



How To Add a Logo To Your Printouts

Problem

You want your company logo to appear in the footer of table printouts and PDFs.

Steps to solve

1. Set up the logo in a word processor.
2. In Q, go to **Edit -> Project Options**.
3. Click the **Printed Header/Footer** tab.
4. Copy the logo from your word processor and paste it into the footer box.
5. Click **OK**

From now on this logo will appear at the bottom of your reports.

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .