

Downloading and placing logos

Tips for PC and MS Word users:

- click on the PNG file and it will appear in your web browser window
- right click on the image to get a dialog box and choose “save picture as”
- in that same dialog box on the lefthand side you will have the option of saving the logo to your desktop or to a folder of your choice.

To insert a logo in an MS Word doc:

- choose “insert” from the top menu bar, choose “picture” from the drop down menu, choose “from file”
- click on either your desktop or the folder where you have saved the logo.

To resize the logo:

- always hold down the shift key while dragging the image box diagonally from any corner.

DO NOT stretch the logo to fit your space.

If you need a larger logo, contact the Publications Office.