



# EASTLAN

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## R A T I N G S

### Radius Logo Installation

- After receiving your reformatted logo back from Eastlan via email;
  - Save your logo file onto your computer into the **C:\Radius\Backup** folder.
  - Start Radius**, then click **Cancel** (lower right) if **Radius Wizard** is open.
  - In the upper left corner of the window is an area that should say **No Logo** or has an existing logo, double-click on this area.
  - A window will open called **Select Logo File**.
  - In the part of the window that says **Directory**, double-click on the **Radius\Backup** folder icon.
  - On the left side of the window under **File**, your logo file name should appear with the extension of **.wmf**.
  - Select/highlight** the file you wish to use by **clicking on it once**. A preview of the logo will appear in the right hand side of the window. **Click OK** and then continue using Radius.
  - Don't be too concerned of the logos looks while in preview, once it is printed or emailed it will look just fine. Print it out if you are concerned.
- \*While using Print Preview\*
- You can also access the logos when in **Print Preview/Set Up/ Page Style** tab function and then follow these instructions;

**Page Style tab** – A company logo may be used by checking the *Use* box under *Logo*. To center the logo check the *Centered* box. Click the *Select* button to choose a company logo file. Double click on the folder where the logo files are stored. It is recommended to place logo files in c:\Radius\Backup so they are easy to locate. Highlight the file name to use under *File Name* and click *Ok*.