

# HELPFUL INFORMATION

All Dedication Ads must be turned in on a CD as **copy-ready, .jpeg files**. This means that when we open the file on your CD, it should be the complete ad, with text and all! 😊 I am sorry, but we cannot add text or arrange your pictures for you.

## To create your Ad in Microsoft Word....

### On a Mac....

1. Create your Ad
2. Save it first as a Word Document (just in case)
3. Save it as a .pdf.
4. Open the .pdf.
5. Save the .pdf as a .jpeg.
6. Save this new, .jpeg document onto a CD and bring it to school!

### On a PC...

1. Create your Ad
2. Save it as a Word Document (just in case)
3. Zoom out so that you can see the entire page.  
*Click on "one page" under the view menu*
4. Go to Start → All Programs → Accessories → Snipping Tool
5. Click and drag over your entire ad to "snip it"
6. Save your snipped ad as a .jpeg
7. Save this new, .jpeg document onto a CD and bring it to school!

Most any other programs that you will use to create an ad will have an option to save your work directly to .jpeg.