

## PDF Output Options (Report Logo & Header)

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.

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.

## PDF OUTPUT OPTIONS

Header Footer

Header only displays on export.

**Title**

**Logo**

Upload your company's logo via the Admin Image Upload feature and then paste the URL above

Show header on first page

✓ DONE

*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.



Logo images uploaded through the **Image Upload** tool are automatically resized to fit within the header.

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.