

UNIVERSITY OF BALTIMORE LOGO CHEAT SHEET



Click and drag one of the corner nodes to resize the logo.

Importing the UB logo into Microsoft Word

Once you have a Microsoft Word document open, you can import the logo by clicking the Insert tab, clicking the Picture icon and selecting the logo file you want to import. Choose the EPS file for the best image quality. It may look fuzzy on your screen, but don't worry: It will print beautifully.

Resizing the logo in Microsoft Word

To resize the logo once it has been imported into your Word document, simply click and drag one of the circular corner nodes. (If you click and drag a square node on one of the sides, it will distort the logo.)