

Online Print Centre - How to produce the New Girlguiding Logos

You will all be now aware of the new branding in Girlguiding. If you haven't already done so, you will need to alter your letterheaded paper and anything else you send out to parents with our logo on. Please see below the process of how to do this.

1. Go to members area as usual
2. Click on Online Print Centre (on left hand side)
3. Click on **Access the Online Print Centre**
4. You then have to register ie create a username and password
5. Then Click on Logo Generator
6. You then have choices of logos according to whether you want eg Unit/District/Division
7. Click on one of the logos but use the JPEG/EPS option eg Click on a Guide logo JPEG or EPS
8. Then type in the name of your Unit in the Location Name. eg 1st Anywhere Guides Click Update to see what it will look like. Then click Next step
9. For letters click JPEG then Update. Then click on Next step
10. Then Add to cart - you will not be charged for this
11. You then have an item in the cart
12. If you want another logo then Click 'continue shopping' and repeat steps 7 - 15 to get another logo, otherwise proceed to checkout
13. This will give a form which has your name and email and a total cost of £0.00. You need to add an address at this stage otherwise it will flag an error. Then click Next Step
14. You can review your order, then click 'Place Order'
15. Next to the name of the logo will be the word 'In process'. After a few moments the icon will change to 'Completed'
16. Click on Logo Generator Guides and you will then have 4 files (one for each ori-entation)
17. Save each one in a folder.
18. Then open your word document. Take the cursor to where you want the logo. Click Insert picture and this will insert the logo. You can then re-size it to fit.
19. At a later date when you have logged on to the online print Centre you can click on the tab 'Orders' to see what you have previously ordered and download if you didn't do this the first time.
20. The next time you want to order something, log on in the same way as above, using your user name and password.

There are logos for Rainbows, Brownies, Guides, and Senior Section for you to add your unit name, depending on whether you want the logo top left, right, bottom left or bottom right.

If you need any help with this, please email or call the County Office and Claire will help you.