

Grandparents Day Post card Invitation

1. Open Publisher
2. Select Blank pages>post card>1/4 letter landscape>create
3. Select change paper size
 - a. Make sure margins read top and bottom .25 sides .5 top and bottom
4. Create a boarder using lines. That have a weight of at least 3pts
5. Create a word art heading entitled “7th Annual Grandparents day”
6. Insert appropriate clip art reflecting the theme of Grandparents day
 - a. There needs to be at least 2 clip arts
7. Insert the following information – does not have to be in the same text box
 - a. You are invited to attend our special Grandparents day
 - b. September 23, 2011
 - c. Please RSVP 256 8810553
 - d. Schedule
 - i. 9:00 meet with Principal
 - ii. 9:45 meet with kids
 - iii. 10:00 go to program
 - iv. 10:45 return to classrooms
 - v. 11:00 Lunch
 - vi. 12:00 dismissal from school
 - e. If you cannot attend you may consider sending your grand child a special message that will be shared with them on Grandparents day. This may be sent to gls-hsv.org with a subject line of Grandparents day message.
8. Click on the insert tab>new page
9. Create a text box in the upper left corner
10. Insert: Grace Lutheran School, 3321 So. Memorial Parkway, Huntsville Al 35801
 - a. This will be the return address for the post card