

## Instructions for Making a Business Ad

Please send your artwork in a pdf by e-mail to [ghstheatreWW@gmail.com](mailto:ghstheatreWW@gmail.com) by the posted deadline.

Dimensions for Business Ads:

Full Page: 4.6" x 7" Half Page: 4.6" x 3.4" Quarter Page: 2.25" x 3.4"

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.

### Adding 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. You can also put it in a text box. Under the Insert tab choose Text Box. At the bottom of the menu choose Draw a Text box.