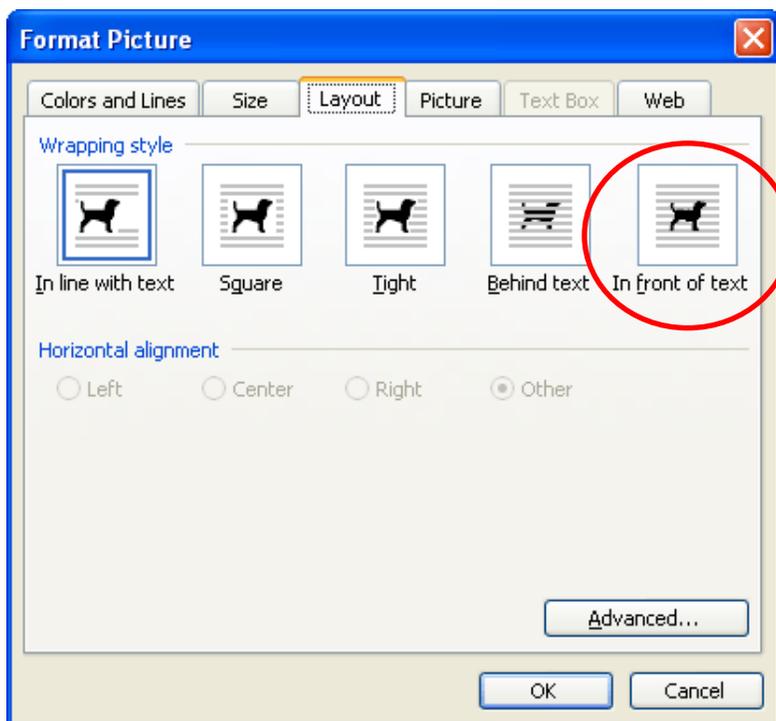
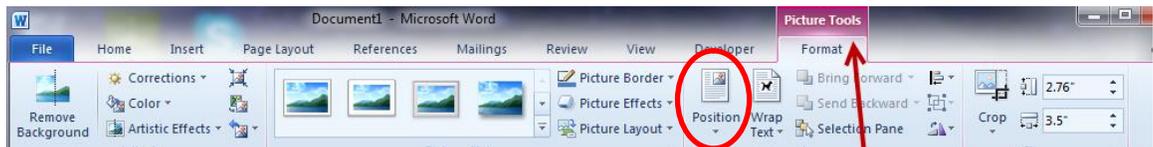


## How to insert your municipality's logo and contact information into the .doc version of the *Mini-guide to backyard composting*.

1. Open the Word file. The document is read-only, which is why the text is blurred.
2. Go to the last page. A space on the bottom left has been left blank intentionally so you can add your municipality's logo and contact information.

In the "Insert" tab, click on "**Pictures**" and select your municipality's logo in GIF, JPEG, PNG or other image format. Click on your logo once and then click on "**Insert.**" The logo should now appear in the document. If you can't see the "Format" tab, double-click the image to display it. Click on "**Position**" and select "**More Layout Options.**" Then click on the "**Text Wrapping**" tab. Select "**In front of text**" as shown below. Click **OK**. Move the logo to position it where you want in the bottom left corner of the page.



3. To add text under or next to your logo, go to the “**Insert**” tab. Click on “**Text Box**” and select “**Draw Text Box.**” Use your cursor to draw a text box on the page, under or next to your logo. If you want to delete the outline, right-click on the border, then click on “**Outline**” and select “**No Outline.**” Add your text. Here’s an example:



Have questions? Visit  
<https://municipality.qc.ca/composting> to  
learn more about backyard composting.  
Call us at 1-800-123-4567 or email  
[info@municipality.qc.ca](mailto:info@municipality.qc.ca)



4. Save the document as PDF.

You can now send the document to residents or upload it to your municipality’s website.