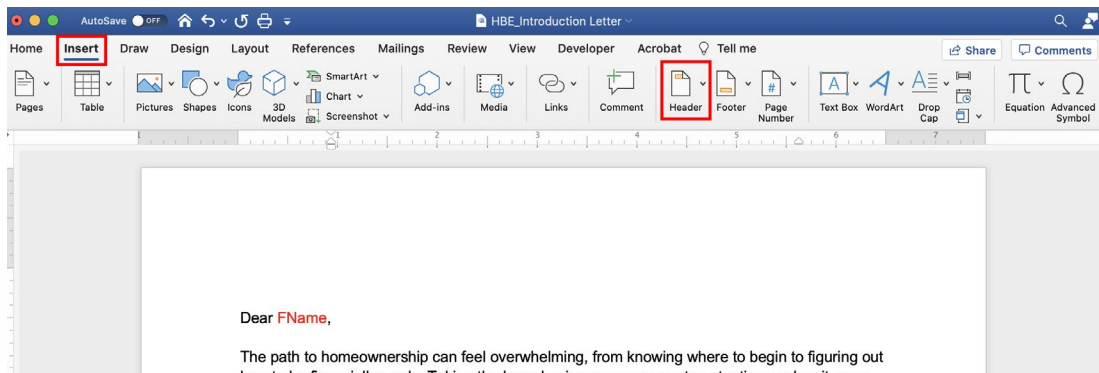
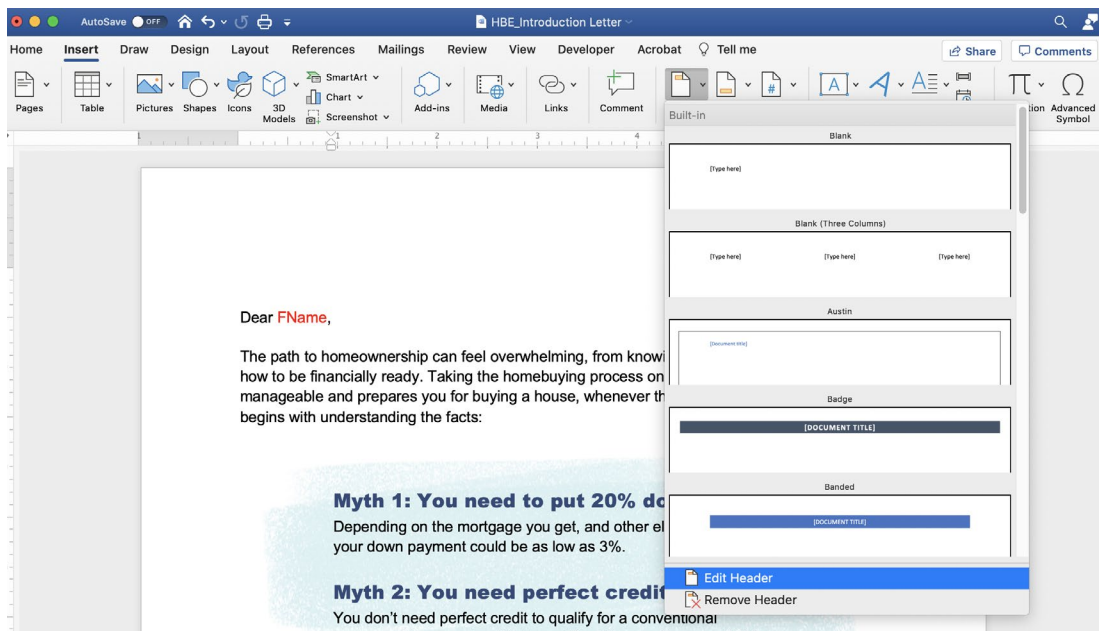


# How to add your logo using Microsoft Word

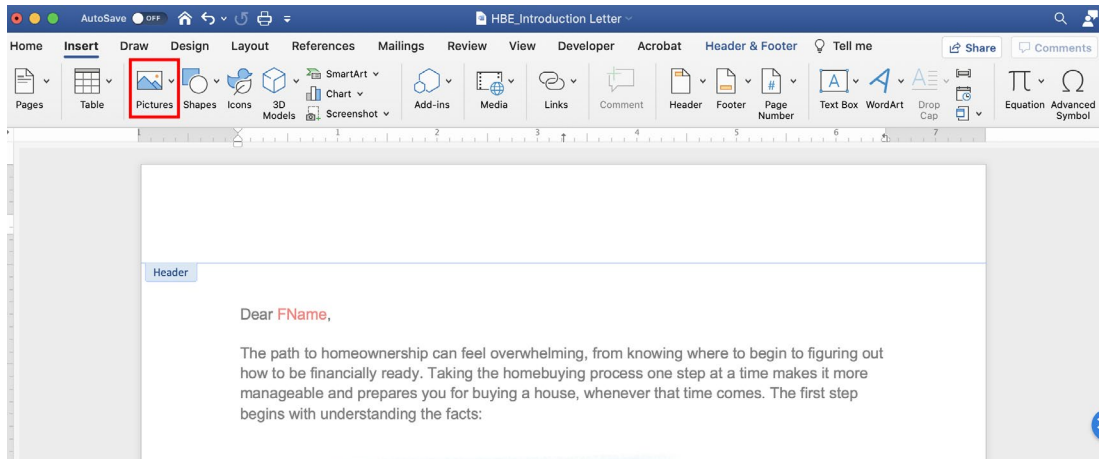
1. Open the document in **Microsoft Word**.
2. Go to **Insert** and click the **Header** tab.



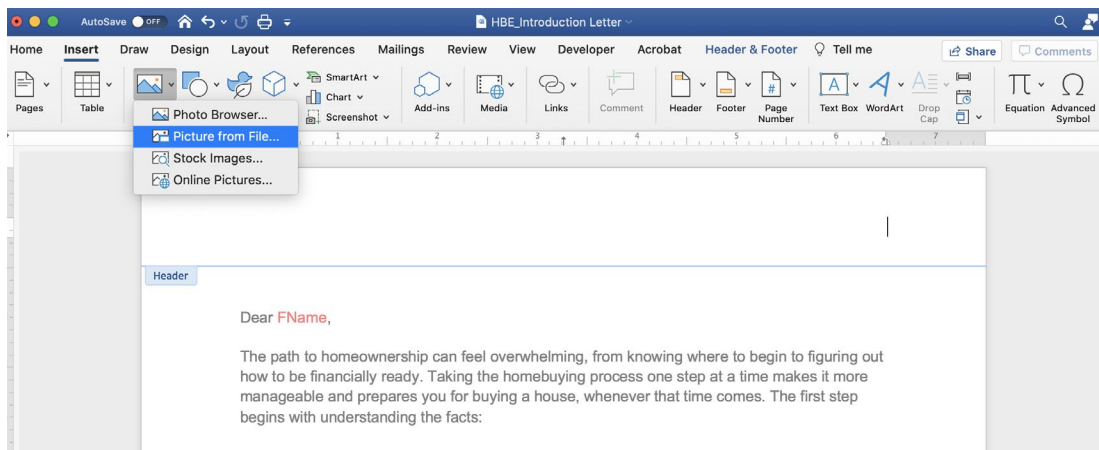
3. Select **Edit Header** at the bottom of the dropdown.



4. Click the **Pictures** tab to the left of the toolbar.



5. Select **Picture from File...** from the dropdown.



6. Select your logo from where you have it saved and right-align it to the page. You can do this by clicking the **Home** tab and the Align Right icon in the toolbar. **Recommended size should be within 340px X 112px (1.13in X 0.4in).**

