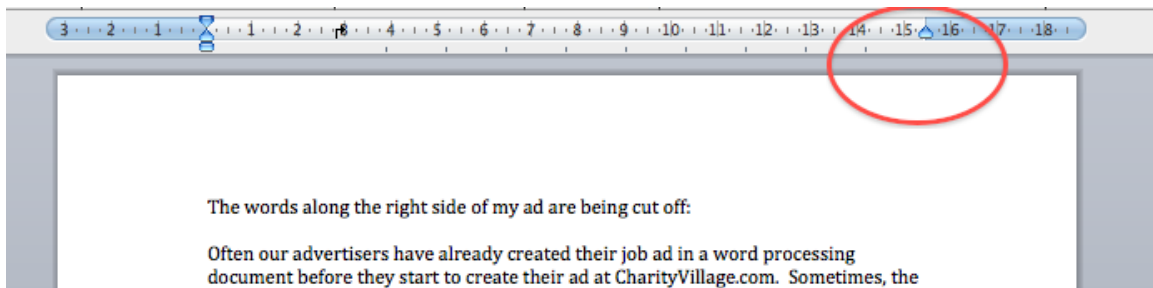


PROBLEM: The words along the right side of my ad are being cut off

If words along the right-hand side of your job ad look cut off or missing, it may be because the right margin and right indent are set differently on your word processing program. Here's how to fix it:

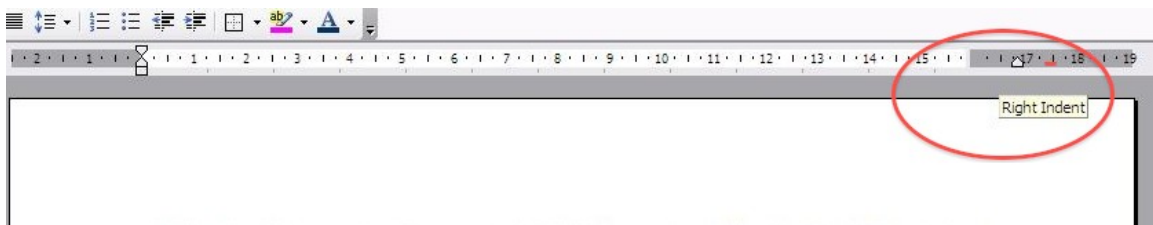
1. Open your original Word document and look at the upper right-hand side. You'll see a ruler/tool bar, which indicates where you've set right margin.

Here's an example of a right margin and right indent that are aligned:



If the small triangle on the right, which is your right indent, extends past the margins, the information typed there is still outside the margins.

Here's what your tool bar may look like if your right indent is extended beyond your right margin:



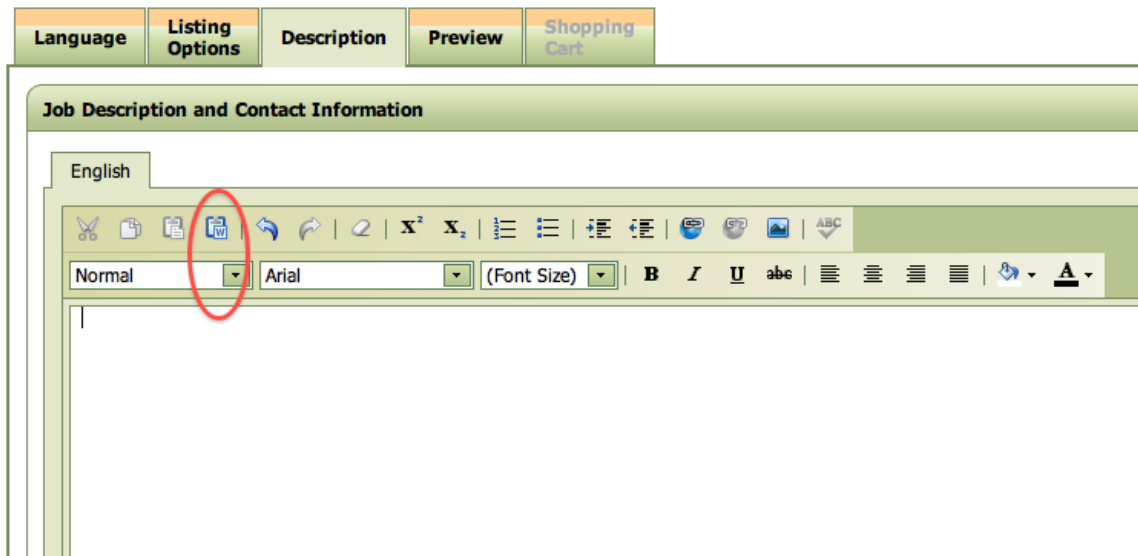
Here's the solution:

1. In your original WORD document:
 - a. Highlight all of the content in your original Word document
 - b. Drag the right indent arrow to the left so that it lines up with your right

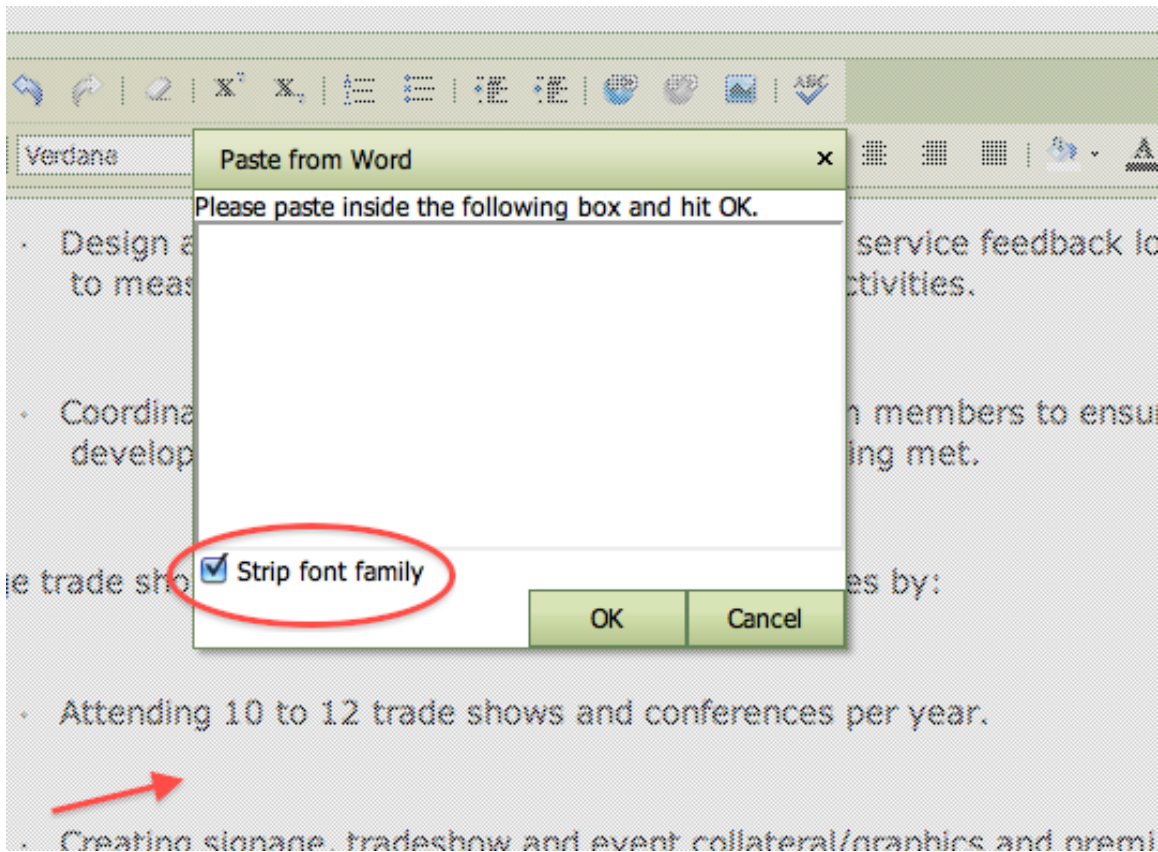
- margin
- c. Save your Word document

2. In your listing at CharityVillage.com:

- a. Login to your account
- b. For the listing you want to change, click the “Select” menu and click “Edit”.
- c. Click the “Description” tab.
- d. In the menu bar, click the “paste from word” tool.



- e. In the pop-up window:
 - i. copy your ad from your revised word document
 - ii. select the box “Strip font family”
 - iii. press OK



Your ad will appear in the description box.

f. Scroll down and click the “Next” button to preview your ad and proceed with the rest of the posting process.

That’s all there is to it.

If you have any other questions or need more help, please contact the HelpDesk.