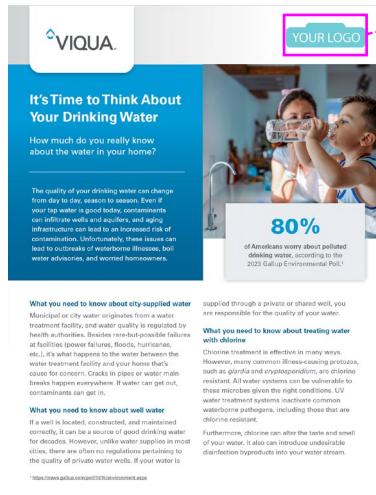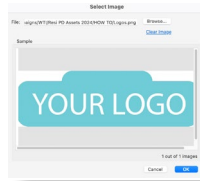# Adding a logo to your PDF

Please use a logo file format that has a transparent background;
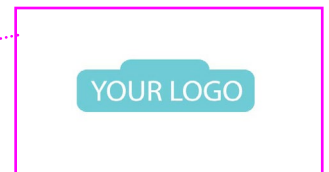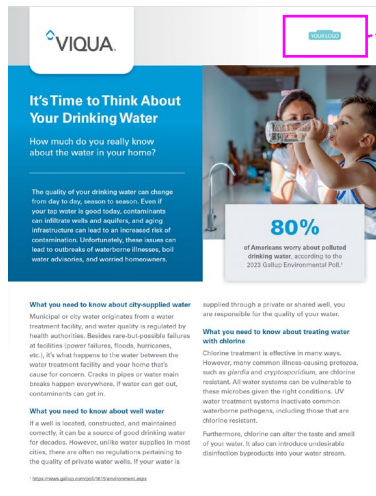**PNG is recommended**.

1. Open the document using a PDF Reader*.

2. Click on the magenta box labelled **ADD LOGO**.

3. Browse computer to select your image file, click OK.

Note: If your logo does not fill the width of the box, you may be using a JPG or PNG saved with too much space around the image. Ask your team for an alternate version of logo.

*Please download the latest version of Adobe Reader.

Select image

File: v/grp/MT)(Rev PD Assets 2024/HOW TO)/logos.png   Browse...
                                                        Clear image
Sample

YOUR LOGO

1 out of 1 images

Cancel   OK

✓ **Your logo.PNG**
Transparent background allows logo to fill the width or depth of image box, depending on the shape of logo

✗ **Your logo.JPG**
White background fills the width or depth of image box

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