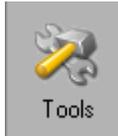




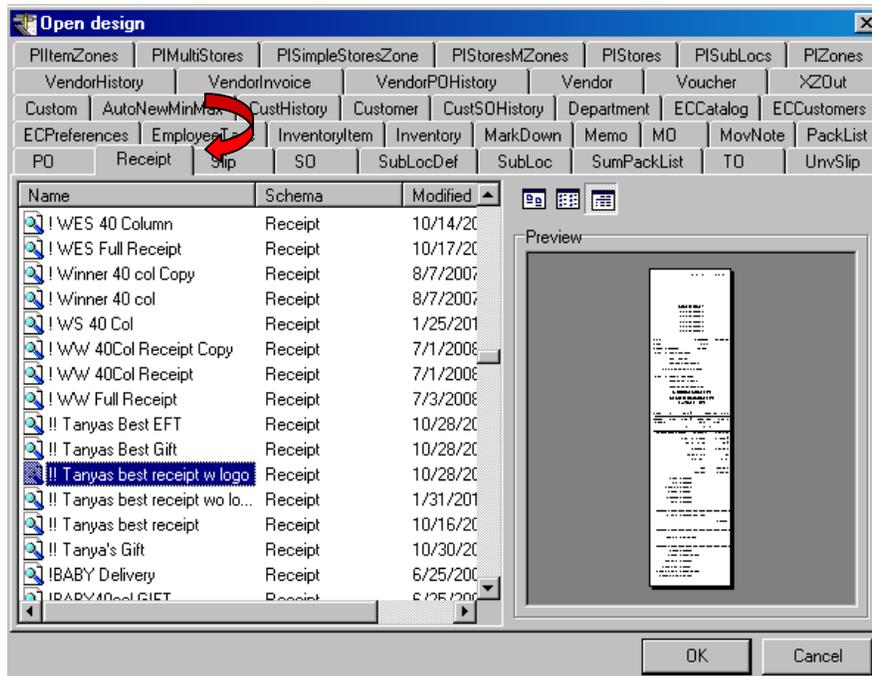
## ADDING A LOGO TO YOUR RECEIPT

March 2012 (V8)

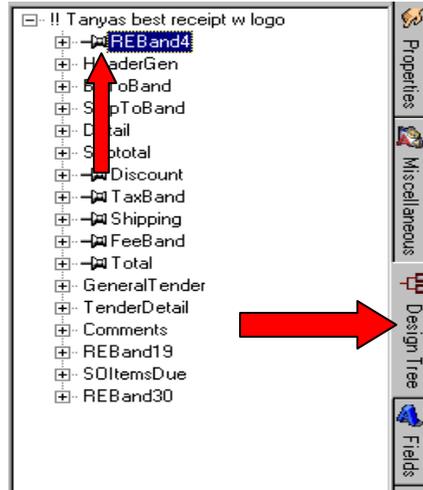
1. Go to TOOLS>DOC DESIGNER



2. This will bring up a window with a bunch of little tabs. Locate the tab labeled RECEIPTS



3. Scroll down the list and find your receipt design. Once you find it, click on the OK button.
4. This will open up your Receipt design. Click in the very first "band" at the top of the design. Click on the "Design Tree" tab on the right hand side. If you see a "thumbtack" next to this band, right click and choose 'Lock band'.

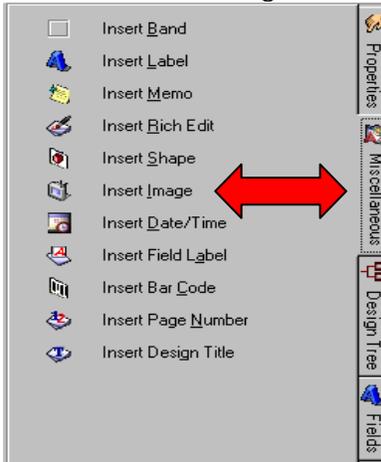


5. Locate the center box of this band. Left click and drag it down to open up this band so you can work in it.

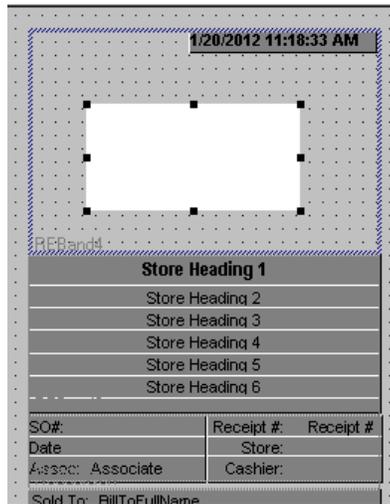
1/20/2012 11:03:20 AM		
<b>Store Heading 1</b>		
Store Heading 2		
Store Heading 3		
Store Heading 4		
Store Heading 5		
Store Heading 6		
SO#:	Receipt #:	Receipt #
Date	Store:	
Assoc: Associate	Cashier:	
Sold To: BillToFullName		
Addr1+Addr2		
BillToAddr3+BillToZip		
Store Credit Bal: St. Credit		
Ship To: ShipToFullName		
ShipToAddr1+addr2		
ShipToAddr3+ShipToZip		
<b>ReturnReceiptText</b>		
<b>CancelledReceiptText</b>		
<b>LostSaleText</b>		

1/20/2012 11:06:39 AM		
REBand1		
<b>Store Heading 1</b>		
Store Heading 2		
Store Heading 3		
Store Heading 4		
Store Heading 5		
Store Heading 6		
SO#:	Receipt #:	Receipt #
Date	Store:	
Assoc: Associate	Cashier:	
Sold To: BillToFullName		
Addr1+Addr2		
BillToAddr3+BillToZip		
Store Credit Bal: St. Credit		
Ship To: ShipToFullName		
ShipToAddr1+addr2		
ShipToAddr3+ShipToZip		

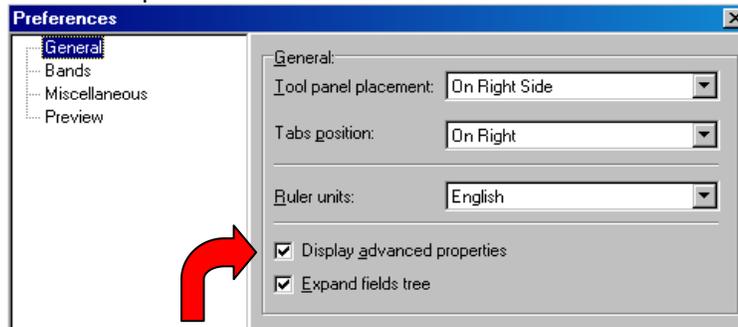
6. Along the side of the doc designer will be 4 tabs. Locate and click on the Miscellaneous Tab. Left click on "Insert Image"



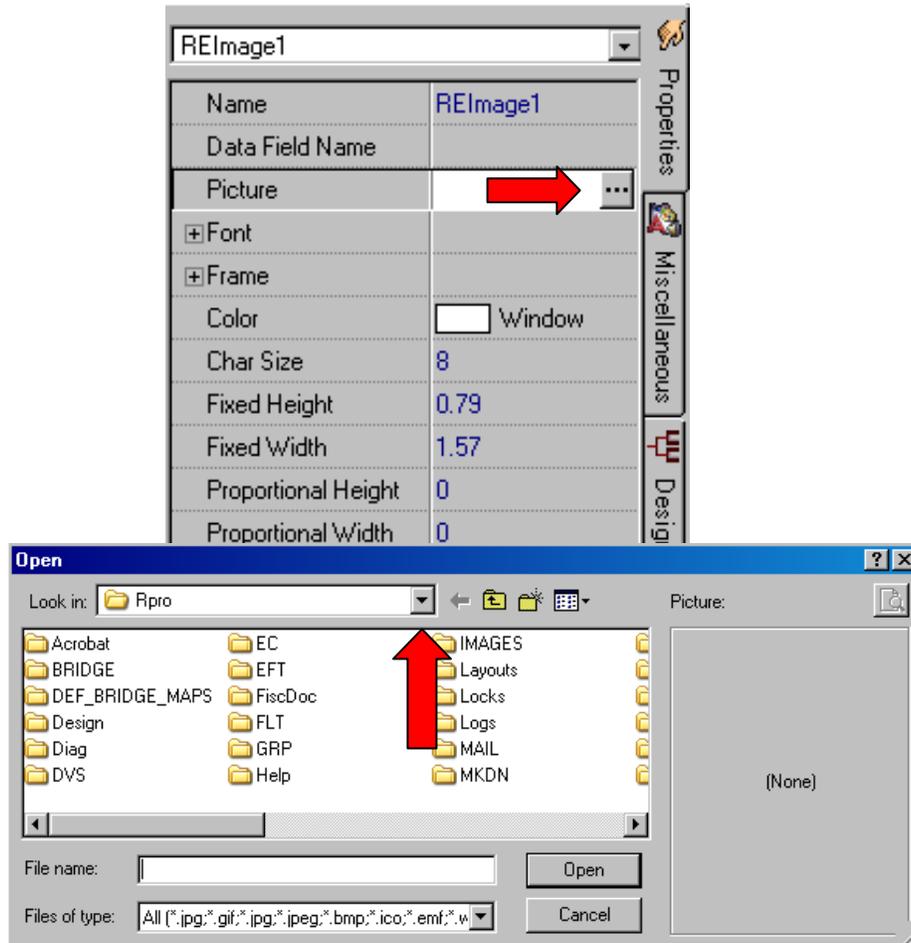
7. Left click in the middle of the opening you created. That will drop a white box that will hold the logo.



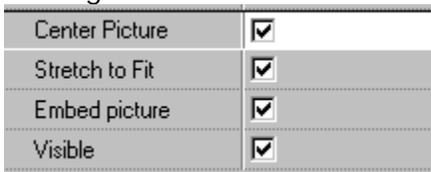
8. Click on the Properties Tab on the right hand side. Find the row that says "Picture". If you do not see this as an option, you will need to turn on "Advanced Properties". First click on the little green check mark in upper left corner of the screen. Then Check "Display Advanced Properties".



- Click on the little button on that row. This will bring up an "OPEN" window. Click on the drop down arrow at LOOK IN and choose the path where your logo is found on the computer. Then click the OPEN button.



- Further down the PROPERTIES TAB will be a few options that you will need to check to make sure the picture fits right.



- Once these are checked you can stretch or shrink the logo until it looks correct. Once you have it properly sized and placed, click in the band that the logo is sitting in. This will outline that band. Left click on the center box outlining the band and drag it back up until it is just under the logo.



12. You can get a preview of what it will look like by using the PREVIEW button along the top left corner (the little magnifying glass). Once you are happy with it, click on the Save button in the upper left corner (it will look like a floppy disk).



13. You have now successfully added the logo to your receipt design.