

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.