

# RAPID ESTIMATOR HOMETECH EDITION

## *How to add a logo to your cover page*

Use the following steps to add your company logo to the Rapid Home program. Once set up you have the option to have your logo appear on the cover page, contracts and reports. You can set this option in the 'Utilities' tab.

- Make sure all estimates are closed. Click on the 'Utilities' tab. Select the 'Contractor Information' option from the top menu bar.
- Located at the bottom of the page is a box with options to upload a logo or header. Select the tab 'Logo' and choose 'Browse to upload logo'.
- Once you have located your logo, double click it. Your logo will then appear at the bottom of your 'Contractor Information' page. If you are satisfied select 'Save' and then click 'Close'
- In the 'Utilities' tab, located in the second column are options for showing your logo. **Print Estimate Cover Page – Include Logo, Print Logo on Reports, Include Estimate Contracts – Include Logo.** Make sure all options are checked
- When finished select 'Save'
- You will not see your logo in action until you have selected to print/preview a report in the 'Reports' tab.

Ending results should look like the picture below



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