

Adding Company Logos and Graphics to your Letters and Documents

WorkCenter gives you the ability to add company logos and other graphics to your letters and emails. This will allow you to present a very professional image on your documents. You can also add headers and footers to your forms and generate your own personal stationery for emailing and printing.

You have two options to add these graphics to your documents:

Option #1: Manually add your logos and graphics to each letter or email

Option #2: You can program up to 13 graphics, pictures, and logos, as well as headers and footers, into your default settings.

When adding graphics to your documents, we suggest you use .jpg extension files. We also strongly suggest that you limited the physical size and file size on these documents. The file size should not exceed 50 kilobytes and the physical size we recommend no larger than 1 ½ by 2 inches long.

Option #1 to Manually add your graphics:

Step #1: Right mouse click on the desired letter or email and select “Edit Item”. Decide where you wish to place your logo and make room in your document for the graphics. Leave your cursor flashing in the document where you wish the logo or graphic to be located.

Step #2: Click on “INSERT” and then select “GRAPHIC”. When the box appears, browse to the computer folder holding your .jpg file and select that item. When the logo or graphic is added to your letter, you can then size the logo by clicking on it and making it bigger or smaller.

Option #2: Using your pre-programmed graphics in your Setup Options screen: View the flash video: “**Setup Options - #4 Using pre-programmed images to populate graphics into letters**”. Keep in mind, if you use the pre-programmed graphics in your Setup Option list, you will need to make sure your letter or email has those mail merge fields inserted into your documents.

All letters in our standard library forms and both the Sue Woodard English and Spanish Libraries, already have the “Header1 and Footer1” mail merge fields inserted into the letters.