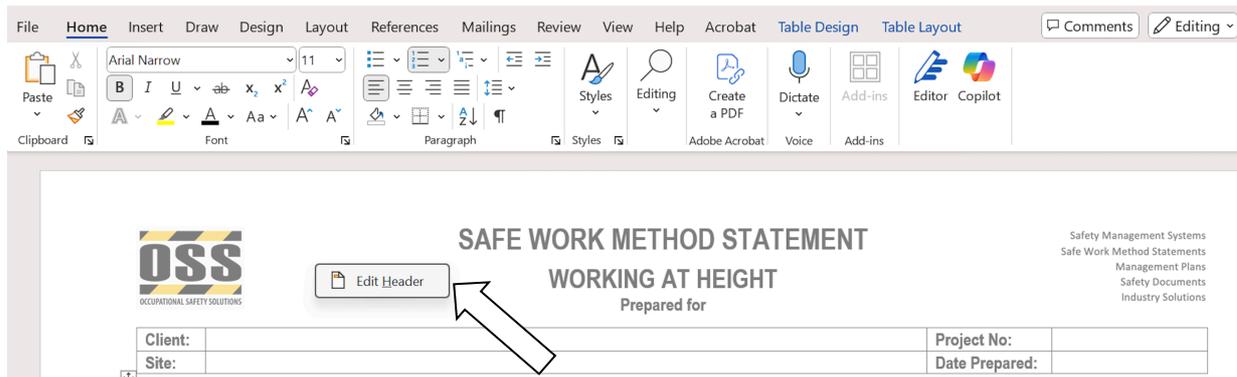


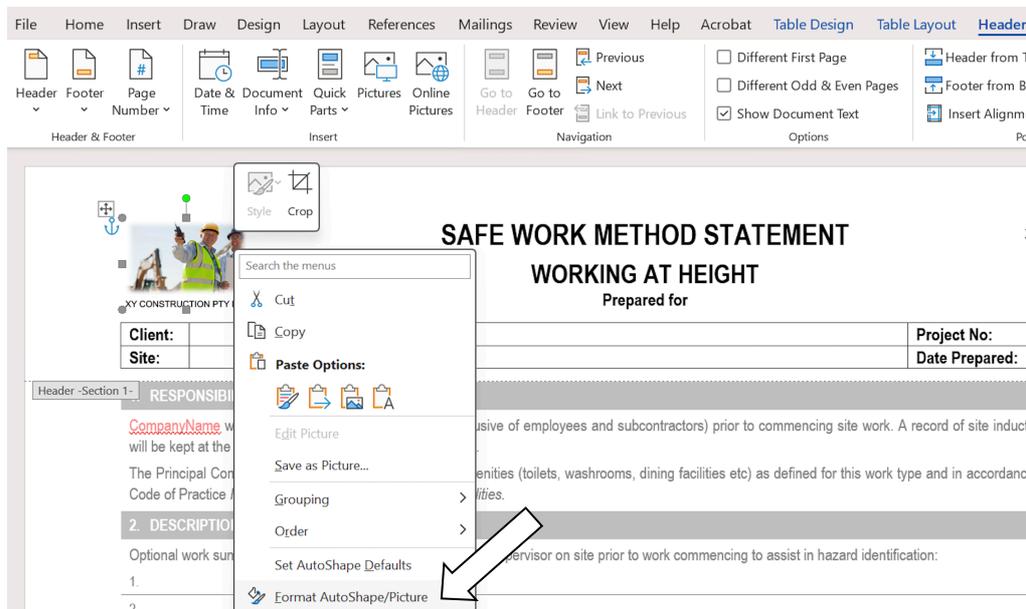
OSS TEMPLATES - ADDING COMPANY LOGO AND NAME MICROSOFT WORD FOR PC

Modifying Headers

- Double click within the header of the document or hover over header, right click on mouse then select “Edit Header” (as shown below) to open the header.

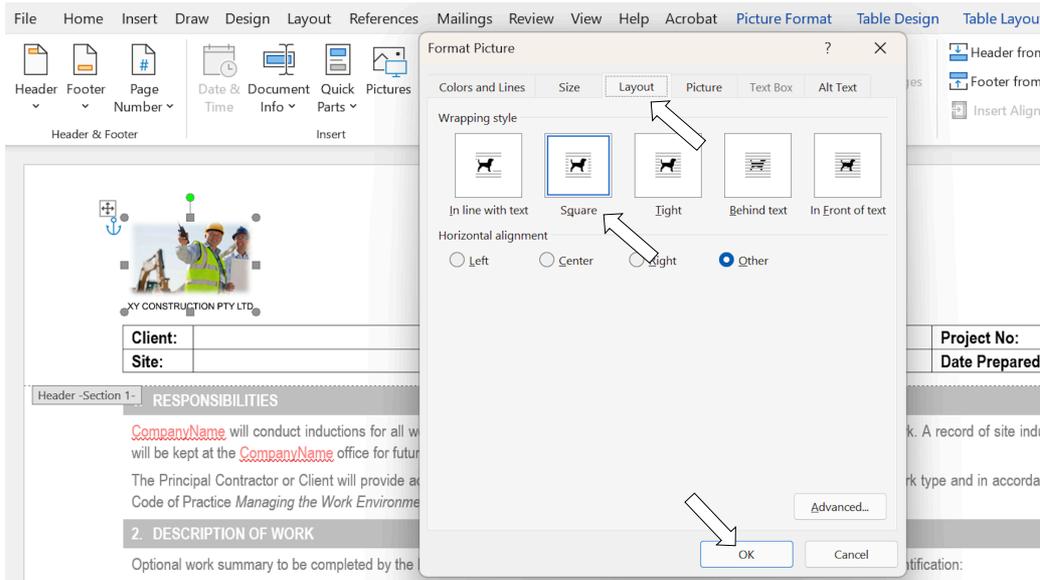


- Select both OSS Logos (images left and right-hand side) then “Delete” on your keyboard. Now you can replace with your Company Header or Logo as follows:
- Copy logo and/or text from your Company letterhead (or similar) and paste into the header of the OSS template. An area is set up on the LH and RH side of the header for your images or text.
- To resize the image, click on your logo or image in the header, then right click on your mouse and select **Format AutoShape/Picture** (as shown below):



- The Format Picture options will open. Select the **Layout** tab, then **Wrapping Style** “Square” and then OK as shown below:

Date & Time Printed: 11/04/2025 11:41 AM	Reference: Branding OSS Templates_Word for PC.docx	Version: v1.2 Date: 11/04/2025	Page: 1 of 3
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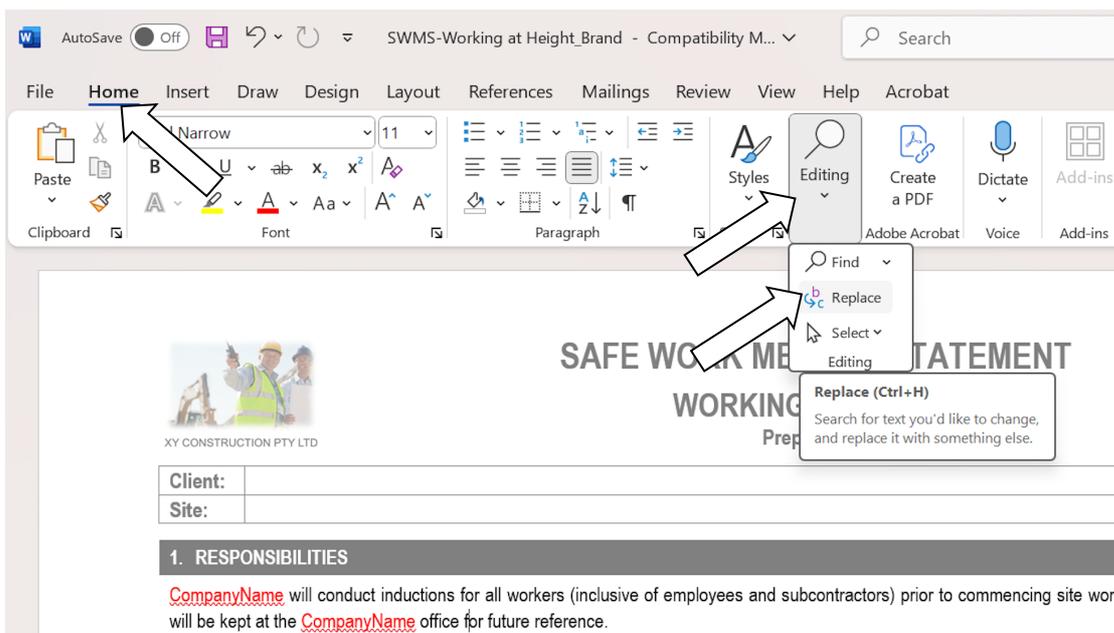


- You can now move your logo/image around without affecting text. Note: if the image is too large the template will lose its formatting.
- When all changes within the header are completed, double click outside the header.

NOTE: For SWMS templates, the logo is required to be placed on pages 1 and 2 as header is smaller from page 2. A reduced sized logo may be needed on page 2 (will carry through to the end of the document). You may also just add your logo on page 1 and delete ours on page 2 if simpler or preferred.

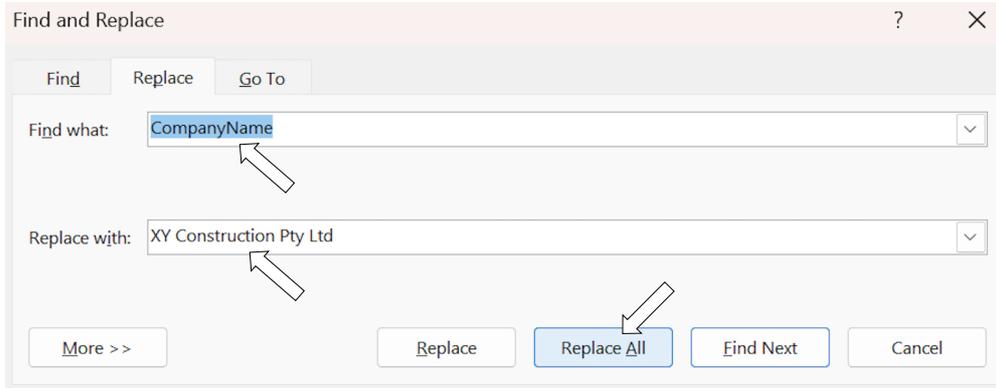
Adding your Company Name to the Document using Find/Replace

- From the Home menu, select **Editing** or magnifying glass and then **Replace** (as shown below):



Date & Time Printed: 11/04/2025 11:41 AM	Reference: Branding OSS Templates_Word for PC.docx	Version: v1.2 Date: 20/03/2025	Page: 2 of 3
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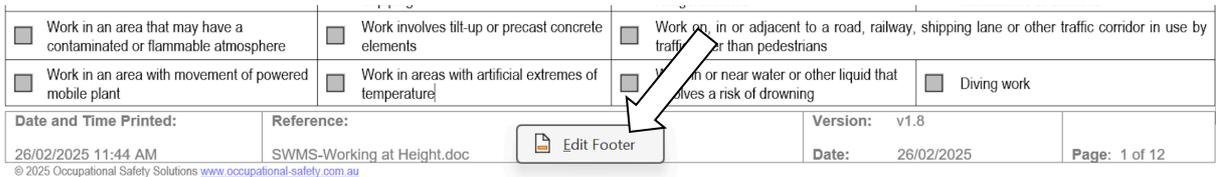
- Type “CompanyName” in **Find what**, and your Company Name in **Replace with**, then select **Replace All** (as shown below). This will insert your Company Name throughout the document.



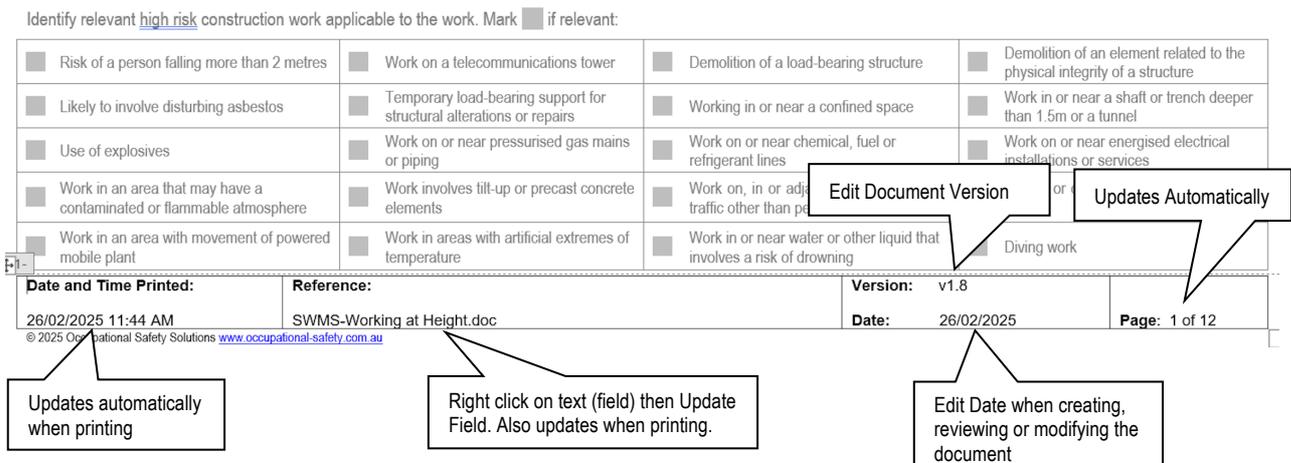
- Change each revised **CompanyName** text within the document from colour **RED** to **BLACK**.
- Your Company Name is now added throughout the document (as shown below):

Modifying Footers

- Double click inside the footer of the document or hover over footer, right click on mouse then select “Edit Footer” (as shown below) to open the footer. Edit the footer as required.



- Edit the footer if required as shown below. Double click outside the Footer to finish and close the footer.
- **Alternatively** you can delete the footer and insert your own Company footer if preferred.



- To finish, select **File** then click **Save**. Your document is now set up for use in your business.

Date & Time Printed: 11/04/2025 11:41 AM	Reference: Branding OSS Templates_ Word for PC.docx	Version: v1.2 Date: 11/04/2025	Page: 3 of 3
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