EVENT TOOLKIT

THANK YOU CARD TEMPLATE USER GUIDE

This Word template is for creating A2 size Thank You card.

Editing the file:

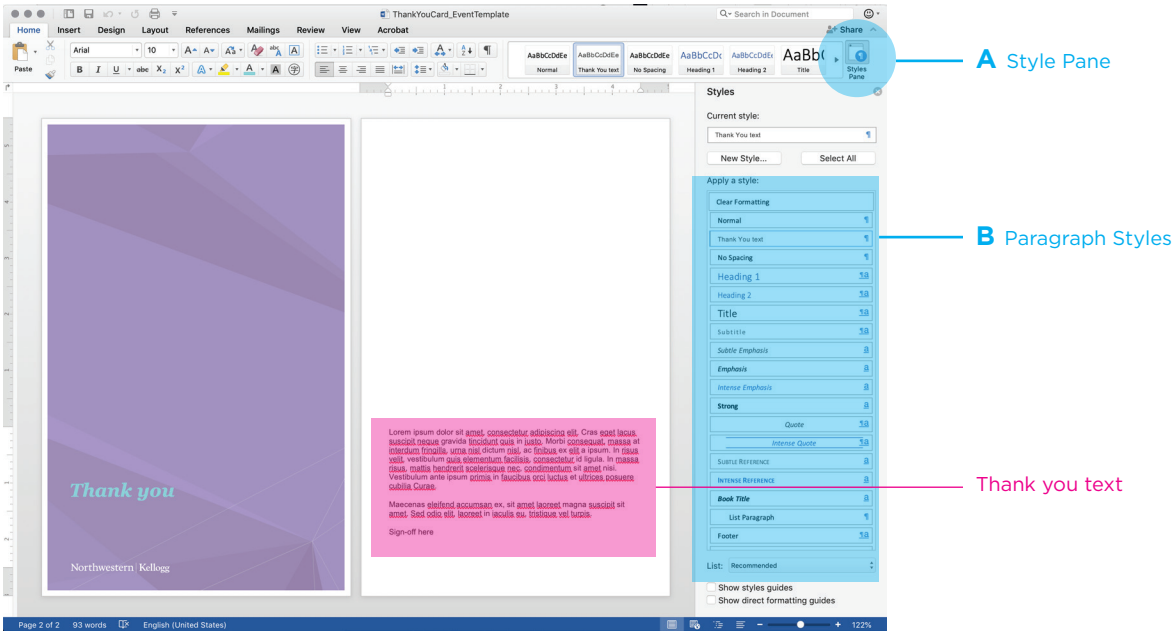
1 Open the PowerPoint Document

2 Find “Style Pane” from the toolbar (A), click on it to open the window (Mac)
Find “Styles” task pane launcher button in the “Styles” button group of the “Home” tab of the Ribbon (PC)

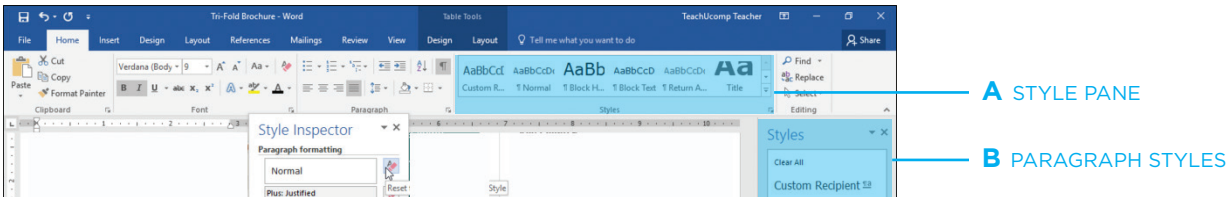
3 Insert your copy into the content fields. If the font style changes from the style that was originally in the template, you’ll be able to apply the correct style by clicking in the style pane.

To apply style to a paragraph, make sure your cursor is somewhere in that paragraph and simply click on the style name (in section B) you want applied. The style of the paragraph will automatically change to the correct style.

Mac



PC



Printing the file:

1. Save file as a PDF.
2. To get the file printed, send an email to Quartet Copies in Evanston at **production@quartetdigitalprinting.com** with instructions below.

   Please make XX copies on a thick card stock printed two-sided in color and trim to 5.5”x8.5”. Then half fold to 5.5”x4.25”

   Provide delivery address and chart string #.