



How to download and customize holiday greeting card templates

1

Click “download” next to the holiday greeting card template you have chosen.



2

The files you will download are PowerPoint slides.

3

Each card is a template. Only the areas that contain the message and your contact details are editable.

4

The editable areas of the card are text boxes. You will use these sections to enter your contact details.

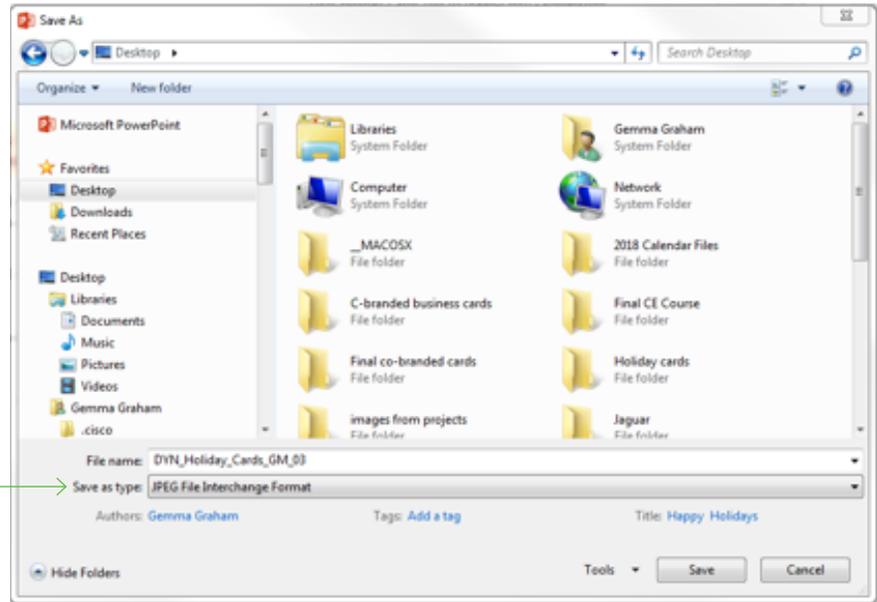


5

Once you have entered your details, click “file” and select “save as” and type in your chosen file name.

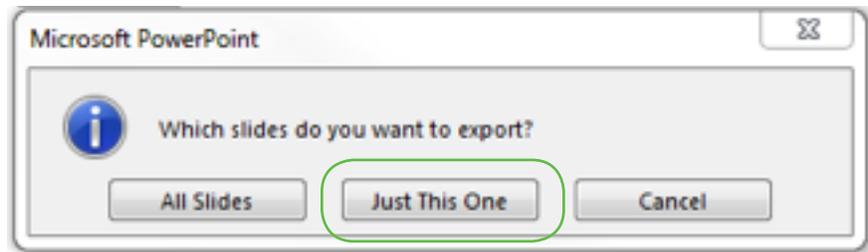
6

While you have the “save as” dialogue box open, in the “save as type” section, click on the dropdown arrow and select “JPEG file interchange format.” Click save.



7

A dialogue box will appear asking which slides that you would like to export/convert to JPEG format, select “Just This One.”



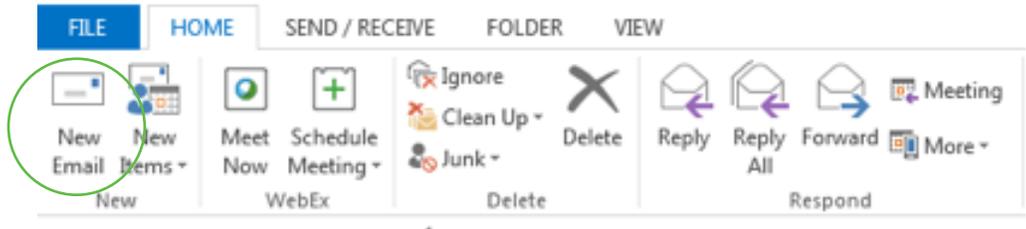
8

You now have a customized holiday greeting card that you can either embed into your email message or attach.

How to send your holiday greeting card

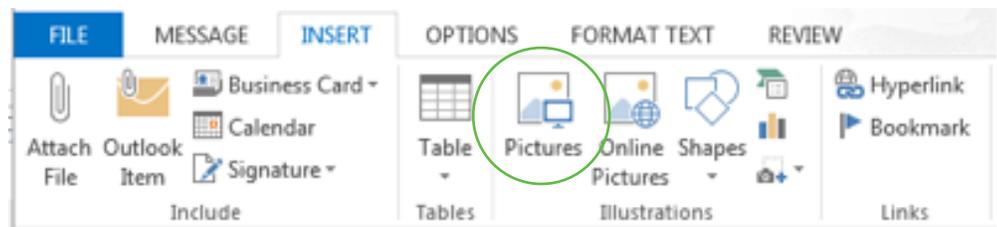
1

To embed your card into your email using Outlook, select “new message.”



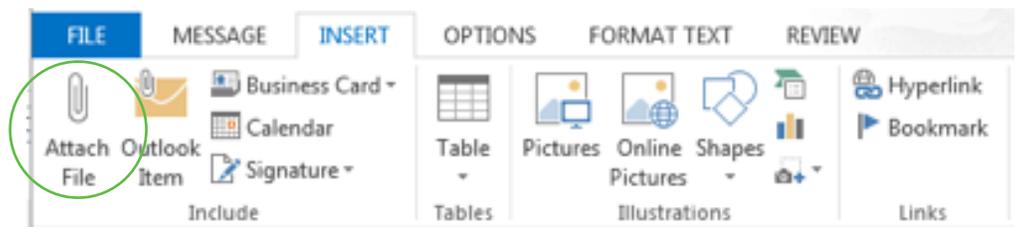
2

Click inside the message box, making it active. Then click on the “insert” tab and select “Pictures.”



3

If you choose to attach the card, click on the “insert” tab and select “Attach File.”



To embed the image in Yahoo, Gmail, and Hotmail accounts, select “compose” and right-click in the message box, select paste. To attach, look for the attach icon , click it, locate your file on your computer to send your card as an attachment.