

Directions for Adding Your Logo to Your Document

If you chose to add a logo to this document, you can place it in the footer, below the article development content.

**Steps:**

1. Open the footer section (either double click in the footer section of the document or go to the “Insert” tab→ select the drop-down menu for “Footer” → and click on “Edit Footer”).
2. Make sure your cursor is below the bottom line (or wherever you want your logo).
3. Go to the “Insert” tab.
4. Click on “Pictures” from the “Insert” tab.
5. A window will pop up so you can search your computer for the logo. Select your logo (.jpg or .png format) and click the insert button.
6. Your logo will appear in your footer. If you are happy with the placement, skip step 7.
7. \*\* If you want to move the logo image around, click on the logo→ go to the
“Format” tab→ click on the “Wrap Text” drop-down menu→ and select “In front of text.” This formatting will allow you to move the logo freely around the screen.
8. When you are satisfied with the placement of the logo, exit the footer section (either double click outside of the footer area or go to the “Design” tab→ and click the “Close header and footer” button).

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