



# ANSWER QUEST TIP SHEET

WE ANSWER YOUR TECHNOLOGY QUESTIONS

BI-MONTHLY NEWSLETTER

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## Holiday Cards made EASY!

**It's that time of year again when everyone wishes everyone else a Happy Holiday!**

And that's where templates provide the quickest and easiest way to make your very own cards, stationery, business cards, etc!

Microsoft's Office Online (newly renamed) gives you templates and more!

In your browser window, go to:

<http://office.microsoft.com/templates/category.aspx?CategoryID=CT063472221033&CTT=4&Origin=CT063472061033>

This will take you directly to templates for holidays that fall between December and February.

If you want to see ALL the templates, go directly to <http://office.microsoft.com/templates> instead of the URL above.

So how do you use these freebies? All that you have to do is pick the template you want to download, follow the online directions, and voila! You can modify these templates once they are downloaded onto your computer by personalizing them or changing the graphics.

But wait! How do you get more graphics? It's easy! Microsoft's Office Online also has free clip art, photos, sounds and animation.

Go to <http://office.microsoft.com/clipart> to view all the graphics they offer. The first page of graphics will change from month to month according to the holidays or season.

How do you find what you want? At the top of the webpage is a handy keyword search. Type in the keyword and select what type of media you are looking for (choose all media types or only clipart, photos, animation or sound).

When you find the graphic you are looking for, click on the little checkbox to mark it for download. There IS a limit to how many you can download at any given time. **Don't be greedy!** Remember that these will take up hard disk space on your computer and if you don't need them right now, download them when you do.

The web pages are displayed using "thumbnail" pictures. Thumbnails are smaller versions of the graphic. Because of their smaller size, you can view many thumbnail graphics on one page and it will still load quickly in your browser window. To view the larger version of the graphic, click on the thumbnail and a new small window will pop open. In this window, you can see the larger picture, file name, media type, dimensions, file size, style (if you like that style of that graphic, you can click on the style name and see all items in that style group), and keywords. Sometimes when you are not finding exactly what you want, seeing additional keywords is helpful. Click one of the keywords displayed and it will show you all media of that type with that keyword. When you are done with that pop-up window, remember to close it.

After you selected all the items you wish to download, on the left hand side of the web page you will see the Selection Basket. This indicates the number of selected items, the download size and an estimate of how long it

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