**INSTRUCTIONS:**

**To create a letterhead for your specific lodge, section or region, please follow these instructions:**

1. Go to the [OA Brand Guidelines](http://www.oa-bsa.org/pages/content/order-of-the-arrow-brand-guidelines) online and use the OA Signature Generator to create your custom sub-brand logo.
2. Double-click the header area of this document, and then click the Order of the Arrow, BSA logo image.
3. Right-Click the image and select “Change Picture…”
4. In the “Choose Picture” dialogue box, upload the custom sub-brand logo image you generated earlier on the OA website.
5. Click “Insert” and the new logo should replace the placeholder one.
6. When you are done, delete this instruction text and begin using your custom letterhead template.­