

# Template Instructions for Well Wish Ad

- Choose one of the Well Wish Templates-there are 3 sizes to pick from-and open the document in Microsoft Word
- 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 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.