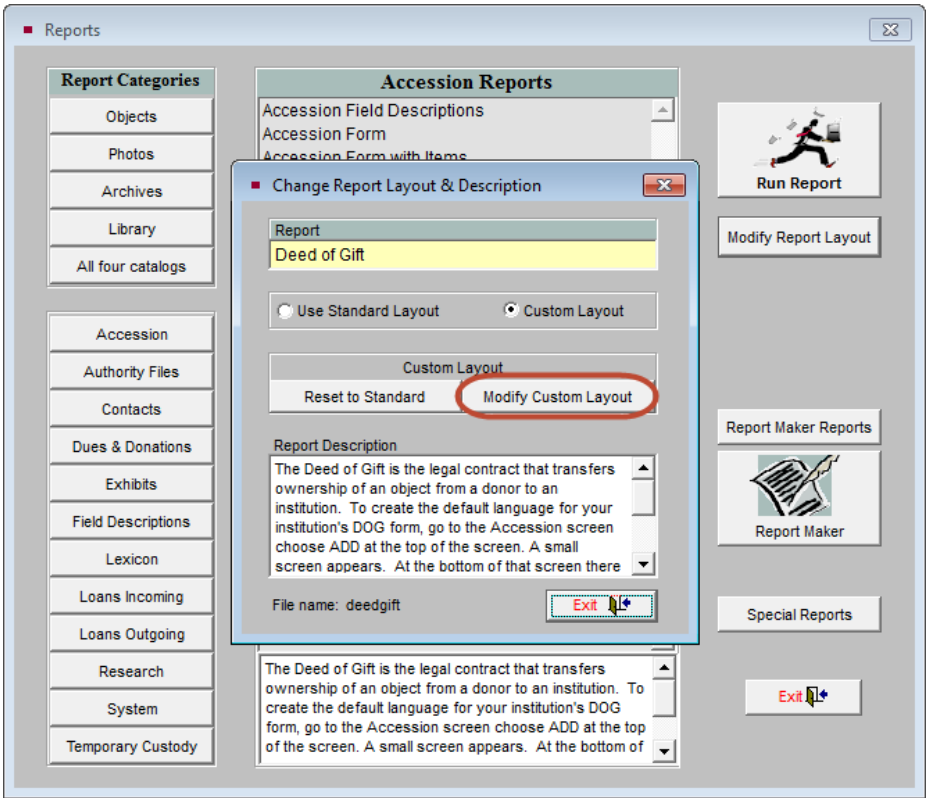
You may want to add your organization's logo to the Title or Page Header band of reports. Here are the steps for adding a logo image located on your hard drive to the Deed of Gift report. These steps can be applied to any report.

From the Main Menu, go to Reports.

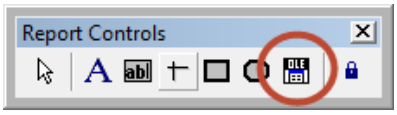
1. Select Accession and click once on the Deed of Gift report.
2. Click Modify Report Layout.



3. Click Modify Custom Layout.

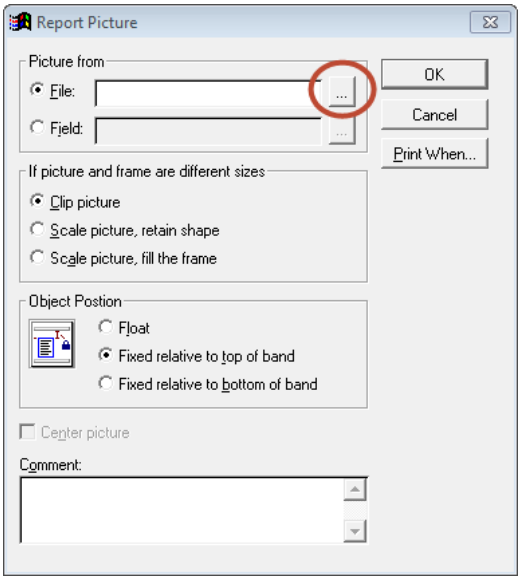


4. Click on the Picture/OLE Bound Control tool.

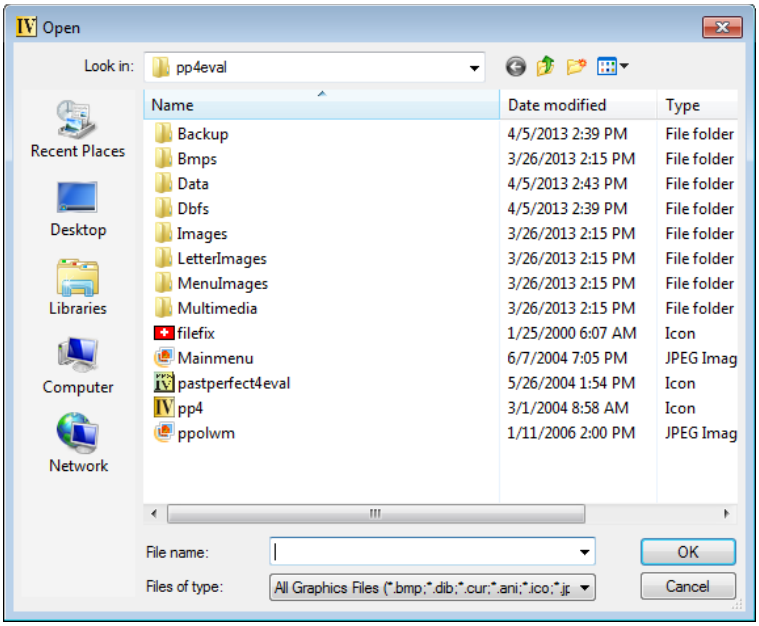


5. Move your mouse to where you want the logo to appear. Click and hold your left mouse button down and drag your mouse to draw a box. When you release your mouse, the Report Picture window will appear.

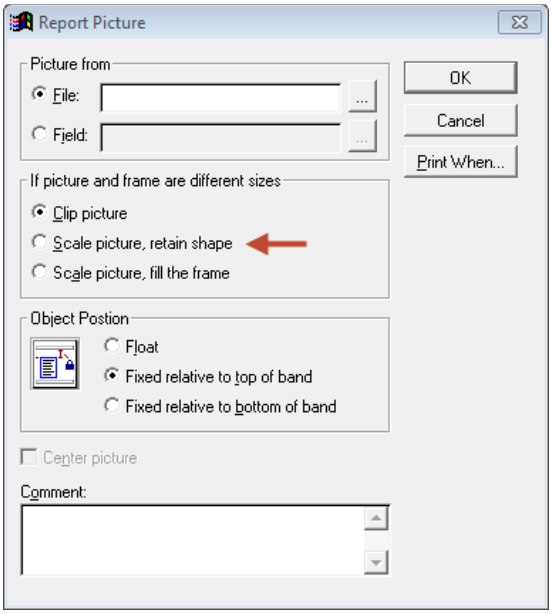
6. Click the Browse button.



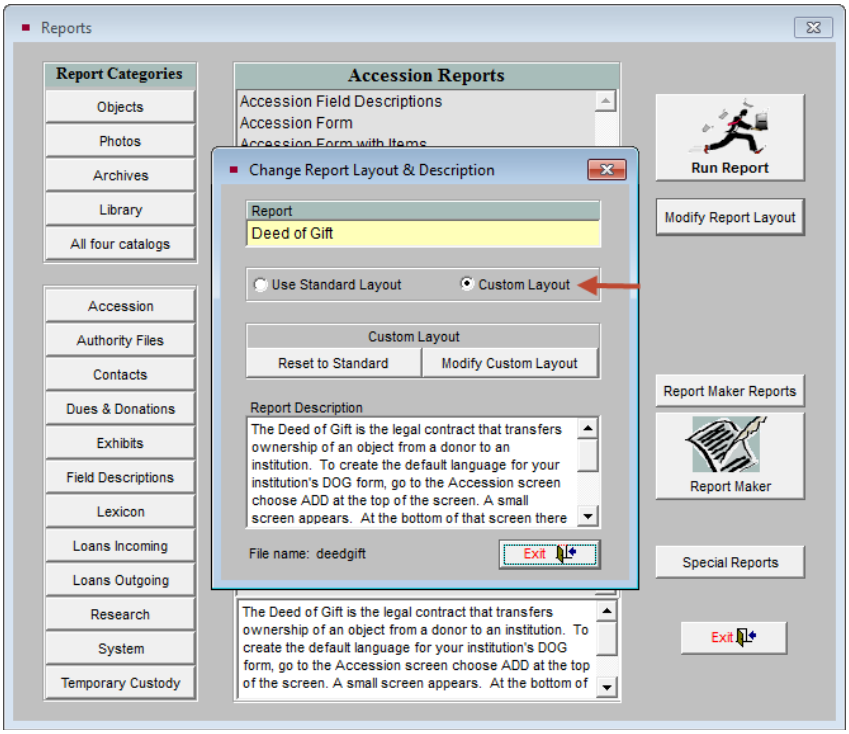
7. Navigate to the logo image on your computer. Once you've found them image, select it and click OK.



8. Choose Scale picture, retain shape to keep image size and retain the image's proportions.



9. Click OK. You should now see your logo image.
10. To resize the image, click and drag any of the dots around the edges of the image.
11. Click File | Save.
12. Click File | Close.
13. Make sure the Custom Layout is selected and click Exit.



14. Click Run Report.

*Important Note: The logo image file you select should be saved in a place where it will not be moved or deleted. If you are on a network, the file should be saved in a location that all users can access.

For more information on advanced report modification, you can review Chapter 15 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!