

Instructions for Template for Well Wish Ad

- Choose one of the Well Wish templates—there are 3 sizes to pick from—and open the document. (You will need to have **Microsoft Word** on your computer)
- Highlight the text and customize it
- Click on one of the photos in the document and **Picture Tools Format** tab appears in the toolbar.
 - In **Adjust**, choose **Change Picture**
 - The **Insert Picture** window will open, choose a location (where you store your digital photos)
 - To import pictures from your computer, choose “**from a file**”

If you just follow these steps all the formatting in the template will be preserved or you can use the options under the **Picture Format** Tab and the **Home** tab to make more changes.

Hope that’s helpful. Have fun! If you have questions you can e-mail me at kglavery@yahoo.com