

How To Use the Heart Ball Logo

The 2008 Heart Ball Logos are offered to you in JPEG and PNG format. These formats are high resolution for printing. On each logo is an area that reads “City Name” for you to put in your area. To do this follow the instructions below. If you have more questions please contact Tina Graves at 214.706.1217 or tina.graves@heart.org

Using JPEG files

Most PC’s have the Paint program. If you do not, please go to the PNG file option next.

1. Download the jpeg logo you need to a hard drive.
2. Click to open the file.
3. When the file opens, right click on the logo. A window appears with options, select “edit”. This will open up your PC Paint program.
4. When the program opens select the type tool, “A”
5. Drag the tool in a rectangle over the words “City Name”. Make it large enough to cover the words “City Name” but don’t cover the type underneath it or the line and logo beside it. Click inside the rectangle - this will start your typing prompter.
6. Type the name of your city and highlight the word or words. To center the city name on logo you click on the select tool on the top right (it looks like a rectangle with dotted lines). Draw a rectangle around the name you just typed then click and hold down the mouse to move the city name center of the logo.
7. Go to the menu bar to change the font and size of the words. We suggest using Times Roman in black, unless the logo is white, then use white and not using a point size larger than (14 pts) the words beneath it.
8. After you get the city name the way you want, save the file.
9. Your JPEG is now ready to send to a printer or to place in a MS Word file.

Using PNG files

PNG files have to be edited in MS Word.

1. Download the PNG logo you need to a hard drive.
2. Open a MS Word file.
3. Go to menu and click on “Insert”. Choose “Text Box” then drag the tool on your page to make a box. Make sure you have the stroke and fill set to “none”
4. With your cursor inside the text box, go back to menu under “Insert” and choose “Picture” then “from file”
5. This will bring up your browser - select the downloaded PNG file you chose.
6. Create another text box to place over the words “City Name” on the logo and type in your city’s name. Make sure the stroke and fill is set to “none.”
7. This format can be saved in the document or saved as a PDF.