HOW TO CHANGE TEXT INTO FRENCH:

1. High light Text

2. Click “Review” at top

3. Language

4. Set Proofing Language

5. Select “French (France)”

HOW TO INSERT PICTURES:

1. Find picture online

2. Save to desktop (or somewhere you can find it)

3. Click “INSERT” at top

4. Put cursor where you want picture

4. Click “Pictures”

6. Find where you saved picture and select it

\*\* Tip: to make it easier to manipulate in your document select the picture, then

In “PICTURE TOOLS” (top-purple) click “wrap text- through”.

Restaurant Name

Owners

Phone Number

Business Days Open (with hours)

Specialties Signs

Addresss