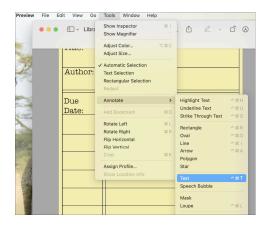
Add Text to a Library Card Using Preview

If you want to personalize a library card by adding the name of a book and the author, it's easy. If you use a Mac computer, you'll use the **Preview** application.

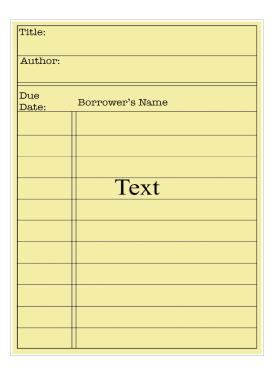
After downloading the library card graphic from my website, click on it once so the name is highlighted. Then, right-click on it. In the pop-up menu, select **Duplicate**. This will create a copy of the graphic. Use the copy version of the graphic to add your text. That way, the original file will remain unchanged. This will allow you to duplicate it again to make additional cards.

Now, double click on the graphic copy. This will open it in **Preview**.

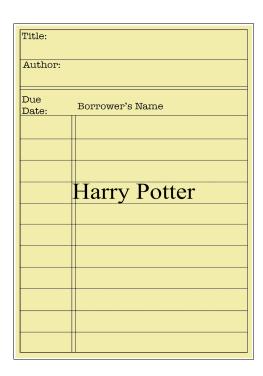
At the top of the window, click on Tools, drag down to Annotate, and select Text.



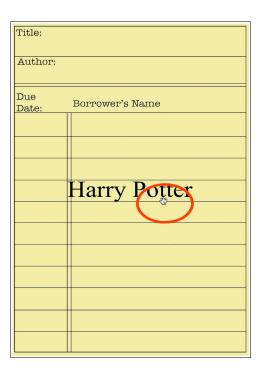
A text box (with the word 'Text' in it) will be placed automatically in the middle of the graphic.



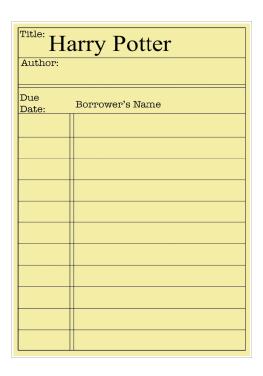
Start typing. The word **Text** will be replaced with what you type. Then, click anywhere on the graphic that is outside the text box.



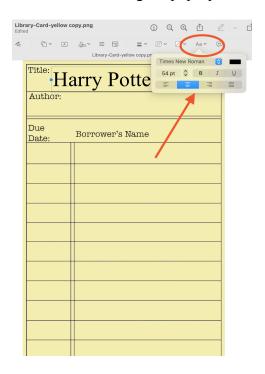
To place the text where you want it, hover your mouse over the text box. The cursor will turn into a hand.



Left-click, hold your finger down, drag the text box into the desired position, and release your finger.



To change the font and font size, select the text box and click on the double A on the top right side of the window. You'll get a pop-up menu where you can make changes.



To add the author's name, repeat the process.