

Instructions for Making Your Own Well Wish Ad

Open a new document in MS Word. Choose the **Blank** document.

Go to the **Layout** tab.

Go to **Page Set up**, click on **Size**

Scroll to the bottom and choose **More Paper Sizes**

Click the **Paper** tab and enter the dimensions of your ad: 4.6 x 7" for full page, 4.6 x 3.4 for a half page, or 4.6 x 2.3 for a one third page.

You can use the entire area so margins aren't necessary.

To add photos:

Go to the **Insert** tab. Choose **Pictures**.

MS Word will open the Pictures folder on your hard drive. Click on an image and then click **Insert** in the lower right corner of the window.

They can be sized by clicking and dragging the little round "handles".

When you click on a picture in your document the **Format/Picture Tools** tab will appear in the toolbar. In this menu there many tools you can use to add borders and special effects.

Then PLEASE click on **Color**. Under **Recolor**, choose **Grayscale**.

I think it's easier if you click on **Wrap Text** and choose **Fix Position on Page** (then you can drag and place it where you want.)

Also choose either **Tight Wrapping** or **in Front of Text** or **Behind Text**.

Adding Text

Click in the white area and type your text. Margins might be helpful. However, I think it's easier to put it in a text box. Under the **Insert** tab choose **Text Box**. At the bottom of the menu choose **Draw a Text box**.

I hope that helps. If you have questions, email me kglavery@yahoo.com 😊