

Instructions:

To include your logo:

- 1. Select *Insert* at the top left of the navigation bar.
- 2. Select *Pictures* at the top left of the navigation bar.
- 3. Select *This Device*... from the dropdown options.
- 4. Navigate to where your logo is saved, select the file and click open.
- 5. Position your logo to sit beneath the IDPwD logo.
- 6. Delete the placeholder text box by selecting it and hitting *Delete* on your keyboard.

To delete this page:

- 1. When your design is complete, select all of the text on this page by left-clicking and dragging your mouse.
- 2. Select *Delete* on your keyboard.
- 3. Select *backspace* on your keyboard until this page is removed.

To save and export your document as a PDF:

- 1. Select *File* at the top left of the navigation bar.
- 2. Select Save. Save your file to where you would like it located.

- 3. Again, select *File* at the top left of the navigation bar.
- 4. Select *Export* from the options that appear.
- 5. Select Create PDF/XPS.
- 6. Save the PDF where you would like it located.