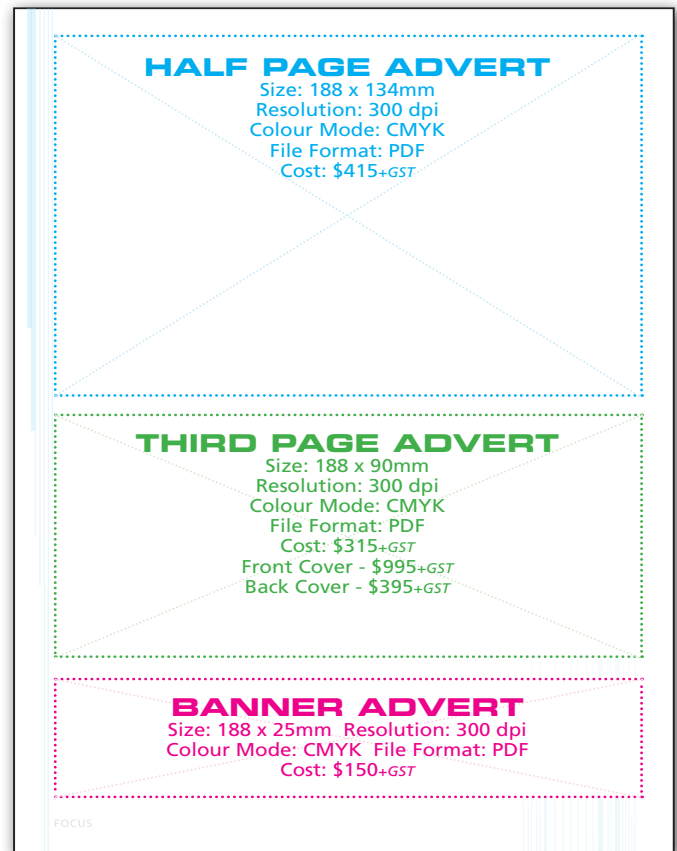
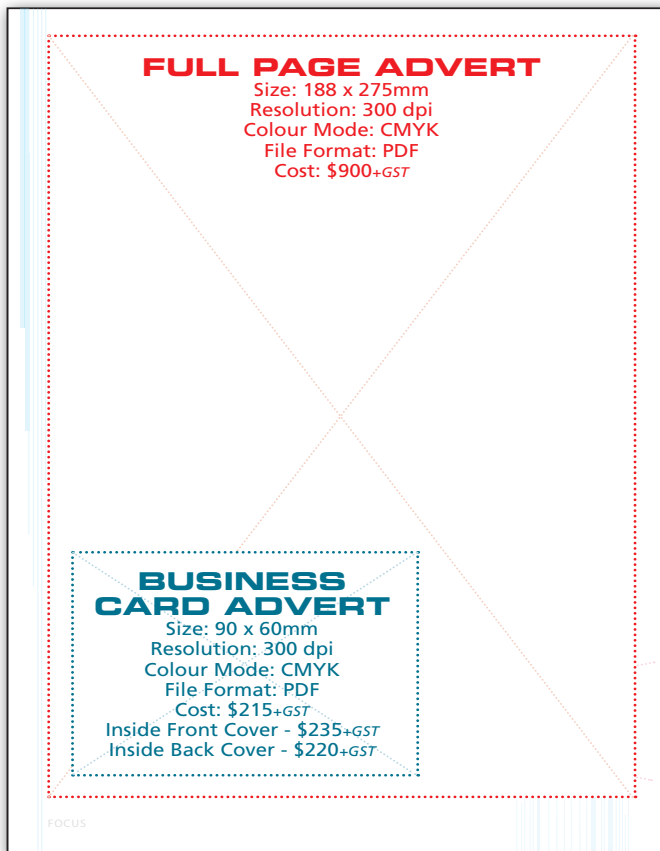


## Step 1 Choose your desired Advert Size



## Step 2 Create your Advert at the Required Size

If using Microsoft Word, the document size is found in the Page Setup area. It's easy to input custom dimensions to match your advert size.

### PC Instructions

- Click File > Page Setup
- Click Paper tab
- Under Paper Size, enter Width & Height dimensions for your desired advert size.

### Mac Instructions

- Click File > Page Setup
- Click dropdown to the right of Paper Size
- If your paper size is shown, click it
- If your paper size is not shown, click Manage Custom Sizes
- In the Paper Size area, enter Width & Height dimensions for your desired advert size.



## Step 3 Save your document as a PDF & email to [admin@jba.asn.au](mailto:admin@jba.asn.au)

**Please do not submit Word documents as they don't produce the high-quality print standard that we endeavor to present to Members.**

To save your document as a PDF select File > Save As and select 'PDF' from the format dropdown menu.

## Alternatively Contact The Printing Factory for your Advert Design

Take advantage of The Printing Factory's Graphic Design service to create a professional advert for your business.  
★ **Special Offer only for Joondalup Business Focus Magazine Advertisers - \$99 Inc. GST. (Normal Price \$150 Inc.)**