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.

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 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:

Add dry brown materi	als and stir
Add dry brown materi	IT ODOUR?
Cover food waste with	h newspaper, dead leaves, straw, sawdust or soil
Add coarse materials	CT? (woodchips) and stir
MUNICIPALITY OF BELLEVILLE LOGO	Have questions? Visit https://municipality.qc.ca/composting to learn more about backyard composting. Call us at 1-800-123-4567 or email



4. Save the document as PDF.

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