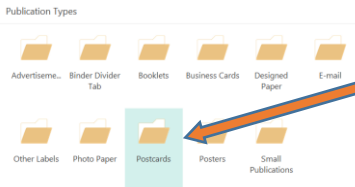
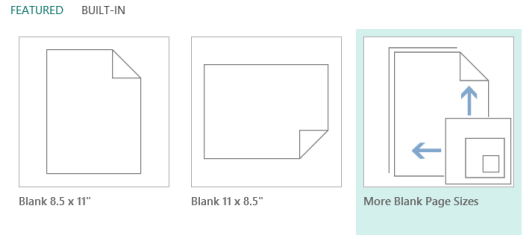


DESIGNING A NOTEPAD IN MICROSOFT PUBLISHER

Open Microsoft Publisher

Select "More Blank Page Sizes."

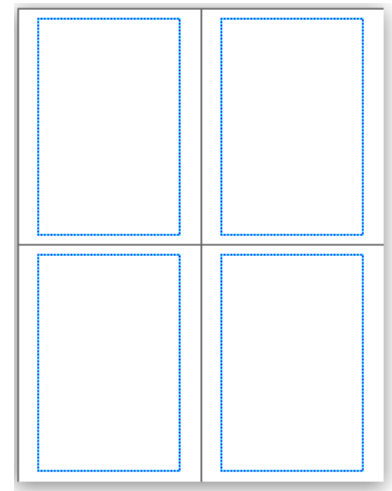
Scroll down until you find "Publication Types."



Find "Postcards," and click on it.

Select 1/4 Letter (4.25 x 5.5) and press Create. When your page opens,

keep in mind that it's really only 1/4 the size of a regular piece of paper.



Use Word Art for your name and insert a graphic. You need to make the graphic black and white or gray. Don't make it too dark; remember this is a Notepad that you are creating.

You can change the color of your pictures using "Picture Tools." Don't use copyrighted images: company logos, band logos, etc. See the examples below:

