

16.06. Entering a new logo

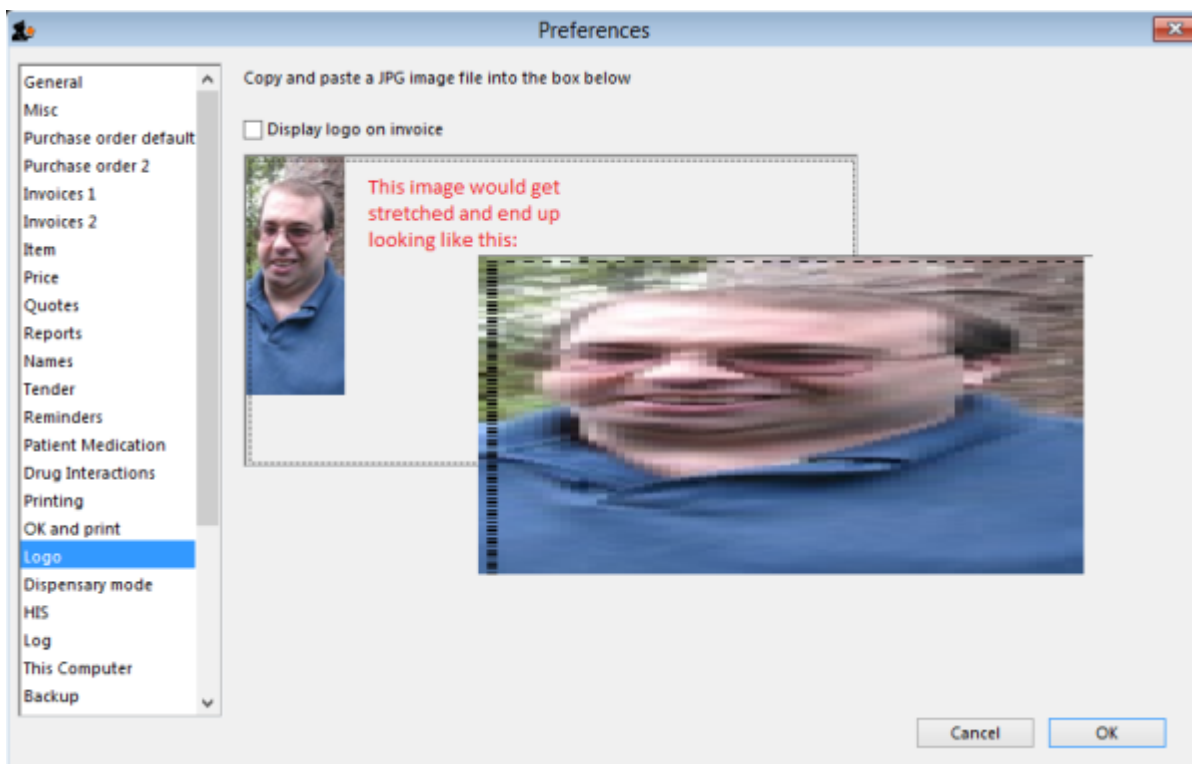


- The preferences described here (accessed through **File > Preferences...**) apply to all stores on an mSupply server.
- In a [synced system](#) there will be multiple 'sync satellites' and these settings can be different on each sync satellite.
- There are some settings that are 'per store' - refer [Store preferences](#), and store preferences can be different for each store on an mSupply server.

Select *File>Preferences*. On the left hand side choose *Logo*.

If you want this logo to be printed on invoices then tick the box.

Copy your image onto your clipboard (control+c) and paste into the area provided (control+v). Be careful to use an image of the aspect ratio 2:1 (2 wide to 1 high) as mSupply will stretch the image to fill the available area.





Previous: [16.05. Mobile Dashboard set up \(before v4.0\)](#) | | Next: [16.07. Synchronisation preferences](#)

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