

## **How to add your company s logo to the *New Zealand Eco-Wise Travel Guide***

The New Zealand Eco-Wise Travel Guide is intended to be included in the package of information like brochures, maps and travel tips you regularly give to tourists and travellers. If you would like to add your company s logo to the Guide before printing it, here is what you need to do:

### **STEP 1: Creating paper stock with your logo at the top**

1. Open a new Word document on your computer.
2. From the Insert drop-down title-bar menu, choose **Picture** and **from file**.
3. Find your company s logo (a jpg file format is best either colour if printing in colour or B&W if printing in black only)
4. Insert the logo at the top of the page in the right size and position following these steps:
  - Select the logo and choose **picture** from the drop down **Format** menu. Go to the size window and make the width of your logo between 4cm (min) and 6cm (max).
  - Go to page set up under the **File** menu. Make the top margin 1.5cm.
  - Choose **centre alignment** to centre logo in page.
5. Print out as many copies of this as you need.

### **STEP 2: Printing the Eco-Wise Travel Guide**

1. Load the pre-printed logo paper stock into the paper cassette tray.
2. Open the PDF of the NZ Eco-Wise Travel Guide and choose **print in Adobe Reader**.
3. Select **colour** or **B&W** option depending on your printer s capability and **full size (100%)**.
4. **Print**.