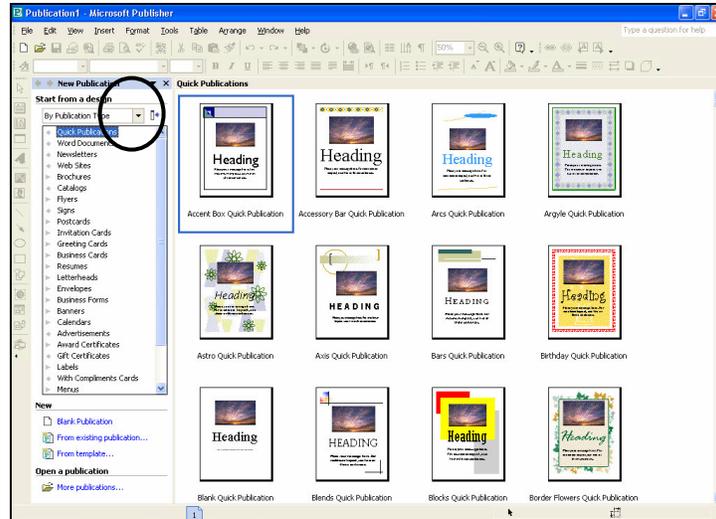


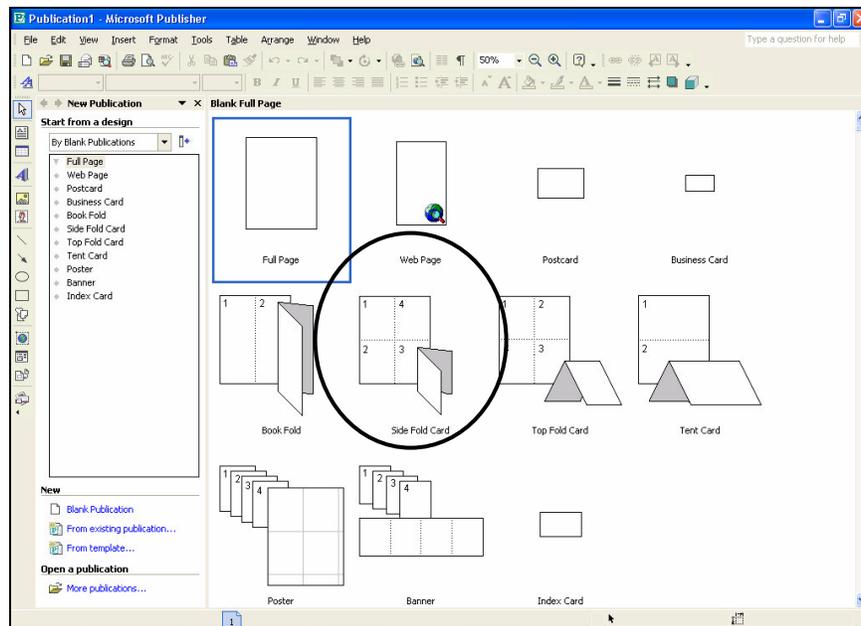
STARTING A BLANK GREETING CARD

1. Open MS Publisher. The 'Publisher' start-up window will appear on the screen. (see figure a.)



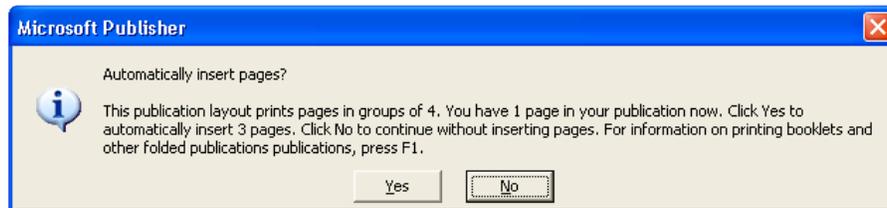
(figure a.)

2. Click once on the small down arrow at the end of the white box located under 'Start from a design' located in the upper left hand corner of the window. (see circled area figure a.) A menu will appear.
3. Click once on 'By Blank Publications'. The contents of the window will change. (see figure b.)



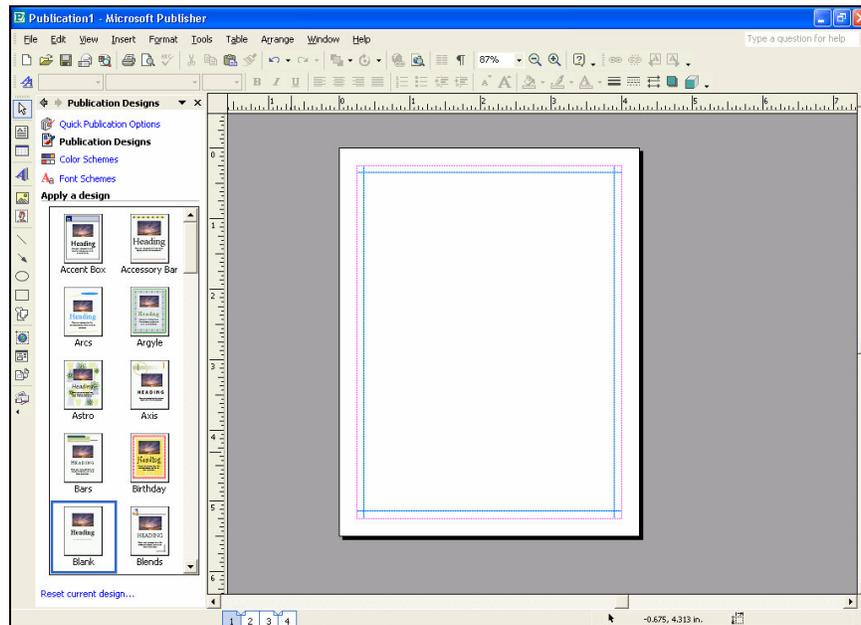
(figure b.)

4. Move the mouse over 'Side Fold Card' and click once with the left mouse button. (see circled area figure b.) A window will appear on the screen. (see figure c.) This message is just letting you know that there are 4 pages to a card – the front, the inside front, the inside back and the back – and that 3 pages need to be added to the card.



(figure c.)

5. Move mouse over 'Yes' and click once with the left mouse button. The window will disappear and the front page of your card will appear on the screen. (see figure d.)



(figure d.)