

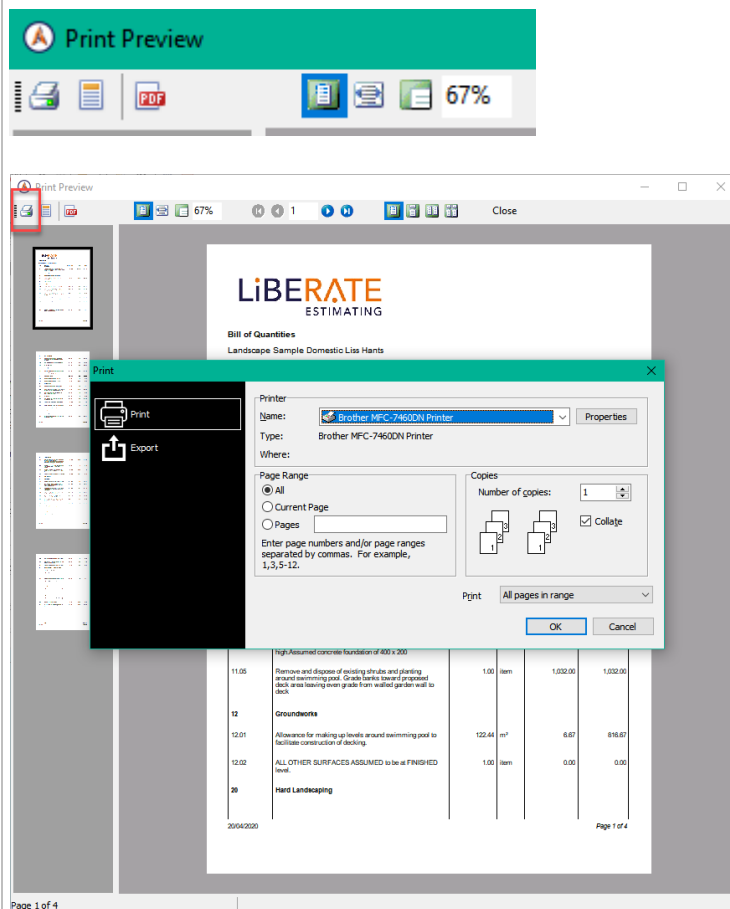
You can export your Bill of Quantities report with a set of attachments before and after so that the export file becomes a single document

Purpose

So that you can send a single file with selected attachments to your client.
These can be attachments such as a Cover letter
Standard terms and conditions
A page to sign and return – etc.

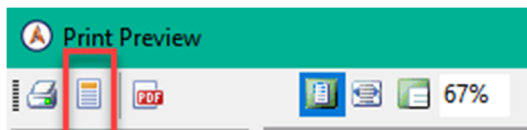
How to:

Preview your Bill of quantities report on screen in the usual manner.



Use the Standard print button if you want to print a standard print to either your printer or your pdf printer.

Adding your logo



- Your logo must be in the format of tif/.jpg/.png/.bmp or recognised picture file extensions
- Ensure that your logo is preformatted to fit into the available space.
- You cannot resize your logo from within Liberate
- Your logo should be the right size to fit in at the top of your report and should be **approximately 350 x 80 pixels**.

- You can use “Paint” which comes as part of Windows or any other graphics program to check the properties of your logo and to resize it to

Add in the desired information

- Filename of the logo
- The text you wish to insert
- Tick the “Visible” buttons to toggle the logos on and off

If you have a problem with your report scrolling to multiple pages:

If you have a problem with your report scrolling to multiple pages:

This probably means that you have inserted a logo that is far too big for the page.

1. Firstly, switch off the logo function as per the above (if you can)
2. Close Liberate
3. Using Explorer browse to C:\Users\user_name\AppData\Roaming\Liberate\Liberate MUC\Settings
4. Delete the file - report-header.json
5. You can now set in a new logo as per the instructions above

NEW FEATURE

Exporting attachments with your Report



You can generate a single report comprising:

- Any attachments before,
- Your Bill of Quantities report
- Any attachments after

Why

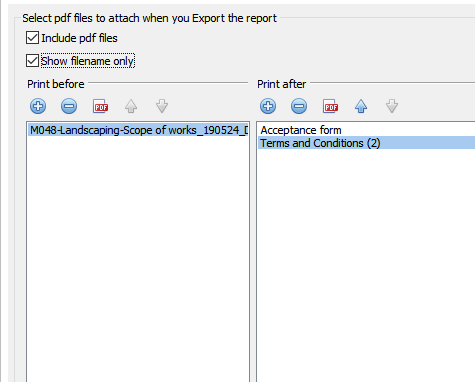
To make a single pdf report with your cover letter, standard conditions a specification and of course the Liberate Report

How

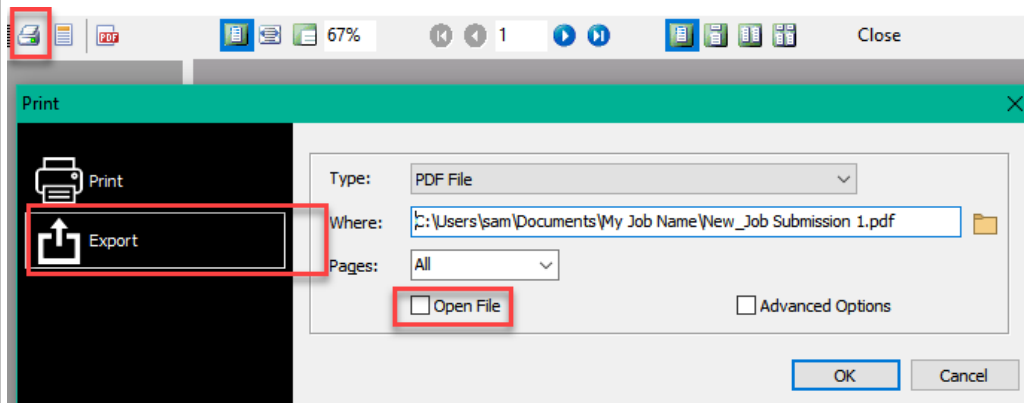
You will use the PDF icon as shown above

You will use Export to save the Pages before + The BQ + The Pages after as a single document in a selected location.

How



Select the files that you want to be included before and after. You can use the arrows to re-order the files



From the print Icon, select EXPORT and setup via the browse button your locations and the file name an OK.

The combined document will be saved for yo to transmit to your client.

Use Open file to automatically open the file on your screen after you have created it.