

How do I add a logo to my profile?

These instructions can be found online at:

http://www.charityvillage.com/cv/faq/faq_adv_27.html

1. Please **prepare your logo in advance**. Logos on our site must meet the following size specifications:

File type: .GIF or .JPG
Max. file size: 20K
Max. width: 500 pixels
Max. height: 150 pixels

For instructions on how to find out what size a file is, go to this page:

http://www.charityvillage.com/cv/faq/faq_adv_48.html

Too often, people try to upload logos with resolutions that are too high. The standard resolution for web graphics is 72 dpi. Common print resolutions, for use in a word or layout program, often range from 150 dpi to 300 dpi. If your logo file is too big, use an image-editing program to decrease the logo dimensions or resolution (or both).

2. When you are sure that your logo fits our specifications, **go to the Advertiser Log-in** page at: <http://www.charityvillage.com/client/index.asp>

3. **Enter your username and password** as noted in the confirmation e-mail you received when you registered. **Click the "Log-in" button**.

If you have forgotten your log-in information, enter your e-mail address in the "Forgot Your Password" section below the log-in area and we will e-mail the information to you.

4. When you are logged in to the "My Desk" screen, **click the "Logos" link** under the "Resources" heading.

5. On the **Logo Library** page, **click the "Add New Logo" link**.

6. **Click the "Browse" button** and navigate to the copy of the logo file on your hard drive (Hint: Save a copy of the file to your desktop in advance so that you can find it quickly).

7. **Click "Open" or "Okay"** when you have highlighted the logo file.

8. The path and logo file name will now appear in the field on the "Add Logo" page. **Enter a Name for the logo**. You may call it anything (e.g. black and white logo, colour logo, anniversary logo.)

9. When you have added and named the logo file, **click the "Attach Logo" button**.

10. You will receive a message that your logo uploaded successfully, **click the "Close Window" button.**

11. You will now see your logo in your logo library near the bottom of the page. The next time you post a job, volunteer or event listing you will be able to select your logo from the pull-down menu on the "Listing Information" page.

That's all there is to it! If you have any questions about adding a logo, please contact our **Help Desk** at 1-800-610-8134 or e-mail help@charityvillage.com