

# TECHNICAL NOTE

June 13, 2007

**SUBJECT:** How to Add a Company Logo to DataTrace Reports.

**PROBLEM:** How to add the user's company logo to all of the DataTrace reports generated by DTW. In earlier versions of DTW, your company name could be added to all reports but the DataTrace logo was the only logo displayed on all reports. Starting with DTW 4.04 an alternative logo can be added to all reports generated by DTW that currently has the DataTrace logo displayed.



## PROCEDURE:

The new logo can be black and white or color and in any common format, but JPG is strongly recommended. In addition, the report logo dimensions should be approximately 717 pixels wide by 287 pixels high, giving an approximate aspect ratio of 2.5 (width to height). That is, the logo should be about 2.5 times as wide as it is tall. This is typical for many corporate logos. If this aspect ratio is not maintained the displayed logo may appear distorted and there is no way to resize the logo from inside the report.

The procedure is a relatively easy process once you obtain a copy of your company logo in the appropriate format and size.

- Ø Using Windows Explore scroll to the location that the DataTrace directory is stored, usually this is C:\Program Files\DATATRACE.
- Ø Under the DATATRACE folder, look for the file reports\_logo.jpg. This file contains the default DataTrace logo.
- Ø Change the name of this file to old\_reports\_logo.jpg. This will allow you to keep the DataTrace logo should you need it in the future.
- Ø Change the name of the new file containing your company logo to reports\_logo.jpg and copy it into the DATATRACE folder.
- Ø Close Windows Explore.

When the DTW program generates the reports they will contain your company logo on the top left corner of the first page instead of the DataTrace logo.



**Profile Data Report**

**Mesa Laboratories, Inc.**

Title: NewStudy  
Protocol: 1753  
Vessel: 12A  
Loaded By: G. Mason  
Prepared By: R. Wilson  
Population:  $2.8 \times 10^6$   
Organism: G. Stearothermophilis  
D121 Value: 1.5  
Expiration Date: 8/07

D132 Value:

Z Value: 7.3

Validation Run #: 1

Lot Code: 128

If resizing is necessary to minimize distortion of the new logo, you may need the use of a screen capture software program and/or a picture editing software program to develop an image with the appropriate aspect ratio. The image may be smaller than expected if the logo design is more vertical than horizontal.