



operation organize

Give desks and shelves personality by customizing magazine holders and storage boxes. **1** Measure all sides of holder or box, adding $\frac{1}{4}$ to $\frac{1}{2}$ inch to each. In photo-editing program like Microsoft Digital Image Suite or Adobe Photoshop Elements, create template with pattern desired; one of ours was inspired by a pillow. (To access our polka-dots or stripes templates, visit styleathome.com.) **2** Using colour printer, print onto 24-pound (thicker than office stock) bright white paper (you may need 11- by 17-inch). **3** Cut out; affix with spray adhesive, smoothing bubbles.

at-a-glance planners

For a modern twist on the bulletin board, pretty up a corkboard with a funky pattern and bold fabric. **1** Make a bulletin board using cork tile, a flat picture frame, fabric and sticker paper according to directions on page 190. **2** Find a one-month calendar in a program like Microsoft Publisher or Excel (or design your own). **3** Using transparency film in an ink-jet printer and referring to package directions to determine which side to print on, reverse-print (called "mirror image" in some computer programs) the calendar for the relevant month; using push-pins, attach to board right side up. **4** Use dry-erase markers to write in dates and appointments. **5** Create a separate "to-do list" transparency for messages and reminders. >



Use your computer to make stylish office organizers

