

Instructions

1. Fill in the identification information requested on this specific format you select.
2. Within the selected format, click on the area that says “Insert Text and/or Pictures Here”
3. Highlight and delete the text.
4. Create your personal message in this area only. Do not work outside of the text box provided.
5. Feel free to change fonts, sizes etc.
6. To add pictures go to ***Insert/Picture/From File*** then browse to the file and select ***insert***.
7. To change the size of the picture click on the picture then click and drag the corner of the picture.
8. When done modifying your message go to File/Save As then change the file name to *Your Name* and save the document on your computer.
9. Email the document to Laurie Yahn LYahn@yahnfamily.com .