* In Word, overlap and put together the various text, pictures, WordArt, etc. needed for the logo.
* Hit “Print Screen” on your keyboard; it takes a picture of your screen.
* Open up Paint and Paste.

*Click screen & drag towards top left*

* In Paint, grab and drag the entire pasted picture up towards the upper left corner of the Paint window. Ideally, in the end you want just your logo in the Paint window so drag it as close to the top corner as possible

without cutting any parts off.

* Scroll both scroll bars as far down and as far right as they’ll go.



* Click in the window and off of the scroll bars and a little square should appear in the bottom right corner of the Paint window.
* Grab the square and drag it up towards the logo so that the workspace becomes smaller and the only thing within the workspace is the logo.
* Save the file, preferably as a JPEG file.