

## **Instructions and Use**

### **Save Jpeg File**

1. double-click [NTCD LOGO](#)
2. another window will open with a large logo
3. from file menu, choose “save as” and save to your computer

### **Using the NTCD Logo**

1. Do not alter the proportions of the logo
2. When resizing, use the bottom right corner (this keeps proportions in check)
3. Do not alter the color of the logo
4. Be sure to use the logo with a white background. If you find that you need a transparent background logo, contact the webmaster at [jsarick@nctd.org](mailto:jsarick@nctd.org)
5. print out your document before releasing publicly to check all the logos to see how they appear in the document