NCCDPHP
Success Stories

Adding Logos to Your Success Story Using Microsoft Word 2007

You can add your logo to stories you plan to share with local stakeholders. The process for adding a logo is very similar to the process for adding an image. Unfortunately, because of system security restrictions, we are unable to upload community logos to the Success Stories application. But, by downloading the formatted Microsoft Word version of your story, you can insert, edit and crop logos as you might in other documents.

> **You might receive a security warning when you open the story.** This is part of Microsoft's anti-viral software. It ensures you are downloading the document from a trusted source; so, it is okay to click "Open."

1. Begin by logging into the Success Stories Application with the username and password you used to create your account.

2. Download the Microsoft Word version of your story.

3. Save the story to your desktop or other location where you can easily find it.

4. Minimize or close the Success Stories Application and open the story you just saved. You can open the story by right clicking and choosing the Open With command and the Microsoft Word Application, or you can simply double click the document icon.

A quick note about the template in which the story is created: For Microsoft Word programming, the document is really a series of text boxes and images layered over one another. You can see each text box by clicking the text within the box.

5. When inserting images or logos, make sure the background image of the page is selected. This will allow the most freedom in placing that image or logo. You'll know the background is selected when the small boxes or dashed lines appear around the entire page, not just around a specific area of text. .

6. Once the background is selected, use the menu or ribbon at the top, and choose the Insert tab.

7. Click the Picture icon. Word will ask you to locate the picture or logo that you want to drop into your story. Choose the logo by selecting it from its saved location on your desktop or in another file folder.

Because the document was downloaded in the template, the inserted logo might not be immediately viewable. However, you might be able to see the dotted outline below the background at the bottom of the page.

8. **Before clicking anything else or choosing any other options, it's important to choose the Position button located on the Picture Tools, Format tab**. Clicking the arrow at the bottom of the Position button will expand to several position options. Choose the option closest to where you would like to place your logo in the story. **If you skip this step, the logo might be lost behind other layers of imagery in the document.**

9. Now, you can place the logo where you want it within the document. You can also resize it to fit the way you would like. And, of course, using the different commands, you can crop the logo, if needed, so that it fits neatly.

10. Once you've sized and positioned the logo in your story, you can save it to your computer for future use. You can also save the document as a PDF. Saving the document as a PDF will decrease the overall file size and can make it easier to email.

To save the document as a PDF

1. Choose the Office button in the top left corner. At the drop down menu, choose the Save As option.

2. When the different Save options appear to the right, choose the PDF or XPS option.

3. Another dialogue box appears allowing you to choose the location where you would like to save the story. You can also change the file name at this time.

4. Choose the filename and location to save the story and click the Publish button.

> **If the story does not automatically open,** you can open it in your PDF viewer of choice by double clicking the document in the saved location.

Now you are ready to use your story with your own logos!