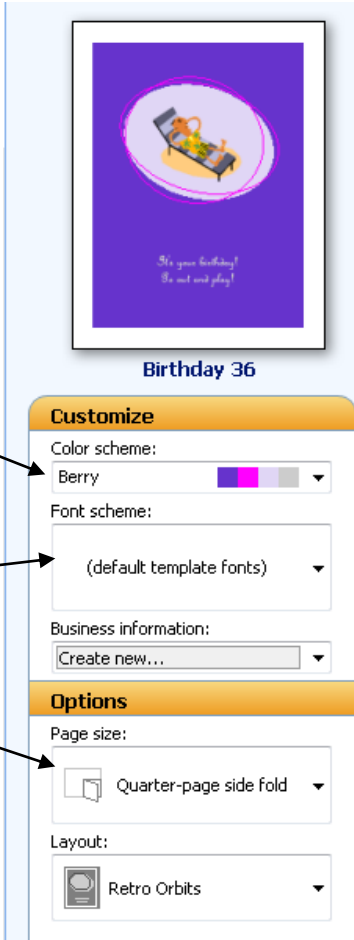


# Make a greeting card using Microsoft Publisher

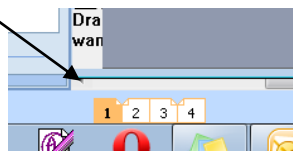
- 1) Select Publisher from Office.
- 2) Select *greeting card* from list of publication.
- 3) Click **ONCE** on the type of card that you would like to make.

- 4) To change the colours and font, use the drop down menus on the side **BEFORE** you press create.



The image shows a screenshot of the Microsoft Publisher interface. At the top, a preview of a purple birthday card is shown with a cartoon car and the text "It's your birthday! Be out and play!". Below the preview is the title "Birthday 36". To the right of the preview are two panels: "Customize" and "Options". The "Customize" panel has a "Color scheme" dropdown set to "Berry" (with a color swatch) and a "Font scheme" dropdown set to "(default template fonts)". Below that is a "Business information" dropdown set to "Create new...". The "Options" panel has a "Page size" dropdown set to "Quarter-page side fold" and a "Layout" dropdown set to "Retro Orbits". Three arrows point from text labels to these dropdown menus: "Click here to change the colour scheme" points to the "Color scheme" dropdown, "Click here to change the font" points to the "Font scheme" dropdown, and "Click here to change from ¼ page folding to ½ page folding" points to the "Page size" dropdown.

- 5) Press **Create** at the bottom of the page.
- 6) To see inside your card, press the page numbers at the bottom of the screen.



- 7) Type a message inside your card by double clicking on the text boxes.