How to Add Your Logo

Note: The poster appears faded in the document but prints at full saturation.

Step 1

Open the Word document and find the text box at the bottom right.
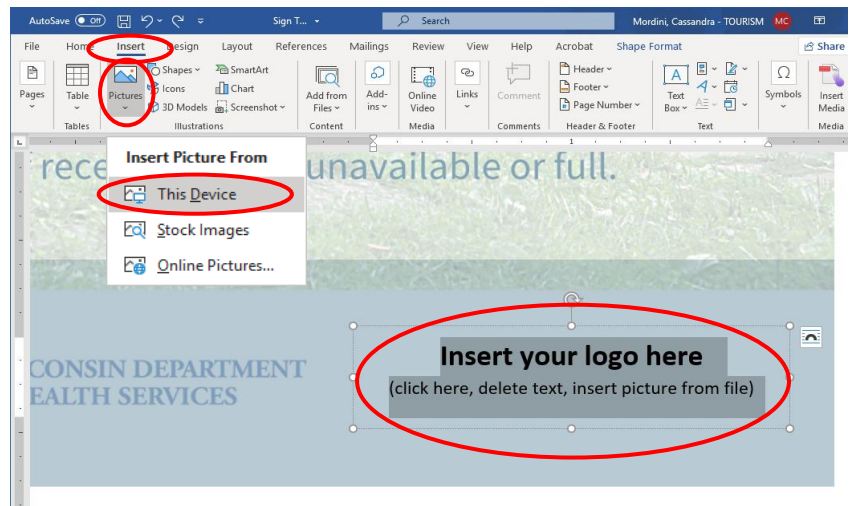
Step 2

Click in the text box and highlight all of the text.

Step 3

Click Insert in the Menu bar, select Pictures, select From File (or This Device).

Step 4

Navigate to the folder location where your logo file is saved. Select the file by clicking on it and then click the Insert button at the bottom.

Pro Tip: Use a transparent background or png file. Don't have one? You can edit your image in Word. Click on Picture Format in the Menu. Then select Color, and below that select Set Transparent Color. Hover the mouse over the background color of your logo and then click.
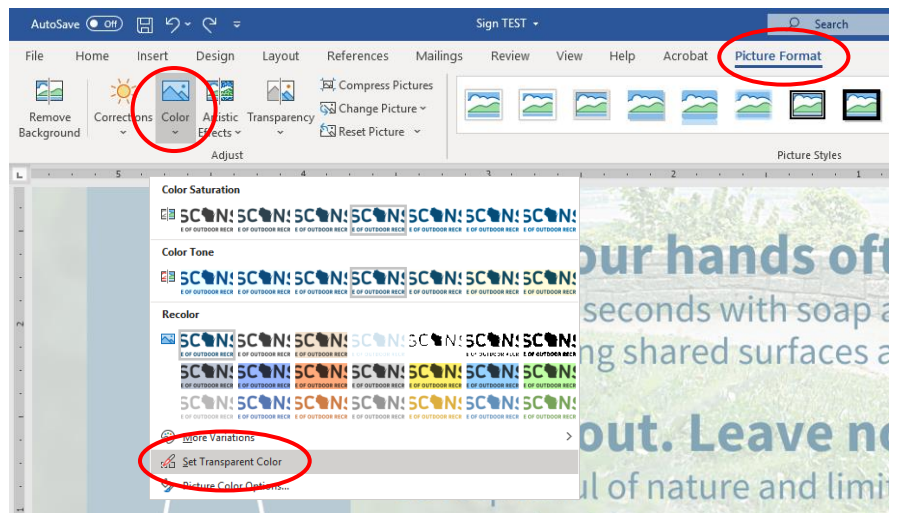
Step 5

Your logo should fill up the text box proportionally to the other logos, but minor adjustments in size or position can still be made by dragging the corners of the object.

Feel free to reach out if you need assistance. Email Cassie at cmordini@travelwisconsin.com.

WISCONSIN
—OFFICE OF OUTDOOR RECREATION—

201 W. Washington Avenue | PO Box 8690 | Madison, WI 53708