

Making Christmas Cards using Microsoft Word

Quarter fold cards may be made in MS Word using special features associated with the formatting of graphics and Word art.

1. Ensure the Drawing Toolbar is in place at the bottom of the window by either clicking the toolbar button, or clicking View>Toolbars>Drawing.
2. We need to be able to identify the card text boundaries to confine the contents of each quarter of the card to its allotted area. Do this by clicking on Tools>Options>View and enabling the box entitled Text Boundaries. Click OK and the boundaries will be shown as a fine dotted line.
3. To extend these boundaries out to the edge of the page double click in the vertical ruler bar and in the margins tab of the resultant Page Setup box change the values in the Top, Bottom, Left & Right margin boxes to 0.5 cm. Leave the Gutter value at zero. Click OK and note that the margins have extended out to the edge of the page.
4. Click the Columns button on the toolbar and select two columns
5. Click Format>Columns and set the spacing between columns at 0.4 cm and tick the Equal Column Width Box.
6. Click the Show/Hide Paragraph button on the toolbar and note the cursor position at the top of the LH column
7. Hold down the Enter Key until the cursor enters the first line in the RH column.
8. Click Insert>Break>Section Break>Continuous and then OK. Note your card is now divided into quarters and there is a lone paragraph mark in the lower LH column. The top two quarters are the front and back of the card and the bottom two are the inside pages.
9. From this point you may enter content into each quarter or use the inside two quarters as one large – double - page
10. To do this Click on the paragraph mark in the lower RH quarter and then click the Column button and select only one column. The card is now divided into two upper and one lower panels.

NOW THE FRONT OF THE CARD

11. Click on the top LH paragraph mark and select Insert>Picture>From File, navigate to your selected graphic and press the insert button. The chosen graphic is inserted into an enlarged upper panel.
12. **Golden Rule # 1 – Before doing anything else to the Insert, Right Click on it, select Format Picture from the context menu, select the Layout tab, click on In Front Of Text and OK.** Note that the columns have resumed their former size
13. Resize the graphic to fit within the top LH Panel, then click and drag it down a few lines to re-expose the top few paragraph marks. Click the LH Top mark again.
14. Click the Insert Word art Button on the Drawing toolbar, select a style from the gallery and enter your text message then click OK
15. Click on the text and immediately undertake **Golden Rule #1** (see 12 above)
16. Position the text on the graphic and if necessary resize and reformat it by right clicking on it and using the Word art Toolbar

17. When the text placement is satisfactory go to:
Golden Rule #2 – Select everything (the Graphic and the text) by holding down the shift key and right clicking each inserted item. Then right click and from the resultant context menu, select Grouping>Group.
18. If you need to enter more text or graphics into this panel – do so, but for every insert ensure that you complete both Golden Rules.
19. When the panel is completed, click on it and place the mouse on the small green dot at the top of the bounding frame and turn the image you have created upside down and drag it to fit within the bounding lines of the top of the top LH Panel.

THE BACK OF THE CARD

20. Place the cursor on the top paragraph mark of the RH Panel
21. Repeat the procedures 11 to 19 above to place whatever you consider appropriate on the rear of your card.
22. As with the front of the card – ensure that **Golden Rules #1 & #2** are strictly adhered to.
23. When the panel is completed, click on it and place the mouse on the small green dot at the top of the bounding frame and turn the image you have created upside down and drag it to fit within the bounding lines of the top of the top RH Panel.

INSIDE THE CARD

24. This is essentially a repeat of the above instructions for the panels comprising the front and back of the card, except that there is no need to invert the panel on completion.
25. If you have elected to have only one inside panel (as in 10 above) your spread will go completely across the inside of the card as if it was a single Landscape panel.
26. If you decided against this option, then you will have two Portrait panels to consider, which will require appropriate graphics and composition.
27. As with the front and back of the card – ensure that **Golden Rules #1 & #2** are strictly adhered to.

BACKGROUND

28. If you wish to colour the background of the card, select the Rectangle AutoShape from the Drawing Toolbar and stretch a rectangle to completely cover your card.
29. Don't panic when you see your card obscured. Simply R/click in the centre and select Format Auto shape from the context menu.
30. Click in the Line Colour Scroll Box and select No Line
31. Click in the Fill Colour Scroll Box and select Fill Effects
32. Try two Colours and select each by clicking in the appropriate scroll boxes for Colours 1 and 2
33. Select the setting option which appeals and then OK & OK

34. Your earlier rectangle from 28 above will now be enhanced according to your selected design choices.
35. R/click in the centre of the rectangle and select Order from the resultant context menu
36. Select Send to Back from the sub Menu
37. Sigh with relief as your card reappears with its contents seemingly floating above your new background
38. Print the card on ordinary paper to ensure that the final product meets your satisfaction
39. Edit if necessary by R/clicking on the appropriate panel, ungrouping, editing and regrouping until you are happy with the product.
40. Reprint with a better class paper and the printer set to the paper type and at its maximum quality setting.
41. Allow to dry for a few minutes before folding
42. Make your envelope and address it
43. Submit your masterpiece to Australia Post