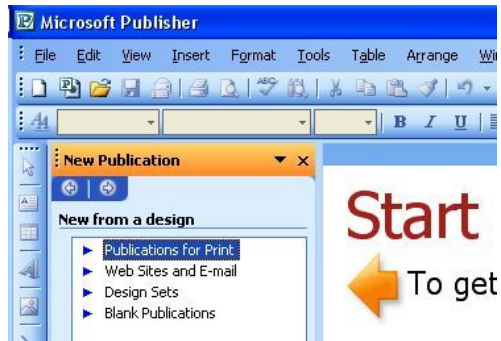


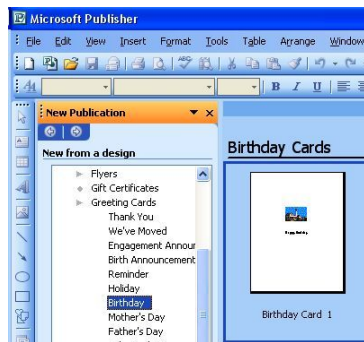
## Creating Greeting Cards in Microsoft Publisher



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



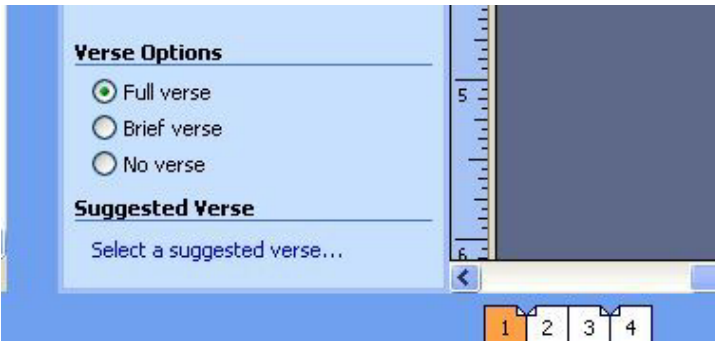
- ❖ In the New Publication wizard, click on Publications for Print. If the New Publication wizard doesn't appear when you first open Publisher, click on File, New to display it.



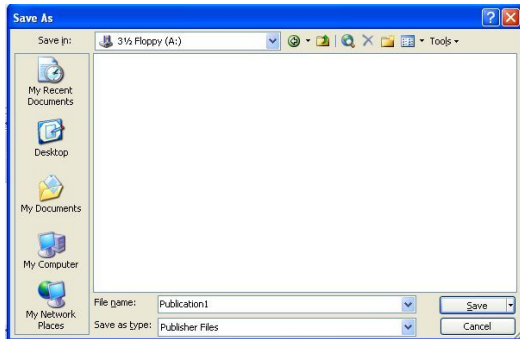
- ❖ Click on Greeting cards.
- ❖ Click on a type of greeting card, for example, Birthday.
- ❖ In the right window, click on a card style.
- ❖ If Publisher prompts you to enter personal information, you can click on OK to skip this step.



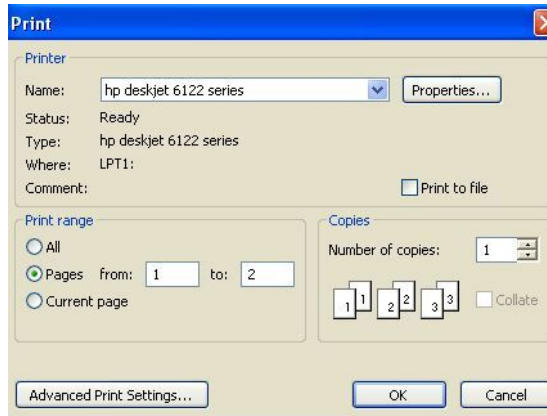
- ❖ On the left side of the screen, click on Page Options. Click on the size of card and type of fold you want. For example, click on Quarter Page Side Fold.
- ❖ Click on the green arrow in the upper corner of the Greeting Card Options window to return to the complete list of options.
- ❖ Under Verse Options, click on Full, Brief, or No Verse.
- ❖ For Full or Brief verse, click on Select a Suggested Verse.
- ❖ As you click on each verse, the entire text will appear in the right half of the window.
- ❖ Read through the verses, and highlight your preference.
- ❖ Click on OK.



- ❖ At the bottom of the card window, click on 2/3 to view the interior of the card.
- ❖ Click in the text box to personalize your message, for example, by adding the recipient's name.
- ❖ Click on 4 at the bottom of the card window to view the back of the card.
- ❖ Click in the text box to add your name as card creator.



- ❖ 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 Publisher.

**Note About Printing Double-Sided Cards:**

If your printer can't automatically print double-sided documents, you can print one side of the card, re-insert the page, and print the second side. Use this method when using the Half-Page Side Fold Page Option.

- ❖ Insert only one piece of paper (or card stock) into the printer.
- ❖ Click on File, Print.
- ❖ Click on OK.
- ❖ Remove the completed page from the printer.
- ❖ Re-insert the page (following your printer's directions for print-side up or print-side down).
- ❖ You may need to press a button on the printer to indicate that you're ready to print.