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MS Word
How to Create and Print Sentiments Inside of Greeting Cards Using a Printer

NOTE: These instructions were written using MS Word 2011 and an Epson Artisan printer. The instructions can be adapted to most versions.

SET PAGE VIEWS
1.   Select the View menu at the top of the page
2.   Select (a check mark will appear) the following
    a.   Print Layout (allows you to see and work with the actual size of your project)
    b.   Ruler
    c.   Click on Toolbar (select the following)
        i.   Standard
        ii. Formatting

SET MARGINS
1. Set the left margin to 4.25" and all other margins to Zero. Set headers and footer to Zero.

SET CUSTOM PAPER SIZE – 8.5 X 5.5"
1.   Open New Blank Document
2.   Top of page click on FILE
3.   Click Page Set-Up
4.   Check that orientation is Portrait and is highlighted
5.   Click on Paper Size. Click the down arrow and select "Custom Paper Size"
6.   Click on the + sign. Double click on "Untitled" and name your card size.
7.   Enter the width and height of your card. 8.5" width and 5.5" height
8.   Click OK
9.   Your card is sized
10. The next time you want this card size, click on custom sizes and select the size 8.5 X 5.5 or the name you gave this card size in step 6.

FINDING THE CENTER OF YOUR CARD FOR PLACING SENTIMENT
1.   Look at ruler and determine total inches on ruler (between margins).
2.   Divide the number of inches between margins by 2. This number on the ruler is the center of half mark of your card. On the 4.25 X 8.5 card, 4 1/8" is the center of a Portrait card. Add a tab at 4.25 on the ruler.

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SAVING YOUR DOCUMENT AS A TEMPLATE
TIP: Once you've created a card template for 4.5 X 8.5 you can quickly access by choosing "MY TEMPLATES" and selecting the appropriate card.

1. Click on File at top of page
2. Click on Save As
3. Enter a File name for your template
4. Click "FORMAT TYPE"
5. Select WORD template
6. Click OK
7. Your templates can be accessed by selecting FILE, NEW FROM TEMPLATES. MY TEMPLATES
8. Highlight the file and click OK
9. Select the template you want to use

TEXT BOX
TIP: Placing your text into a "Text Box" allows you to move the sentiment around the page.

1. Select "Insert" from menu at the top of the screen, then select "Text Box". Holding down the left mouse key, draw a box large enough to hold your sentiment.
2. Click inside the box and type your sentiment.
3. Adjust the size of the box by left clicking on the corners and pulling the corner of the box to make the box larger or smaller.
4. Double click on the box line. A new menu appears. Click on Line, then NO Line. This will make the box invisible when printing. You can see the box by moving your curer inside the box (you can't see the box but take a guess), until your curser turns to cross hairs and the box lines will appear.

TYPING YOUR SENTIMENT
1. On the menu click Insert, then Text Box
2. Type your sentiment inside the box. Make the box larger if your type can't be seen. Highlight the text and select Font, Size, and any other attributes.
3. Size your text box by grabbing the corner and dragging to increase or decrease size.
4. Place your text box where you want the text to print by positioning your curser so you see the cross hairs. Hold down your mouse key, and move the text box to center sentiment.
5. If there is a box showing around your sentiment, remove the box line. Double click on box line, select LINE, then NONE.

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USING WORDART TO CREATE A SENTIMENT
1. Select "Insert" from the top of the page
2. Select WordArt
3. Type your sentiment or group of words
4. Select your type, style, color, shape etc. for your word art.
5. Drag your word art to the appropriate spot on the page.

ADDING CLIP ART OR PHOTOS
1. Click INSERT at the top of the screen.
2. Click CLIP ART and choose browser.
3. At the top of the window choose Clip Art, Photo, or Shapes.
4. Choose a picture and drag to the page.
5. Make adjustments to the size by grabbing the corner of the box, left click the mouse and drag to resize. or move the clip art to another location on the page.
6. Double click the picture to access the format menu. Select Wrap Text pull down menu then select THROUGH. This will let you move the image around the page. Make any other adjustments necessary.

DON'T SEE THE CLIPART YOU'RE LOOKING FOR IN THE CLIP ART GALLERY?
1. Copy and download any image from the Internet to your Photos or clipart gallery. Then add the image using the instructions under ADDING CLIP ART OR PHOTOS

PRINTING YOUR CARD
1. For 8.5 X 5.5 card, place your paper in the paper tray of your printer with the 8.5" side horizontal (finished card size 4.25 wide " X 5.5" high). The paper size of your card under page set up will be 8.5" X 5.5".
2. For 5.5 X 8.5 card, place your paper in the paper tray of your printer with the 5.5" side horizontal (finished card size 5.5" wide X 4.25" high.
3. At the top of the page click, "File", then select print and follow the instructions on the screen for your particular printer.
4. Score your card at 4.25" and decorate.