

Creating Personalized Greeting Cards with MS Word

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Creating an Email Greeting in Word

A. Create your greeting

1. Open MS Word
2. Click Page Layout → Margins
 - a. Click Custom
 - b. Set margins: Top and Bottom = .3, Left and Right = .5
3. Orientation = Landscape
4. Size = 5x7
5. Background color: Page Layout → Page Color
6. Font = Lucida Calligraphy 26 or your choice
7. Save file

B. To send using email:

1. If you are using a client-based email program (e.g., Outlook)
 - a. click on send to icon on Quick Access Bar or right click on file
 - b. choose Send to email client
 - c. **NOTE: Using this method often distorts your layout. It is highly recommended that you save your greeting as a jpg file and follow the instructions in item 2 below. Word does not allow you save directly as a jpg. Here's how to do it.**
 - i. Be sure to remove all extraneous markings (e.g., cursor)
 - ii. Go to "Start" > "All Programs" > "Accessories" > "Snipping Tool"
 - iii. Click and drag the box over the document.
 - iv. Click on New if necessary.
 - v. Click and drag the box over the document.
 - vi. Save as whatever you want wherever you want it to be. Be sure to name the file first.
2. If you are using an online email account (e.g., gmail), save as jpg
 - a. open your email program
 - b. choose new message
 - c. click insert
 - d. choose your saved jpg greeting file

Creating a Greeting Card for Printing and Mailing

A. Vertical Note Card with Blank Inside

- a. Open MS Word
- b. Page Layout → Orientation → Landscape
- c. Insert → Picture (or Clip Art)
- d. Click on Picture Tools → Format
- e. Click Wrap Text, Tight, to manually move image or
Click Position and choose Center Right
- f. Adjust size of picture
- g. Save and Print

B. Vertical Note Card with Inside Message

- a. Create outside page as in A. above
- b. Insert page break to create page 2
- c. On page 2, set left margin to 6"
- d. Type your message, choose font, font size and font color
- e. Save and print
 - i. Print one page at a time (in Word choose either page number or current page)
 - ii. After page 1 prints, feed paper back in for page 2 (see your printer instructions for correct paper feed)

C. Horizontal Note Card

- a. Open MS Word
- b. Page Layout → Orientation → Portrait
- c. Insert → Picture (or Clip Art)
- d. Click on Picture Tools → Format
- e. Click Wrap Text, Tight, to manually move image
- f. Using the left ruler, move the picture so that its top is at the 6" mark
- g. Adjust size of picture
- h. Add a border or frame, personalize frame color, etc.
- i. For inside message, create page 2, start message at the 6" down mark
- j. Save and Print

D. Envelope size

- a. Fold card in half
- b. It fits a standard envelope $5\frac{3}{4} \times 8\frac{3}{4}$

E. Printing Hints

- a. Paper quality and printing quality affects how a photo looks
- b. Use best quality printing
- c. When printing a card where the paper background has a user chosen color, be sure that Word is set to print the background
 - i. Click File → Options → Display
 - ii. Click Printing Options
 - iii. Check Print background colors and images → OK