## **INSTRUCTIONS**

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- 1. Click on the File menu
- 2. Click on Download, and select Microsoft Word
- 3. After that, you will be able to edit the document that has been directly downloaded to your computer

## Upload your logo

- 1. Open the "Insert" menu, choose "Image", and select "Upload from computer"
- 2. Right-click on your uploaded logo and select the option for "In front of text"
- 3. Select your logo and drag it into the blank area for your logo (to the right of the arrow line)

## Download your business sign for social media

1. Open the "File" menu, select "Download", and select the .PDF file format. Use a free online converter to convert your PDF file into a JPG or PNG format. Your proud reuse business sign is now ready to be shared on your social media profile!

