

Making Your Own Greeting Cards

Directions for PowerPoint

Making Blank Card to use as template

Open PPT

Choose blank presentation

Design, slide size, custom slide size

Choose the size of the paper you will be printing on,
NOT the card size

Choose landscape orientation for side fold cards

Choose maximize content if asked

Save this card with a name you will remember as your basic card

Card blank 7x10

Add line down middle (don't forget to remove it when printing card)

Insert, shapes, line - draw line

Put text box on back with your information

Insert, text box

Center, change font, font size, font color

SAVE again as Card blank 7x10



Making Your Card – Front & Back

Open blank template

Insert, Picture

Size and place in middle of right side

Right click on picture to format

Insert text box to add text below

Format font, size, center, etc.

SAVE card with new name

Start with Card

Making Your Card – Inside

Insert new slide, blank

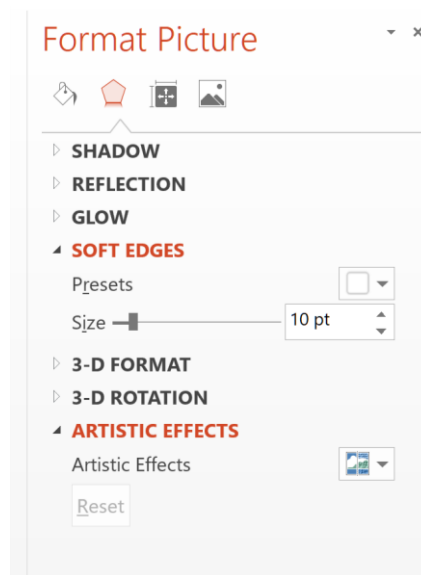
This can be tricky when printing so you can also start a whole new card using the template file.

Draw a line down the middle

Insert text box on right side

Type text or copy from internet or other document

Center it, change font size, type, color, etc.



MAKING CARDS IN WORD

File, New, Blank Document

Page Layout, Size, More paper sizes

Type in width and height of entire card unfolded

Landscape for side fold

Add line down middle (don't forget to remove it when printing card)

Insert, shapes, line - draw line

Put text box on back with your information

Insert, text box, draw text box

Center, change font, font size, font color

SAVE again as Card blank 7x10

Making Your Card – Front & Back

Open blank template

Insert, Picture

Right click on picture to format. Click on wrap icon. Choose thru

Size and place in middle of right side.

Insert text box to add text below (see above)

Format font, size, center, etc.

SAVE card with new name

Making Your Card – Inside

Create a second page by holding down Ctrl + hit enter key

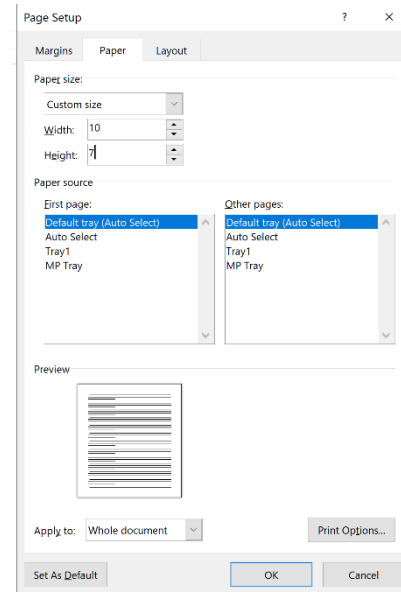
This can be tricky when printing so you can also start a whole new card using the template file.

Draw a line down the middle

Insert text box on right side (see above)

Type text or copy from internet or other document

Center it, change font size, type, color, etc.



PRINTING CARDS (SLIDES)

Don't forget to delete middle line

Word is not as flexible when choosing paper size

File, Print

Check printer

Settings for 1 Card

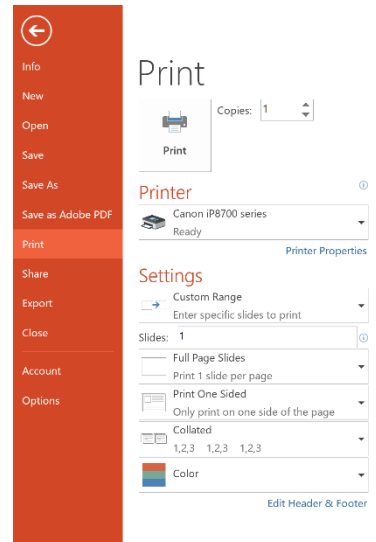
Print all slides

After first side is printed put paper back in again.

Settings for several copies

Settings, custom range

Slides: 1



If you realize something needs to be changed click on left pointing arrow in upper left to go back to document

PRINTERS

Printers with paper that goes into the back are best because it is hard for heavy cardstock paper to flip.

Printed side of the paper is towards front

Paper side with groove (or valley) is front of card

Fold away from the valley



Printers that load paper from tray

Determine if paper is loaded front side up or down

Some printers have both choices

ALWAYS TEST CARD ON PLAIN PAPER FIRST until you get the hang of your printer

