

Microsoft Publisher Design a Card for any Occasion

1. Open up Microsoft Publisher
2. Choose a Greeting card and design a card for someone who has a birthday, anniversary or any other special occasion coming up.
3. You must double click on the card to open it up.
4. Use your imagination!
5. Go to google and type in the concept of the image for the card then click on image.
 - a. Save the image to your computer under photographs.
6. Insert image (this maybe the cover to your card or inside).
7. You may wish to insert word art on the front cover.
8. You may desire to type in a poem or a quote of your own.
 - a. Go to Text tool box and then look for Drop Cap. This will allow you to have one tall letter in front of the others that are smaller.
9. Click on Page Design and look at the diverse colors you may have.
10. Save this under the (HOFFMAN – YOUR GRADE- YOUR NAME) your name as Occasion Card or whatever occasion.

