Newforma Project Cloud enables you to add two types of logos to your projects:

- **Project Logo**. The project logo appears in the upper left corner of the Newforma Project Cloud interface. It also appears in the upper left corner of printable pages if enabled on the **Edit Project Information** page. Project logos typically consist of a picture of the building, a company logo or a combination of company logos representing the project team.
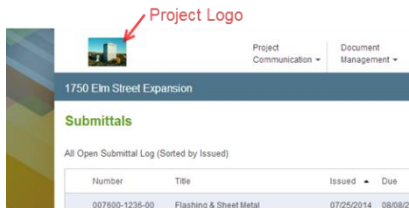
- **Company Logo**. A company logo is linked to a company's domain name and is automatically applied for project team members with that domain name. Company logos appear in the upper right corner of printable pages for any user from that company.

This guide takes you through the following steps in creating project and company logos:

- Digital logo file requirements
- Resizing a single digital logo file in Microsoft Paint
- Combining multiple digital logo files
- Reducing the digital logo file size
- Importing the project logo to Newforma Project Cloud
- Linking a company logo to the email domain name

Digital Logo File Requirements

- All logo files must be 233 pixels wide by 78 pixels high
- Save all logo files in a .png file format.
- Logos must be less than 50kb.

Resizing a Single Digital Logo File in Microsoft Paint

Use Microsoft Paint (or another graphics program) to correctly size logos for software compatibility.

1. Using the **Resize** option in Microsoft Paint, select the **Pixels** option and proportionally scale the logo for a maximum horizontal width of 233 pixels and a maximum vertical height of 78 pixels. Allow some white buffer space around the top, bottom and sides of the logo. Do what looks the nicest and offers the best composition.
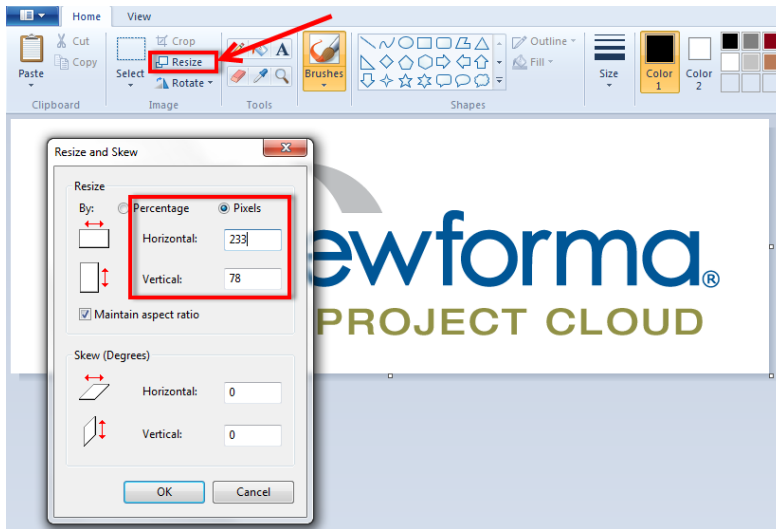
2. Depending on the logo design, the white background canvas may need to be stretched so that the picture is 233x78 pixels. Take care to ensure that the logo's proportion does not change when you stretch the canvas.

3. Center the logo within the white space by selecting all (CTRL+A) and dragging or using the arrow keys to adjust. Following is an example of a single company logo centered in 233x78 pixels:

4. Name the file appropriately with a 233x78_ prefix and save the .png file.

Combining Multiple Digital Logo Files

In many cases, it's desirable to use multiple company logos for a project logo. The logos need to be combined using Microsoft Paint (or another graphics program) into one file for upload to the software.

1. Start by opening a company logo that is already sized to a 233x78 pixel file.
2. Open additional logos with additional instances of Microsoft Paint.
3. Select each additional log and use CTRL+C to copy the individual logo and CTRL+V to paste it into the target file.
4. Place the owner logo furthest to the left, followed by the design team logo and the contractor logo. In some cases logos may need to be stacked because of logo orientation. Most often, there will only be a contractor and a design team logo to combine. The overall file size must be 233x78 pixels and the overall file size still may not exceed 50KB.
5. Save the final file as a combined file with the **233x78_** prefix and the company names in order from left to right. Following are several examples of combined project logo files:

   Variations of 3 combined logos:

   Example of two combined logos:

Reducing the Digital Logo File Size

Although the pixel size of the file may be correct, the logo file's size may still exceed 50KB. To reduce the file size, perform the following process with Microsoft Paint.

1. Make sure the logo is adjusted to the 233x78 pixel size.
2. Select all.
3. Press CTRL+C.
4. Press CTRL+N and when prompted, select Don't Save to discard the changes.
5. A new blank file appears in Microsoft Paint.
6. Press CTRL+V to paste the smaller logo into the blank window.
7. Save the new version – the file size will be much smaller.

## Importing the Project Logo to Newforma Project Cloud

1. Go to the Project Cloud home page and select the **View Project Info** link for the appropriate project.
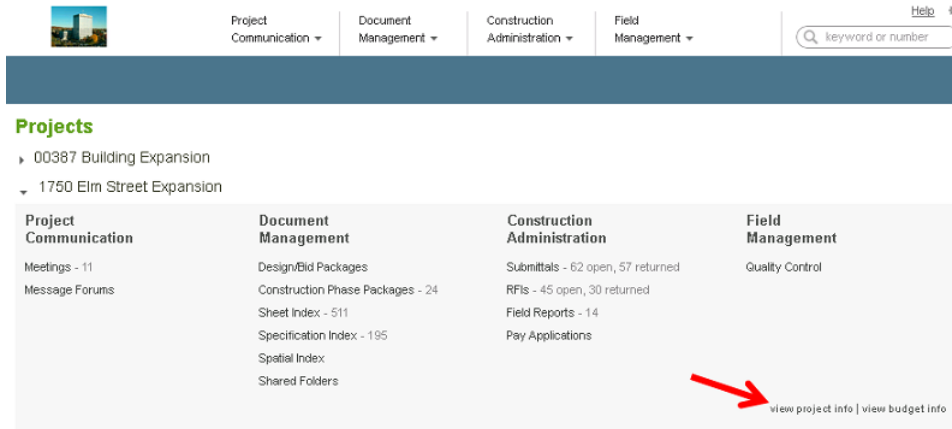
2. Scroll to the bottom of the **View Project Information** page and click **Edit**.
3. Scroll down to the **Project Logo** section, shown below. Click **Choose File** to navigate to and select your project logo file.

4. If the project logo includes a building picture, multiple company logos combined or the owner's logo, we recommend that you check the **Include Project Logo on All Printable Summary Pages** option. If the uploaded logo only represents the contractor or the architect, we recommend leaving the box unchecked.
5. Click **Save** at the bottom of the page to save your changes.
6. The logo is now uploaded to the project and should be visible at the top of the software interface. If the file is not visible, recheck the file size to make sure it is not too large.
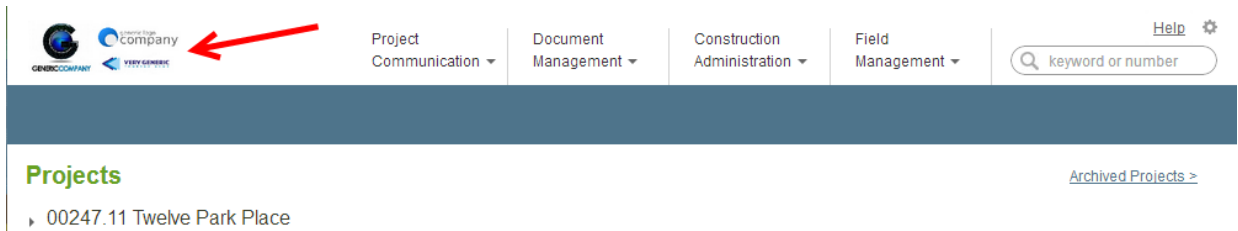
Linking a Company Logo to the Email Domain Name

Each company logo can be linked to an email domain name in the software. This is recommended for all major users of the system, such as contractor, architect and owner companies. Please send all 233x78 pixel single company logo digital files to cloudsupport@newforma.com as well as the associated domain names (i.e., @newforma.com), and Services will add the links for your project users.