

Inserting a Logo into the Bid4Build My Company Information Screen

Overview

With certain installations of Microsoft Office or with the exclusive use of Microsoft Access Runtime 2000, you may not have the proper graphic filters configured to allow you to easily add your digital logo to the Bid4Build “My Company Maintenance” screen.

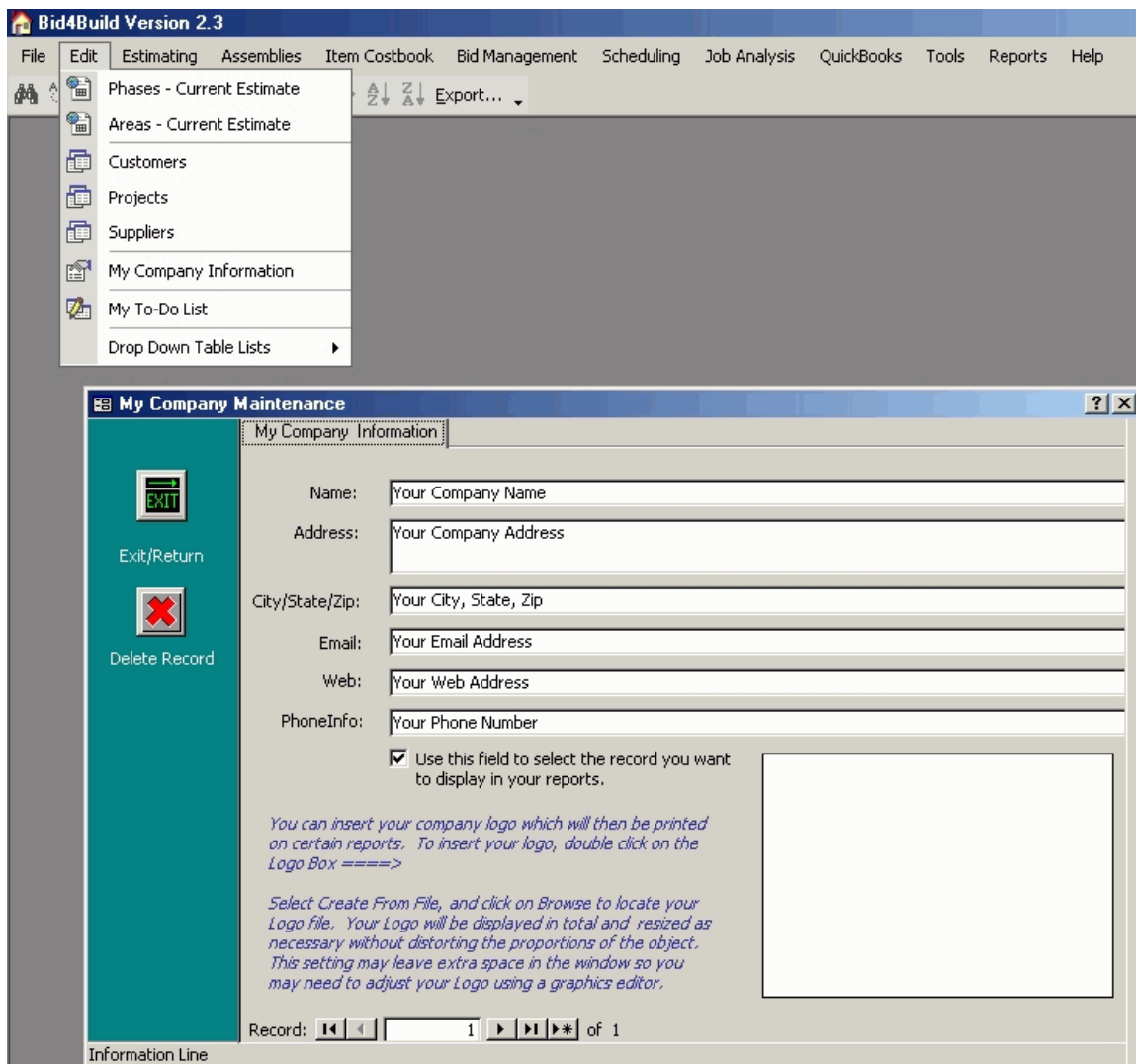
The following work-around will allow you to use a standard graphics-based program as the mechanism to insert your graphic image into the Bid4Build application. Most PC computers systems running the Microsoft Operating System, versions 98-2003 will include Microsoft Paint.

Please try to have your digital image in a “BMP” format for easy entry into PC Paint.

We will use this program to demonstrate how this can process can be accomplished.

Step 1

Using the drop down menu in Bid4Build, navigate to the “My Company Maintenance” information screen as depicted in the example below:



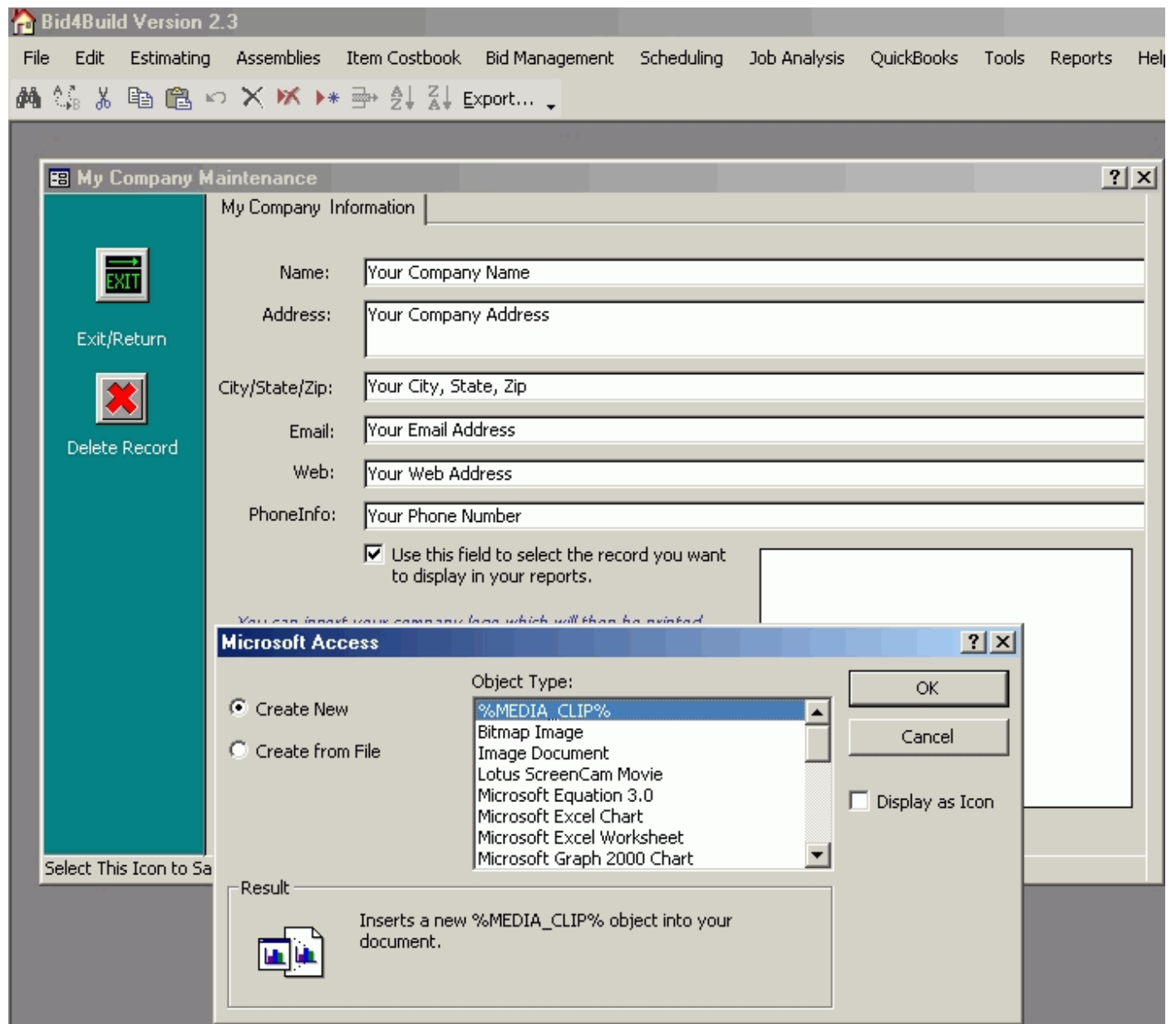
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Step 2

Double-click on the image container (the white square space) in the lower right section of the screen. You will be presented with a menu pop-up menu asking you to “Create New” file or “Create from File”.

You will select the “Create New” option as depicted below:

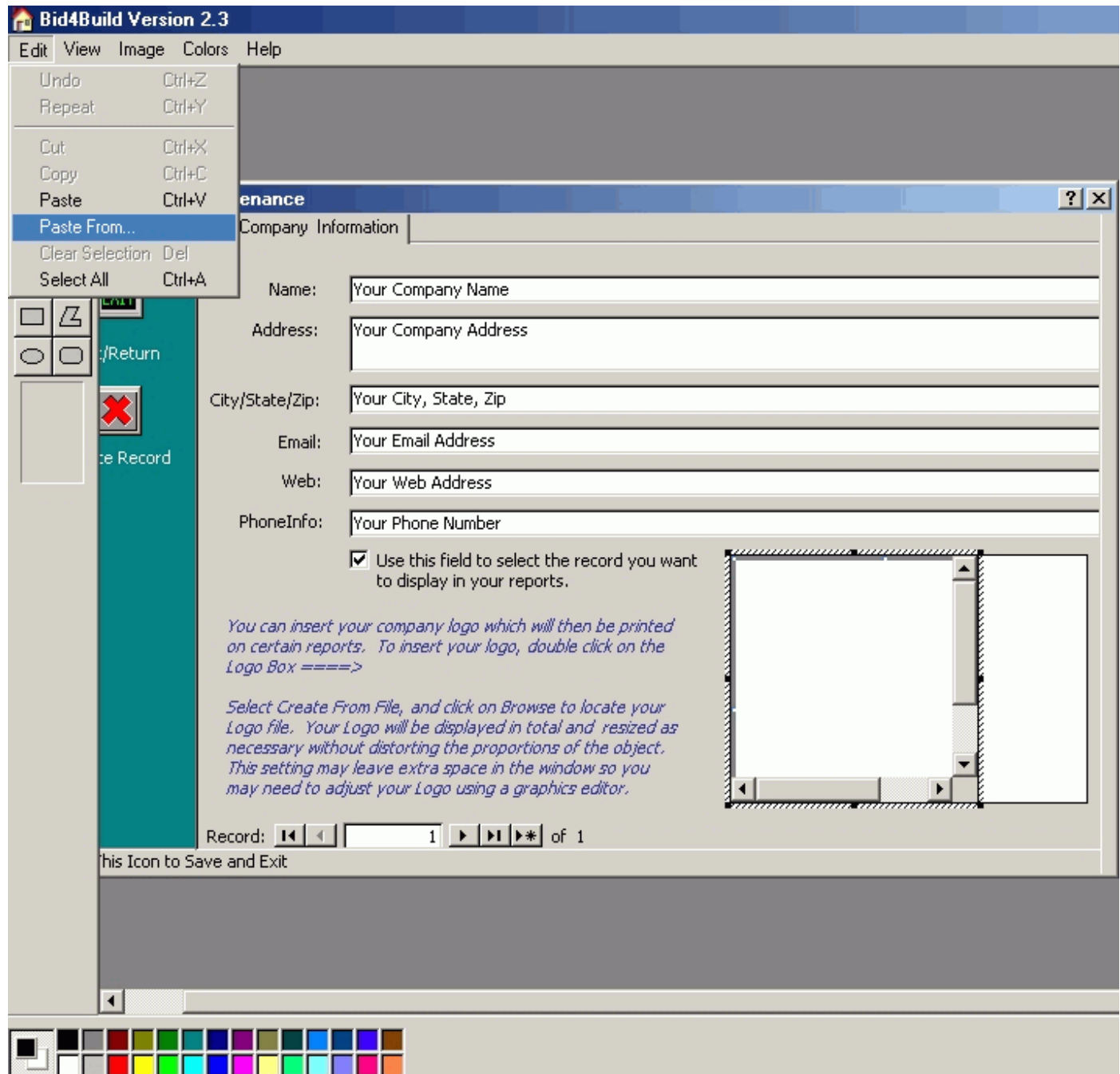
Note: Make sure you DO NOT check the “Display as Icon” option as depicted below:



Step 3

Select either the “Bitmap Image” object type or “Paint Brush Picture”, which ever option is available. If both are available, select “Bitmap Image”. You will then be presented with the screen depicted below:

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You will notice that the Bid4Build Company Maintenance screen will be placed inside the Microsoft Paint Program. At the top of the MS Paint program, you will the menu option “Edit” Select “Edit” and then “Paste From” as displayed in the picture above.

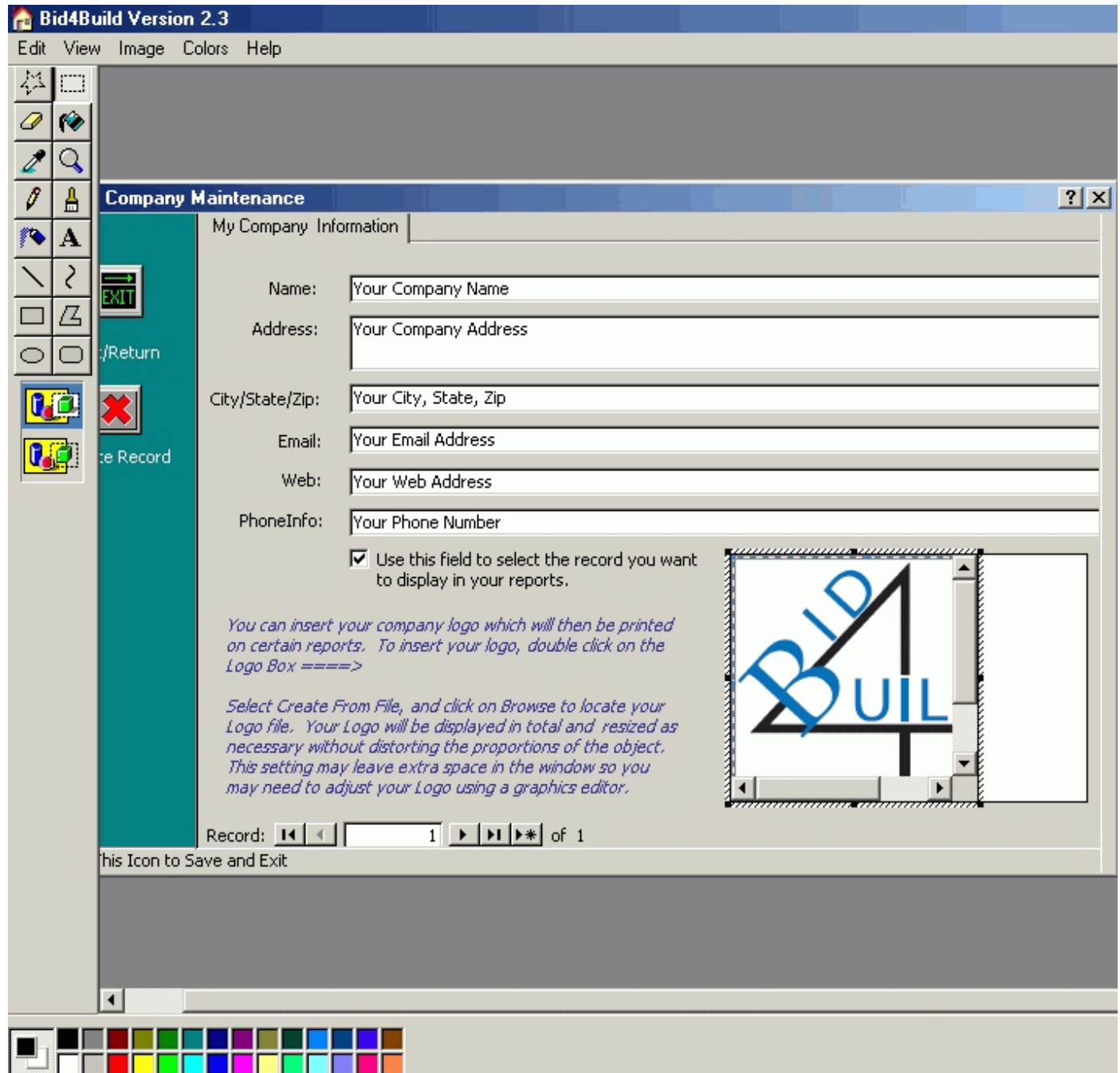
You will then be presented with a windows dialog box asking for you to select the file in your computer’s directory where you want to paste your digital image from. Navigate to the correct location of the directory where you have stored your digital image. Select that file then select the menu option “Open”.

Note: You please try to have a “BMP” image of your digital logo available since you will have the best chance of bringing this image into the Paint program and placed into the Bid4Build image container.

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Step 4

Once you have selected your digital image and then the menu option “Open” from the windows dialog box, your image should then be inserted into the Bid4Build image container as depicted in the screen print below:



At this point, simply click on the Bid4Build “Exit” button from the Bid4Build menu and you will be released from the MS Paint program and your digital image should then be inserted and displayed and in the Bid4Build image container as depicted below:

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Bid4Build Version 2.3

File Edit Estimating Assemblies Item Costbook Bid Management Scheduling Job Analysis QuickBooks Tools Reports Help

Export...

My Company Maintenance

My Company Information

Name:

Address:

City/State/Zip:

Email:

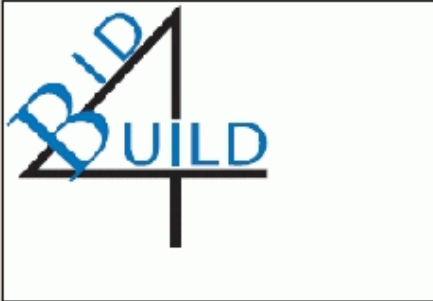
Web:

PhoneInfo:

Use this field to select the record you want to display in your reports.

You can insert your company logo which will then be printed on certain reports. To insert your logo, double click on the Logo Box =====>

Select Create From File, and click on Browse to locate your Logo file. Your Logo will be displayed in total and resized as necessary without distorting the proportions of the object. This setting may leave extra space in the window so you may need to adjust your Logo using a graphics editor.



Record: of 1

Select This Icon to Save and Exit

EXIT

Exit/Return

Delete Record