

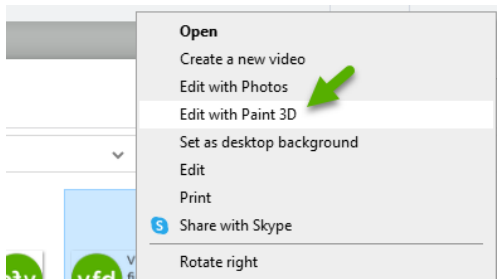
This guide will show you how to change the logo and the colours used for graphs and charts, allowing you to produce reports for your customers that are in line with your company colours/branding.

## EDIT YOUR LOGO

Your logo will be shown on the front page of some reports. The logo must be on a square, transparent, background of 900x900 pixels.

Note: You can use any image editing software, but for this example we shall use MS Paint 3D which is a free software for MS Windows 10. You may already have it on your PC, or it can be downloaded [here](#).

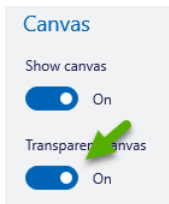
- 1) Locate the logo file you want to use and open it in Paint 3D.
  - a. Right click on the image you wish to edit  
Note: Ideally this will be a .png so that it has a transparent background. You can check this by hovering over the image
  - b. Click on 'Edit with Paint 3D'



- 2) Select 'Canvas' from the menu across the top of the screen

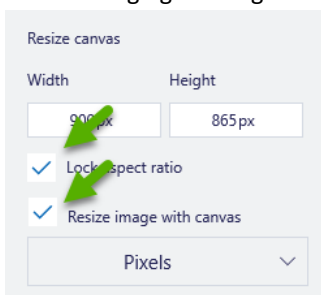


- 3) Ensure 'Transparent Canvas', at the top right of the screen, is turned on

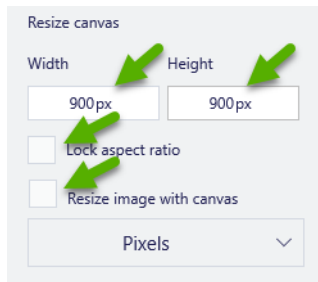


- 4) Ensure 'Resize image with Canvas' is ticked if you want to resize the image itself, and that 'Lock Aspect Ratio' is ticked to prevent distortion.

Note: enlarging an image can compromise the image quality



- 5) If the image is still quite small, remove the ticks from 'Resize image with canvas' and 'Lock Aspect Ratio' and set the canvas size to 900px x 900px



- 6) Save your logo
  - a. Click on 'Menu' in the top left corner of the screen
  - b. Click on 'Save As'
  - c. Click on 'Image'
  - d. Select the folder you would like to save the image in
  - e. Click 'Save' at the bottom right of the pop up box

### LOG IN & ACCESS BRANDING

- 1) Go to [VFD-Pro.com](https://VFD-Pro.com)
- 2) Click on **LOGIN** at the top right of the site
- 3) Enter your username and password and click on **Log in**  
Note: if you have forgotten your login details use the 'Forgotten your password?' link in the box to the right
- 4) Once logged in click on **Configure Branding** at the bottom right of the page

### UPLOAD YOUR LOGO

- 1) Click on Choose File






- 2) Select the image file you want to use and click 'Open' at the bottom right of the pop up
- 3) Click 'Upload'



## SPECIFY THE COLOURS TO BE USED ON YOUR REPORTS

If your branding is managed by an agency, they should be able to confirm the colours used as RGB and/or Hexadecimal values. Otherwise, there are a variety of free to use colour picker tools online that allow you to load an image, or a link to your site, and then click on areas of the page to show the RGB or Hexadecimal code for the colour displayed. If you do not have enough colours in your branding or you want to use something different, that's fine too. You can select any colour you like.

	Colour	R(ed)	G(reen)	B(lue)
Primary Colour *		85	175	0
Secondary Colour *		197	224	180
Tertiary Colour *		251	229	214

In this table you can select the colours to be used on your reports. To the right of the table, you will find a




description of where each colour is used on reports, and a






button that you can click to view an example of this.

There are several ways to input your desired colours in the table:

- 1) If you know the RGB (Red, Green, Blue) values for the colour...
  - a. simply enter this into the R(ed), G(reen) and B(lue) fields as appropriate

	Colour	R(ed)	G(reen)	B(lue)
Primary Colour *		85	175	0
Secondary Colour *		197	224	180
Tertiary Colour *		251	229	214

- 2) If you know the Hexadecimal code for the colour
  - a. Click on the box under 'Colour'

	Colour	R(ed)	G(reen)	B(lue)
Primary Colour *		85	175	0
Secondary Colour *		197	224	180
Tertiary Colour *		251	229	214

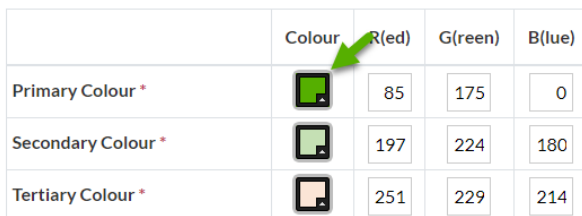
b. Enter the Hexadecimal code in the field labelled #



c. Click anywhere outside of the pop up box to close it.

3) To choose a colour by eye

a. Click on the box under 'Colour'



b. Use the colour slider to select the area of the spectrum e.g. red, blue, yellow



c. Use the larger box on the left to select the shade by moving the small circle to the shade of your choice.



- d. You can see the colour you have selected in the left of the two smaller boxes at the top right of the pop up



- e. Click anywhere outside of the pop up box to close it.


### SPECIFY THE CHART THEME

The chart theme is typically used on bar charts where a colour differentiation is required between bars.

- 1) Simply select the colour theme that most closely matches your company colours/branding from those shown at the bottom



### SAVE CHANGES

Once you are happy with the colours you have selected, simply click  at the bottom right of the screen.