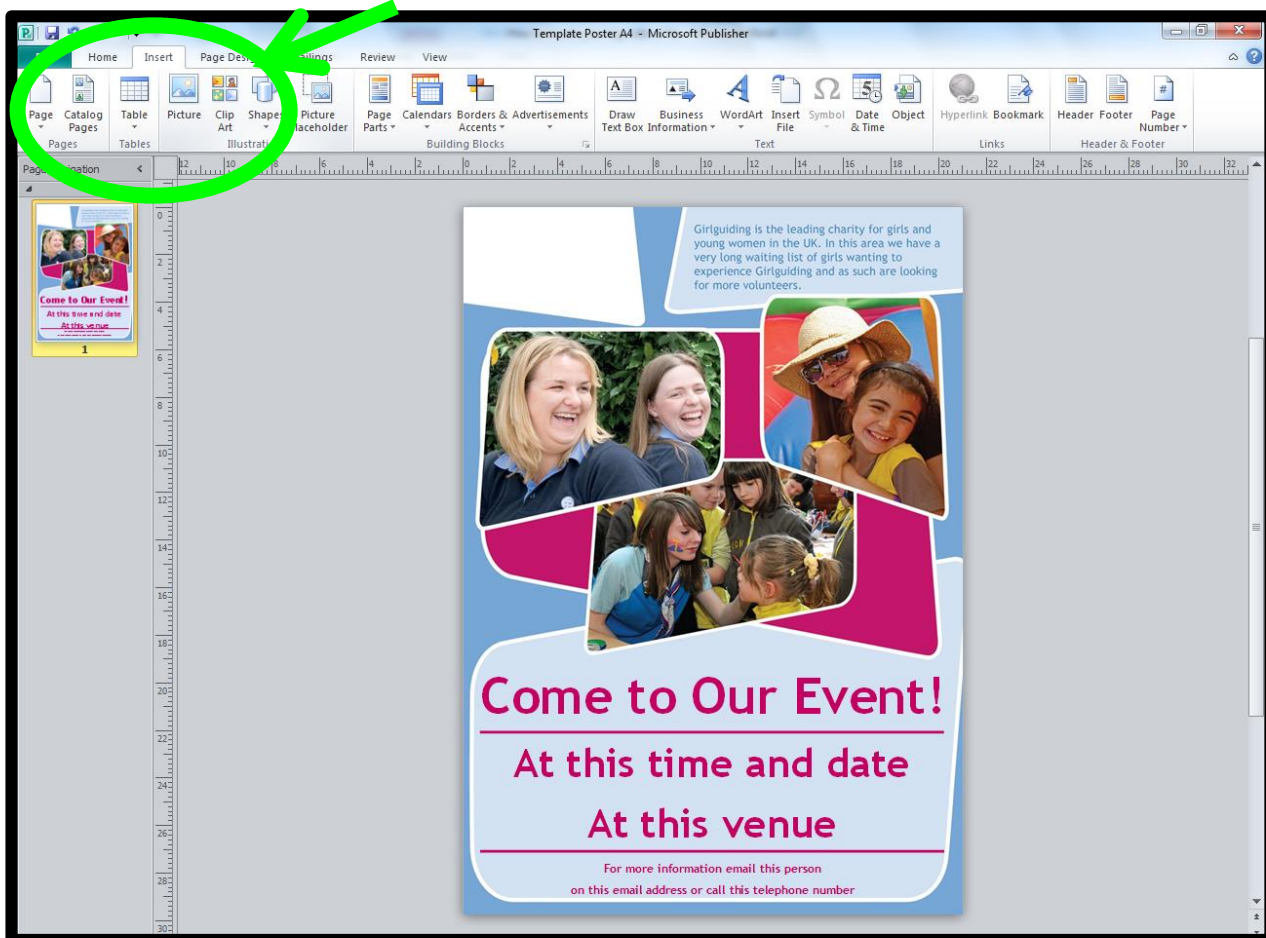
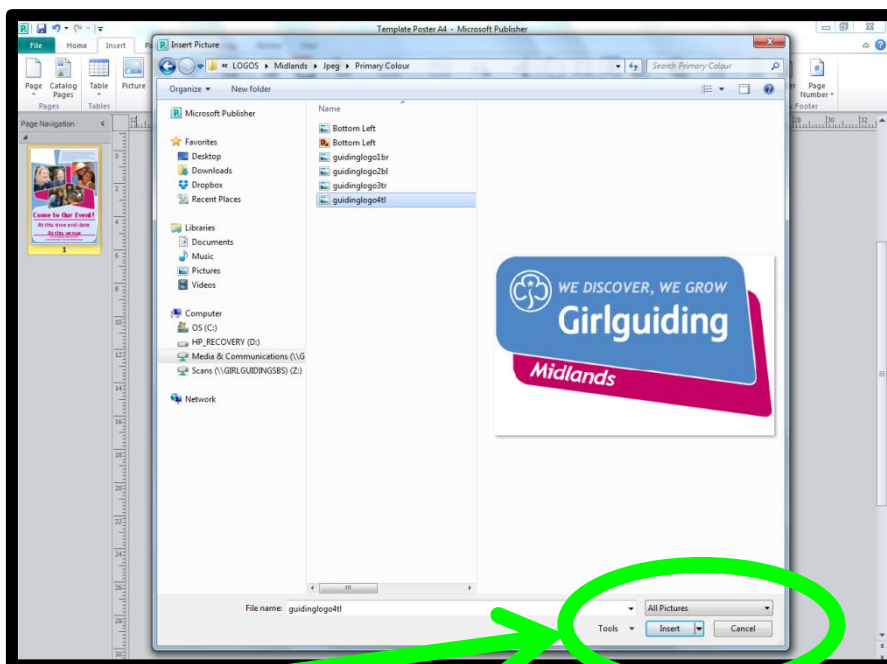


## How to Insert your logo into a Publisher file

1. Open the file in Publisher that you wish to add the logo to.  
Click on the “Insert” tab at the top, and then “Picture”.

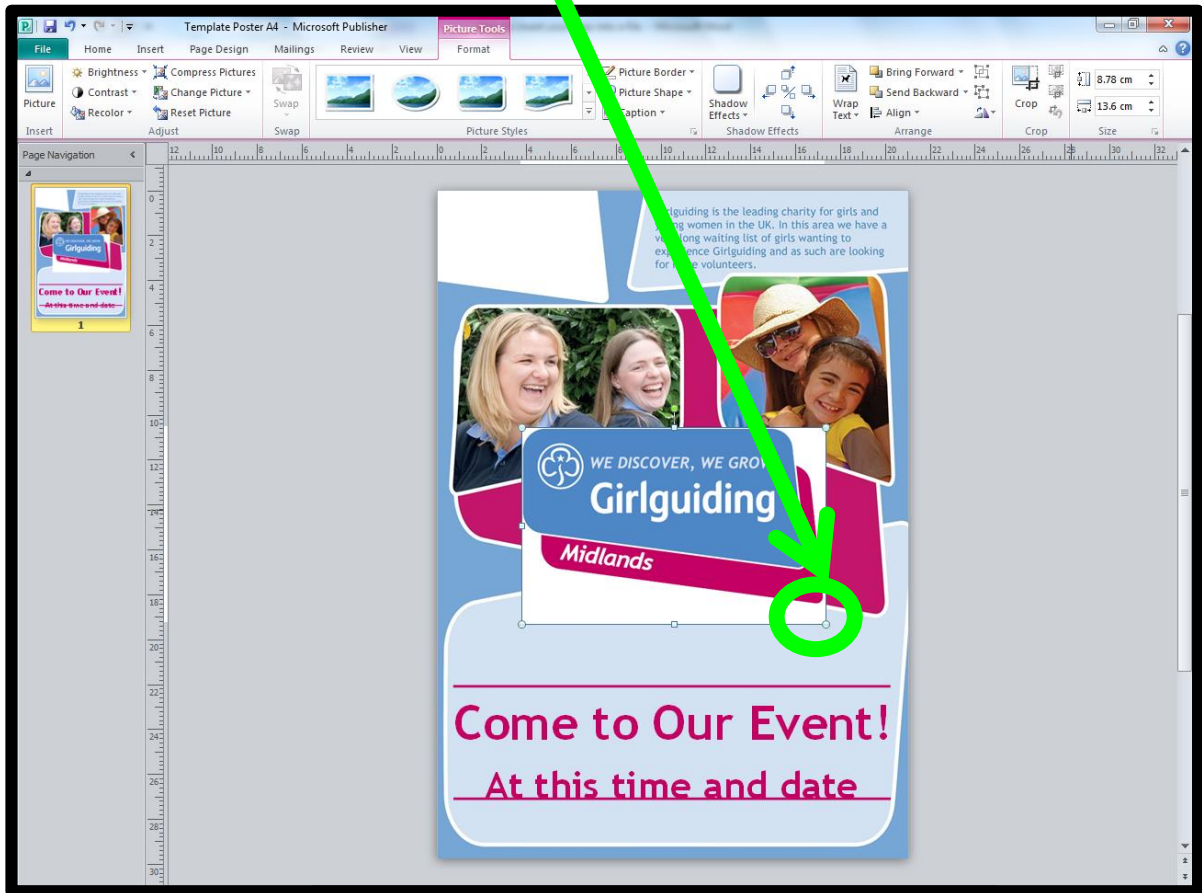


2. Navigate to where you have saved the logos you downloaded from the Online Print Centre. Select the correct version of the logo for the position on the page - in this case, top left hand corner.



Then click on “Insert”

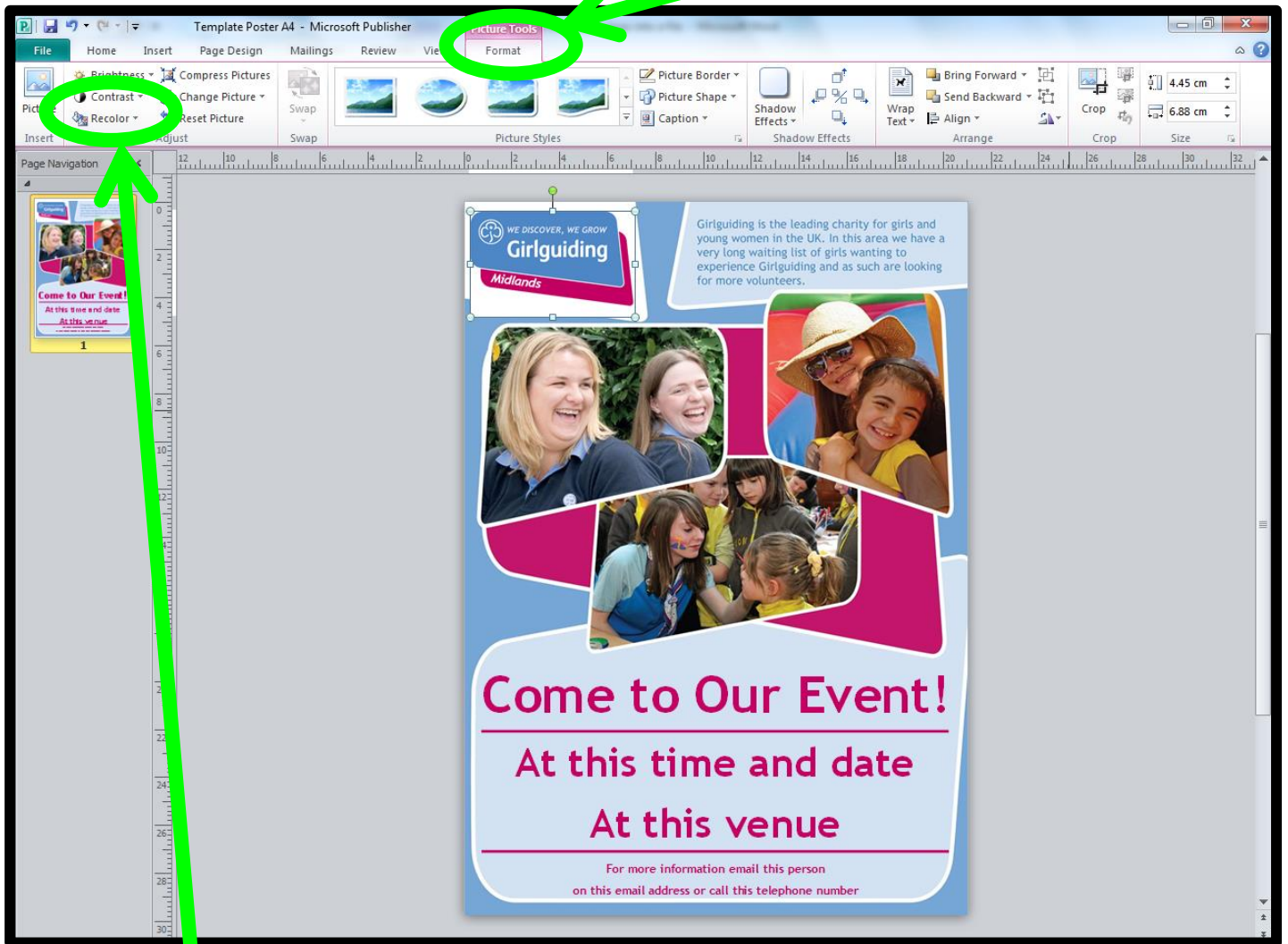
- You will now have your logo in your document. You can resize the logo by dragging the little white boxes. To keep the correct proportions and avoid stretching the logo, always resize using the corner boxes.



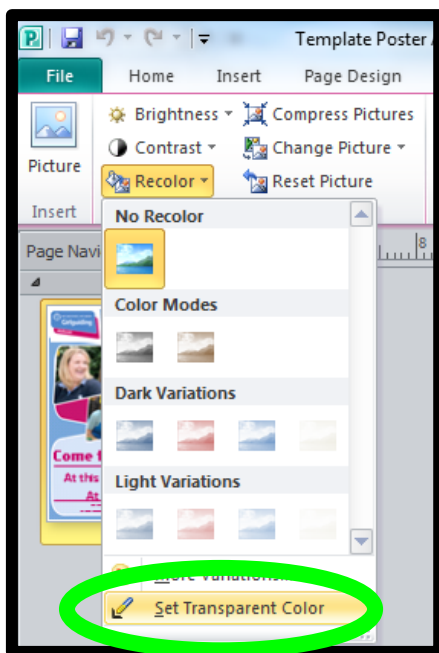
- Now I have my logo in position, note that the white corners of the logo are sticking out over the white background in an ugly way.



5. To fix this, with the logo selected, go to the “Format” tab.



Then click on “Recolour”, and in the drop down menu that opens, choose “Set Transparent Colour”.



- The arrow of your cursor will now change to a different icon. Use this to click onto the white area of the logo image. Your ugly white box will now have disappeared. Please note this technique will only work when you are placing the logo onto a white background.

