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

**Step 2:** Delete any Clip Art you wish to replace. Go to Insert > Clip Art. Choose the image you wish to use and insert it into the template. Click on Position > More Layout Options > Text Wrapping > In Front of Text > Picture Position > Lock Anchor to drag the image.

**Step 3:** To change the colour or size of the boxes, right-click the box; then choose Format AutoShapes to select the correct size and colour.

**Step 4:** Edit any text, or change the colour, font, etc.

**Step 5:** Print the template, following your printer’s directions.

**Step 6:** Cut out the template along the thick black lines. Score the template along the dashed lines.

**Step 7:** Using a hole punch, punch a hole at the top of each box.

**Step 8:** Fold along the score lines.

**Step 9:** Thread thin ribbon or yarn through the holes; then tie a loop for easy hanging.

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**Happy**

**Holidays**