

## Company Header & Footer (Upload)

This article describes how to Upload or Change the Company Header Logo, Plan Title Block Logo and/or the Footer Text details.


**NOTE:** The “Header Logo” and “Footer Text” displays on Katipolt created documents, the “Plan Title Block Logo” displays on the Visbuild Plan Title Block

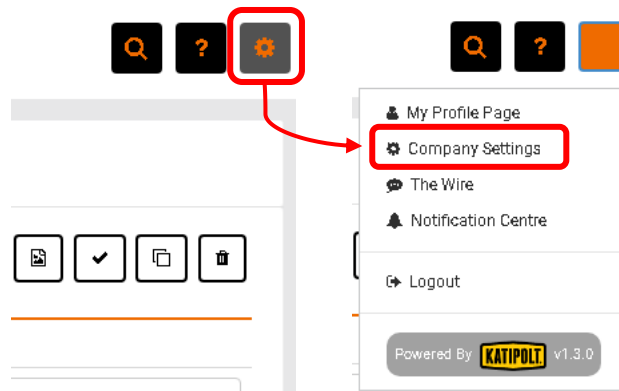
### To Upload Company Header Log and Plan Title Block Logo


Uploading the Company Header Logo and Plan Title Block Logo is done from the COMPANY HEADER AND FOOTER Subnav of the Company Settings Editing Window.

#### Quick Flow;

**Settings > Company Settings > Edit > COMPANY HEADER AND FOOTER Subnav > [Upload New Image] > [Save]**

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window




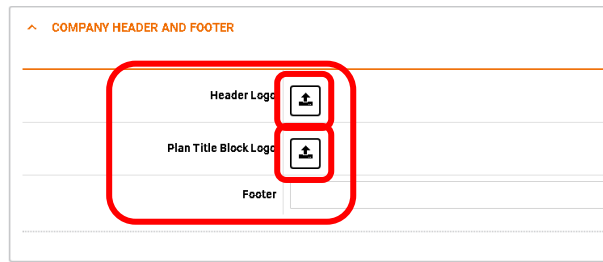
2. From the Company Settings Window, Press on the **[Edit]** button  to display the Company Settings Edit Window



3. Scroll down and Press on the **COMPANY HEADER AND FOOTER** Subnav to expand

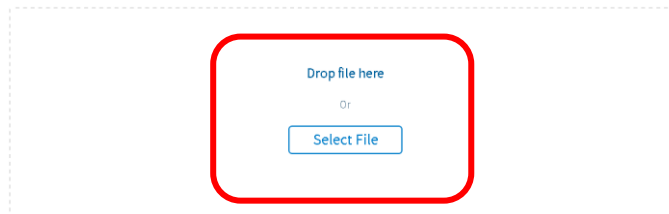




- From the COMPANY HEADER AND FOOTER Subnav, Press on the **[Upload New Image]** button  of the logo you wish to upload to display the Drop / Select File Window



**NOTE:** Logos can be .jpg, .gif or .png format, “Header Logo” sized to fit 825 x 150px and “Plan Title Block Logo” sized to fit 330 x 130px

- From the Drop file here / Select File Window either; **Drag & Drop** the Letterhead into the window OR **Select File** by navigating to the file, then “double click” on the file to upload



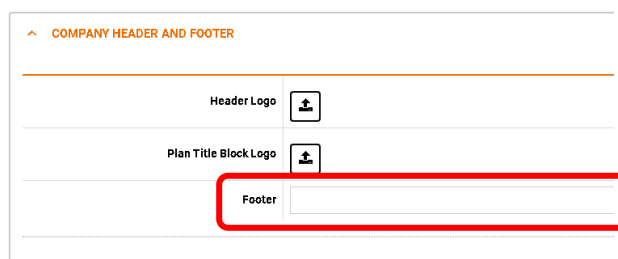
- Size document then Press the **[Upload]** button  to upload the file
- When document uploaded, Press the Company Settings Editing Window’s **[Save]** button  to save the upload


**To Enter/Edit Company Footer;**

**Quick Flow;**

**COMPANY HEADER AND FOOTER Subnav > Footer Text > [Save]**

- From the **COMPANY HEADER AND FOOTER** Subnav, Enter/Edit text in the **Footer** field



- When Footer text entered/edited, Press the Company Settings Editing Window’s **[Save]** button  to save entry/editing