

This is a simple utility for composing the images for document headers and footers. The 2nd page header is also used in reports.

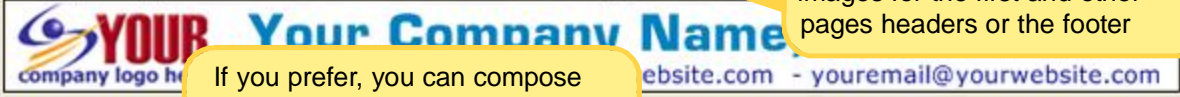
This dialog box opens when you select Company Header/Footer from the Admin menu (you can see the Admin menu only if you are logged in as Administrator).



Use this simple image editor to create company logo/branding that will be attached to documents headers and footers. Click on the tabs below to edit the header for the first page, header for the second and subsequent pages, and footer.

First Page Header 2nd Page Header Footer (all pages)

Select appropriate Tab to make images for the first and other pages headers or the footer



If you prefer, you can compose this image in another application, such as Adobe PhotoShop, and then import it as background image (click the Bcg Image button).

You can also make the images in another application (Photo Shop, for example), and then bring them here as the background images (click the 'Bcg Image' button).

Background



Text Lines (Company name, address, etc.)



Header and Footer Image Editor

Use this simple image editor to create company logo/branding that will be attached to documents headers and footers. Click on the tabs below to edit the header for the first page, header for the second and subsequent pages, and footer.

Change Tab to select the active image.

First Page Header 2nd Page Header Footer (all pages)

This image will appear above the document control header on the first page of a document. (size 650 x 50 pixels)



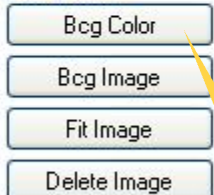
You can have up to three lines of text, each with different font, size and color.

Click on the grey button to make the line active.

You can also make the images in another application (Photo Shop, for example), and then bring them here as the background images (click the 'Bcg Image' button).

Click on the gray button to select a text line, and then edit, change font, color, move, etc.

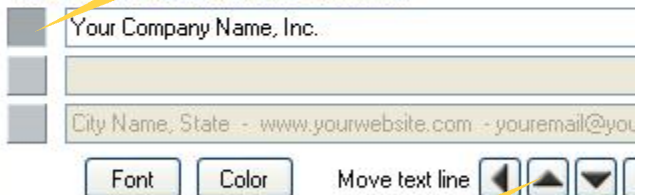
Background



Logo Image



Text Lines (Company name, address, etc.)



TIP: White background is best for headers and footers. It doesn't call attention to itself and won't look too short on landscape oriented documents

Use the arrow buttons to move objects around the canvas.



