

Usage Guidelines for our Newsletter Ad templates.

To help you in putting your ads together, we have created a series of ad templates. These templates are in Microsoft Word Template format (.dotx) and are simple to download and use.

1. Click on the website link to download the templates, saving them to a folder on your computer of your choice
2. Open the template that you want to use, and then save it as a Word document.

You can now edit the template as you wish.

1. To add your own text, simply type over the placeholder text.
2. If you wish, you can change the default font's size, colour, and style.
3. To add your own images and logos, right-click on an image placeholder, select 'Change image' and then browse for the image that you want to use on your computer. After you've placed it, you may need to adjust its size to fit.
4. If you're confident in Microsoft Word, then you may wish to move the elements around on the page, or add new ones.
5. When you've finished creating your ad, you can either send it to us as it is, or save it as a PDF.
6. Email your finished ads to admin@sachamber.bc.ca