

## How to upload a new logo

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Here's how to add a logo to your listings.

### Create a listing

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**Create:** [Job Ad](#)  
[Volunteer Listing](#)  
[Event Listing](#)

From your advertiser desk, select the type of listing you'd like to create.

### Choose a language

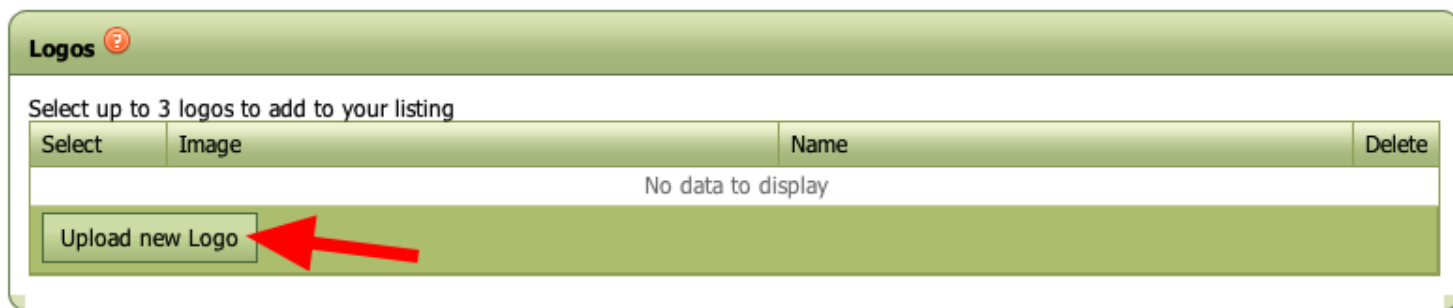
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The screenshot shows a multi-step process with tabs: Language, Listing Options, Description, Preview, and Shopping Cart. The 'Language' tab is active. Below the tabs, there is a message: "Fees apply for job listings: [Check our rates](#)". Underneath, it says "Create the listing in:" followed by a question mark icon. There are three radio button options: "English" (selected), "French", and "Bilingual". To the right of these options is a button labeled "Save as default" with a dropdown arrow. At the bottom of the form are two buttons: "Back" and "Next".

Choose a language for the listing and click the "Next" button.

## Listing Options: Logo Section



**Logos** ?

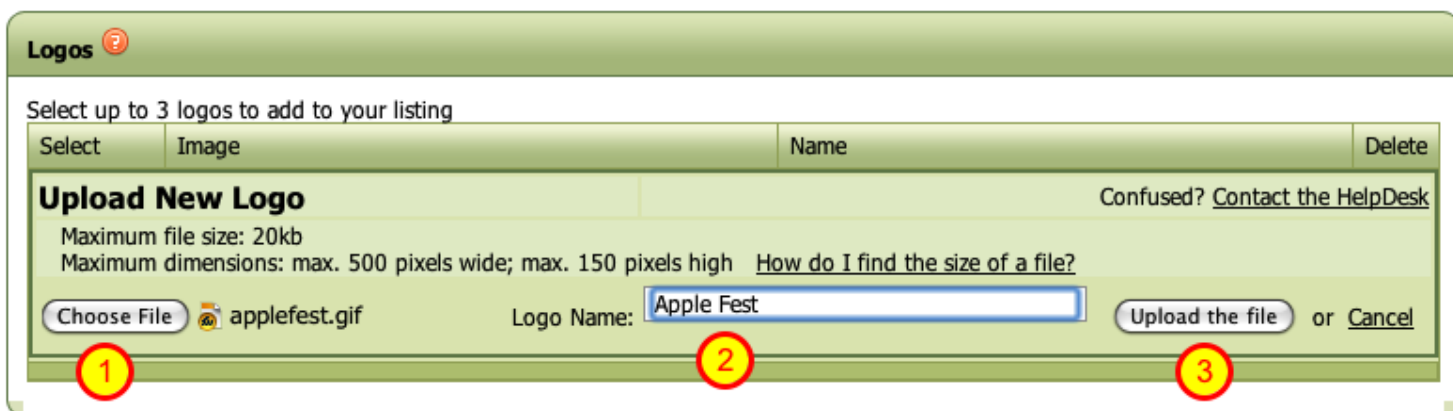
Select up to 3 logos to add to your listing

| Select             | Image | Name | Delete |
|--------------------|-------|------|--------|
| No data to display |       |      |        |

On the "Listing Options" tab, scroll down to the "Logos Section"

Click "Upload new Logo".

## Choose, name and upload the logo



**Logos** ?

Select up to 3 logos to add to your listing

| Select                 | Image | Name | Delete |
|------------------------|-------|------|--------|
| <b>Upload New Logo</b> |       |      |        |

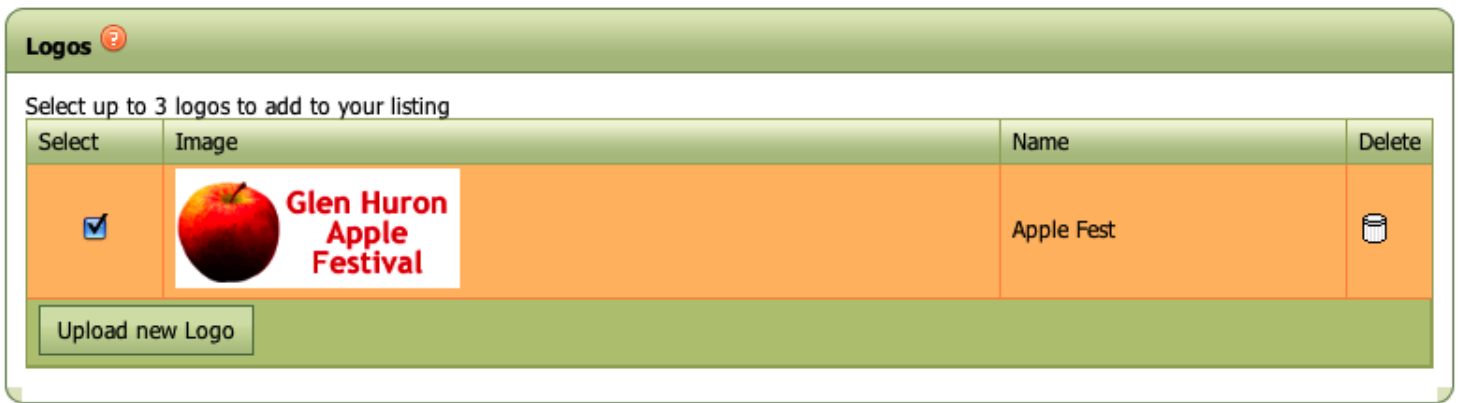
Maximum file size: 20kb  
Maximum dimensions: max. 500 pixels wide; max. 150 pixels high [How do I find the size of a file?](#)

applefest.gif      Logo Name:        or

Confused? [Contact the HelpDesk](#)

1. Click "Choose File" and navigate to the logo file on your hard drive. When you've highlighted the file you want to upload, click "choose" in the pop-up window.
2. In the "Logo Name" field, give your logo a name (e.g. Arts Club or Spring Fling Logo)
3. Click the "Upload the file" button.

## That's it!



Your new logo will appear in the "Logos" section and will be selected to use in your listing. Whenever you log in to create a listing, your logos will be on the list.

You can select up to 3 logos to use on any listing and save many more logo images to use anytime.

To add additional logos, just click the "Upload new Logo" button and repeat the step above.

To delete a logo, just click the "Delete" icon to the right of the logo name.

If you have any trouble uploading logo images, just [contact the HelpDesk](#) and they'll be happy to lend a hand.