

How to place your logo in MS word

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This article will help describe to you about how to place your logo that you hired us to design.

Most applications work basically the same, but I will show you how to place your logo into MS word.

1. When you download your logo, it will be in a zip format.

2. Extract your logo to using Winzip, if you don't have it you can download a trial version [here](#).

3. To extract your files follow the image below.
 - a. Press open and find your zip file. (where you downloaded it to)

 - b. Press “extract”

 - c. Extract to your desktop

 - d. Press “extract”

 - e. Files will show up on your desktop

Next place image into MS Word, depending on the version you have the steps may look a little different.

1. Open MS word.

2. Go to “insert”

3. Select “Picture” then “from file”

4. Find “.eps” your image on your desktop. (try to use the EPS image I provide to you, they work the best)

Done.