

PDF Output Options (Report Logo & **Header**)

Last Modified on 10/16/2020 2:47 pm EDT

The PDF Output Options on a report allows you to configure a header and/or logo that will appear on reports exported into PDF files. Logos will appear at the top-left of the PDF file, and headers appear above any free form text and report elements.

:RESOLVER

Quarterly Report

Report with Headers



R-2 Business Continuity

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A report exported into a PDF file with a header and logo.

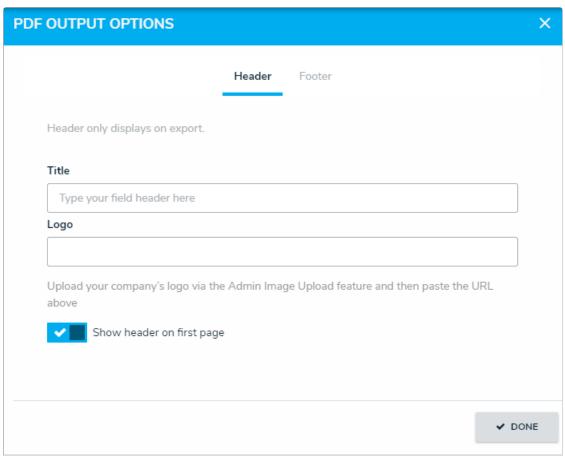


The **Footer** option is not currently functional and will be available in a future release.

To configure the report header and logo on a PDF export:

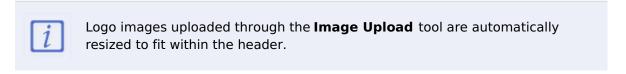
- 1. Create a new report or open an existing one to view the **Edit Report** page.
- 2. Click **PDF Output Options** at the top-right of the **Report Canvas** to open the palette.





The PDF Output Options palette.

- 3. To include a header, enter text in the **Title** field.
- 4. To include a logo, upload an image using the Image Upload tool, then paste the link in the **Logo** field.



- 5. Click the or icons beside **Show header on first page** to show or hide the header on the first page of the report.
- 6. Click **Done** when finished.