**Step 1:** Select View > Print Layout to see the entire template.

**Step 2:** To print four different coasters, just print the page. To make a set of identical coasters, delete the designs you don’t want to use, copy the one you want to use, and paste it three more times.

**Step 3:** Click on the WordArt box to replace the text. Adjust the size and colour of the fonts.

**Step 4:** Select File > Print. Print coasters on the paper product of your choice, following your printer's directions. Print at the best quality setting.

**Step 5:** Apply clear shelf liner on top of the coasters.

**Step 6:** Glue cork or fun foam on the bottom, and then cut out the coasters.

