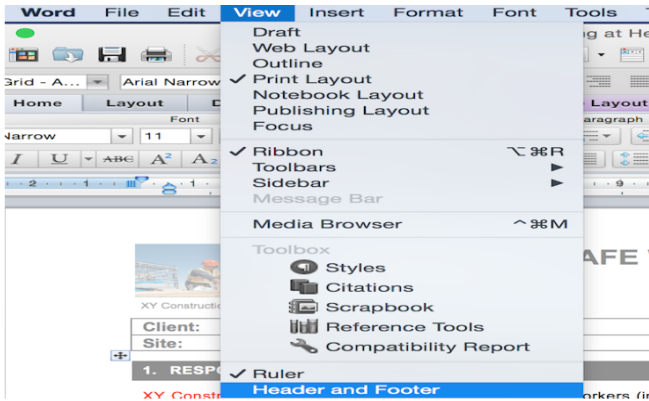# OSS TEMPLATES - ADDING COMPANY LOGO AND NAME
MS WORD

Modifying Headers

→ Double click within the header of the document to open the header or select the **View** menu, then **Header and Footer** (as shown below):
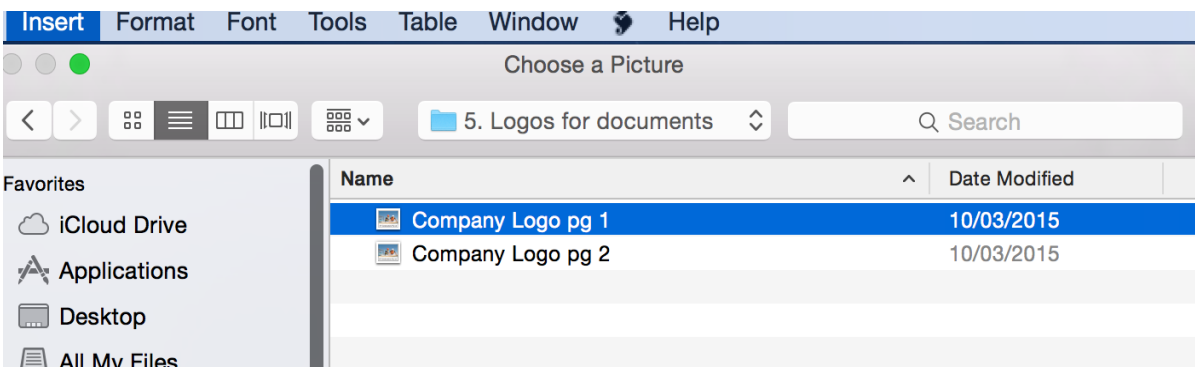

Select both **OSS Logos** (images left and right hand side) then **Delete** and replace with your Company Header or Logo as follows:

→ Cut and paste text and/or images from your Company letterhead or similar document into the header of the document.

→ Alternatively select the **INSERT** menu, locate **Photo** then select **Picture from File** (as shown below).
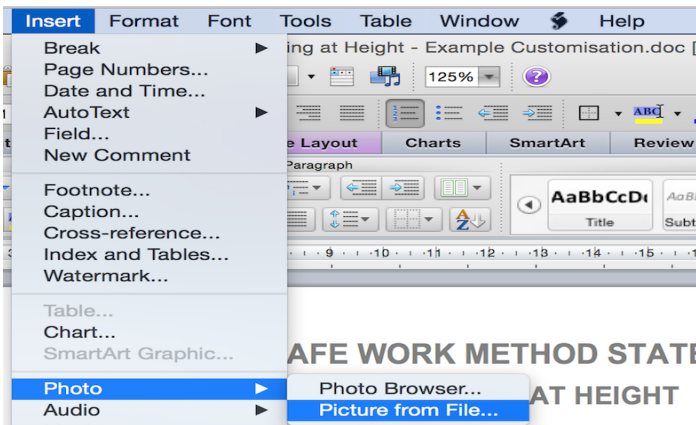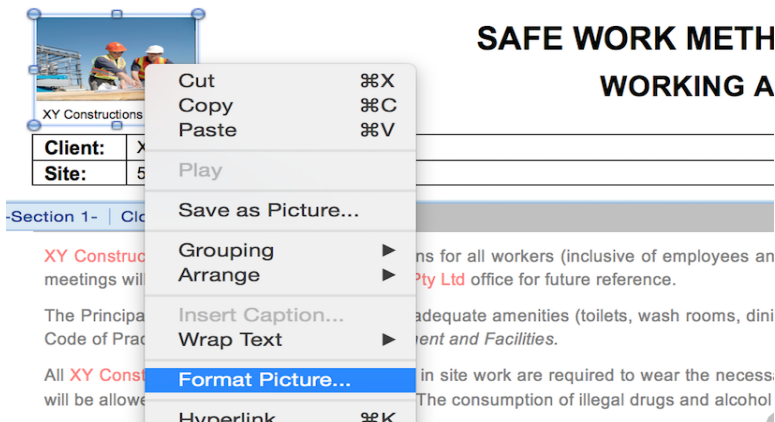

→ Find the image you wish to insert and select **Insert** to add your Logo or image into the header.


Date & Time Printed:	Reference:	Version: v1.1	
16/06/2023 2:27 PM	Branding OSS Templates.docx	**Date:** 06/04/2023	**Page**: 1 of 3

→ To resize the image click on your logo or image in the header, then right click on your mouse and select **Format Picture** (as shown below):
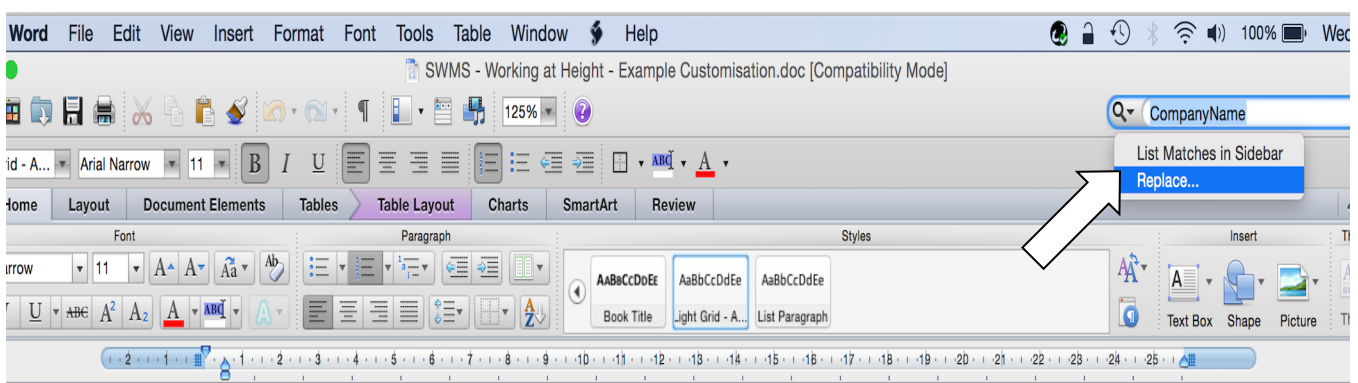

→ Select the **Layout** tab, then select **Square** and then **OK.** You can now move your logo/image around anywhere within the header. Note: if the image is too large the template will lose it's formatting.
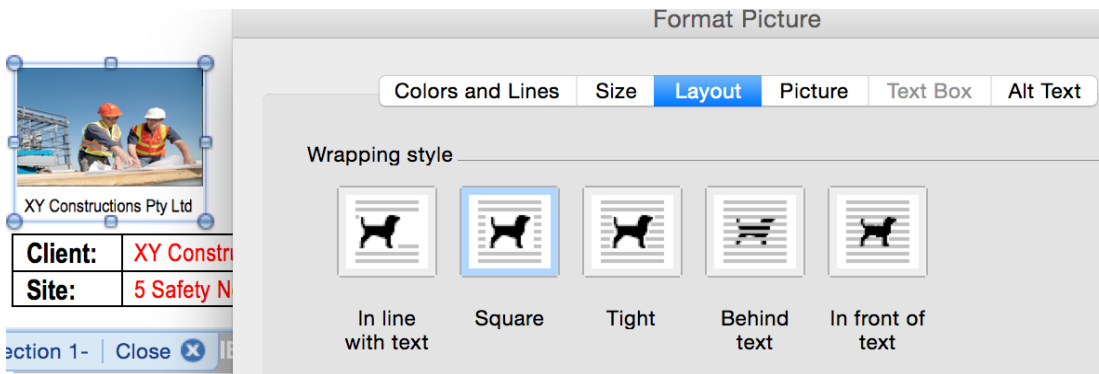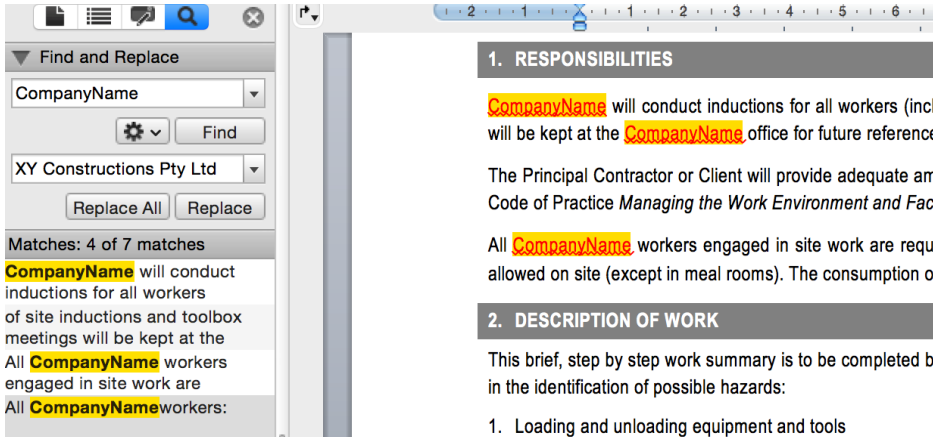

→ When all changes within the header are completed, double click outside the header to finish OR use the **Header and Footer** toolbar and simply click **Close** on toolbar to close the header.

Adding your Company Name to the Document using Find/Replace

→ Go to the top right hand corner and type in "CompanyName" in search box (see below).
→ Go to the top right corner of the toolbar again, select the magnifying glass (see below) and click **Replace.**
→ Type in Your Company Name then select **Replace All**, this will insert your Company Name throughout the document (as shown on next page).

Date & Time Printed:	Reference:	Version: v1.1	
16/06/2023 2:27 PM	Branding OSS Templates.docx	**Date:** 06/04/2023	**Page:**2 of 3

→ Change each revised CompanyName font within the document from RED to BLACK.
→ Select **Save** on the ribbon to save the changes made to your document.
→ Your Company Name is now added throughout the document (as shown below):

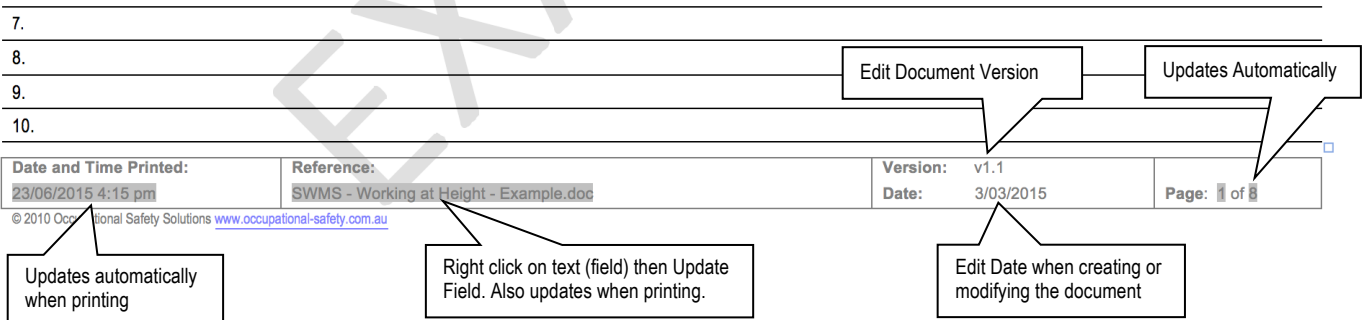| Client:	XY Constructions Pty Ltd		Project No:	561023XY
Site:	5 Safety North Place NSW		Date Prepared:	3rd March 2015

1. RESPONSIBILITIES

XY Constructions Pty Ltd will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the XY Constructions Pty Ltd office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities.*

All XY Constructions Pty Ltd workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

Modifying Footers

→ Double click inside the footer of the document to open the footer or go to the **View** menu, then select **Header and Footer.** Edit the footer as required.
→ Double click outside the Footer to finish OR use the **Header and Footer** toolbar and simply click **Close** on toolbar to close the footer.
→ **Alternatively** you can delete the footer and insert your own Company footer if preferred.
→ Select **File** then click **Save.**