



1) Change the company **header**

The wording at the top of your template can easily be changed by amending the first line of text shown below starting **TX**

```
CL,0,0,150,30  
TX,30,13,"Event CAD Demo",14,Arial,1,0,0  
LG,11,16,28,27,"TSS"
```

Replace "*Event CAD Demo*" with "*Your Company Name*" but make sure to leave the speech marks and only change the text. To increase or decrease the margins, change the (TX,30,13) which represent the starting positions from the left and top margin respectively.

Click on **Refresh** to see the result on screen and press the **Save** button when you are happy with how your template looks.

2) Change the company **logo**

Click on the **+** button of the logo section in the top right corner and browse to the image you wish to use (Please note that the image name can't contain any spaces).

To insert the logo which has now been added, insert a line of text below the top line: **LG,13,13,30,30,"Logo Name"**

**LG** denotes LOGO, the figures can be altered to suit the position and size of the logo on your template:

- The first **13** represents how far *in* from the edge the upper left corner of the logo will be
- The second **13** represents how far *down* from the edge the upper left corner of the logo will be
- The first **30** represents how far *in* from the edge the bottom right corner of the logo will be
- The second **30** represents how far *down* from the edge the bottom right corner of the logo will be

Click on **Refresh** to see the logo on screen and press the **Save** button when you are ready to store the changes.