

## Procedures for inserting the certification code into the new FSC labels

### Option 1

1. Open the .tiff or jpeg.
2. Go to EDIT > Click on SELECT ALL.> then click on COPY (if you can't complete this step on your computer see Option 2 below).
3. Open a New document in WORD.
4. Go to EDIT > Click on PASTE
5. In order to make it easier to insert the Certification number, zoom in on logo by going to VIEW > Click on ZOOM, and select 200% > Click OK.
6. Click on an area outside the logo.
  
7. Go to INSERT > Click on TEXT BOX.
8. Type your Certification number in the text box.
9. Adjust the size of the text box so that the certification number is on one line. You can do this by rolling the mouse over one of the circle points, clicking and holding down the left mouse key, and then moving the square to the desired width. Do the same when adjusting height.
10. Change font of text in text box to match font on Label (either Frutiger Bold Condensed, or if you do not have this font use Arial Narrow). Try to match font size as well.
11. Click on text box, so that the dotted outer border is displayed then right click on outer border, and choose FORMAT TEXT BOX.
12. Under COLORS AND LINES, choose NO FILL.
13. Under LINE/COLOR, choose NO LINE.
14. MOVE text box to correct location on Logo by clicking and holding on outer border, and moving box to desired location.
15. If text box will not move into desired location well, CLICK on text box, and right click on dotted border. Choose FORMAT TEXT BOX, and choose the FORMAT tab at the top of the window. Select IN FRONT OF TEXT.
16. Now move text box to desired location.
17. If the lettering is on a color background, change font color by Highlighting Text in Text box. Go to FORMAT > FONT > FONT COLOR chose WHITE. If the lettering is on a white background, change the font color to the green in the label by going to FORMAT > FONT > FONT COLOR > MORE COLORS > CUSTOM, then in the RGB boxes put the follow numbers in the boxes according to the colors: Red: 67, Green: 86, Blue: 8.

### Option 2

1. Save the .tiff or .jpeg on your desktop.
2. Open a New document in WORD.
3. Go to Insert > Text Box.
4. Place your curser inside the Text Box.
5. Go to Insert > Picture, and choose the label off your desktop.
6. From here continue with Steps 7 – 17 under Option 1.

### A sample of how the label will look when using this method:

If you have any questions please call SCS at 510-452-8018.

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