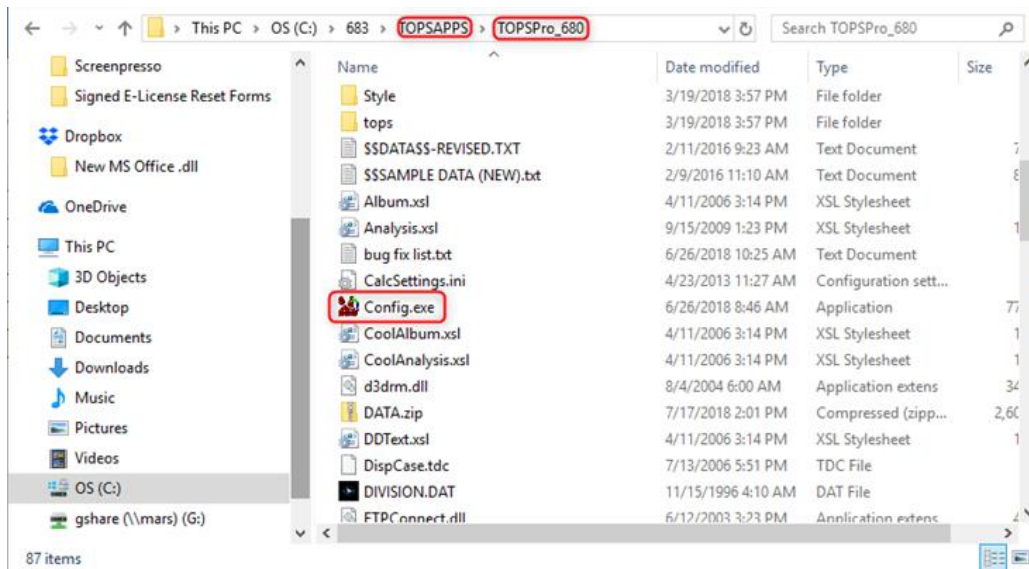


Changing Logo in Reports within TOPS Pro

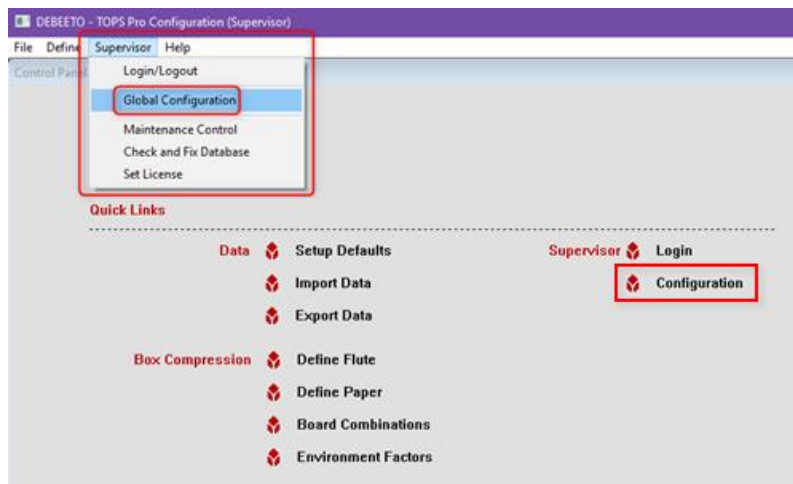
For TOPS version 6.5 and higher:

This is a global replacement and change applies to all TOPS users.

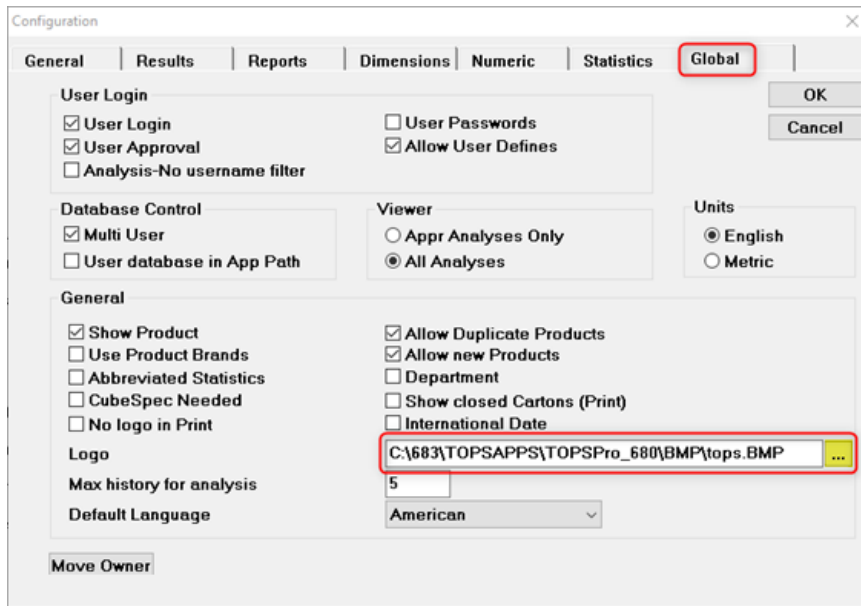
1. **Locate Config.exe.** The main directory that contains the file is called "TOPSAPPS". To navigate to Config.exe, navigate to ...\\TOPSAPPS\\TOPSPro_680\\Config.exe. If the install is on a local client, the TOPSAPPS directory will generally reside on C:\\TOPSAPPS\\TOPSPro_680. If it's a network install, please reference the Help → About screen within TOPS to locate TOPSAPPS.



2. **Login as Supervisor.** Login as Supervisor by clicking the Login shortcut or go to Supervisor → Login/Logout menu. Enter the password for this role "tops software".
3. **Access Global Configuration.** Navigate to the Supervisor menu and select "Global Configuration" or click the Configuration short cut.



4. **Change Logo File.** Navigate to the “Global” tab. Click the browse button [...] to locate and select the company logo file to be used. Note that the image cannot exceed 256x256 pixels and the software prefers 256 color as well.



For older versions of TOPS:

In older versions of TOPS where the logo file is not saved in the TOPS Pro Config program, you can use one of the following methods to change the company logo.

1. Replace tops.bmp with your company logo
The logo used for TOPS reports is ... \TOPSAPPS\TOPSPRO\BMP\tops.BMP. Replace tops.bmp with your company logo and make sure the image is no more than 256x256 pixels, 256 color.
2. Edit TOPSPRO.INI to specify location of your company logo file
 - Locate the topspro.ini file: Go to TOPS Help → About menu and check the location of the INI Path (bottom of Help → About screen).
 - Using Windows Explorer, browse to the folder where topspro.ini resides and open the file using any editor.
 - Locate the line logoPath and change the path to the location where your company file resides.

```
[TOPSPRO]
DBPath=C:\TOPS560\TOPSPRO\DATA
AppPath=C:\TOPS560\TOPSPRO
LanguagePath=C:\TOPS560\TOPSPRO\Language
PictPath=C:\TOPS560\TOPSPRO\Pict
TroubleWizard=WRITE C:\TOPS560\TOPSPRO\PICT\TROUBLE.WRI
BMPPath=C:\TOPS560\TOPSPRO\BMP
```

```
LogoPath=C:\TOPS560\TOPSPRO\BMP\tops.BMP
CustomShapePath=C:\TOPS560\TOPSPRO\Style
PublishPath=C:\TOPS560\TOPSPRO\publish
WORDTEMPL=C:\TOPS560\TOPSPRO\MSWord
*UseRSCWGT=False
User=Package Design
```

```
LogoPath=D:\mygraphics\logos\mylogo.bmp
```

Change LogoPath to: