

QUICK REFERENCE

HOW TO ADD LOGOS TO REPORT TEMPLATES

**Corridor4DM Version:**  
5.2



**Target Audience:**  
Technologists and Physicians

**Primary Workstation:**  
Processing and Review

**Note:** To navigate to specific directories, click on your PC's **Start** button in bottom left corner. Scroll up to and click on **My Computer**, which will show you all available drives. The 4DM default installation drive is the C:\ drive.



**WARNING**  
Some vendor computer systems do not have MS Office Word installed.

To edit report templates:  
**1. Backup** the 4DM report templates from the vendor's computer onto external media (flash drive, CD/DVD).

**2.** On a computer that has MS Office Word, (97 or newer) **open** the **reportTemplate** folder from the external media and make the desired template modifications using this Quick Reference Guide.

**3. Save** the new **report templates** on the external storage media.

**4. Restore** the modifications from the media to the 4DM program on the vendor's computer. See the [Backup](#) or [Restore](#) Quick Reference Guides if you need assistance.

**Clinical Importance**

The integrated reporting feature of 4DM provides generic templates that are used to create the final report. The 4DM templates are user-configurable, meaning that users can add electronic signatures, text, company banners or logos, pictures, or clip art to customize the look of their final reports.

**To add a logo to a report template, follow these step-by-step instructions:**

- For this Quick Reference Guide we will add the Corridor4DM logo to an HTML report template.

- Navigate** to the directory where the **reportTemplates** file folder is stored on your computer (see red rectangle in Figure 1). Report templates are stored in a sub-directory of the Corridor4DM application. The default installation stores the report templates in the following directory: **C:\Program Files\INVIA\Corridor4DM\reportTemplates** (see Figure 1).

- Click on the filename of the report template you want to modify so that it becomes **highlighted**. For this example we will modify the **Stress,Rest Protocol HTML report template** (see Figure 2).
- Right-click** on the highlighted file and select **Open With**. Select **Microsoft Office Word** (see Figure 2). Put your **mouse cursor** in the document **where you want the logo inserted**.
- In the toolbar at the top, click on **Insert**, then click on **Picture**. Scroll down and click on **From File** (see Figure 3).
- An **Insert Picture** dialog will present. Navigate to and then select the logo that you want to put in the report template by clicking on it to **highlight** it (see Figure 4). Click **Insert** (see pink rectangle in Figure 4).

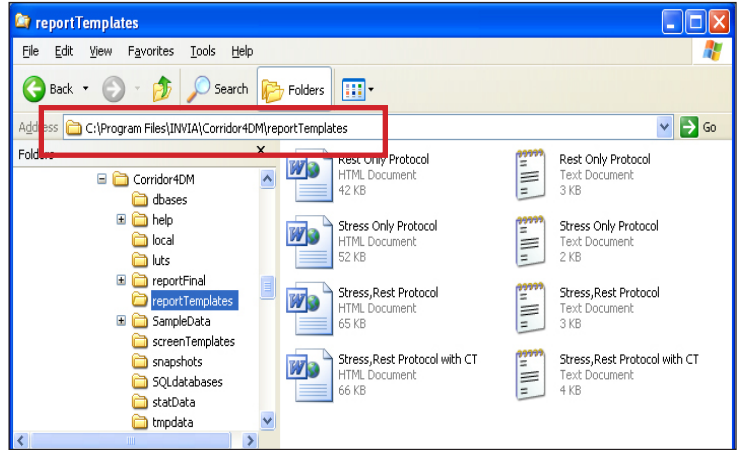


Figure 1: Shows the navigation path (red rectangle) to the **reportTemplates** folder (highlighted in blue). The right-sided panel shows the contents of the **reportTemplates** folder: HTML format-templates in the left column and plain-text format-templates in the right column.

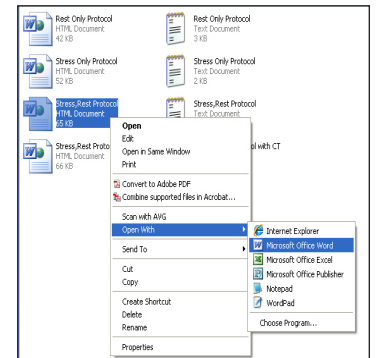


Figure 2: Shows the **highlighted Stress,Rest Protocol HTML template** with the right-click navigation path to open the template in Microsoft Office Word for editing.

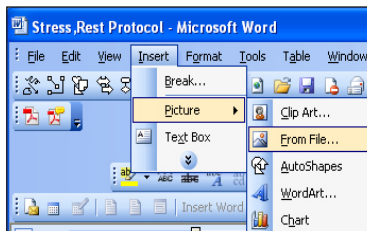


Figure 3: Shows the navigation path from Microsoft Office Word to the **Insert Pictures** dialog.

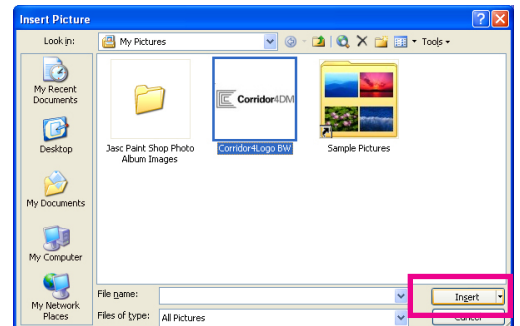


Figure 4: Shows the **Insert Picture** dialog with the logo highlighted in blue that will be inserted into the template.

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**Note:** To **resize or move** the inserted object, double-click on it so that the black nodes and guidelines appear around the object (see Figure 5). Click and drag the outer nodes to resize it. Click and drag in the center of the object to move it to the desired location anywhere on the page.



**Note:** Report templates can be designed in either HTML or ASCII text formats. The HTML format is used for both HTML and MS-Word reports.



**Note:** To highlight more than one file at a time, hold down the CTRL key while clicking on the files you want to select.



- The logo will now appear in the report template. You can resize or move the inserted logo wherever you desire within the document.
- Click on the **File** menu in the toolbar. Click on **Save As**. A **Save As** dialog will present (see Figure 6). If you would like to **replace** the existing file, keep the name the same (not recommended). If you would like to save this as a different template name, rename it with a unique identifier (see green rectangle in Figure 6).

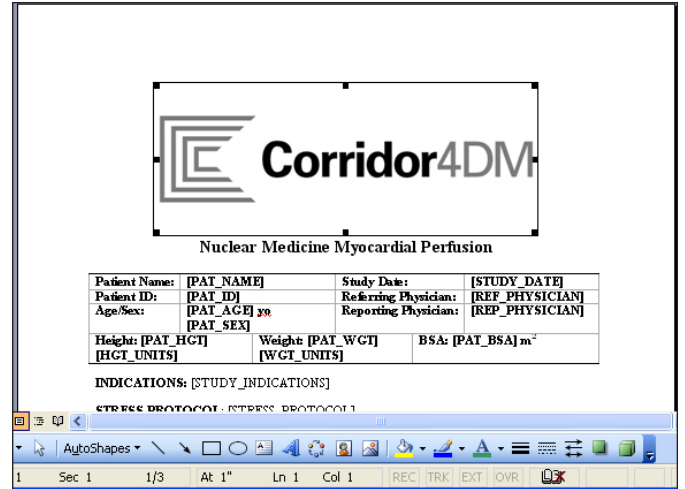


Figure 5: Shows the Corridor4DM logo inserted into the HTML report template.

- Verify that it will save the file as type: **Web Page** (highlighted in blue in Figure 6). Use the down-arrow dropdown menu next to the file type to change it if necessary.
- Because the template now contains an image file, the new template **must be copied and pasted from the reportTemplate folder into the reportFinal folder**. This step ensures that the modifications to the template will be recognized by 4DM when reports are exported.

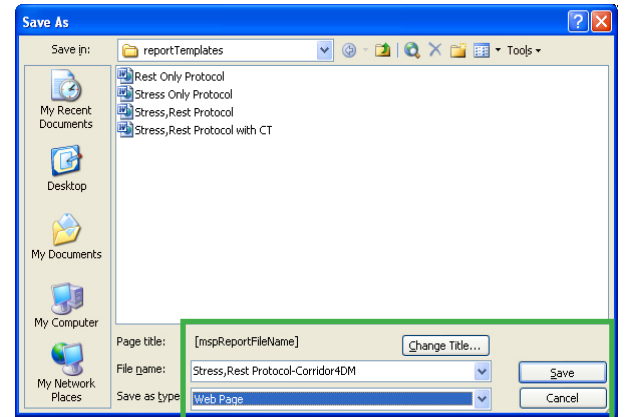


Figure 6: Shows the **Save As** dialog. Note that the **File Name** of the new report template has a unique identifier added to it, and the **Save as Type** is **Web Page**.

- Navigate to the reportTemplates directory (C:\Program Files\INVIA\Corridor4DM\reportTemplates, see pink rectangle in Figure 7). Highlight **both** the new **HTML Stress,Rest Protocol icon** and the **new yellow folder** that has automatically been created. The yellow folder contains the picture file (or any modifications you make to the report template).

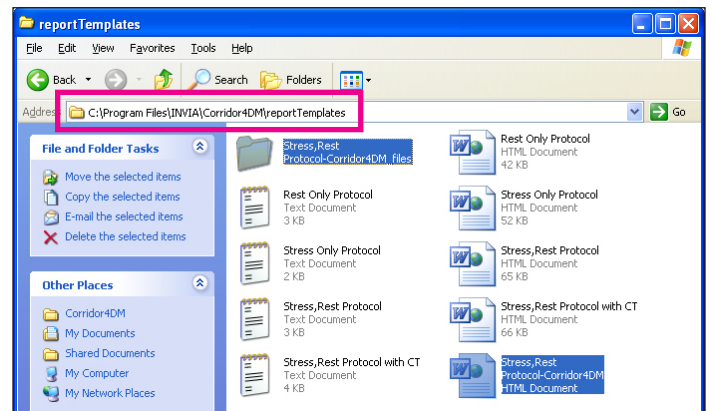


Figure 7: Shows the updated **reportTemplates** folder contents with both the **HTML Stress,Rest Protocol icon** and **yellow folder** highlighted in blue.

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**Note:** Users can follow the steps within this Quick Reference Guide to add other objects such as: electronic signatures, text, or pictures to their 4DM report templates.



- Right-click in the background and select **Copy**. Click the **green back arrow once** (shown in Figure 8) to go up one level (**C:\Program Files\INVIA\Corridor4DM**) in the directory.
- Double-click on the **reportFinal** folder to **open** it (highlighted in blue in Figure 9).
- Right-click in the background and select **Paste**. Both objects will now appear within the **reportFinal** folder.
- Close all active windows.
- **Launch 4DM** to verify that your new template is available for use on all final reports.
- Click on the **Export Data** button in the **Application Control Panel**.
- Select **Create a Report** (circled in red in Figure 10) in the **Text Formatted Reports** section. Your newly created template with the unique identifier should now be listed as a template option. Click on it to **highlight** it as the template you want to use (highlighted in blue in Figure 10).
- Click **Proceed** (circled in green in Figure 10). The final report will present in a new dialog and your modifications will now be visible within the report.



Figure 8: Shows the green **Back** arrow.

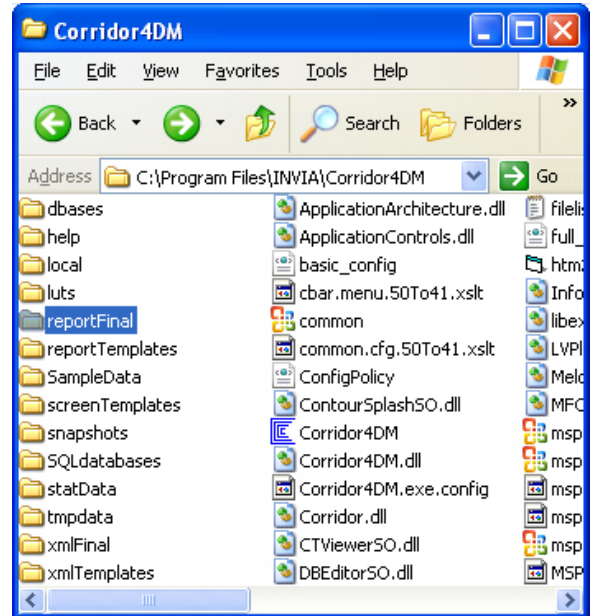


Figure 9: Shows the **C:\Program Files\INVIA\Corridor4DM** contents with the **reportFinal** folder highlighted in blue.

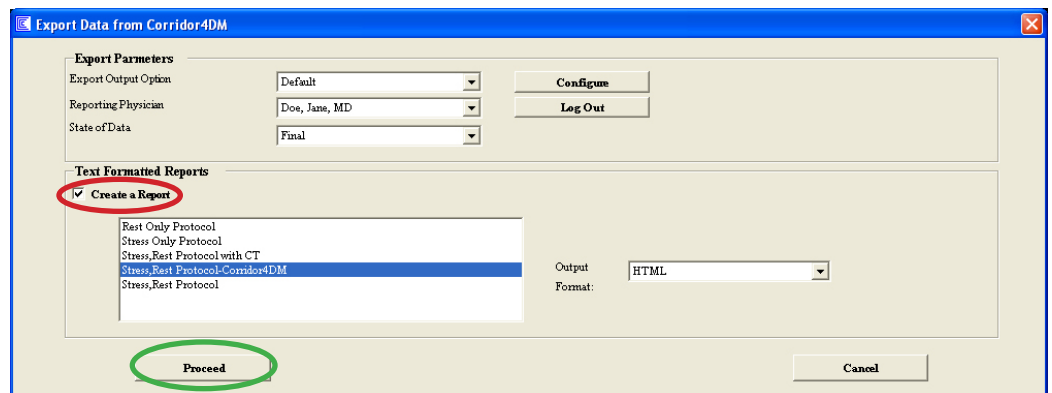


Figure 10: Shows the **Export Data** dialog within 4DM.