Instructions for Glass Shop Background Design Item:

To utilize the Glass Shop Background Design Item as a background in Microsoft Publisher:

- Go to the ‘Insert’ tab and select “Picture”.
- Select the ‘glass shop 111_green and yellow11 jpg.’ file. This will import the image into your document.
- Crop the image so that you capture a section that shows green and yellow swirls.
  - To crop the image, click on the picture, click the ‘format’ tab, then click ‘crop’. Adjust the cropping guidelines within the glass ball in the area near the bottom which is mostly green and yellow. Click outside the photo to complete the crop.
- Resize the photo to the area you would like to be your background.
  - To resize the image, grab the image by the corner and pull it out to the desired size and location.
- An example of the desired effect is provided below.

![Example Image]