



## Instructions for creating a Strathmore Greeting Card

### Greeting Card Design

Choose the pictures that you will use for creating your greeting card.

After you have decided which pictures you are going to use, you can start adding them to each page.

- Using the Microsoft Word Greeting Card Template, click on the page that you want the image placed on. Click on the “Insert” menu. Go to “Picture” and click “From File”. Locate and select your photo with your mouse. Double click on your photo, or click on it once and select the “insert” button.

### Moving Images

Once the picture you have chosen is inserted onto the correct page, you can move the picture and adjust its size.

- To move your image, double click on the image and choose “Format Picture” from the menu. Click on the “Layout” tab and select “Behind Text”. You will now be able to freely move the photo.

### Adding Text

After you have finished placing the picture(s) you can start adding text to your card.

- To add your personal message into the card, click on the text box. Delete all of the generic text previously entered in the box, and begin to type.
- You will be able to choose font, size, color, and alignment of your text.
- You will also be able to move the text box by clicking and holding onto the edge of the text box and dragging it.

### Setting up your Printer

When you have finished creating your greeting card and would like to print, it is important to follow a few steps to ensure that your greeting card prints correctly.

- Connect the printer that you want to use, and make sure it is selected in the print menu.
- To ensure best results, set printer settings to the type of paper you purchased (glossy, matte, photo etc.), and highest quality.

**Important:** Preview your images to make sure they are placed where you want them.

- To do this, click “File” then click “Print Preview”. Adjust layout if necessary.

**Print a test page on normal printing paper prior to printing on your Strathmore Greeting Card.**



## Instructions for creating a Strathmore Greeting Card

### Printing Greeting Card

- Take out all of your normal printing paper. Next load only one of the greeting cards in the printer. (*See directions below.*)

*Note: we will be printing the back of card, and the cover of card first.*

### Printer types

#### Front load printers

- If your greeting card is pre-folded, unfold the card before placing into printer.
- Located in the paper feeding tray there is a paper guide. Slide this guide to the edge of your greeting card to ensure that your printer will guide the paper correctly.
- When printing the front cover and back cover, load paper so that the inside of the card is facing up.

#### Load and Print one card at a time

- Load your greeting card into printer. Click the “File” menu, then click “Print”. Select “Pages” option and type “1-2” in the text box.
- Wait for picture/text to dry, then feed paper back into printer the way it came out.  
**Do not turn, flip, or rotate the paper.**
- For the next side of your greeting card, Click the “File” menu, then click “Print”. Select “Pages” option and type “3-4” in the text box.

#### Top Load Printers

- If your greeting card is pre-folded, unfold the card before placing into printer.
- Located in the paper feeding tray there is a paper guard. Slide this guard to the edge of your greeting card to ensure that your printer will guide the paper correctly.
- When printing Front cover and back cover, load paper so that the front of the card is facing up.

#### Load and Print one card at a time

- Load your greeting card into printer. Click the “File” menu, then click “Print”. Select “Pages” option and type “1-2” in the text box.
- Wait for picture/text to dry, then feed card into printer so that the front cover of card is facing down, and feeds into the printer first.
- For the next side of your greeting card, click the “File” menu, then click “Print”. Select “Pages” option and type “3-4” in the text box.