***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