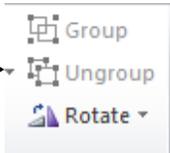


**Creating a Birthday Card** (*sample shown on back*)

1. Open a new Publisher file
2. Select the **Greeting Cards** template
3. Chose the **Birthday 1** template
4. On the right hand side, change the color scheme to **Trout**
5. Select font scheme **Online Verdana Bold Verdana**
6. Change the page size to **Half-sheet side fold**
7. Change the layout to **Juxtaposition**
8. Click on Create
9. Click on the lighthouse image and delete
10. Insert the photo **Tulips** by clicking on the Insert tab, then selecting picture. Open the Sample Picture folder and select Tulips.
11. Resize the image so it fits better on the front of the card
12. Ungroup the colored shapes by clicking on the shapes. Go up to the orange drawing tools tab and select **Ungroup**.  An arrow points from the text 'Ungroup' in step 12 to a screenshot of a software interface. The screenshot shows three buttons: 'Group', 'Ungroup', and 'Rotate'. The 'Ungroup' button is highlighted with a mouse cursor.
13. Change the color of the dark teal shape by selecting the shape. Go up to the orange drawing tools tab and select **Shape Fill**. Choose a different color.
14. Click on the Inside of the card over on the left hand side.
15. Make the decorative image a little bit darker. To do this, select the picture, go up to the pink picture tools tab and click on **Brightness**. Chose one of the negative options.
16. Change the message on the inside of the card. You'll notice the text is broken up into two text boxes. Click on the top box and delete.
17. Select the remaining text box, highlight the text, then type in your new message.
18. Click on the back of the card.
19. Change the name of the card's maker to your name.
20. Select the image and click delete. We're going to add our own image.
21. Insert a Clip Art image by clicking on the Insert tab, then selecting Clip Art. In the Clip Art search box, search for a heart. Select the first image in the results list.
22. Shrink the Clip Art image to fit better on the page and center.
23. Now, we're ready to save our document. Go up to the teal file tab and select **Save As**.
24. We're going to save this as a .pdf. Change the Save as Type to PDF. Create a name for the file. Click save.

Congratulations! You've created a Birthday Card on Publisher!

**Happy Birthday**



Wishing you a year  
full of happiness!



Made especially for you by:

**Valerie**