Unite Education Program v9.0
Job Aid: 5770

# Add a Logo to a FlexApp

For each FlexApp in Unite, you can add a logo to enhance your school branding in the heading of the application. The image file must be in a GIF, JPG, or PNG file format and be less than 600 pixels wide and 100 pixels high. A high-resolution image that meets or exceeds 72 DPI works best. Once you add a logo to a FlexApp, you cannot delete the logo. You can replace or overwrite the logo at any time.

## To add a logo

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. In the **Name** column, click the FlexApp you want to configure.

5. Click the *Application* tab.

6. Click and expand the *Logo* section.

7. Click **Edit** .

8. In the LOGO UPLOAD area, click **Select files…** . Navigate to the location of the image file, and then select the image you want to add to your FlexApp.

   **Note**

   You can also drag and drop the image file to the LOGO UPLOAD area.

> **Note**
>
> You can upload GIF, JPG, and PNG image files that are less than 600 by 100 pixels. Image files that are at least 72 DPI work best.

9. Verify the image showing is the correct logo for the FlexApp you want to add.

> **Note**
>
> If you inadvertently select the incorrect file during the upload, you can click **X** to remove the incorrect file.

10. Click **Save** .

11. Click **Submit** .

12. Click **X** to close the *Edit FlexApp* window.