**How to print cards or fill out ecards**

**Print out Appreciation Card**

1. Put the paper you want to use in your printer. Letter size (8 1/2” by 11”) card stock works best.

2. Click on **Print Version**

3. Click the 🖨️ (printer) icon

a. Click **More settings**

b. Select the **Print using system dialog…**

c. Select the printer you will use from the **Select Printer** options

d. Open **Preferences** (opens up what you usually see when you print from your computer)

e. Fill in the printing options (1-sided Printing, Color Mode, Orientation, Paper Source, etc.)

f. Click **OK** and **Print**

**Fill out an ecard and add it to an email as an attachment**

1. Click on **Fillable Version**

2. Enter your message in the fillable box

3. Click the **** (download) icon

a. Choose the location where you want to save the file

b. Update the **File name**

c. Click **Save**

4. Open **Outlook**

a. Click **New Email**

b. Enter the information to send the card (email address, subject, and message)

If you are not sure the recipient will open the attachment because of cybersecurity concerns, include in your message to contact you if they have questions, or want to verify that you sent the card.

c. Click **Attach File** and locate and select the card

d. Click **Send**

**Fill out an ecard and take a screenshot and past it into an email**

1. Click on **Fillable Version**

2. Enter your message in the fillable box

3. Take a screenshot of the card

a.  For PC **Windows Key + Shift + S**

b. For Mac **Cmd + Shift + 4**

4. Open **Outlook**

a. Click **New Email**

b. Enter the information to send the card (email address, subject, and message)

 c. Paste screenshot into email

d. Click **Send**