

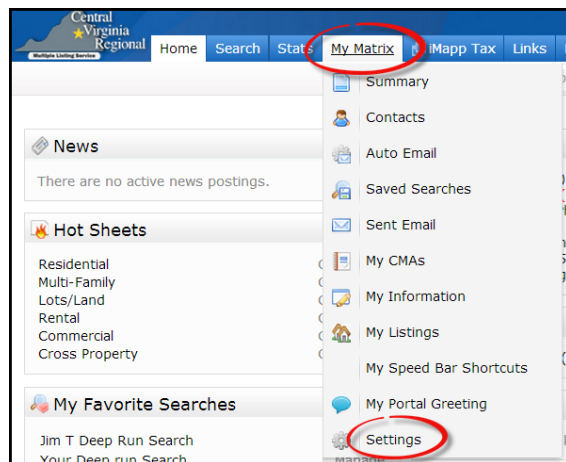
Quick Tip with Matrix – Creating Headers/Footers



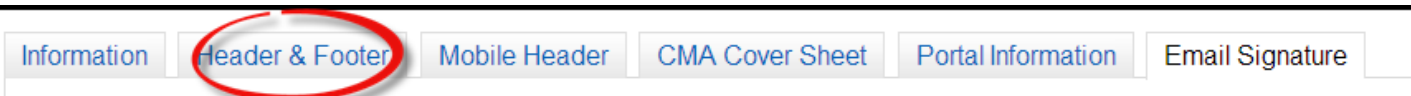
Creating Headers/Footers

- ❑ The Header/Footer features allow you to personalize your Portal and various reports.
- ❑ Matrix offers template packages that you can use to format your information. You can also upload a custom Header/Footer that you have created.

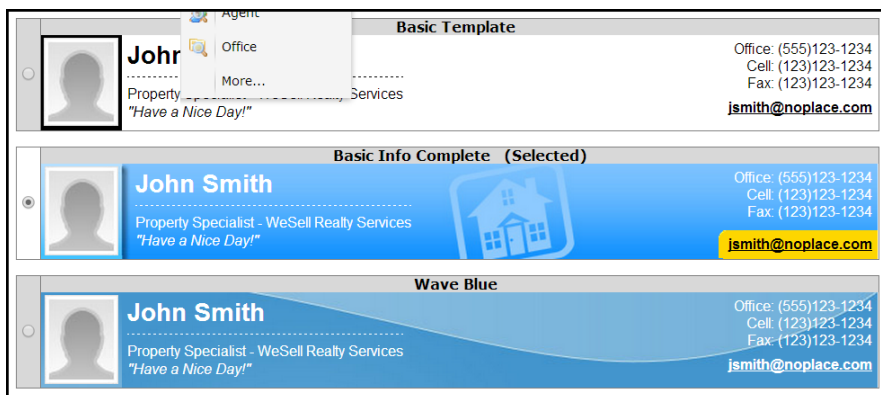
1. From the My Matrix Tab choose the option “Settings”



2. Choose the option for creating Headers & Footers



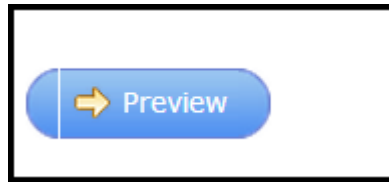
3. Choose the template you want as your header/footer



Quick Tip with Matrix – Creating Headers/Footers



4. Preview the layout



5. Change colors and review design



Select a different package or save your current work

