

How to Proportionally Size a Logo in Microsoft Office Suite Applications

- 1) Download the WSHOT logo from the Communications tab on the intranet.
- 2) Save the logo to your desktop.
- 3) Open your MS Word document where you would like to place the logo.
- 4) On the dropdown menu at the top of the Word document, choose INSERT.
- 5) In the insert tab, click on picture.
- 6) Navigate to the logo file you placed on your desktop.
- 7) Double click on the logo file.
- 8) Once the logo is placed in your word document, hover your mouse over the lower right hand corner of the logo image.
- 9) Click and hold lower right hand corner. Press and hold the SHIFT key.
- 10) Drag mouse (while holding down SHIFT key) and re-size your logo to the desired size on the page.