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# HOLIDAY CARD FROM POWERPOINT

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INSTRUCTIONAL HANDOUT FOR THE HOW-TO VIDEO AT [BEAGLEFX.COM](http://BEAGLEFX.COM)

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## BEFORE WE START

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These instructions are based on Microsoft PowerPoint version 16 on Mac. Some features may differ on your version.

Beagle FX recommends setting aside 6 - 8 photos to be placed in your design.

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## GETTING STARTED

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- 1) File > New Presentation
- 2) Home > New Slide > Blank Slide
- 3) > View
  - a. Check or uncheck Ruler or Guides.
  - b. *Personal preference. We like using them to help place shapes and text.*
- 4) Design > Slide Size > Page Set Up
  - a. Choose the dimensions for the paper you want to print.
- 5) Design > Format Background
  - a. Choose a color, pattern, or image you like.
  - b. *We like a gradient because it adds a perceived change in light.*

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## START DESIGNING

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- 6) Insert > Shapes > Triangle
  - a. Right Click > Format Shape
    - i. Paint Bucket (Fill & Line)
      1. Fill of Choice
        - a. *We like the no fill option to focus on the photos we'll add as ornaments.*
      2. Line of Choice
      3. Line width recommendation 8 pts
    - ii. Pentagon (Effects)
      1. Shadow
        - a. Because it adds depth.
        - b. *We recommend 16 pts for the distance because it is easy to remember at double the line width.*
        - c. *We also like a 45° angle for shadows add depth.*
- 7) Insert > Shapes > Cubes and a Can as Presents under the "Tree"

- a. Format Shape > Fill = Picture
  - b. Format Shape > Line
    - i. Your choice for Color and Types
  - c. Format Shape > Effects > Shadow
    - i. *Recommended angle 45°*
    - ii. *Recommended distance is double the line width of your presents.*
  - d. Click the shapes and drag the transformation points and lines to reshape where the picture is inserted and how the present's lines look
- 8) Insert > Shapes > Curved up or Curved down ribbons for presents
- 9) Fancier bow
- a. Insert > Shapes > Wave
    - i. Add one and change color and line to liking, then
      - 1. Copy and paste.
      - 2. Flip horizontal and vertical.
  - b. Insert > Shapes > Plaque with same formatting on top the two waves
- 10) Shadow tip:
- a. Select all ribbon shapes with CMD (MAC) or CTRL (PC) click
    - i. Add a shadow to your liking.
- 11) Insert > Shapes > Ovals as *Traditional "Glass" Ball Ornaments*
- a. Format Shape > Line
    - i. Your choice for Color and Types
  - b. Format Shape > Fill = Picture

## ADD THE GARNISH TO YOUR DESIGN

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- 1) Insert > Shapes > Add Scroll
  - a. Change colors and shadows.
  - b. Word Art for Label
- 2) Insert > Shapes > Wave or Double Wave for garland
  - a. Change color