Using Microsoft Publisher with Images you have Found or Created
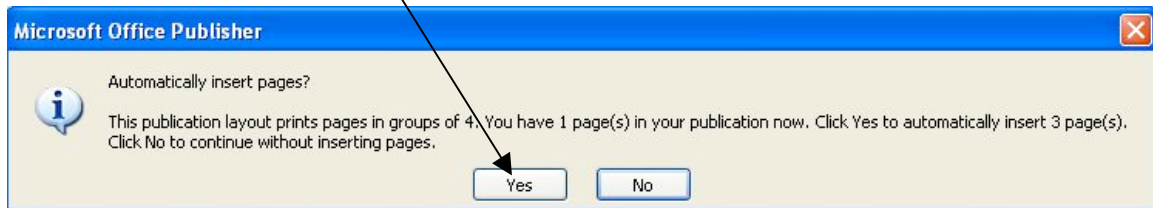
Go to the Start Menu
Go to Microsoft Office
Choose Microsoft Office Publisher
Go to Blank Documents
        Choose either Side Fold Card, Top Fold Card or Tent Fold Card
Say Yes to this Dialog Box

Microsoft Office Publisher

Automatically insert pages?

This publication layout prints pages in groups of 4. You have 1 page(s) in your publication now. Click Yes to automatically insert 3 page(s).
Click No to continue without inserting pages.

Yes   No

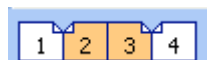Choose Page 1, Page 2-3, or Page 4 to work on.

1 2 3 4

Go to
Insert→Picture→From File

Go to your Finished Pic File
Choose the image you have sized
in Elements for this page of your
card. (Example choose the 3.5 X
5 for your complete picture)

Once the image is on your card
you can click on it to bring the
Picture Formatting Palette

This will allow you to do some
formatting such as Borders and
Cropping.

Click on the next card page to
work on
another   1 2 3 4
page of the card.

File Print

Picture