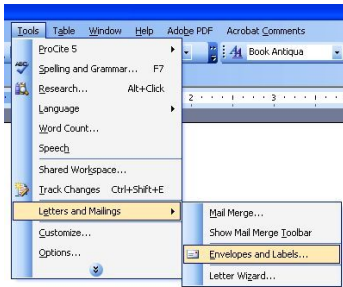


## Creating Greeting Cards in Microsoft Word



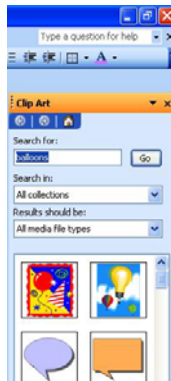
- ❖ Double-click the Microsoft Word icon to start the program.



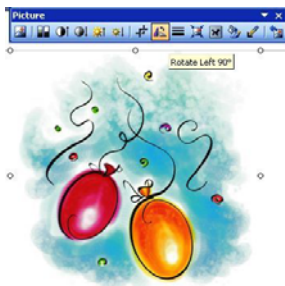
- ❖ Click on Tools, Letters and Mailings, Envelopes and Labels. Even if you choose to print your card to paper, selecting a greeting card label (card stock) format will help you with the card layout. This card style is a single sheet of 8.5" x 11" paper which you fold in fourth after printing.



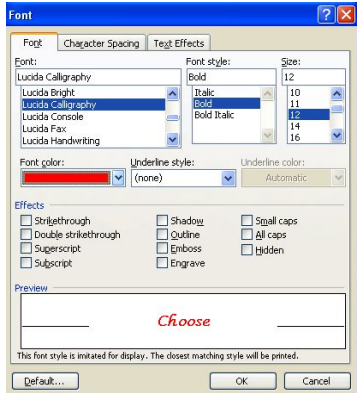
- ❖ Click on the Labels tab.
- ❖ Click on the Labels section in the lower right corner.
- ❖ Locate Product Number 3259 - Note Card. This is an Avery™ product, but other brands of card stock may be compatible.
- ❖ Click on OK to return to the Envelopes and Labels dialog box.
- ❖ Click on New Document. You now have a document divided into four sections.



- ❖ With your cursor in the first section, click on Insert, Picture, Clip Art.
- ❖ In the Search for: box, type a keyword that describes the kind of picture you want, for example, balloons.
- ❖ Click on Go.
- ❖ Scroll through the results of your search to find the picture you want on the front of your card.
- ❖ Click on the picture to insert it into the first section of your document.



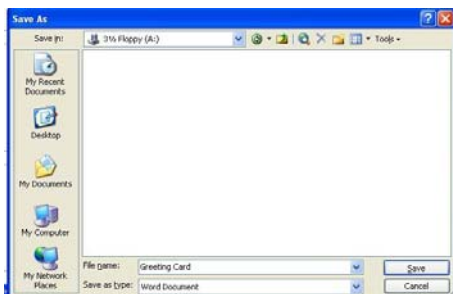
- ❖ Click on the picture to view the Picture toolbar. (If the toolbar doesn't display automatically, click on View, Toolbars, Picture to display it.)
- ❖ Click on Rotate Left 90° twice to turn the picture upside down.
- ❖ Click on the X in the upper-right corner of the Clip Art window to close it.



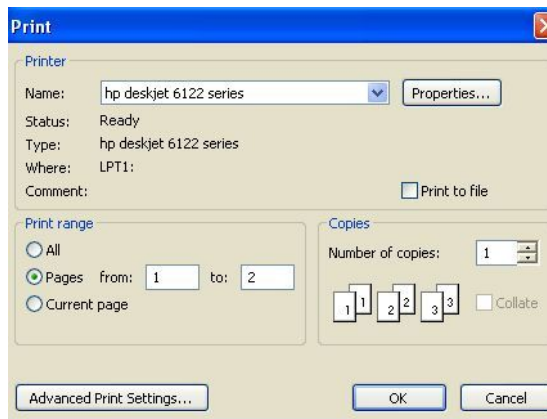
- ❖ Click in the fourth section (lower-right corner). In this section you will write the text of your greeting card or invitation.
- ❖ Click on Format, Font.
- ❖ Choose an informal font like Lucida Calligraphy and a font size about 16 or 18 unless you plan to write a lot.
- ❖ You may also want to choose a font color other than black and to boldface the font.
- ❖ After you've made your font selections, click on OK.



- ❖ Type the text of your greeting card or invitation.



- ❖ Click on File, Save As to save your document. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ If you are using card stock, insert it into the printer. Follow your printer's directions to determine how to load the card stock (e.g., front side up or front side down).
- ❖ Click on File, Print to print your card. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Click on OK to begin printing.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Word.