13.06. Entering a new logo
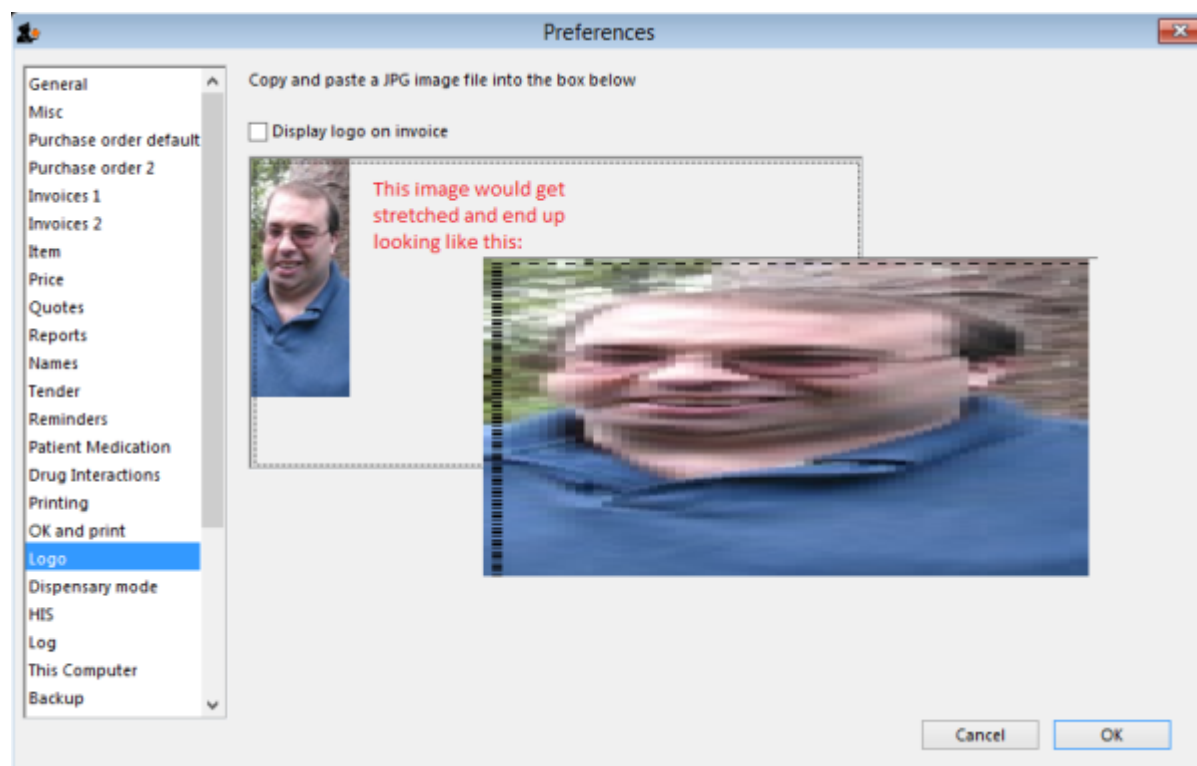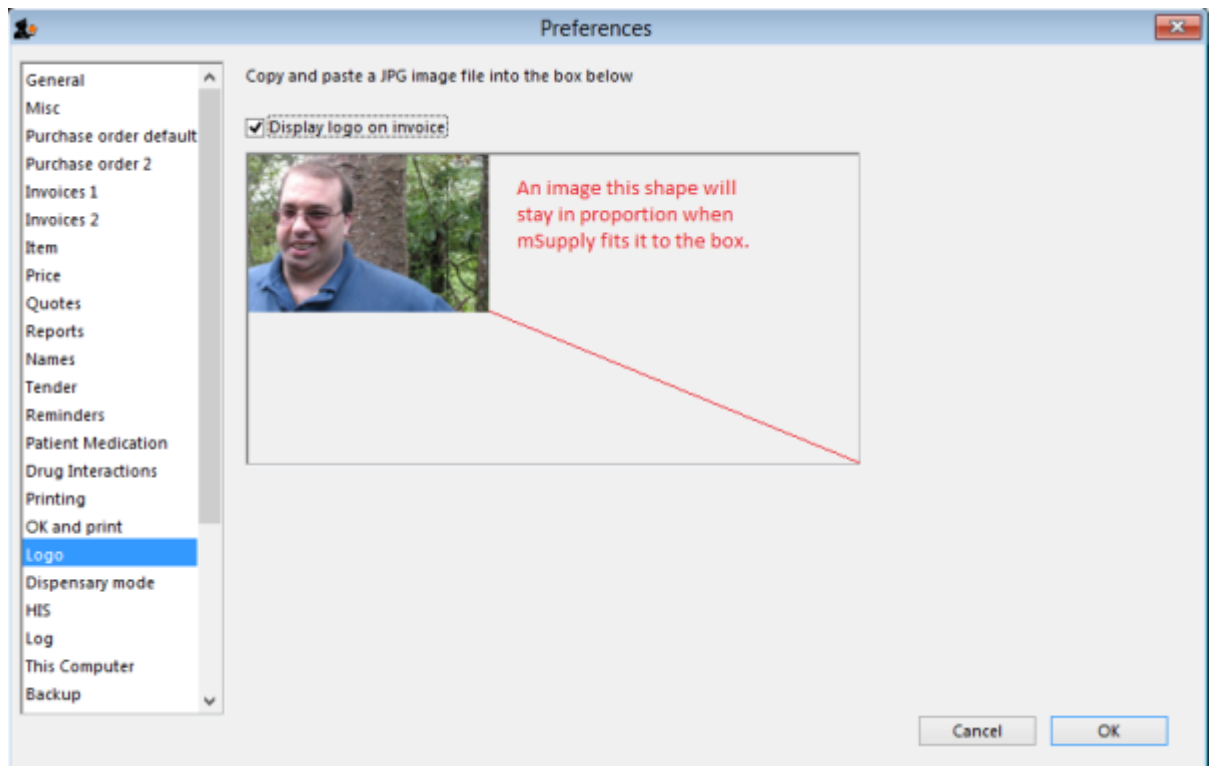
> ⚠️
> - The preferences described here (accessed through **File > Preferences...**) apply to all stores on an mSupply server.
> - In a synced system there will be multiple 'sync satellites' and these settings can be different on each sync satellite.
> - There are some settings that are 'per store' - 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 16:10 (16 wide to 10 high) as mSupply will stretch the image to fill the available area.

Previous: **13.05. Dashboard set up (prior to v4.0)** | | *Next:* **13.07. Synchronisation**