**Step 1: Download and Install Noto Sans Font (**[**https://we.tl/t-Jp032bMOIM**](https://we.tl/t-Jp032bMOIM)**)**

How to install fonts on a PC:

1. Open the Fonts folder from the link above
2. Download the font files to your computer
3. Right click on each font file
4. Select Install (or Install for all users if prompted)
5. Restart PowerPoint or Microsoft programs you already had open

Once installed, the files will display correctly.

**Step 2: Open a New Document**

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

**Step 3: 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 4: 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 5: 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 6: 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 7: 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 8: 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 9: 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 10: 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.