**Step 1: Open a New Document**

1. Open Microsoft Word on your computer.
2. Click **File** > **New** > select a **Blank Document**.

**Step 2: Set the Page Size**

1. Go to the **Layout** tab on the ribbon.
2. Click **Size** and select **Letter (8.5 x 11 inches)** if it’s not already selected.

**Step 3: Insert the JPG**

1. Click the **Insert** tab on the ribbon.
2. Select **Pictures** > **This Device**.
3. Navigate to the location of your JPG file, select it, and click **Insert**.

**Step 4: Adjust the Picture to Cover the Entire Page**

1. Once the JPG is inserted, it may appear small or in a random position.
2. Click on the image to select it.
3. Under the **Picture Format** tab (which appears when the image is selected), click **Position** > **More Layout Options**.
4. In the **Layout** window:
   * Go to the **Size** tab and set the height to 11 inches and the width to 8.5 inches.
   * Go to the **Position** tab and set the horizontal and vertical alignment to **Center** relative to the page.

**Step 5: Set the Image as a Background**

1. Right-click the image and select **Wrap Text** > **Behind Text**.
2. The image will now serve as a background, and you can type over it.

**Step 6: Lock the Background (Optional)**

To avoid accidentally moving the image:

1. Click on the image to select it.
2. Right-click and choose **Format Picture**.
3. In the Format Pane, go to **Layout & Properties** and check the box for **Lock Anchor**.

**Step 7: Add Text and Customize**

1. Click anywhere on the document outside the image to begin typing.
2. Use the **Insert** tab to add text boxes, shapes, or other design elements to customize your invitation.

**Step 8: Save Your Document**

1. Click **File** > **Save As**.
2. Choose a location, enter a file name, and select your preferred format (e.g., Word Document or PDF).
3. Click **Save**.

**Step 9: Prepare for Printing (Optional)**

1. If you want to print front and back, ensure your printer supports double-sided printing.
2. Test-print one copy to confirm alignment and colors before printing multiple invitations.