



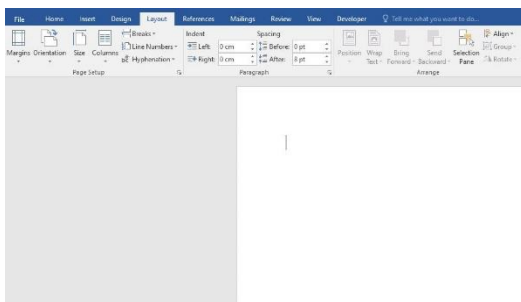
New Directions: Personal Expression and Creativity



Name:

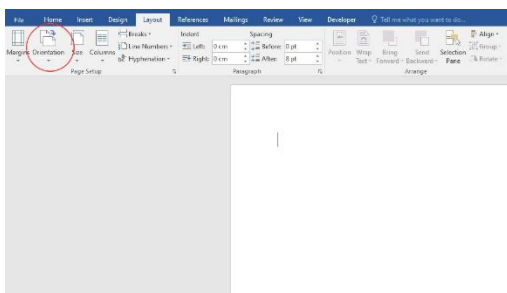


Date:



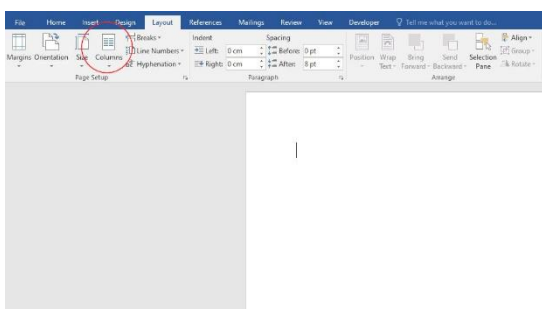
STEP 1:

Select the Layout tab



STEP 2:

Select "Orientation" and select "Landscape"



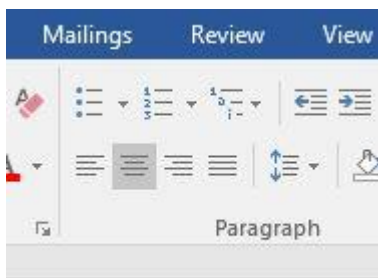
STEP 3:

Select "Columns" and select "Two" column



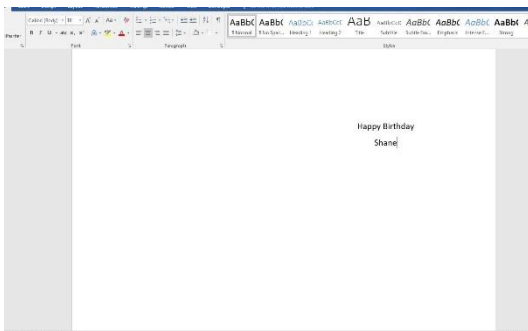
STEP 4:

Tap on the “Enter Key” until the cursor moves to the 2nd column on the right of the page.



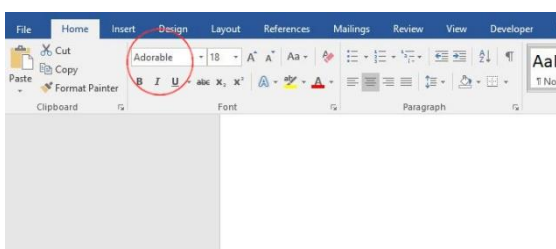
STEP 5:

Centre align cursor on right column



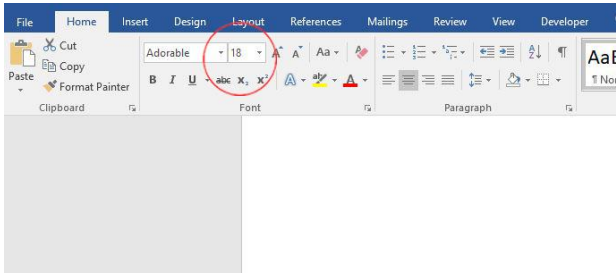
STEP 6:

Type in title for the card.

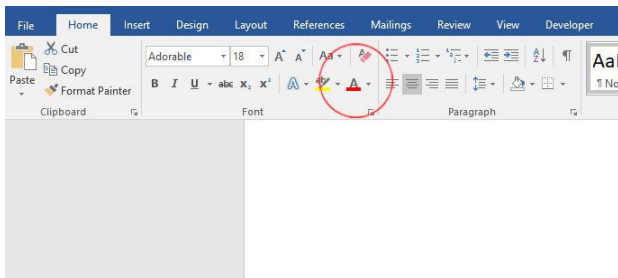


STEP 7:

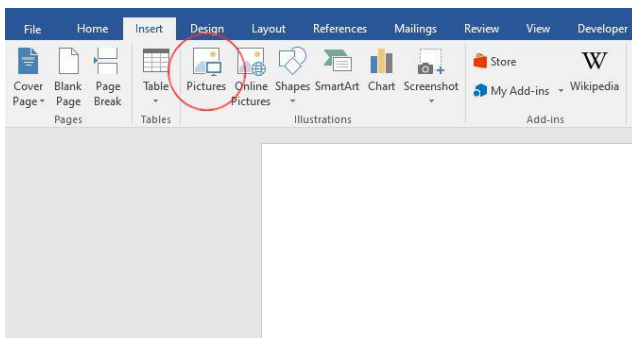
Choose a font type



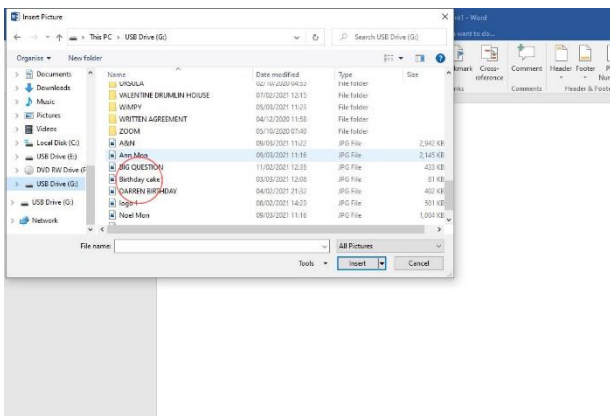
STEP 8:
Choose a font size



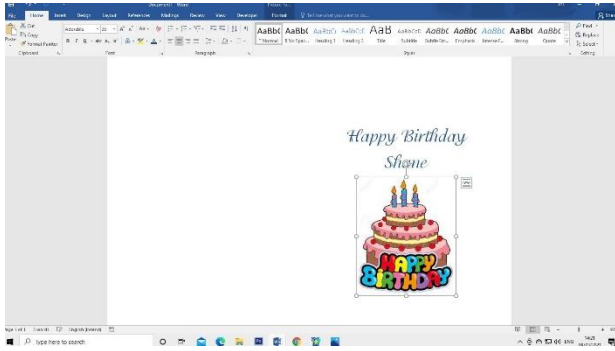
STEP 9:
Choose a font colour



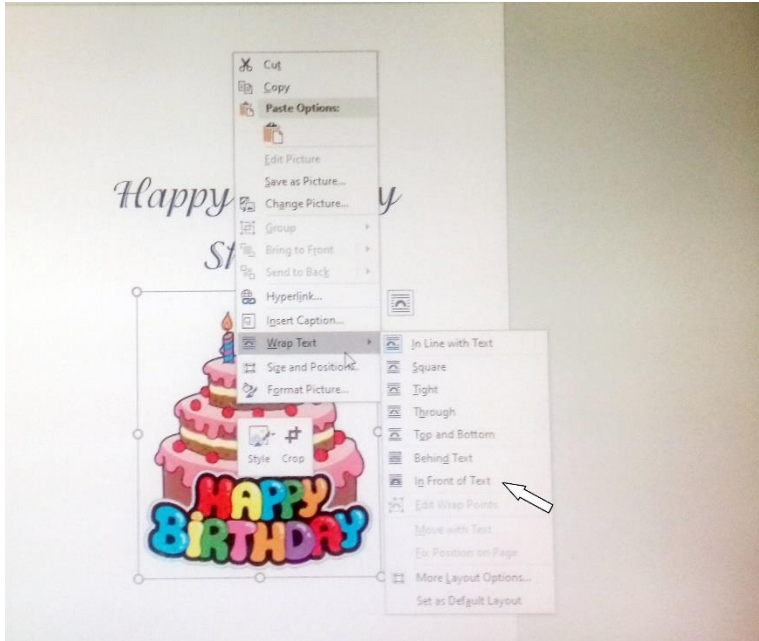
STEP 10:
Select "Insert" and then
"picture"



STEP 11:



Find the picture (file) you wish to insert

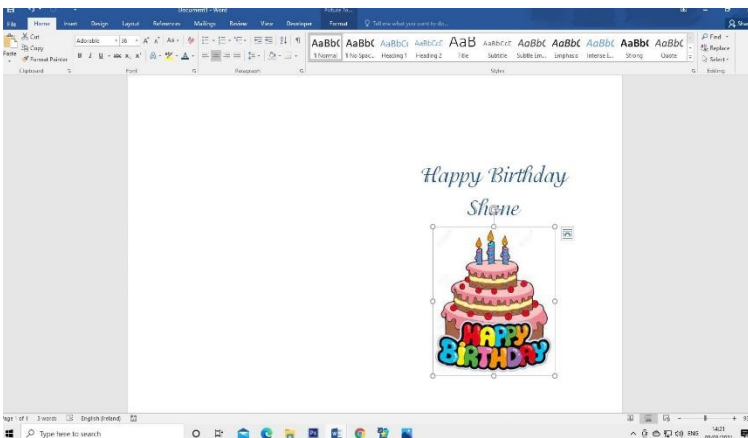


STEP 12:

Insert your picture (file) of choice

STEP 13:

Right click on the picture
Then select in front of text
and that will allow you to
move and resize your
picture anywhere on the
card.



STEP 14:

Your card is ready for
printing

Your card is now complete