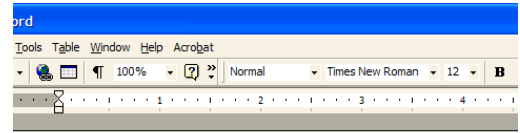


ADDING YOUR ORCHESTRA'S LOGO TO OPAS WORD REPORTS

1. Create a new blank Word document
2. Into that new Word document, cut and paste your orchestra's logo. (Or you can choose Insert | Picture | From File... from the top Word menus)
3. Double-click the Logo to open the Microsoft Word "Format Picture" window.



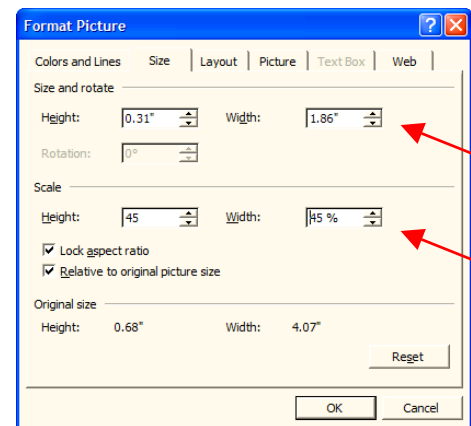
4. Click the **Size** tab of the Format Picture window. On this screen, resize the logo so that it's final size is (approximately) that which you require in the OPAS Word report(s). The goal here is to reduce the size of the image *before* adding it to the OPAS Word template. OPAS Word reports go into a format called "Rich Text Format" or "rtf", and for all its wonderful qualities, rtf is very inefficient with graphics. Often the logo provided by your marketing department will be of a size (both physically and in terms of the amount of memory it consumes) far too large for your OPAS reports, and it's much better to reduce the logo *before* putting it in the template.



Enter a percentage of the original file to reduce it, or type the approximate dimensions at the top of the window.

Keep the "Lock aspect ratio" button checked so that the image does not become skewed.

When the size is at the desired dimensions, click OK. You can fine-tune the size of the logo once it's in the final template; these are just the rough settings.



5. Now open the OPAS Word Template. The template will be in the OPAS\REPORT_ART folder on your server. Each OPAS Word report has three files associated with it; the Report Script (which will have a ".ars" extension), a Report Definition (which will have a ".rep" extension) and the template which has the aforementioned ".rtf" extension.

Name	Size	Typ
aDates_KCS_MonthCal.ars	15 KB	ARS
ADATES_KCS_MONTHCAL.REP	9 KB	REP
aDates_KCS_MonthCal.rtf	48 KB	Rich
aDates_KCS_MonthCal_Small.ars	14 KB	ARS
ADATES_KCS_MONTHCAL_SMALL.REP	9 KB	REP

Double-click the desired rtf file to open it in Word. **NOTE:** if you are not sure which report template to open, contact OPAS Technical Support and we will direct you to the correct file(s).

6. From the original blank Word document in step one, select and **copy** the new logo
7. In the OPAS report template, delete the old logo if need be, and **paste** the new logo into the document.
8. At this point you can refine the new graphic in the report by double-clicking it and opening the Format Picture window. You can fine-tune the size (on the **Size** tab), change the contrast (on the **Picture** tab) or cause the report text to wrap around the logo (on the **Layout** tab).

Two things to *not* do in the report template are: Change or remove or move any tables; Change or remove or move any Bookmarks.

9. Now simply **Save** the new template as you would any other Word document. **BE SURE**, however that you save the file to the same folder (the OPAS\REPORT_ART folder on the server) and you do not change the name or the extension of the file (do not let Word convert the file to a “.doc” or standard Word file)
10. As a final check look in the OPAS\REPORT_ART folder at the document you just changed. Make sure the file size has not grown too high. Again, rtf files can be inefficient with graphics and if putting the logo into the document caused the template to grow to several MB in size, it will take a very long time for the report to open from OPAS. As a general rule of thumb, file sizes less than 500 or 700 KB are acceptable.

