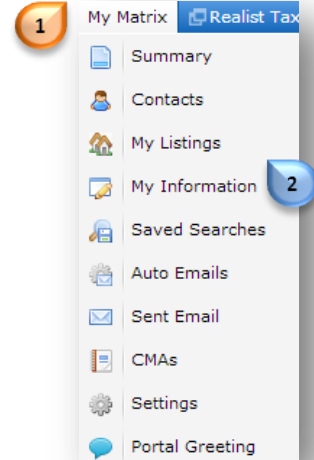


Customize Headers and Footers

Hover over the “My Matrix” tab **1** and select “My Information” **2**



Select “Header & Footer” **3**

 A screenshot of a web form titled 'Header & Footer'. The form contains several input fields: Title of Employment (Product Trainer), Fax Number, Office Website (www.recolorado.com), Tag Line (Team Denver), Additional Phone (303-333-3333), and Additional Information. A 'Preview' button is visible at the bottom left. A blue circle with the number '3' is placed over the 'Header & Footer' tab.

From the list of options, click the radio button **4** for the header and footer of your choice.



Click “Preview” **5**

To upload a personal photo select “Use Custom Photo” and click “Change Photo” **6**

 A screenshot of the 'Photo' section of the form. It shows two radio buttons: 'No Photo' (selected) and 'Use Custom Photo'. Below the 'Use Custom Photo' option is a blue link that says 'Change photo'. A blue circle with the number '6' is placed over the 'Change photo' link.

Customize Headers and Footers

Click **“Browse”** ⁷ to select a photo from your computer

Click **“Save”** ⁸

To change the foreground text color ⁹ or the background color ¹⁰, click the respective color field and move the circle to select a color.

To preview a different header, click **“Select a different package”** ¹¹ and repeat the steps.

To finalize your selected header click **“Save”** ¹²

