

# FORMED Promotional Materials: How to Add Your Access Code to a .JPG File

1

## Download the .JPG File to Your Computer

Open the file from the Leader Resources website. If the image opens in your browser, right click and select "Save Image As..." to save it on your computer.

2

## Insert .JPG into a Image Processor

Locate the file on your computer. If you're using a Windows computer, open the file using Microsoft Paint or Microsoft Publisher. If you're using a Mac computer, open the file using Preview.

3

## Insert a Text Box

### Using Windows with Microsoft Paint or Microsoft Publisher:

From the toolbar, insert a text box, then adjust the size, font, and location of the text box to fit the image. Write your Access Code in the text box.

Save the image as a .JPG file.

### Using a Mac with Preview:

Open the Tools menu. Select Annotate, then select Text. Click the text box. Adjust the size, font, and location of the text box to fit your image. Write your Access Code in the text box.

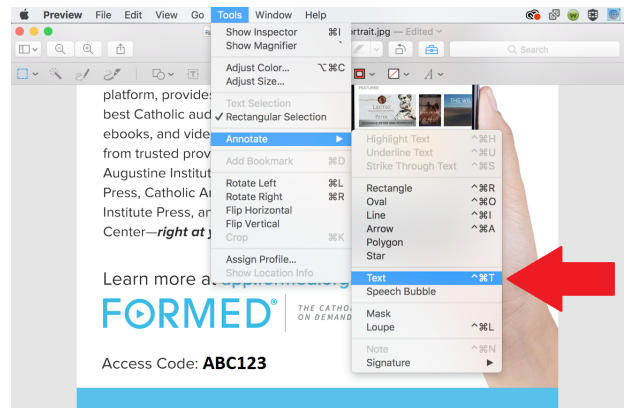
Save the image as a .JPG file.



Learn more at [app.formed.org](http://app.formed.org)

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Access Code: **ABC123**



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