

LETTERHEAD – ATTACH IMAGE IN LETTERHEAD

Dear users,

Greetings of the Day!

We have added the facility of adding image / logo in the letterhead.

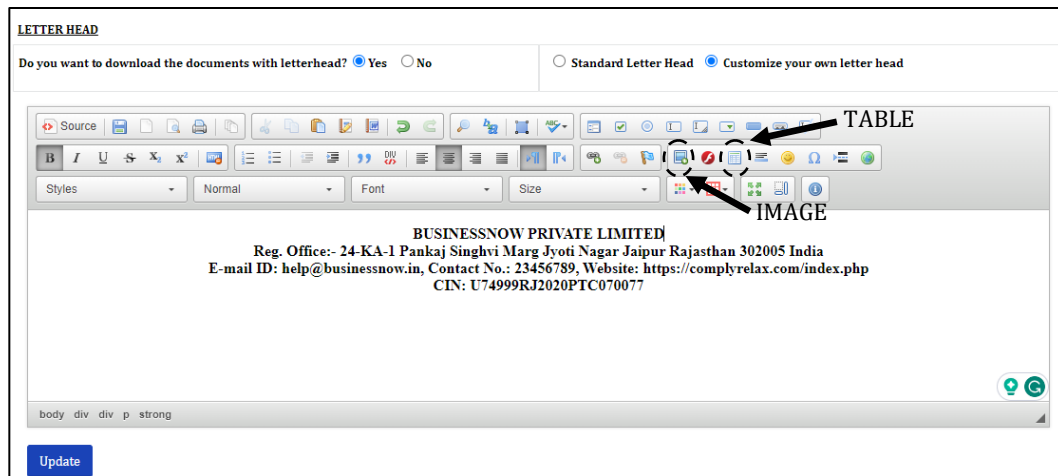
You can now generate the letterhead as per your customization along with the image.

Steps to be followed:

*Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger
⇒ Masters ⇒ Company Master*

OR

*Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button
⇒ Masters ⇒ Company Master*



On the company master window scroll down and find the **Letterhead** as shown in the above image.

Click on **customize your own letterhead** option.

Now create a table using the table option as shown in the image.

Table:

When you click on table option, this dialogue box will open.
You have to enter the details as shown in the image to get desired results.

Image:

After clicking on the image icon following box will appear. From the upload option you have to select the image that you wish to insert and then click on the **“Send it to server”** button.



Go to the first tab “Image info” now and save the same. If you wish to make changes in the desired results, you can change thw same using the facilities avaiable in the image info tab.

After completing the customization click on the update the same for saving the customized letterhead.