



EASTLAN

R A T I N G S

Station Logo Installation in Radius

- Copy your logo file into the **C:\Radius\Backup** folder or other folder, not Desktop.
 - Start Radius**, then click **Cancel** (lower right) if **Radius Wizard** is open.
 - In the upper left corner of the window is an area that should say **No Logo** or has an existing logo, double-click on this area.
 - A window will open called **Select Logo File**.
 - In the part of the window that says **Directory**, double-click on the **Radius\Backup** folder icon or the location you have saved it in.
 - On the left side of the window under **File**, your logo file name should appear with the extension of **.wmf, .jpg or .bmp**.
 - Select/highlight** the file you wish to use by **clicking on it once**. A preview of the logo will appear in the right hand side of the window. **Click OK** and then continue using Radius.
 - Don't be too concerned of the logos looks while in Print Preview, once it is printed or emailed it will look just fine. Unless the file is of poor resolution. Print it out if you are concerned.
 - You can also access the logos when in **Print Preview/Set Up/ Page Style** tab function and then follow these instructions;
- Page Style tab** – A company logo may be used by checking the *Use* box under *Logo*. To center the logo check the *Centered* box. Click the *Select* button to choose a company logo file. Double click on the folder where the logo files are stored. It is recommended to place logo files in c:\Radius\Backup so they are easy to locate. Highlight the file name to use under *File Name* and click *Ok*.