



How To Insert Your Logo

For Advertisement Slicks

Before starting, be sure to have the "7.0 Adobe Professional" version of Adobe Acrobat on your computer.

Then:

1. Open a camera ready ad-slick.
2. Once open, save a copy of the ad-slick to your computer.
3. Close the ad-slick.
4. Open a word document.
5. Within Microsoft Word, go to the 'Insert' menu and select 'Picture.' From there, click 'From File.' Here, you will select your logo and click 'OK.'
6. Once you see your logo, click on it. If you wish to change the size of your logo, you can do so now by using the squares in the corners of the border around your logo.
7. Once you are happy with the size of your logo, go to the 'Edit' menu and click 'Copy.' (Make sure you click on your logo so that the border is present around it before doing this.)
8. Now, re-open the saved ad-slick. This will bring up Adobe Acrobat Professional.
9. Once opened, click on the 'Edit' menu within Adobe and click 'Paste.' This will paste your logo onto the ad-slick. From here, you can move the logo to wherever you like.
10. Now you can re-save a copy of the new ad-slick, complete with your logo.

For PowerPoint

To insert your logo on a specific slide:

1. Save your logo to your desktop or in a file where you can find it easily. (You will need one of the following versions of your logo; jpeg, GIF or bitmap.)
2. Open your PowerPoint presentation.
3. Once open, click on the 'Insert' tab at the top of your screen.
4. From that list, click 'Picture.' This will open a browse box; select the logo you saved earlier. Click 'Insert.'
5. Your logo will appear on the slide. You can edit the size and move the logo using the frame around your logo.

To insert your logo on every slide as a footer:

- 1) Open PowerPoint.
- 2) Click on the 'view' tab at the top of your screen.
- 3) From that list, click on 'Slide Master.'
- 4) Copy your logo and paste it into the master slide (the first slide) in the footer section. You can edit the size and move the logo using the frame around your logo.
- 5) Your logo will now appear on all of your remaining slides, as it is on your first (master) slide.

If you have any trouble with this process, call Caring Connections at 1.800.658. 8898 or email caringinfo@nhpco.org for technical assistance.