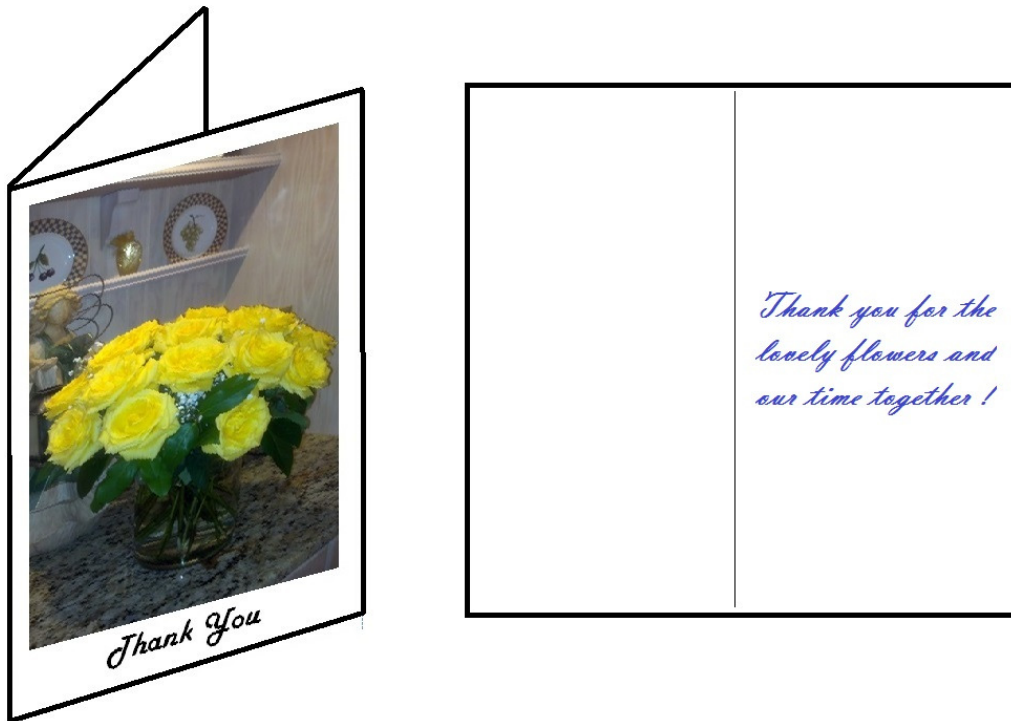


Creating Greeting Cards On Your PC

There are occasions when a single card is needed, in this guide, it will be a Thank You card. To achieve a professional look purchasing a package of printable cards with envelopes included is recommended. One supplier is **Avery** and their products are sold at Staples and other PC supply stores. This is an activity that can include family members participation.

A picture from a digital source and some words create a card. Perhaps taking a picture of the event, place or item received can be the theme of the card. Use a digital camera, phone or tablet or ask any grandchild to assist as photographer. Enter “clip art” into Google or Bing to find websites with thousands of artwork clips.



What do you need ?

- A PC with a printer that can produce picture quality prints
- Access to the internet to visit www.Avery.com
- MS Word (see appendix A) **OR** a program designed to create a card (see appendix C)
- A package of **Avery** greeting card stock or note card stock

Avery makes several sizes and fold types. Therefore, it is best to purchase the card stock before proceeding with the rest of the instructions. The templates for MS Word retrieved from the Avery website are specified by a code number (i.e. 3265) found on the card stock package.

There are other applications like business cards and mailing labels (i.e. 5161) which can be created by applying the techniques covered in this document. The Avery website has additional products which may be of interest.

Appendix A.

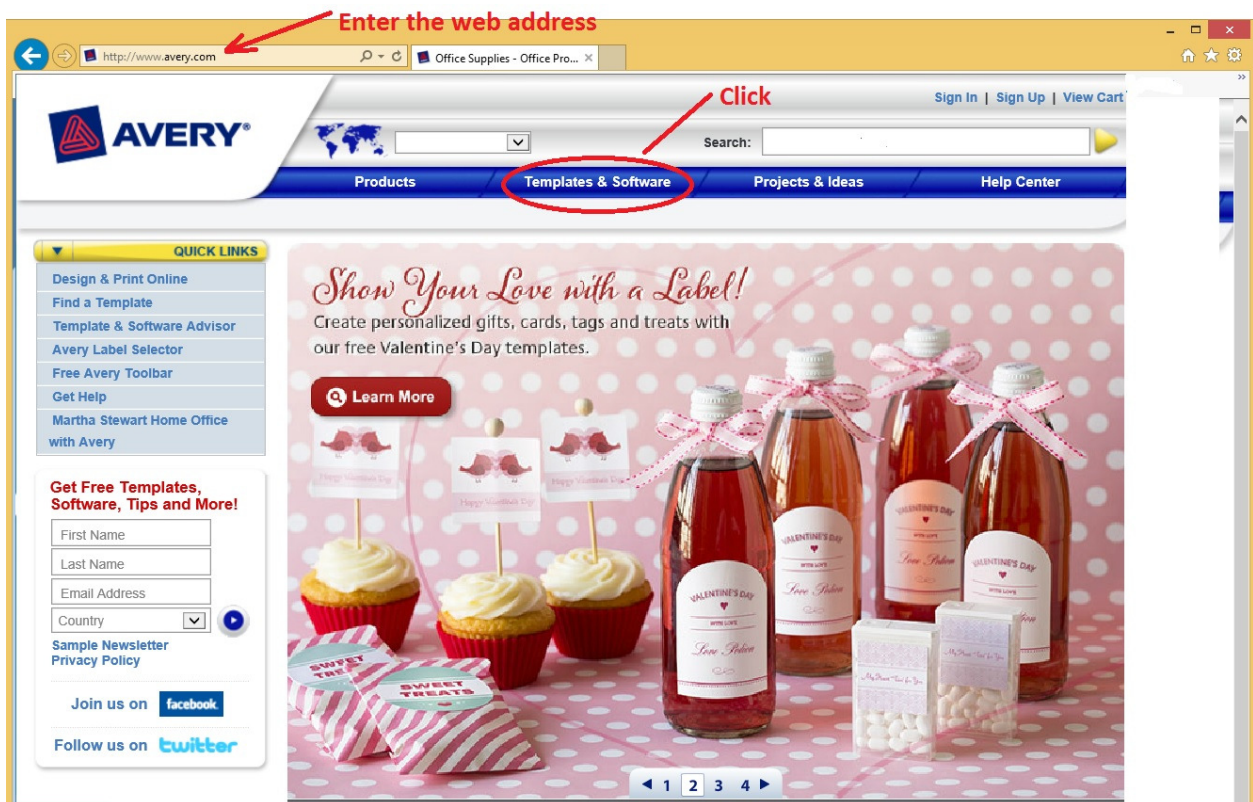
Using MS Word:

What do we do?

- Fetch a template from the Avery website www.avery.com
- Create a Word document by opening the template
- Insert words and picture(s) as desired
- Print the result on plain paper as a draft (trial run)
- Print the finished card using the card stock.

The template will define the format of the card showing the panels and setting the margins. For this type of card stock, if there are words/pictures in more than one panel the printer needs to pause and you need to turn the card according to instructions provided then resume printing.

Fetch a template



The screenshot shows the Avery website homepage. A red arrow points to the address bar with the text "Enter the web address". Another red arrow points to the "Templates & Software" menu item with the text "Click". The website features the Avery logo, a search bar, and navigation links for Products, Templates & Software, Projects & Ideas, and Help Center. A "QUICK LINKS" sidebar on the left includes options like "Design & Print Online", "Find a Template", and "Avery Label Selector". The main content area displays a Valentine's Day promotion with the text "Show Your Love with a Label!" and "Create personalized gifts, cards, tags and treats with our free Valentine's Day templates." Below this text is a "Learn More" button and a carousel of images showing personalized Valentine's Day gifts, including cupcakes, wine bottles, and candy bags.

AVERY Select Country

Products Templates & Software

QUICK LINKS

- Design & Print Online
- Find a Template
- Template & Software Advisor
- Avery Label Selector
- Free Avery Toolbar
- Get Help

Design & Print Online

Mobile & Tablet Apps

Solutions for Mac

Downloadable Templates Click

Software

Get Help Choosing

Demos

AVERY Search:

Products Templates & Software Projects & Ideas Help Center

You are here: Home > Templates & Software > Templates

QUICK LINKS

Search Templates & Software

Enter product # or keyword to find available Templates & Software

Product # or Keyword

What is a product number?

Templates

- Labels
- Marketing Solutions
- Cards
- Martha Stewart Home Office with Avery
- Dividers
- Name Badges
- Binders
- Crafts & Scrapbooking
- Transparencies

Get Free Templates, Software, Tips and More!

First Name

Last Name

TEMPLATES

Need help using templates?

Learn how now

We'll show you how to download and use our templates so you're printing in no time.

Learn More

Templates for Address Labels

Templates for Return Address Labels

Templates for Shipping Labels

Templates for File Folder Labels

Templates for Business Cards

Templates for Cards Click

Templates for Dividers

Templates for Name Badges

AVERY Search:

Products Templates & Software Projects & Ideas

You are here: Home > Templates & Software > Templates > Cards

QUICK LINKS

Search Templates & Software

Enter product # or keyword to find available Templates & Software

Product # or Keyword

What is a product number?

Cards

- Business Cards
- Greeting Cards** Click
- Index Cards
- Postcards
- Folded Business Cards
- Tent Cards
- Brochures, Door Hangers & Flyers
- Rotary Cards
- Bag Toppers
- Printable Tags
- Tickets

Templates 1 - 10 out of 1254 Templates

Cards

How To Use Templates

Template

Tool Belt Business Card - Wide, 10 per sheet

For all versions of Microsoft Word

Compatible Products:

15871, 18871, 27871, 27881, 27882, 27883, 28371, 28873, 28876, 28877, 28878, 38871, 38873, 38876, 5371, 5376, View More

Template

Business Card - Tall, 8 per sheet

For all versions of Microsoft Word

Compatible Products:

38373, 5881, 8373, 8869, 88220, 88221

X

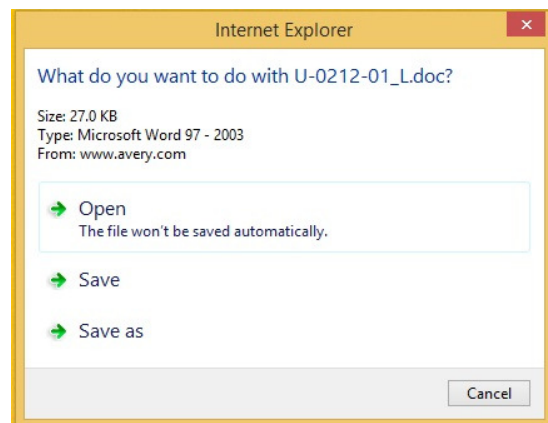
The screenshot shows the Avery website interface. At the top, there's a navigation bar with 'Products', 'Templates & Software', 'Projects & Ideas', and 'Help Center'. Below it, a breadcrumb trail reads 'You are here: Home > Templates & Software > Templates > Cards > Greeting Cards'. A search bar is present. The main content area is titled 'Templates' and shows '31 - 40 out of 95 Templates'. A page navigation bar includes 'Page: < 1 2 3 4 5 >'. The 'Sort By' dropdown is set to '(Best Match)'. Two templates are listed:

- Graduation Half-Fold Greeting Card - Wide**: For all versions of Microsoft Word. Compatible Products: 3251, 3252, 3254, 3265, 3269, 3297, 33378, 3375, 3378, 3382, 53210, 8316.
- Half-Fold Greeting Card - Tall**: For all versions of Microsoft Word. Compatible Products: 3251, 3252, 3254, 3265, 3269, 3297, 33378, 3375, 3378, 3382, 53210, 8316.

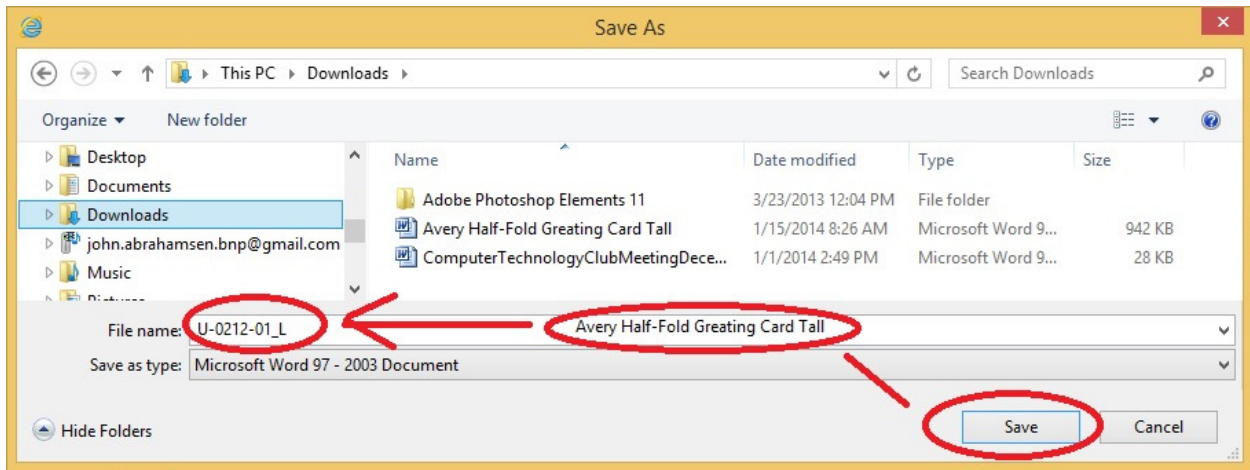
The 'Half-Fold Greeting Card - Tall' template has a red circle around the number '3269' in its 'Compatible Products' list. A red box on the right contains instructions: 'Browse through pages', 'Look for templates that work with your code # card stock and that it has a download', and 'Click the download'. Red arrows point from these instructions to the page navigation and the 'Download' button of the selected template.

If not already registered with Avery, there will be a window prompt to get your name and email address. There is no charge but this makes Avery's marketing staff happy.

Your PC may have different window appearance than mine. Therefore some of the instruction is functional rather than illustrative.. If your security protection program flashes or prompts, you'll need to give permission to proceed.



The best choice is **SAVE AS**, then **OPEN** and lastly **SAVE** (might be hard to find this file later)



Windows displays its file explorer window. Pick the folder to put this templates into. In this illustration a “Downloads” folder. Later, in Word, open this same folder and select this template.

Before clicking the **SAVE** button consider changing the template name assigned by Avery to something more descriptive. If this name already exists, then SAVE requires confirmation (yes).

Create a Word document

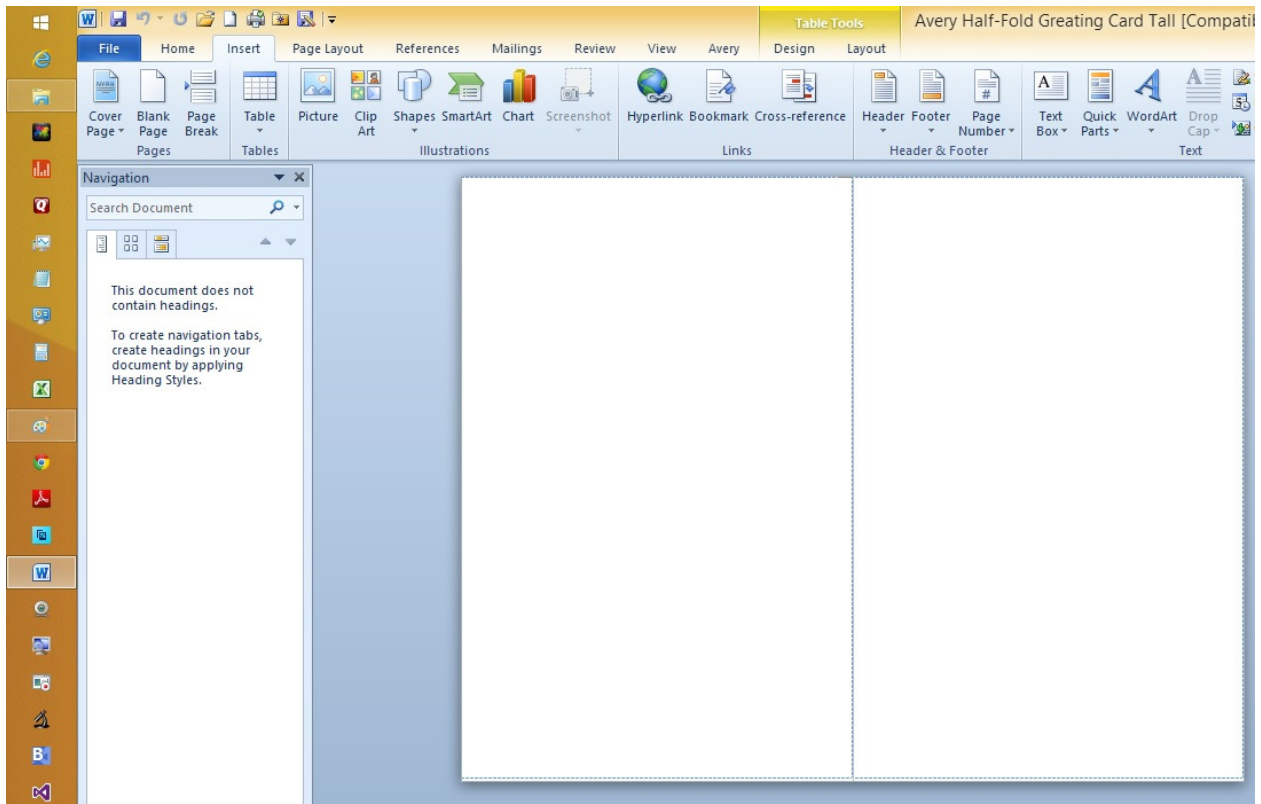
Open MS Word

Click **FILE** then **Open**

In the file explorer window find and click on the folder in the tree on the left side of the window. Then find the newly downloaded template file and double click it. **Or** click it and then click the OPEN button.

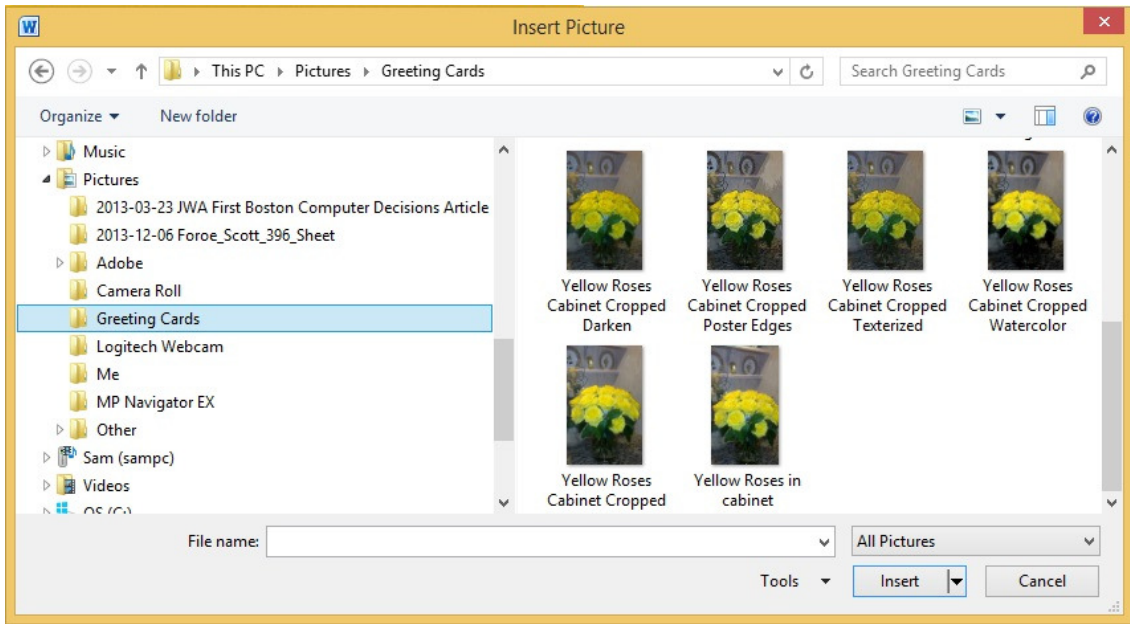
Alternatively, on **some** PCs just find the template file in file explorer and double click it. This should launch Word and open the template automatically.

If all is well then the template will be displayed as a new Word document.



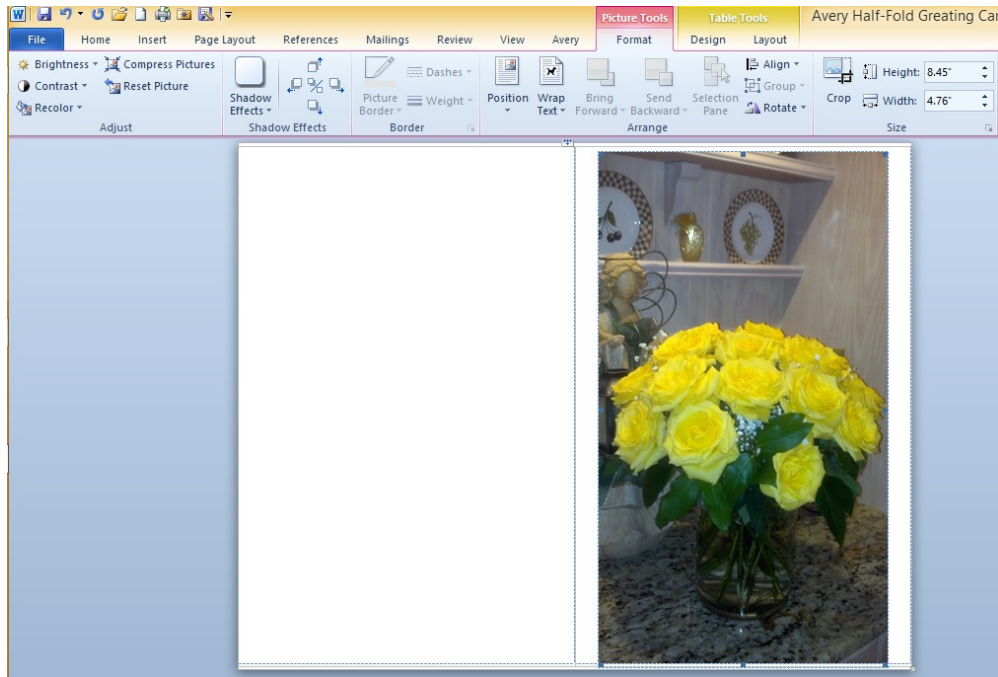
Insert words and picture(s)

The card fold line breaks the page into 4 panels. Click on the panel in the document where the picture is to be imported then click the Word menu **INSERT** then **PICTURE**. Word will display the file explorer. Find and double click the picture. Or a single click will identify the picture and then click the insert button.



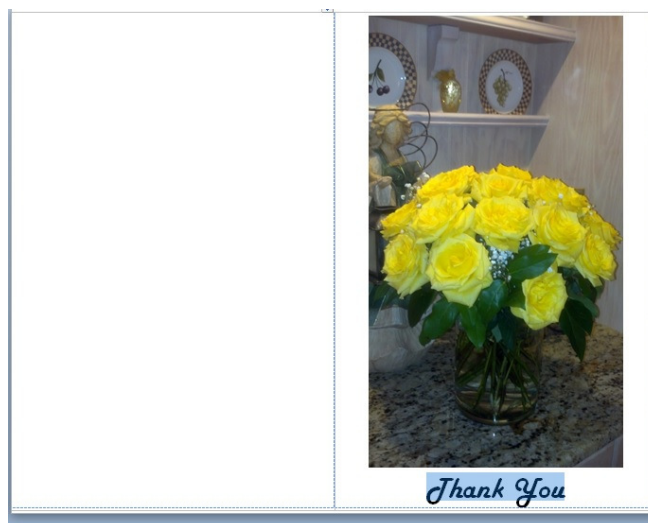
There are other pictures there – like watercolor. In Appendix B this will be explained.

The result is:



Now click on the picture. This should make the picture sizable. Using the mouse click and drag the size marker to adjust the size to permit text to be added. Or put text in another panel.

Click on the page below the resized picture to set the cursor and then type in **Thank You**.



Highlight the text. Use the text tools to change the font, size and color .

Print the result on plain paper

You're ready to print. Don't forget to **FILE** then **SAVE AS** this document.

Put some plain paper in and click the Word print button or menu item **PRINT** as a trial before using the expensive card stock.

Make several copies. Change the picture and/or text. Then FILE then SAVE AS for each variation by adding a version number to the name before clicking SAVE AS.

If the photographer (grandchild) has made several pictures, then pick some and show the result as part of the consultation stage.

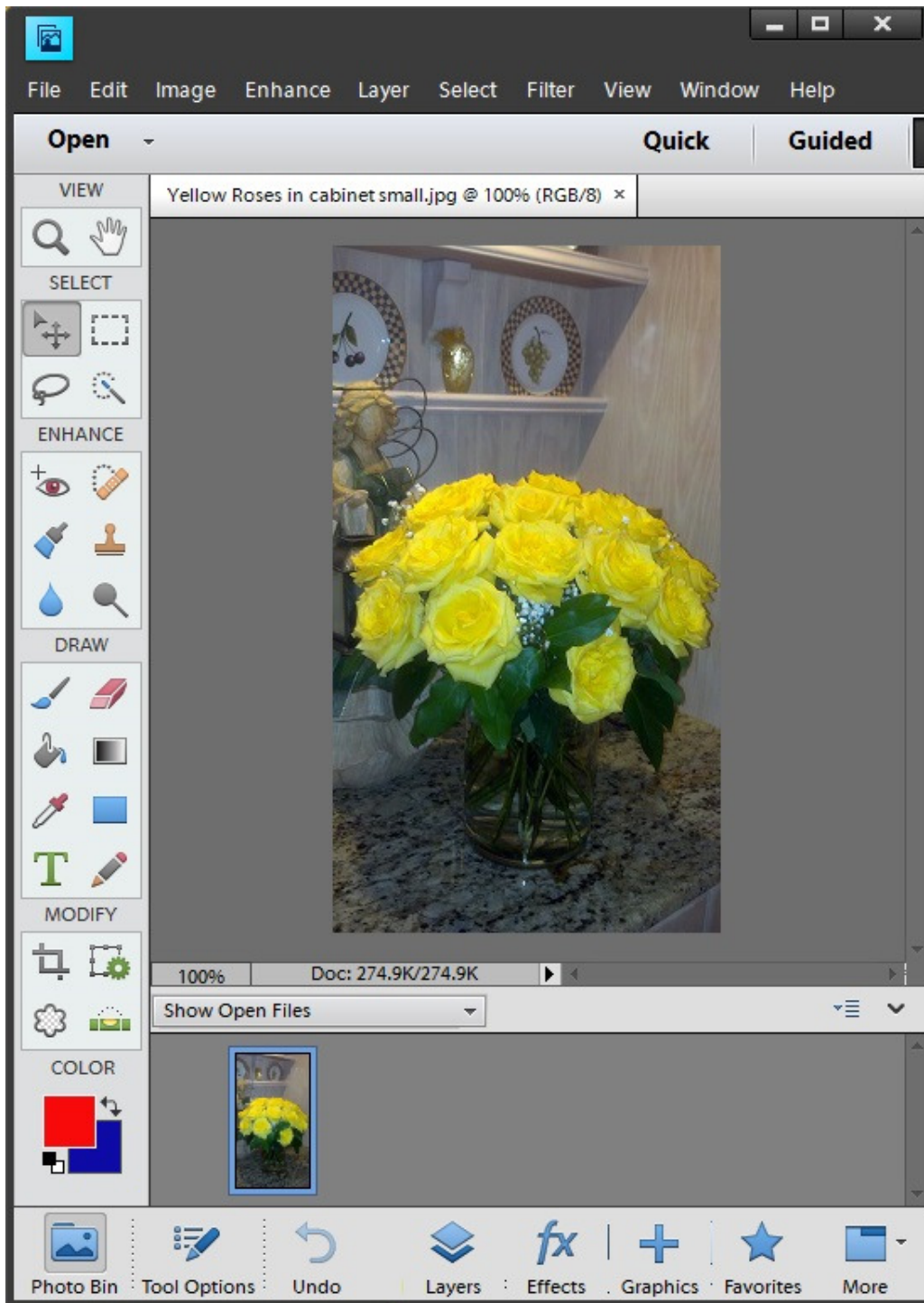
Perhaps after following the suggestion in Appendix C and/or have tried other wording, your significant other may want the final Word. No pun intended.

Print the finished card

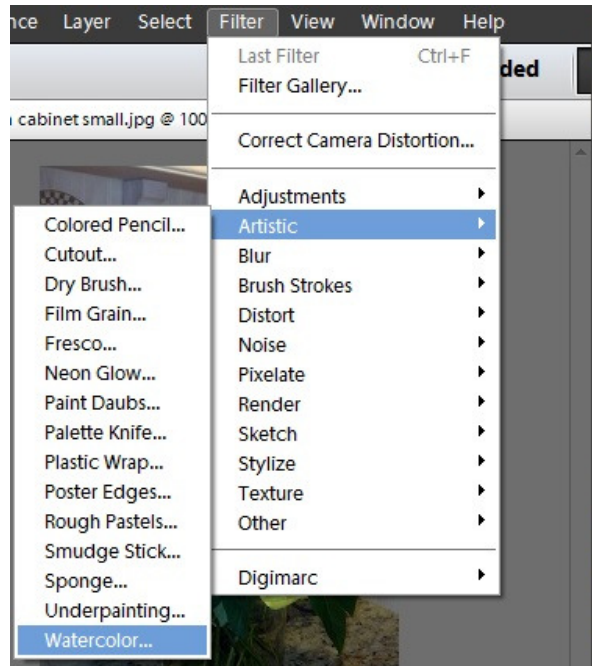
Appendix B.

Some photo editor applications can apply special effects to a photograph. This may add interest to the picture or may enhance the appearance.

Using the Adobe Photoshop program, let's open the flower photo.



Click the **FILTER** menu item then **ARTISTIC** then **WATERCOLOR**. Other apps may call this **special effects**.



Produces this. Use **SAVE AS** , append watercolor to the name.



Photoshop can be used to crop, lighten, darken, recolor and much more.

Appendix C.

The Avery package(on the back) lists other alternative ways to create and print the cards if you do not have MS Word.

There are programs like Adobe Photoshop which can be used with templates found in the same place as the Word templates.

Applications such as American Greetings "Creatacard" prompt you for all the elements, such as words and pictures. Then guide through the printing part. Templates are not used. The program will react to the card stock code number. These apps are highly specialized for card creation only. They are a less expense choice than Word or Adobe. More family friendly to use.

Look to the Avery package or the website for comprehensive information.

The concepts presented herein can be applied to creating personalized:

- Greeting Cards
- Note Cards
- Postcards
- Photographs annotated or embellished
- Magnet sheets
- Labels
- T-shirts (using transfers)
- Banners
- Removable stickers
- Decals
- Textured Canvas
- Calendar Kit