***Logo Placement***

1. Adjust Top Margin Size 🡪 0.5”
2. Insert Logo
   * Click on Header
   * Design (Header & Footer Tools)
   * “Different First Page” 🡪 ON
   * Insert Logo (CMYK)
   * Edit Logo
     1. Size: 1” Height
        1. The length will automatically adjust to proper size
     2. Wrap: Behind Text