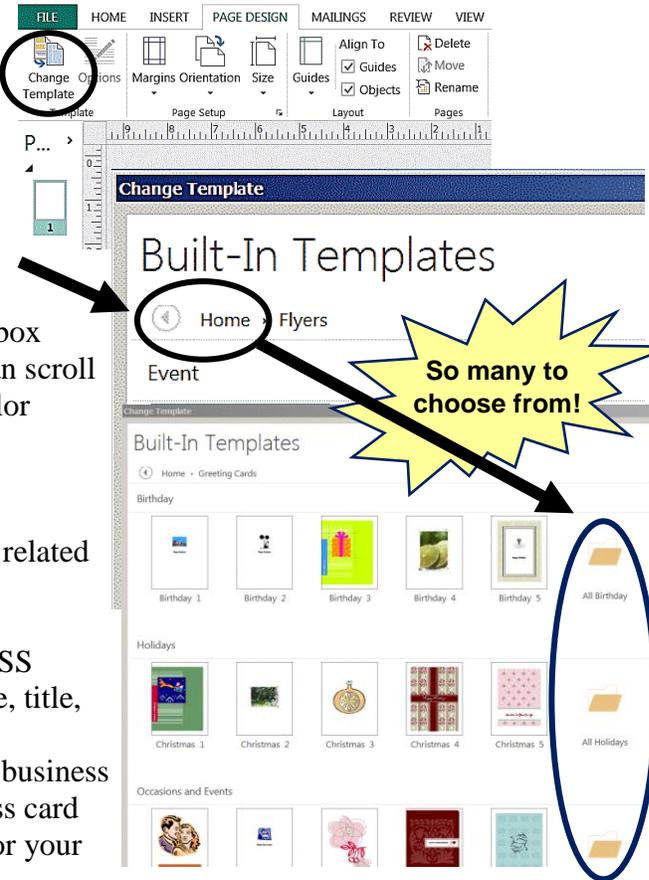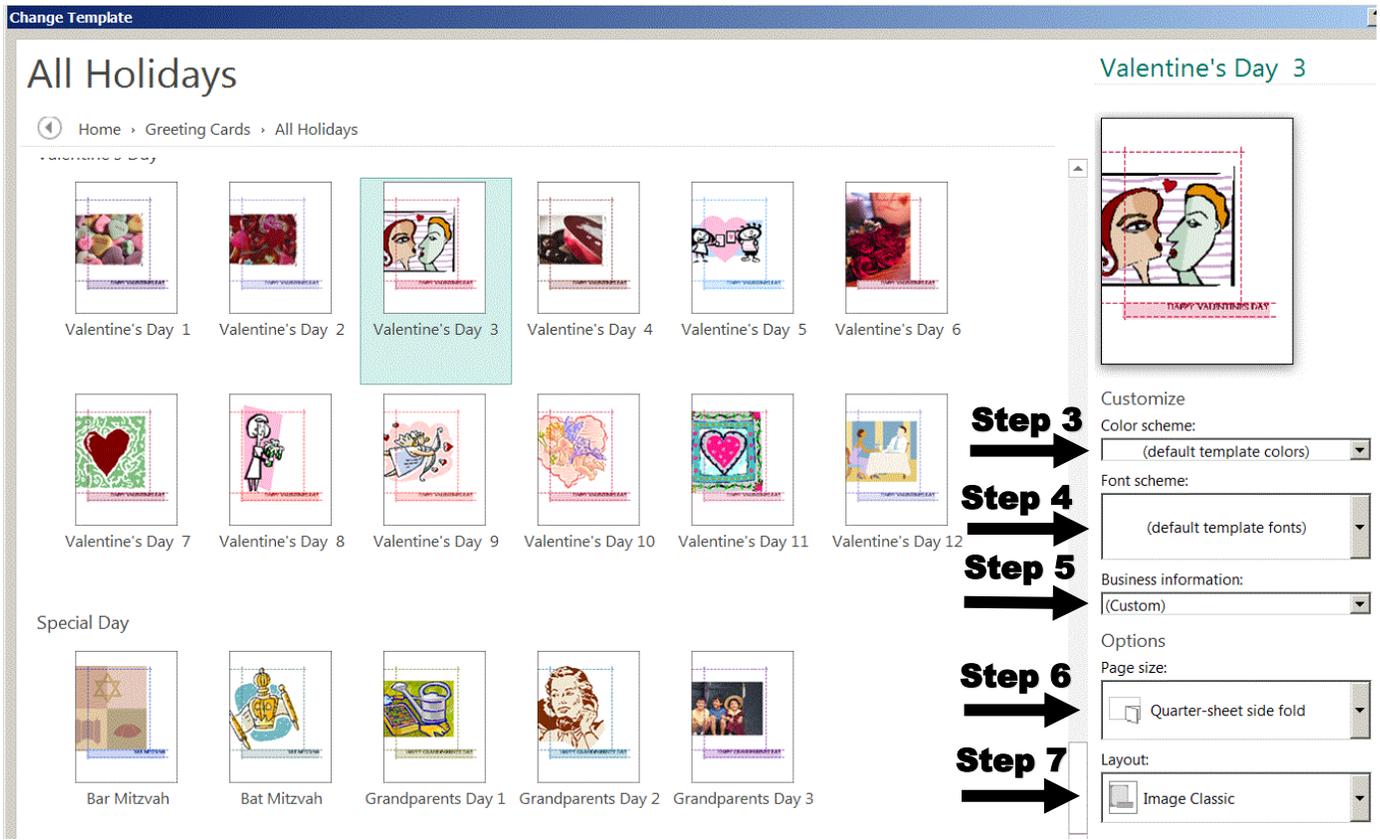# MS Publisher 2016
Greeting Cards Professionally-Designed Templates

1. Start a BLANK DOCUMENT and then to PAGE DESIGN, then CHANGE TEMPLATE

2. Click where it says HOME and then GREETING CARDS. You can choose ANY of the templates.

3. The CHANGE TEMPLATE dialog box lets you change color scheme you can scroll all the bottom to create your own color options too

4. You can choose a FONT SCHEME MAKE IT READABLE. Use a few related fonts for entire card.

5. Click Pull-Down menu for BUSINESS INFORMATION and add your name, title, and a business you create or want to represent (NOTE: You may use the business you set up when we used the business card template if you choose and need it for your card.

So many to choose from!

That bear is such a ham!

Step 3 — Color scheme: (default template colors)

Step 4 — Font scheme: (default template fonts)

Step 5 — Business information: (Custom)

Step 6 — Page size: Quarter-sheet side fold

Step 7 — Layout: Image Classic

6. Choose PAGE SIZE – **Quarter-sheet side fold is typically used**. When printing on a sheet of paper, the doubled-over fold gives your card a nice heavier feel. A side fold is most typical, but a top fold works too. The half-sheet fold gives you a bigger card, but it feels like a sheet of paper instead of a card..

7. Last, please pull-down the LAYOUT menu – you will see some options to vary your card's design. **Please look at all the options and then choose what you think is best**. Finally, **click OK**

8. Now click into any placeholder and edit/revise as you like. You may insert pictures just like in MS Word. Please take the time to enhance your greeting card by exploring different colors, font sets, modifying your basic layout, and look for graphics you like. Please watch the FONT SIZES!

9. **We do not worry about wrapping in publisher.** This is because, unlike MS Word, pictures are inserted in a placeholder and you may move this as you want. You may also use different options to send front/back or to fit around text. This is a very handy feature and is typical of how other professional publishing programs work (i.e. Quark, InDesign, etc…). **When done, save as a PDF and upload to our class folder.**

10. Unlike brochures and business cards, which are typically printed in by the hundreds or thousands, greeting cards are usually done in smaller batches – often only one. Many print shops will accept a job like this, even for a single card on specialty paper, if the final file is emailed to them in a format they can easily use (usually a PDF file). There will be some print shops that will not be able to accommodate a single or small batch of cards. Because a small number of cards is usually printed, it can be worthwhile to buy a specialty card-stock to make your card special – **be careful to check what your printer can accept if you are printing at home!**

11. **Cards printed at home look like home-made cards**. This is often not the image we want to convey when we hand out our business card. It is usually CHEAPER to go to a print shop -- you will have more card-stock choices and you can choose the exact card stock you want.

12. The card stock designed to run through most printers is very light, feels cheap, and does not last. Remember, the whole point of having a business card is so people save it and remember you. **A cheap business card is not a bargain!**

WOW! That must have been some AWESOME greeting card!