

invite

School Name Open House (~Document title)
Day Month. XX, Time p.m.

(~Address)

55 Sun Valley Blvd SE
Calgary, Alberta
t | 403-256-8140



Invitation Information (~Heading 2)

This invitation template has been made for you to quickly and easily create your own personalized invite. It has been set-up with pre-set styles.

- 1 | (~Style) This is to show you the name of the style being used.
- 2 | To open the styles panel (Ctrl + Shift + Alt + S). At the bottom of the Styles panel "Show Preview" button should be checked.

Inserting Images & Logos (~Heading 3)

Do not use text boxes to insert your images. Instead to place an image in your document:

- 1 | Go to > Ribbon (button bar located at top of page) > Insert > Picture, Navigate to image and select ok
- 2 | Click on image and in the Ribbon you will see a pink "Picture Tools" tab appear. Picture Tools > Wrap Text > Tight. This will allow you to move your image anywhere on the page. Logos should be located in the left margin of the page. Similar to the coyote logo.
 - If you would like your school photo please contact [School Web Support](#) for a high resolution image of your school.
 - **Do not** copy an image from the website, this is low resolution and will not print correctly. [Click here](#) to find your school logo lockup (example pictured below in the footer)

Questions

Please contact [school email address or phone number].

Website News Story

Use the information in this invitation to create a [News Story](#) for your website.

Please contact [School Web Support](#) if you require assistance.



**Calgary Board
of Education**

**Centennial
High School**