

Frequently Asked Questions - Word Templates

- 1. How do I insert a logo into the box that says “Insert Logo Here”?**
To place your logo, first select the “Insert Logo Here” text and delete it. While your cursor is still in that box, click on the “Insert” menu option, then click on “Picture” option, followed by clicking on the “From File...” option. You will be presented with a file browser from which you can navigate to the location of your logo file. After locating it, click on the “Insert” button.
- 2. I inserted my logo but the size isn’t right. How do I change that?**
In order to change the size of your logo and to handle other image layout revisions or adjustments, right-click on the image and select “Format Picture.” You will then be presented with multiple tabs that deal with everything from size of the image, to the brightness and contrast.
- 3. I don’t want to insert a logo. How do I get rid of that box?**
To get rid of the logo box, click on the grey border that surrounds the “Insert Logo Here” text. This will select the box and give you an even larger border - once that is done hit the delete key on your keyboard and the box will be removed.
- 4. I accidentally removed all of the example body text. How do I get back the formatting?**
In order to use the proper document formatting, click on the styles dropdown list, located top left corner (with the two ‘A’s beside it) of the screen. Select the font (or style) you have removed, i.e. select ‘Headline’ or ‘Body Copy’, etc.