

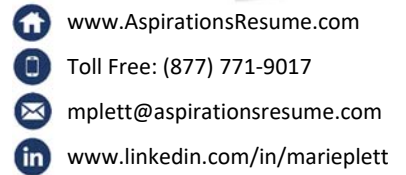
Marie Plett, CERM, CPRW, BFA

Achieving World Domination Through Unparalleled Résumé Writing



Advanced Logo Tutorial for CDI's TORI Webinar

In this tutorial, you will learn how to create the logo in the top right corner of this page. This particular logo was designed to help you feel more comfortable using all areas of Microsoft Word. You can extend the tips and tricks you learn from this tutorial to design your own unique graphics and logos. Initial logos such as this one are especially popular among clients because they are both personal and differentiating.



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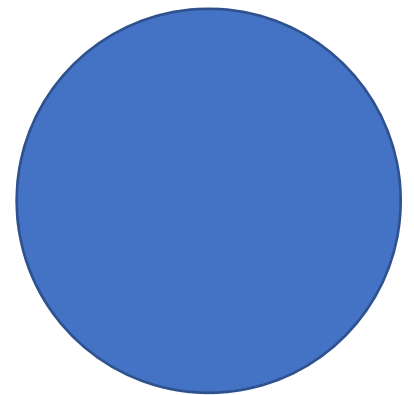
mplett@aspirationsresume.com

www.linkedin.com/in/marieplett

Light Blue Outer Ring:

A. Make the Shape:

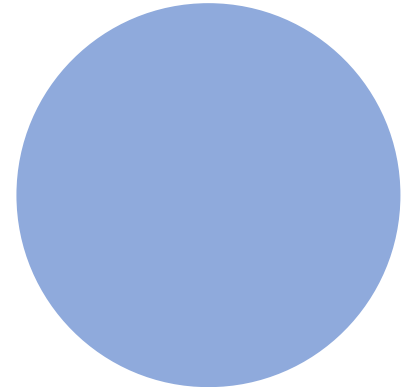
1. Select "Insert" on main toolbar.
2. Select "Shapes."
3. Pick the circle shape, often found under "Basic Shapes."
4. Right click on your circle and select "Wrap Text."
5. Select "In Front of Text" so that you can move the object around freely.
6. Go back to "Format" on the main toolbar and under "Size" make the circle 2" tall and 2" wide.



B. Color the Shape:

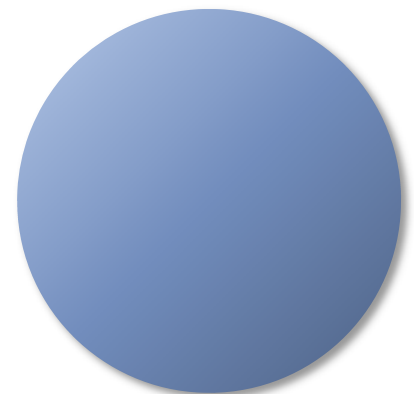
(All these options are available under "Format" on the main toolbar if you click on the object.)

1. Click on the circle, go to "Format" on the main toolbar, and select "Shape Fill."
2. Select "Blue, Accent 1, Lighter 40% (when mouse is hovered over selection)."
3. Go back to "Format" on the main toolbar and select "Shape Outline" and pick "No Outline."



C. Give the Shape Dimension:

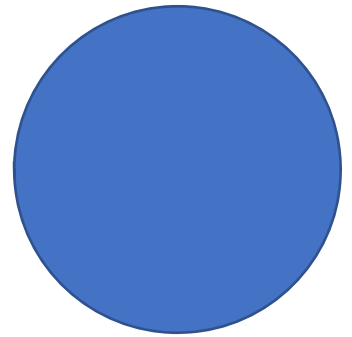
1. Go back to "Shape Fill."
2. Select "Gradient."
3. Select the very last option under "Dark Variations," which is "Linear Diagonal Bottom Right to Top Left (when mouse is hovered over selection)."
4. Go back to "Shape Fill" and back into "Gradient;" select the option "More Gradients."
5. On the Gradient Bar, click on the last color stop, called "Stop 3 of 3 – Position 100% (when mouse is hovered over selection);" select the paint fill icon, and choose a lighter shade of blue for greater contrast: "Blue, Accent 1, Lighter 60% (when mouse is hovered over selection)."
6. Go back to "Format" on the main toolbar and select "Shape Effects" and then "Shadow."
7. Select the very first option under "Outer" which is "Offset: Bottom Right (when mouse is hovered over selection)."



White Inner Ring:

A. Make the Shape:

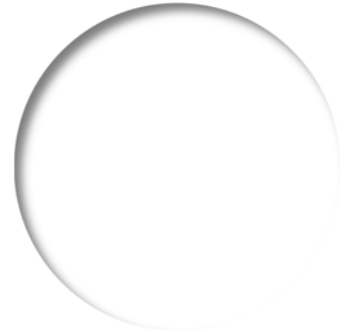
1. Select "Insert" on main toolbar.
2. Select "Shapes."
3. Pick the circle shape, often found under "Basic Shapes."
4. Right click on your circle and select "Wrap Text."
5. Select "In Front of Text" so that you can move the object around freely.
6. Go back to "Format" on the main toolbar and under "Size" make the circle 1.7" tall and 1.7" wide.



B. Color the Shape:

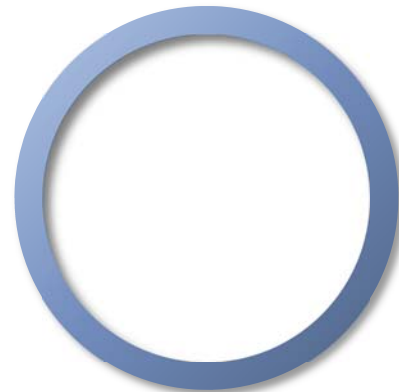
(All these options are available under "Format" on the main toolbar if you click on the object.)

1. Go to "Format" on the main toolbar, click on the circle, and select "Shape Fill."
2. Select "White, Background 1 (when mouse is hovered over selection)."
3. Go back to "Format" on the main toolbar and select "Shape Outline" and pick "No Outline."



Give the Shape Dimension:

1. Go back to "Format" on the main toolbar and select "Shape Effects" and then "Shadow."
2. Select the very first option under "Inner" which is "Inside: Top Left (when mouse is hovered over selection)."



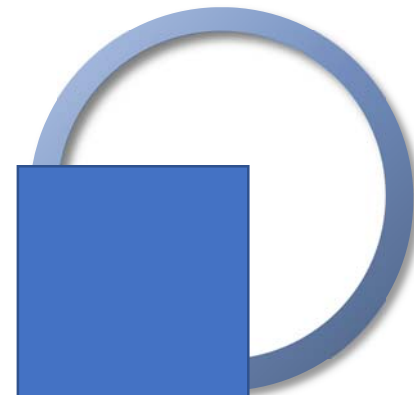
Align the Shapes:

1. Select both shapes, either with your mouse, or by holding down the "Ctrl" key while selecting both objects with your mouse individually.
2. Go back to "Format" on the main toolbar and select "Align"
3. Select "Align Center."
4. Go back to "Format" on the main toolbar and select "Align"
5. Select "Align Middle."

Placing a Break in the Outer Ring:

Make the Shape:

1. Select "Insert" on main toolbar.
2. Select "Shapes."
3. Pick the first rectangle shape, often found under "Rectangles."
4. Right click on your circle and select "Wrap Text."
5. Select "In Front of Text" so that you can move the object around freely.
6. Go back to "Format" on the main toolbar and under "Size" make the circle 1.2" tall and 1.2" wide.



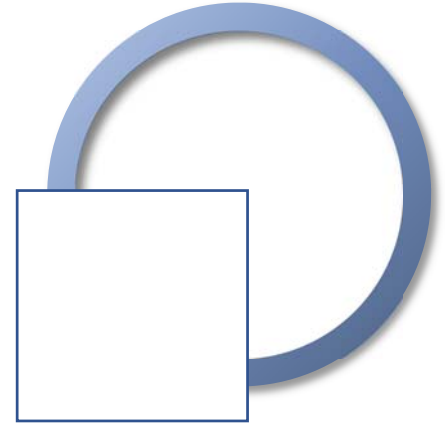
Color the Shape:

(All these options are available under "Format" on the main toolbar if you click on the object.)

1. Click on the circle, go to "Format" on the main toolbar, and select "Shape Fill."
2. Select "White, Background 1 (when mouse is hovered over selection)."
3. Go back to "Format" on the main toolbar and select "Shape Outline" and pick "No Outline."

Align and Group the Shapes:

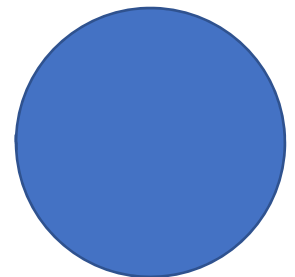
1. Grab your white square with your mouse, and position it over the ring in a way that cuts up the outer ring, leaving the ends at straight, 90-degree angles.
2. Group all your elements for easy movement: Select all shapes, either with your mouse, or by holding down the "Ctrl" key while selecting both objects with your mouse individually.
3. Go back to "Format" on the main toolbar, click on "Group," and then select the "Group" option.



Add the Dark Blue Inner Sphere:

A. Make the Shape:

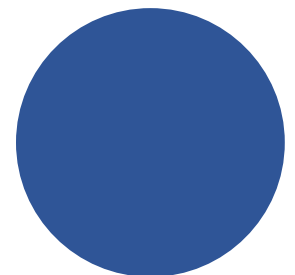
1. Select "Insert" on main toolbar.
2. Select "Shapes."
3. Pick the circle shape, often found under "Basic Shapes."
4. Right click on your circle and select "Wrap Text."
5. Select "In Front of Text" so that you can move the object around freely.
6. Go back to "Format" on the main toolbar and under "Size" make the circle 1.4" tall and 1.4" wide.



B. Color the Shape:

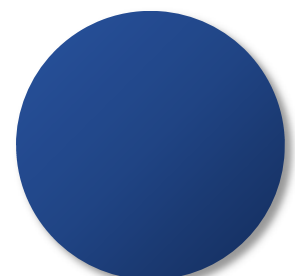
(All these options are available under "Format" on the main toolbar if you click on the object.)

1. Go to "Format" on the main toolbar, click on the circle, and select "Shape Fill."
2. Select "Blue, Accent 1, Darker 25% (when mouse is hovered over selection)."
3. Go back to "Format" on the main toolbar and select "Shape Outline" and pick "No Outline."



C. Give the Shape Dimension:

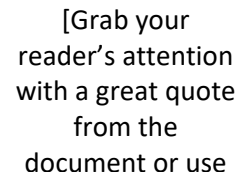
1. Go back to "Shape Fill."
2. Select "Gradient."
3. Select the very last option under "Dark Variations," which is "Linear Diagonal Bottom Right to Top Left (when mouse is hovered over selection)."
4. Go back to "Format" on the main toolbar and select "Shape Effects" and then "Shadow."
5. Select the very first option under "Outer" which is "Offset: Bottom Right (when mouse is hovered over selection)."



Add Your Initials:

A. Make the Text Box:

1. Select "Insert" on main toolbar.
2. Select "Text Box" and choose the first option "Simple Text Box."
3. Select "In Front of Text" so that you can move the object around freely.
4. Click on text box, go back to "Format" on the main toolbar, and under "Size" make the box 1" tall and 1.4" wide.



[Grab your reader's attention with a great quote from the document or use

B. Input the Text:

1. Click on the automatic message that says "[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]" and type in your preferred initials.
2. Select the text with your mouse and under the "Home" section in the main toolbar, change the font to Century Gothic, size 48.
3. Bold the text.



MP

C. Align the Text over the Center Sphere:

1. Select both the sphere and the text box, either with your mouse, or by holding down the "Ctrl" key while selecting both objects with your mouse individually.
2. Go back to "Format" on the main toolbar and select "Align."
3. Select "Align Center."
4. Go back to "Format" on the main toolbar and select "Align."
5. Select "Align Middle."



MP

D. Make the Text Box Disappear

1. Click on the text box, go to "Format" on the main toolbar, select "Shape Outline" and pick "No Outline."
2. Click on the text box, go to "Format" on the main toolbar, select "Shape Fill" and pick "NoFill."



MP

E. Give the Text Dimension

1. Select the text with your mouse, and under the "Home" section in the main toolbar, change the color of the font to white.
2. Select the text with your mouse, and under the "Home" section in the main toolbar, open the "Font" box and choose "Text Effects."
3. Select the very first option under "Inner" which is "Inside: Inside Top Left (when mouse is hovered over selection)."

F. Group it all Together:

1. Group the text box and inner sphere for easy movement: Select both objects, either with your mouse, or by holding down the “Ctrl” key while selecting both objects with your mouse individually.
2. Go back to “Format” on the main toolbar, click on “Group,” and then select the “Group” option.
3. Grab both the outer ring and inner sphere groups, aligning them manually (without relying on the “Align” functions – eyeball it until the sphere appears perfectly centered in the outer ring).
4. Go back to “Format” on the main toolbar, click on “Group,” and then select the “Group” option.



Right now, your logo should look like this:

Turn Your Cluster of Objects into an Image:

Zoom in on your logo as much as possible (200% at least) – the larger you can make it appear on your computer screen, the better definition your logo will have later (make sure there are no other elements, such as text, near the logo – give your logo ample white space around all sides).

Hold down both the “Ctrl” (Control) button and the “PrtSc” (Print Screen) button on your computer keyboard.

Now open Microsoft Paint. Newer Windows versions only have Paint 3D available without using the “Run” function. All Windows versions will still let you access the original Microsoft Paint, by opening the Windows “Run” function (instructions found at: <https://www.top-password.com/blog/5-ways-to-open-run-command-box-in-windows-10/>) and typing “mspaint” into the “Run” bar.

Open whichever Microsoft Paint version you’d like, select “Open New” and click “Ctrl+V;” the screenshot of your logo should appear.

Crop your image to size: In Paint 3D the “Crop” option appears in the main toolbar; in the original MS Paint, you’ll need to select the image with the “Select” function in the main toolbar, drag the logo to the uppermost left-hand corner, and drag the page corners with your mouse to size.

Save your cropped image as a jpg file.

Open the New Image

A. Open it:

1. Select “Insert” on main toolbar.
2. Select “Pictures” and select your saved file to open.
3. Select “In Front of Text” so that you can move the object around freely.
4. Click on text box, go back to “Format” on the main toolbar, and under “Size” make the logo whatever size you’d like.



Give the Initials Some Sparkle

A. Find Your Sparkle

1. You can do a Google Image search for “white sparkle” or better yet “white sparkle vector,” since the word “vector” is a common graphic design term that will help narrow your search to show graphically designed images or stock pictures. Or of course, you can use the image I have provided named “sparkle.jpg.”
2. Save your chosen image on your computer and name it “sparkle.”



B. Make the Sparkle Shape:

1. Select “Insert” on main toolbar.
2. Select “Shapes.”
3. Pick the rectangle shape, often found under “Basic Shapes.”
4. Right click on your rectangle and select “Wrap Text.”
5. Select “In Front of Text” so that you can move the object around freely.
6. Go back to “Format” on the main toolbar and under “Size” make the circle 0.7” tall and 1.1” wide.



B. Sparkle the Shape:

(All these options are available under “Format” on the main toolbar if you click on the object.)

1. Go to “Format” on the main toolbar, click on the rectangle, and select “Shape Fill.”
2. Select “Picture Fill.”
3. Go back to “Format” on the main toolbar and select “Shape Outline” and pick “No Outline.”



C. Flip the Sparkle:

If you have chosen to follow this exact logo design with the provided “sparkle.jpg” file, you’ll want to flip the image so that the more granular sparkles are on top.

1. Click on the rectangle, go to “Format” on the main toolbar, and select “Rotate.”
2. Select “Flip Vertical.”



D. Make the White Areas of the Logo Transparent

1. Click on your logo image, go to “Format” on the main toolbar, and select “Color.”
2. Scroll down and select “Set Transparent Color.”
3. Your cursor will now show a new image that enables you to make any color of your choosing completely transparent. At this point, you will want to select any white portion of the logo image.



Now all white areas of your logo will be completely transparent

E. Bring the Elements Together

1. Click on the sparkle box, go to "Format" on the main toolbar, and select "Wrap Text."
2. Select "Behind Text" so that you can place the logo jpg image above the sparkle box.
3. Move the initials are directly on top pf the sparkle box. Group elements if desired.

Now that you have created this logo, practice, play, and amaze yourself.

The below logos are simple variations of this exact same logo. The options are only as limited as your imagination.

