

Changing logo and address for all reports

Technical Support FAQ

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Question:

How can I change the company logo and address details for all reports?

Answer:

After having created a report, you can adjust the address and logo in the parameters. However, these settings only apply to the current report and they are not saved.

To adjust the defaults and thus to change the settings for all reports, select **Tools -> Defaults -> Office Name and Address** in Allplan.

Enter the required information and select a bitmap file for the logo.

Now these defaults are used for each report you create. You can still adjust them in the report viewer after you have created the report.

Note:

If you are working in a workgroup environment, only users with administrator privileges can change these defaults.

The information you enter for the office name and address, lines 1 and 2, is displayed both in reports and in lists.

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