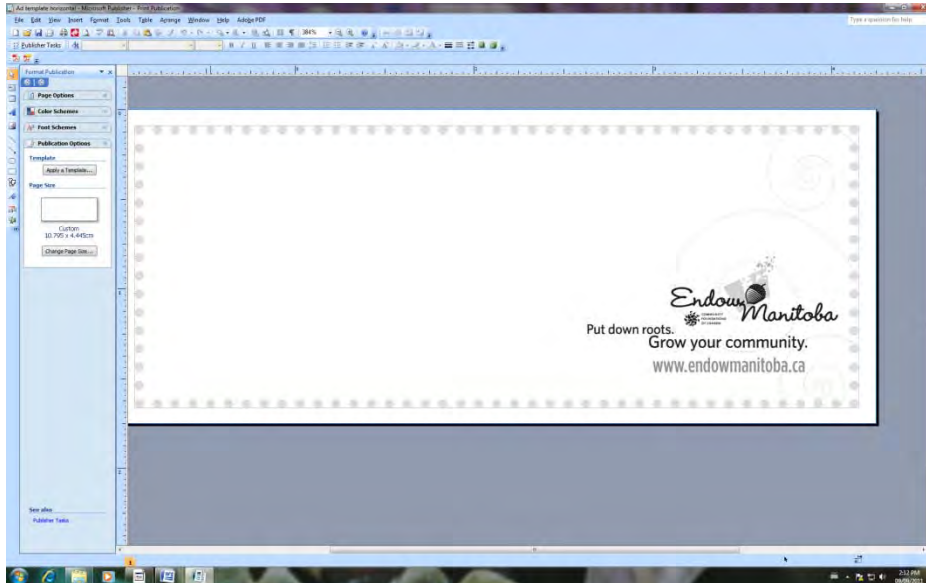
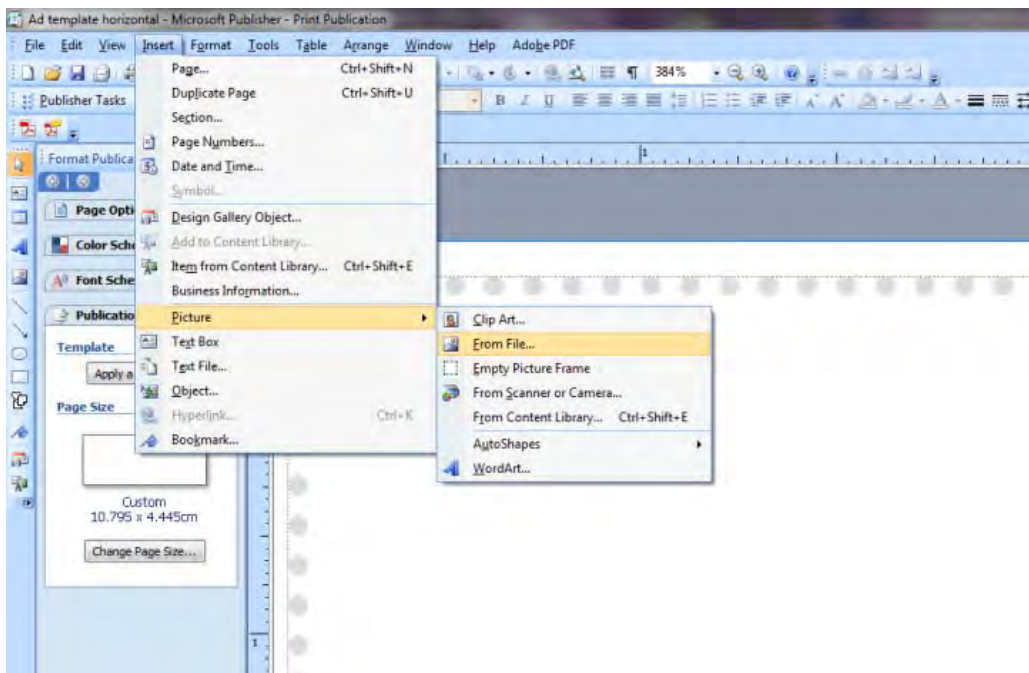


Customizing your print ad template in Microsoft Publisher

Open the ad template you wish to use (Publisher file).

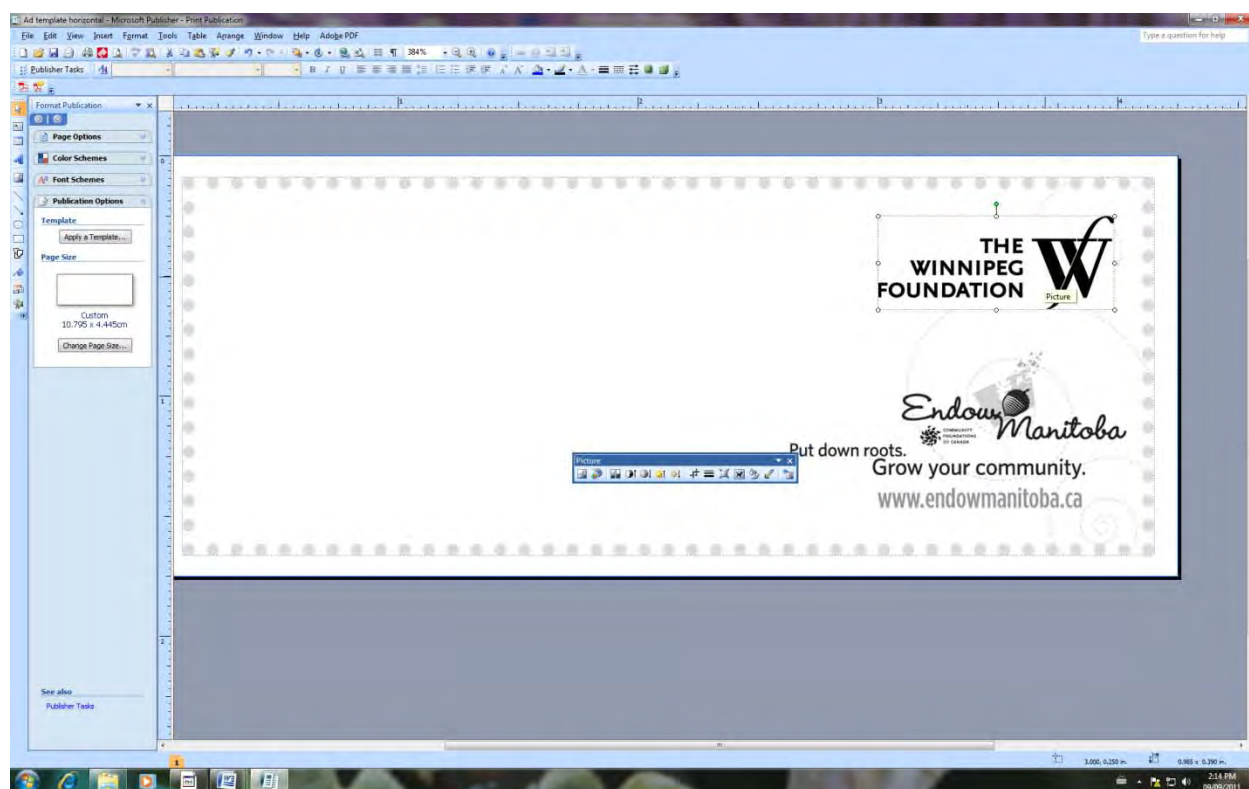


To insert your logo, click on “Insert” on the Menu Bar, scroll down to “Picture.” From here, a sub menu will open. Choose “From File.” You will then be prompted to select a file from your own drive. Select the file you would like to use.

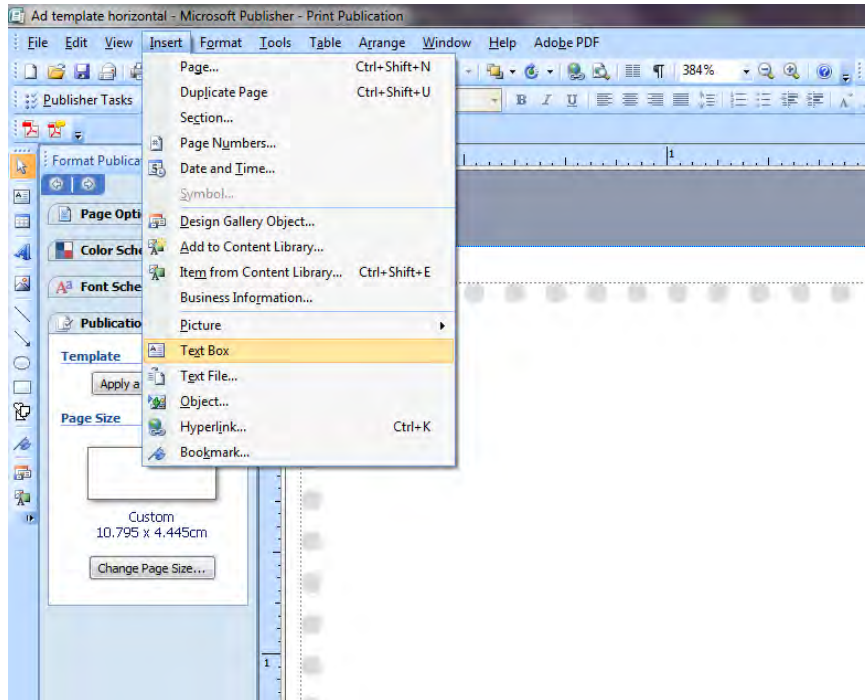


Your logo will be imported (it will appear in a box, with circles at each corner), but may not be in the size or position you would like it. To reposition a logo, mouse over the frame of the box until your cursor becomes a cross with arrows at each end. Hold the mouse button down and move the box to the location you prefer.

To resize the logo, click on one of the corner circles (your cursor will become two arrows pointing in opposite diagonal directions), hold the mouse button down and drag it diagonally until the logo box is the size you like. Do not pull on one of the mid-side circles or the logo will be distorted.



To insert some text, click on “Insert” on the Menu Bar, scroll down to “Text Box.”



Your cursor will now look like a cross. Click anywhere on your ad, hold the mouse down and pull it diagonally until your box is the size and shape you'd like it to be. If you need to reposition it, click anywhere on the box, hold the mouse button down and drag it where you want it.

The box will have a cursor flashing in the top left corner. Begin typing! (You can change your font and type size using the menu above.) You can add as many separate text boxes and images as you like.

