

Administration: Updating Corporate Logo and Organization Name

1. A logo can be uploaded in the Administration area to be used on the title page of any published manual.
2. Click on the “Corporate Logo/Name” button on the left navigation.
3. Use the “Browse” button to upload your logo. Your current logo will show below the “Browse” field. **Note:** Depending on the internet browser you are using, this button may be titled something other than “Browse.”
4. To replace a current logo, simply use the “Browse” button to upload the updated logo, which will replace any logo currently in the system.

The screenshot displays the Administration interface. On the left, a navigation menu includes: Administration, Welcome Message, Disclosure Statement, Users, Security, Access Levels, Licensing Information, and Corporate Logo/Name (highlighted with a red box). The main content area is titled "Corporate Logo/Name" and features a "Save" button in the top right. A success message states: "Your logo has been updated successfully." Below this, instructions read: "Published Manual Corporate Logo/Update Company Name: Click the 'Browse' button to choose your logo from your computer or network. You can also update your organizational name. Click the 'Save' button to upload and save your logo to the system." A text input field for "Company Name" contains "HRN Staff Manual" and is highlighted with a red box. Below it, a "Browse..." button is highlighted with a red box, with the text "No file selected." to its right. A note specifies: "Uploaded Logos must be in RGB jpeg (JPG) format, no wider and than 600 pixels. Best if in 300 dpi or better resolution." At the bottom, there is a section for "Current Logo:".