
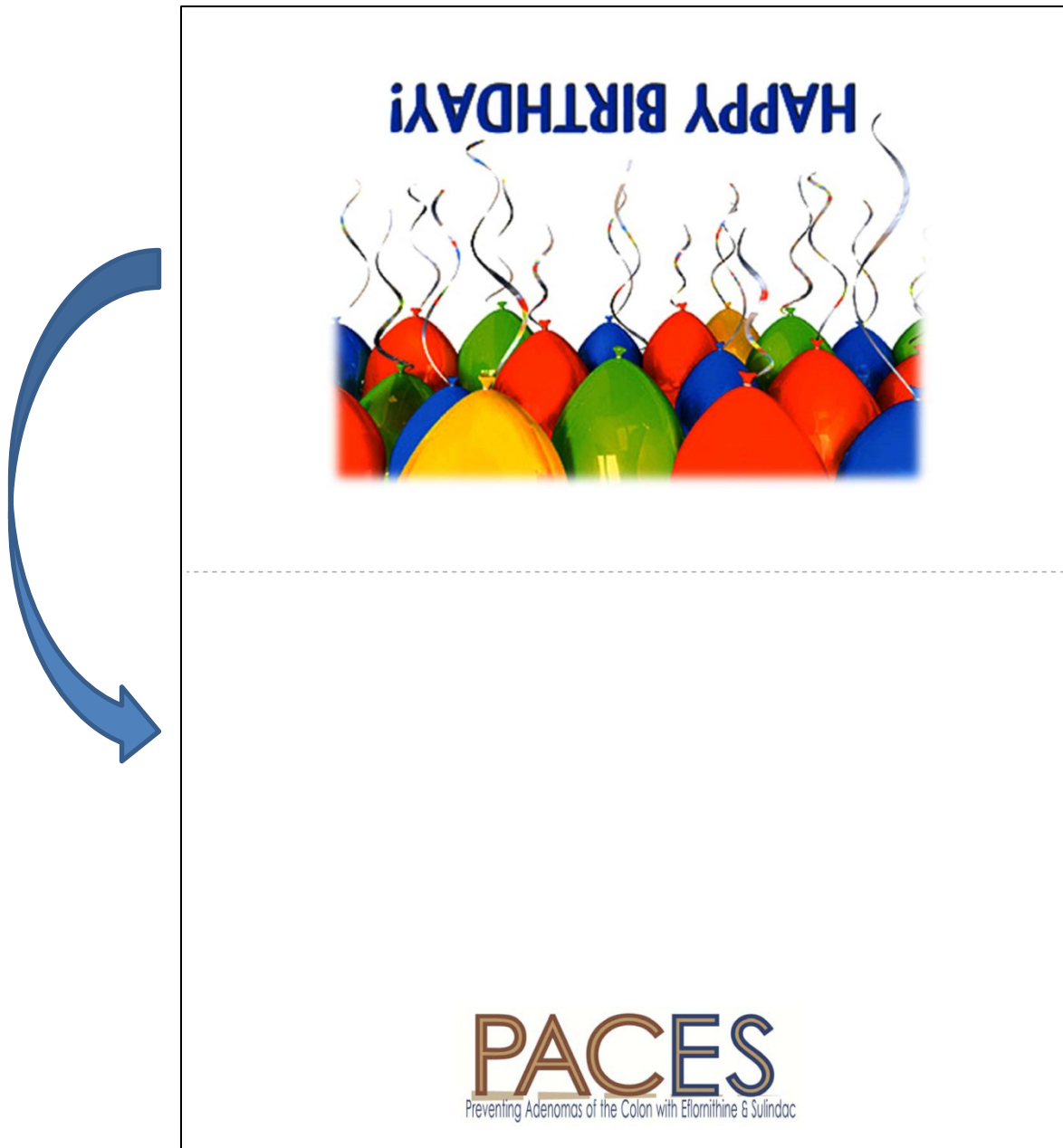


### Birthday Card Instructions:

To print, personalize and fold the PACES birthday cards, please follow the instructions below.

1. Open the birthday card using Adobe Reader software.
2. Use the “Print” command from your “File” menu or click the “Print” icon on the toolbar .
  - a. Any of the cards can be printed using a black and white, color, inkjet, or laser printer.
3. All of the “Fold in Half” cards can be personalized with a hand-written message on the inside of the card.
4. The “Full Page” and “Quarter Fold” cards have text boxes that allow you to type in a personalized message. To type a message to be printed on the card:
  - a. Click on the light blue box in the card
  - b. Type your personalized message
5. To fold the cards, follow the instructions on the next pages.
6. You can either supply your own envelope to mail the birthday card or you can hand the card to the patient.
7. All of these cards can be printed on whatever paper stock you have on hand. Heavier weight paper may make folding the cards more difficult and may not be supported by your printer. Be sure to find out what type of paper your printer will accept.
  - a. The quarter-fold cards can be printed on card stock available from Office Depot called “quarter-fold greeting cards & envelopes”. The item number is 869-961.

Fold the “Fold in Half” cards like this along the dotted line. The picture and “Happy Birthday” will be on the front. The PACES logo will be on the back.





Fold the other type of "Fold in Half" cards as shown below. The graphic will be on the front, the PACES logo will be on the back.



To fold the “Quarter Fold” cards:

1. Fold the top and bottom of the card first.



2. Then fold the card again so that the graphic will be on the front, the PACES logo on the back and the message on the inside.

