

## How to Create and Print Sentiments Inside a Greeting Card MAC Pages

*NOTE:* MAC PAGES 5.1 was used for these instructions and an Epson Artisan printer.

### **SET PAPER SIZE – 8.5 X 5.5”**

1. Start with a blank document
2. Top of page click on FILE
1. Click Page Set-Up
2. Check that orientation is Portrait and is highlighted
3. Click on Paper size down arrow and select “Custom Paper Size”
4. Click on the plus sign at the bottom of the page to create a custom size. Click again to highlight “Untitled” and type in a name for your custom size; 8.5” X 5.5”
5. Enter the width and height of your card. 8.5” width and 5.5” height
6. Enter 4.25 in Left Margin and 0 for all other margins; top, bottom, right.
7. Click OK. Click OK again.

### **SET PAGE VIEWS**

1. Open New Blank Document, Choose My Templates and select the template you created for 8.5 X 5.5 Card
2. Select the View menu at the top of the page
3. The following selections are to be preceded by the word “HIDE”. If the word “SHOW” precedes the selections, click to select.
  - a. Rulers
  - b. Inspector
    - i. Document Set Up

### **SETTING MARGINS**

1. Click View, Inspector, document set-up.
2. Under Document Margins, change the left margin to 4.25” and the right, top and bottom margin to zero. Make sure document orientation is set to portrait.

### **SAVING YOUR DOCUMENT AS A TEMPLATE**

1. Click on File at top of page
2. Click on Save As Template
3. Enter a name for your template
4. Click Save
5. Your templates can be accessed by selecting “FILE”, then “NEW”, then “MY TEMPLATES”
6. Select the template you want to use.

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### **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 or half mark of your card.
3. If you've used the template you created, the margin is already set at 4.25, which is the center of card.

### **TYPING YOUR SENTIMENT**

1. Set page size and margins. Choose orientation.
2. Type sentiment
3. Highlight sentiment by holding down the right mouse button and dragging the cursor to highlight the words.
4. Click on Font at top of page. Select the font you would like to use .

### **TEXT BOX**

**TIP:** Typing your sentiment into a text box will allow you to move the box anywhere on the screen.

1. Select TEXT or "Insert" from menu at the top of the screen, then select "Text Box". The text box will appear on your page.
2. Click inside the box and type your sentiment.
3. Adjust the size of the box by clicking the corners and pulling the corner of the box to make the box larger or smaller. Adjust the box to fit tightly around the words.
4. Move the box to the position on the page for printing. By clicking the mouse and moving the box left and right a pink/purple line will appear indicated the center between the left and right margins.

### **ADDING CLIP ART OR PHOTOS**

**TIP:** When overlaying text on top of a picture, add your picture first, then add your text.

**TIP:** Create a Folder in iPhoto for Clipart you download.

1. From the Media Browser click on Photos and select your picture or from the Menu, Click Insert/ Choose and highlight the file, click on insert
2. Click the image. Make any adjustments by using the format menu. This menu will appear when you click on the image.
3. Make adjustments to the size of the box by grabbing the corner of the box (click the mouse and hold it down), and drag to resize. or move the clip art to another location on the page.

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### **DON'T SEE THE CLIPART YOU'RE LOOKING FOR IN THE CLIP ART GALLERY?**

1. Select an image from the internet copy and download. Only PNG and JPG can be imported into iPhoto.
2. Select "FILE" then "Import from Library".
3. Select the file from your downloads. Click Import.
4. The image is now in iPhoto.

### **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).
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.