

Instructions

Step 1: Insert your logo into the word document.

*Insert - Illustrations – Pictures – This Device*

Step 2: Set the Text Wrapping to Square

*Left click on picture – Wrap Text - Square*

Step 4: Set transparent background

*Select logo – Picture Format – Colour – Set Transparent Colour – Click on background* 

Step 5: Bring to front

*Right click on logo – Bring to Front*

Step 6: Move and resize the logo to fill as much of the heart as possible



Now your green heart is complete! Print it off, stick it to some cardboard, cut it out and attach a safety pin to the back using some sticky tape.

Then post it to your MP with a letter explaining why you are contacting them, and request they tweet or post a photo tagging #communityenergy and @[yourtwitterhandle] so we can retweet. For a draft letter please click [here](https://communityenergyengland.org/pages/harnessing-our-mps#Sample%20MP%20email/letter). To make sure they receive it, email the letter to your MP to remind them to wear the heart.