



Printing your logo in Microsoft Word (2007 or newer)

How to insert your logo:

1. From the **Insert** tab, draw a circle by selecting **Insert-Shapes-Oval**. Hold the shift key down while you draw to make a circle rather than an oval.
2. On the **Format** tab, click **Shape Fill – Picture**
3. Select the image you want to use and click **Insert**

Adjusting the position and size:

1. Select the image
2. From the **Format** tab, click the **Crop** dropdown arrow and select **Fill**
3. **You can now move and size the image.**
4. Click off the image when you are done editing

Removing the border:

1. If you want to remove the black border, select the image.
2. From the **Format** tab click **Picture Border** then and select **None**.

Print the image, cut it out, and put it into your new tap handle!

