Cantor Vera
Welcome Book

Dear Beth El Member,

Below are the directions for creating your Welcome Cantor Vera page.

1. To create your page, start by going to this website:
https://www.newlywords.com/welcome-book-for-cantor-vera

Directions are also available for you to watch in this short (4 min) Zoom video recording (click here)
You will need to enter the following Passcode to open the recording: **R.3VXP?x**

2. The easiest method to create a page once you are on the site is:
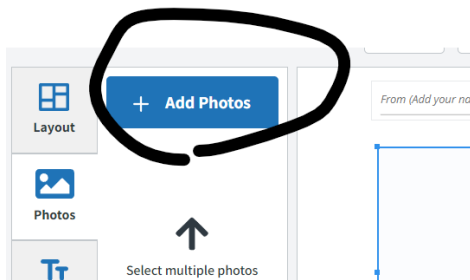   a. Go to the **Designed Layouts** option on the right and select it (mouse click on it)


   b. Click on **Layout** on the left
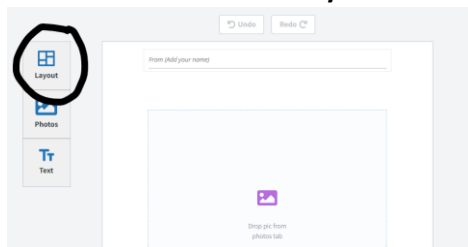
   c. Scroll down to **Photo w/text** and select one of the layout options. I used the top left one and regardless of the one you pick, you can move the text and photo(s) around.
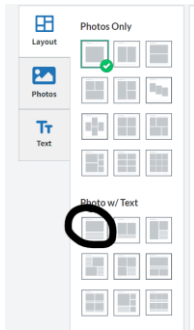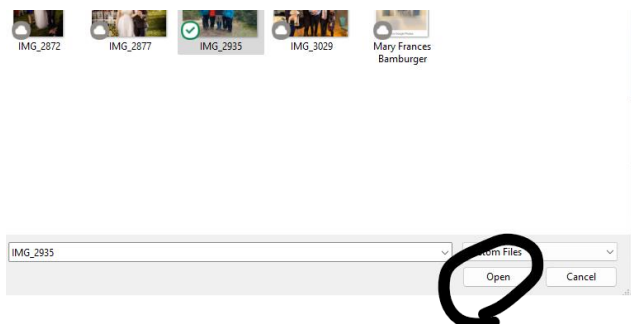
d. Select the top box to add your picture
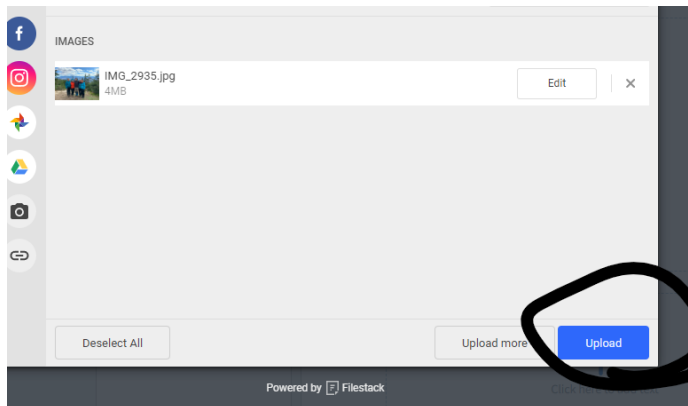e. Click on Add Photo

Move your cursor to left of side of the box that appears so you can see the search options or click on the Select Files to Upload in the middle of the screen.
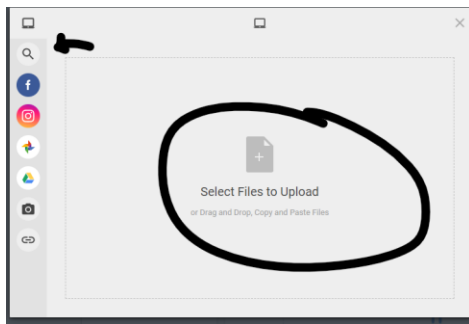
Locate the photo on your device, select it and then click on Open.

Next, select Upload

Repeat the process if you want to include more than one picture.
The picture(s) will appear on the left. You can drag and drop them into your design.
Once there, you can resize the picture(s) and move them around.

        f.   Select the bottom box to add your text
        g.   Once you add text, you can click on the Text box on the left to change the font, size, color, etc.
    3.   Add your name at the top where it says From:
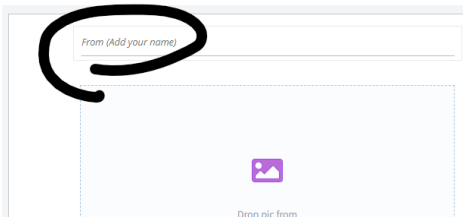
    4.   When you are done select Finish & Preview.   Fill in your email and select if you want to share with others or not.
    5.   You are done!

If you have any questions or issues, please email me at JordanOshlag@Gmail.com.

Thank you.
Jordan