Change information by typing over the placeholder text.

See pages 2–5 of this PDF for ideas in laying out your page design.

To add your chapter logo, click on the logo image to select it, select INSERT, then PICTURE, and then FROM FILE from the main Word menu.

or

select REPLACE in the PICTURE menu of the Formatting Palette.

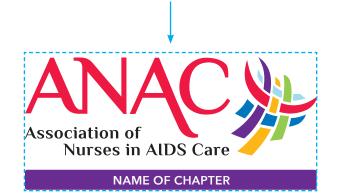
The menu will prompt a browser to locate your logo package. Navigate through the following folders to locate the JPG version of the logo for print.

Go to: For Print > Coated Paper > JPG > and select ANAC-chaptername RGB C.jpg

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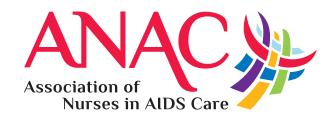


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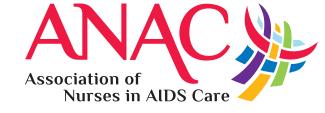
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