



INSTRUCTIONS FOR CUSTOMIZING THE SAMPLE HOUSE PARTY INVITATION
(IT IS NECESSARY TO GET THE ELECTRONIC VERSION OF THE INVITATION FROM LINDA)

The sample invitation is a Microsoft Word document, and can be edited in most versions of MS Word. The font used in the invitation is 'Footlight MT Light'. If you have any questions not answered by this document, feel free to contact Linda Richards at 845-265- 8080 x 7105 or inspire@clearwater.org.

TO ENTER DATE, TIME, AND LOCATION INFORMATION:

- Click on the sample date, time, and location. This will open the text box.
- Replace the sample text with the date, time, and location of your event.
- Click anywhere else on the document the text box.
- Be sure to save changes.

TO MODIFY RSVP INFORMATION:

- Follow the same procedure as above, but clicking on the RSVP text.
- Be sure to save changes!

TO PRINT THE INVITATION ON 5" X 8" CARD STOCK:

- Go to the 'File' menu, and select 'Print'.
- Click the 'Properties' button in the pop-up print menu.
- Select the 'Effects' tab.
- Select paper type '5x8'.
- Be sure to check the box marked 'scale to fit'.

Alternately:

- Go to the 'File' menu, and select 'Print'.
- In the bottom-right corner of the pop-up print menu is a section named 'Zoom'.
- In the drop-down 'scale to paper size' menu, select '5x8'.