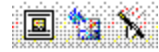# Creating, Modifying, and Using Logos

Overview

The The WinSearch toolbar in Word has specific toolbar buttons that work with logos. These logos are graphics stored in the database that can be added to any document. You can have as many of them as you want.

You can easily add logos to your documents in Word but they must be set up first. Once set up, you may want to tweak ones that you have and delete ones that you do not want.

Adding a Logo

When you add a logo, you are creating an image that will be used. Thus, you will find that you spend the majority of time setting up a logo with working with the image, not setting it up in Word and WinSearch. Here are some pointers in creating the graphic:

- Logos can be used by one person or everyone. If you are creating a logo to be used by everyone, consider logging into WinSearch as SYSADM when adding the logo.
- The specific program you use to create the image is entirely your decision. It can be something like Paint which is part of the Windows operating system or it can be third party programs such as Photoshop. The end result must be a graphics file that Word can import. Common ones include JPG, BMP, TIF, and GIF.
- If the "Logo" is text, consider creating it in Word then copying it to Paint so you can save it to a graphics file.
- Save the logo to use in different formats and different resolutions. There are not hard and fast rules for what resolution and what format works best so it is a case of try it and see.
- Higher resolution is not always better. While you can use a high resolution image and shrink it down in Word, large images will cause documents to become large and thus, if you are sending multiple resumes, you may get your email refused because it is too big. Also, high resolution images may not be shrunk appropriately when the document is viewed on a cell phone or tablet.
- If the logo is to include the recruiter's name, you must make a custom one for each person.
- The logo is image not text so links shown in the image are not hyperlinks that will take you to that link.

To set up a logo to use within Word:

1. Set up a graphic file containing the image to use for the logo.
2. Start Word for Windows.
3. Click Add-Ins in the menu bar to display the WinSearch toolbar.
4. Click the *Run Logo Setup Wizard* toolbar button ( ) in Word.

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5. Click the **NEXT** button after the introduction window.
6. Choose *Add a New Logo* and choose **NEXT**.
7. Type a description for the logo and choose **NEXT**.
8. Find the external file to use for the logo. You may need to click the **BROWSE** button to find the file. Once the file name is specified, select **NEXT**.
9. Choose the initial location to place this logo and whether you see the prompt for positioning the logo when you add it to a document.
10. Choose **NEXT**.
11. Select whether the logo is available to others, whether it goes on the first page, and how much the logo needs to be resized.
12. Select **FINISH**.

Once the logo is added, you are ready to use it with the Select Logo and Paste Logo toolbar buttons.

Using a Logo

Click the Paste Logo toolbar button (🖼) and the logo is added to the document. If you haven't picked a logo for pasting, you will see the dialog box for picking a logo. Otherwise, the chosen logo is added into its preset position. Thus, if you use just one logo and put it in the same position each and every time, then this one toolbar is all you ever need.

Like other WinSearch features, when you use the Logo toolbar buttons, you must be connected to the WinSearch database. Thus, if you are not already connected to the WinSearch database, when you try using the logos, you will get a logon box that must be completed before the logos are available.

Safety tip – Once you have set up a logo, add the logo to any document and email it to yourself and/or a coworker. You want to check how the document appears on the phone. Realize that the app any particular user has on their phone or tablet may be different but at least doing this initial check can help with making sure that your candidate has their best foot forward!

To add the latest logo to a document:

- Click the Paste Logo toolbar button (🖼). This adds the most recently selected logo. If you have not chosen a logo before, then clicking this toolbar button behaves just like the steps described below.

To select which logo is pasted:

1. Click the Select Logo toolbar button (🖼).
2. Now you see a dialog box listing the users that have public logos and your own logos.
3. Double-click the description of the logo that you want to add to the current document. Or, highlight it and choose OK.

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4. Select the logo's horizontal and vertical position then choose OK. The location is based upon the document's margins. Some logos, depending upon how they are set up, will display this dialog box and other ones will not.
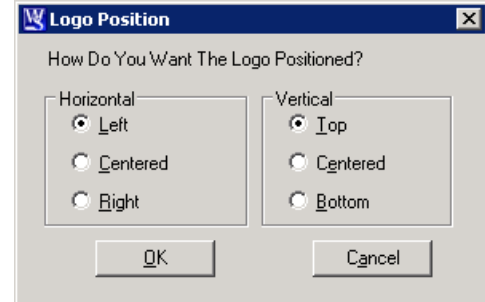
You can adjust the placement of a logo once it is added. Just double-click the header section of the document to get into "Header mode. Then you can drag the logo to its new position.

If you want one logo to only appear on the first page and another logo to appear on the subsequent pages, add the logo that appears on pages 2 and so forth. Then add the first page logo.

If the contact information is in the header of the document, you may want to cut and paste it into the main body of the document before adding logos.

To delete a logo added to a document:

- Double-click the header area to switch to "Header mode."
- Click on the logo and press the **DELETE** key.

Changing the Logo

After creating the logo, you may need to change settings for the logo or change the graphic that the logo uses. For any of these changes, the changes you make will affect the future times that you use the logo.

To change a logo:

1. Click Add-Ins in Word's menu bar to display the WinSearch toolbar.
2. Click the *Run Logo Setup Wizard* toolbar button ( ) in Word.
3. Choose **NEXT** from the introduction to the wizard.
4. Select the Edit an Existing Logo option button then choose **NEXT**.
5. Highlight the logo to change and choose **NEXT**. You will see your logos listed. If you are SYSADM, you will see all logos listed along with the user that created them. Even private logos are listed.
6. Respond to the different prompts for this logo. All of the choices are the same ones that you saw when you create a logo.

Deleting a Logo

From time to time, you will need to remove logos on the list.

To delete a logo:

1. Click Add-Ins in Word's menu bar to display the WinSearch toolbar.
2. Click the *Run Logo Setup Wizard* toolbar button ( ) in Word.

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3. Choose **NEXT** from the introduction to the wizard.
4. Select the Delete an Existing Logo option button then choose **NEXT**.
5. Highlight the logo to delete and choose **NEXT**. You will see your logos listed. If you are SYSADM, you will see all logos listed along with the user that created them. Even private logos are listed.
6. Choose a location where you want the logo exported before deleting it from the database. You must export it before deleting it. Click the **SAVE AS** button then find a location and provide a file name.
7. Click **FINISH** to finish the deletion of this logo.

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