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**How to Change the Logo on WindowExpress Confirmations**

Below are the instructions on how to change the logo on WindowExpress confirmations. If you would like to change the logo for a customer you will have to change the file.  This has to be done on every computer.

Shut down WindowExpress while following the steps below so that the file can be attached.

Save the logo as dealerlogo.jpg to your desktop.  (Please note: Windows 7/ Vista hides extensions by default therefore it you are using you will only need to label dealerlogo)

Right click on the WindowExpress icon and choose properties

A window will pop up and you will be on the “Shortcuts” tab. Select “open file location” or “find target”. When you choose one of those a new window will open (a long list of files).

Now, simply drag and drop the Dealerlogo.jpg from your desktop right into that open window. If it moves into that list, you’re done.

Close the window and log into WindowExpress. Any NEW quotes will have your dealer logo placed on it.  Unfortunately, it will not apply to any previously created quotes or orders

Please let us know if you have any questions!