

How to insert photos into the IRB Advertisement templates

To add or change photos

1. Open the document in MSWord.
2. Under the "View" menu choose "Header and Footer."
3. Click on the photo you want to change (or rather, the rounded box where you want to put a photo), right click and choose "Format AutoShape."
4. In the "Format AutoShape" box window, go to the "Colors and Lines" tab and change the drop down in the "Colors" box to read, "Fill Effects."
5. In the "Fill Effects" box, choose the "Picture" tab and follow directions to "Select Picture."
6. Once you have selected and inserted a picture (when the picture shows up on the "Picture" tab) make sure that you have checked the box in the lower left hand corner entitled "Lock picture aspect ratio."

Note: Your file may be quite large (~5MB), so if you want to distribute it via email, we suggest saving it as a PDF file.

To save to a .pdf format

1. Open the file in MSWord.
2. In the "File" menu select "Print."
3. Choose "Adobe PDF" from the printer names then select "OK."
4. Follow directions for naming and saving.