

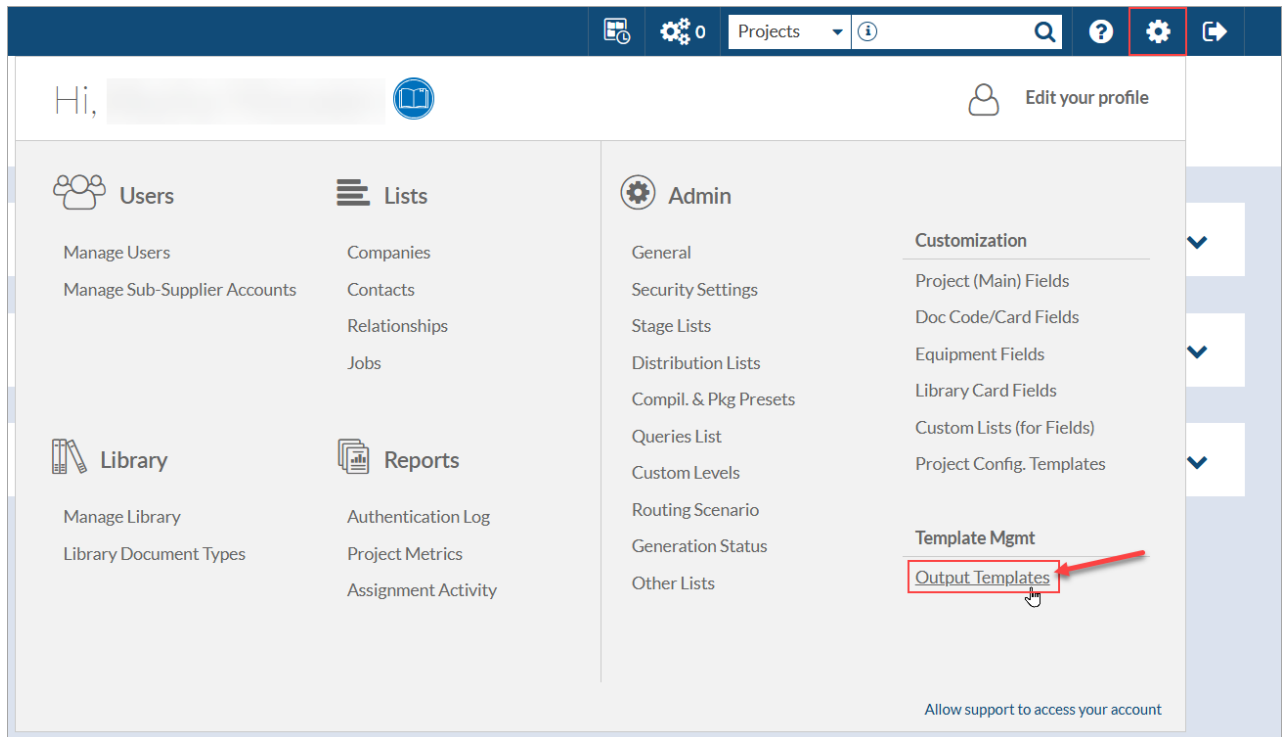
Adding Instance Logos

10/02/2025 2:03 pm MDT

DocBoss can put your logos on any generated template, whether a cover page or transmittal.

There are 4 logos that can be uploaded to the system: (1) primary logo, (2) primary letterhead logo, (3) secondary logo, and (4) secondary letterhead logo. These are logos specific to your company.

To add logos to the system, navigate to **System Menu > Template Mgmt > Output Templates**.



Primary / Secondary Logo

This is generally used when a logo is required in a specific place on a document. Recommended width is 450px

Letterhead Logo

This image can be used in your templates when you want to cover more information than just your logo. It is used in places where the image should stretch across the entire header of the document (and act as letterhead).

Most notably, our default transmittals use this image as their letterhead. Suggested width is 1400px.