When you are ready to create your invitation:

1. On the Resources page of the Event Toolkit, download the invitation by clicking the DOWNLOAD button. The invitation will appear as an Adobe Acrobat document.

2. Within the invitation text are required fields that you may customize with your own information. (The labels we've given them are just here to serve as place holders.) You'll see the fields as you scroll down the text. They are:
    - Name
    - Date
    - Time
    - Host's Name
    - Location Name
    - Address
    - City, State ZIP
    - Response by date
    - Response Contact Information
    - Type of Attire for Event

3. To make your changes:
    Place the cursor over the placeholder words
    Delete the placeholder
    Type in your information
    Repeat until all fields have been changed

4. To save your changes:
    In the menu panel at the top of the page, click on FILE
    Click on SAVE
    Select IMAGE
    Select your desired photo format (jpeg, PNG, TIFF)
    Type in the name you want to give your invitation file
    Press ENTER

You can deliver your invite in one of two ways: 1) within the body of an email; or 2) as an attachment to an email. Here are instructions for both options.

Option 1: If you want to include the invite in the body of your email

1. Add any additional information that you would like them to know about the event
2. Click INSERT or select **PHOTO** or IMAGE
    (Depending on your specific email platform - Gmail, Hotmail, Yahoo, etc. - the INSERT option may be located in the menu pane at the top of the page, or as a photo icon on the side or bottom of the body of the email.)
3. In the SAVED FILES box that appears, select the file location of your saved invitation
    Click on the name of your saved event invitation
    Click on INSERT

4. Review content
   In the *To/Recipients* line of your email, enter guests' email addresses
5. You're ready to send your invitation!

Option 2: If you want to email your guests the invitation as an attachment:

1. Add any additional information you'd like guests to know about the event to the body of your email.
2. Click on the attachment option
   (*Depending on your specific email platform - Gmail, Hotmail, Yahoo, etc. - the attachment option may be located in the menu pane at the top of the page, or as paperclip icon on the side or bottom of the body of the email.*)
3. In the SAVED FILES box that appears, select the file location of your saved invitation
   Click on the name of your saved event invitation
   Click on ATTACH
4. Review content
5. In the *To/Recipients* line of your email, enter guests' email addresses
6. You're ready to send your invitation!