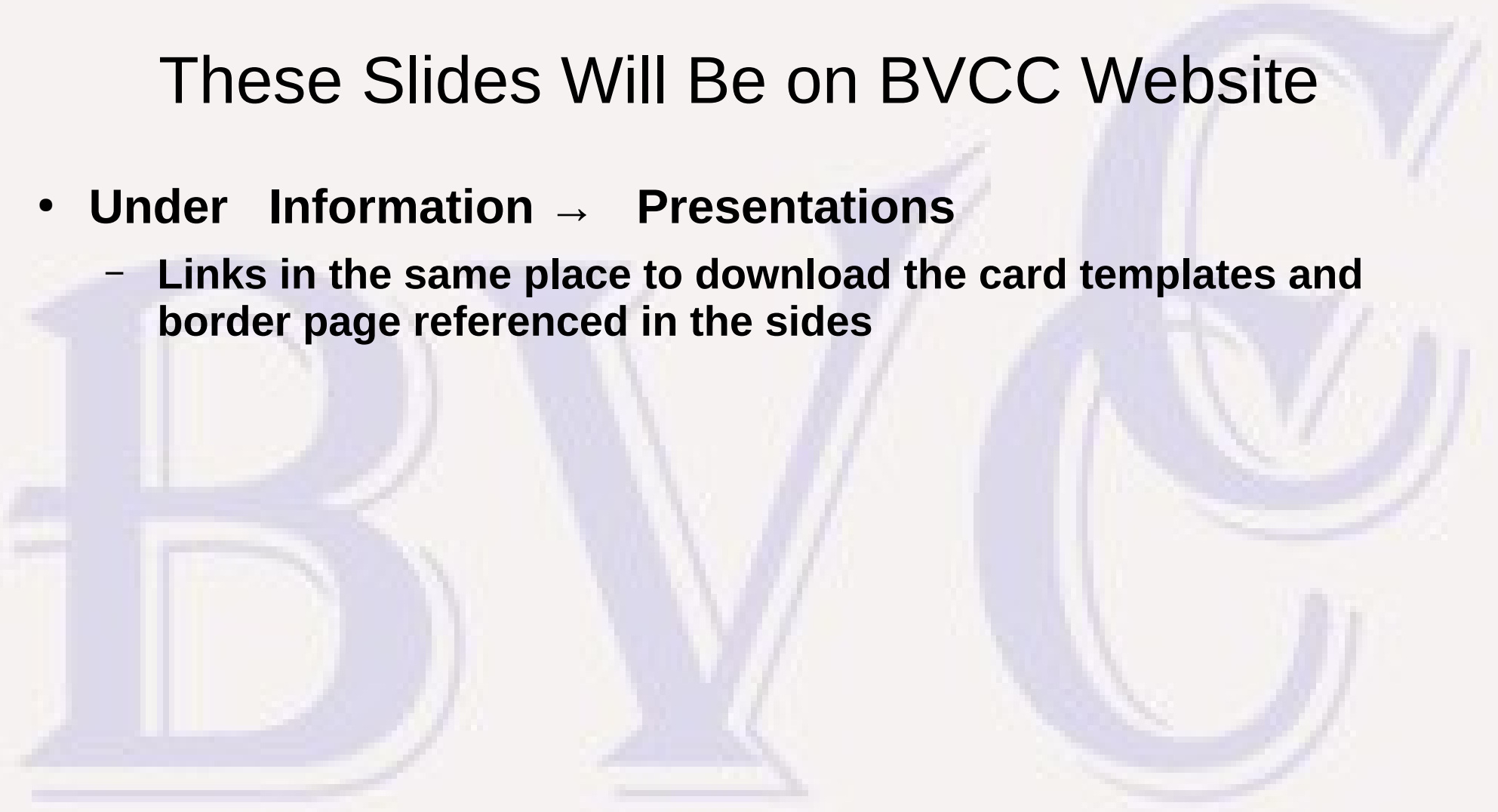# *BVCC General Meeting*

December 11, 2023

"Making Custom Greeting Cards"

Joel Ewing

These Slides Will Be on BVCC Website

- **Under Information → Presentations**
  - **Links in the same place to download the card templates and border page referenced in the sides**

Why Make Your Own Cards?

- **Appropriate cards difficult/impossible to find**
  - **Frequently must make a "least-bad" choice**
- **Many unique digital images now in personal digital archives can be used to create unique personal cards, plus free on-line clip-art sources.**
- **Many already have a decent color printer for PC**
- **Free word processing programs and image editors**

Materials Needed

- **Greeting card paper stock – available from Amazon, Walmart, Office Depot, etc.**
    - **Various sizes and quantities, but typical cost just to experiment $13 to $30; may have to be ordered;**
    - **5 ½ " x 8 ½ " most common folded size – takes A9 envelopes ($8/box)**
    - **Avery #3379 for 4 ¼ " x 5 ½ " cards also available, 50 sheets (100 cards) + 100 A2 envelopes at Office Depot for $30 + tax. Suspect may need to modify document to print just one card on a half sheet.**
    - **Some printers with 180° paper path may not feed thicker paper well. Checked HP6978 printer and it seems to work with Avery 3379 including back-feed for duplex printing, needed to print all sides.**

But Cheaper Materials Are Available

- **Fold standard 8 ½ x 11 paper in half twice on longest side to make your own 4 ¼ x 5 ½ "cards"**
  - Print before folding, but need to take into account how content needs to be positioned on the page to end up correctly on all sides of the "card". All the exposed surfaces after folding are on one side of the original sheet, so 1 card generated per sheet without duplexing.
  - You may want to use small dabs of glue to keep the card from unfolding in the wrong places.
  - Will require A2 envelopes (Office Depot: 100 for $16)

Software Required

- **A word processor – MS Word if you have MS Office; LibreOffice Writer (free) if not.**

- **Optional: An image editor if you need to manipulate images in ways not supported by your word processor: GIMP (free) is available for Windows, Linux, and other platforms.**

What Are Minimum Margins For Your Printer?

- **Word processors will default to margins greater than your printer requires**
    - **Created a 0-margin document with four 0.1" bands on all sides and printed it at actual size to see what didn't print.**
        - **With print at 100% and no scaling to fit to printable area, lost almost 0.2" on top and bottom and closer to 0.15" on left and right. For my printer will assume all margins should be at least 0.2".**
        - **In other words, you couldn't print a lightly colored background for any page without expecting at least some white area around the borders (not to mention the amount of ink required to print any background)**
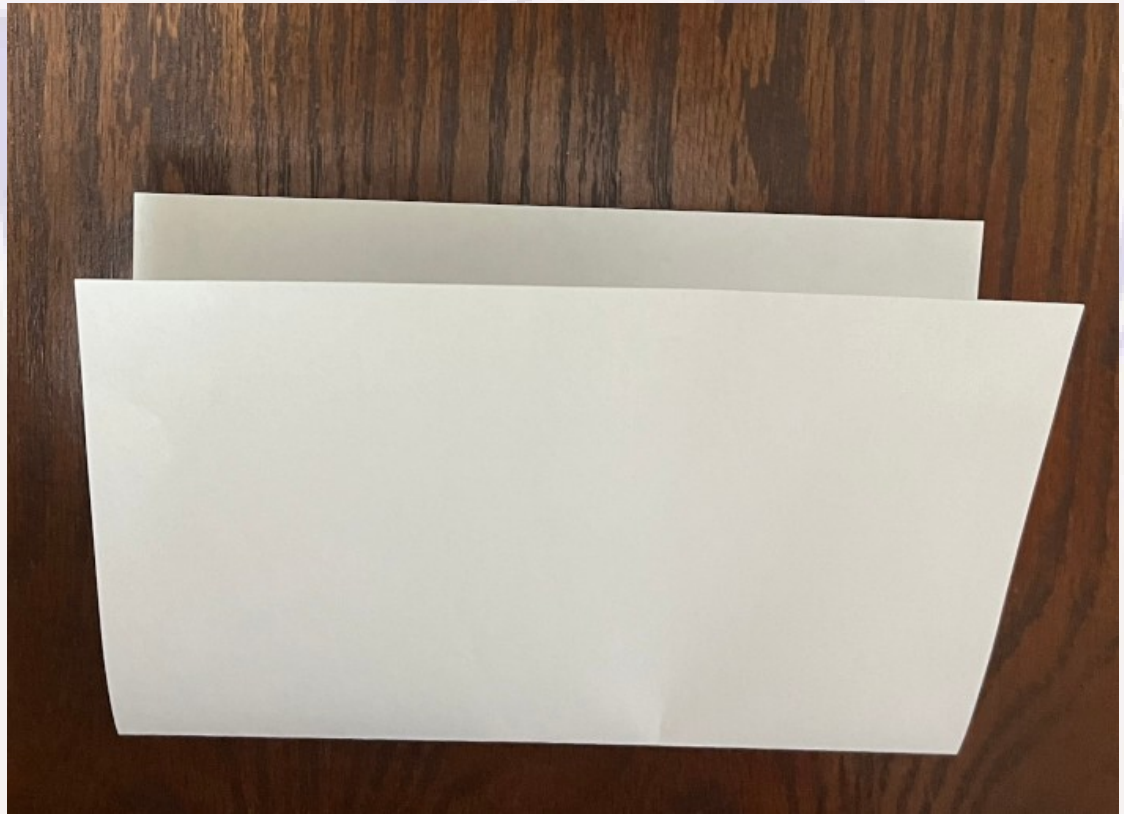
Test Page for Margin Check
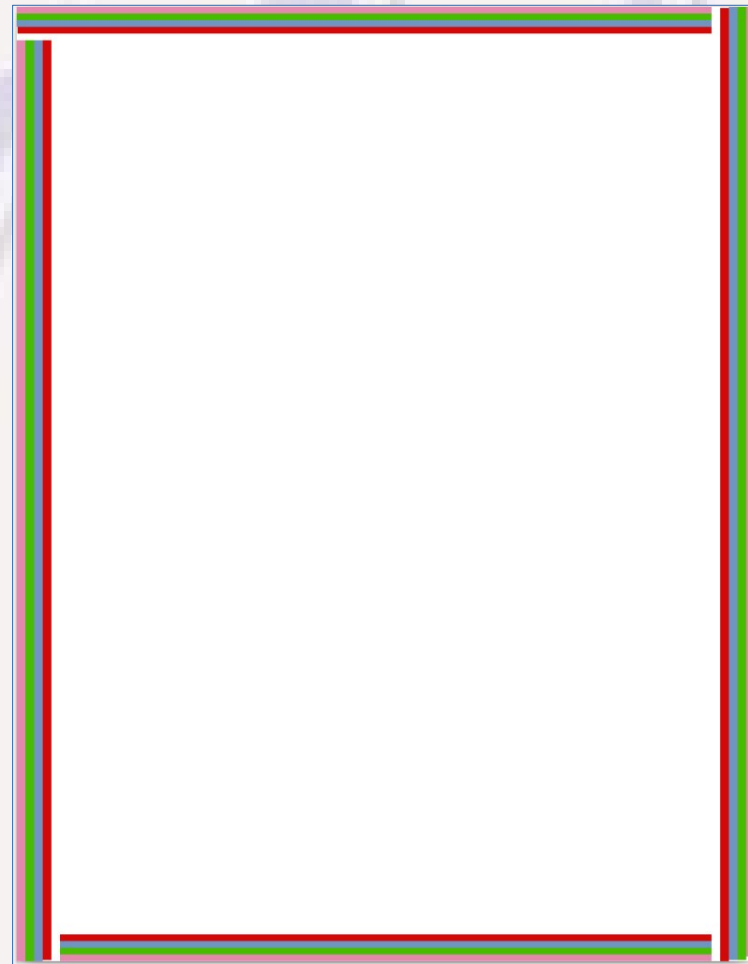
How to Fold 8.5 x 11

- **Folding determines how print must be oriented**
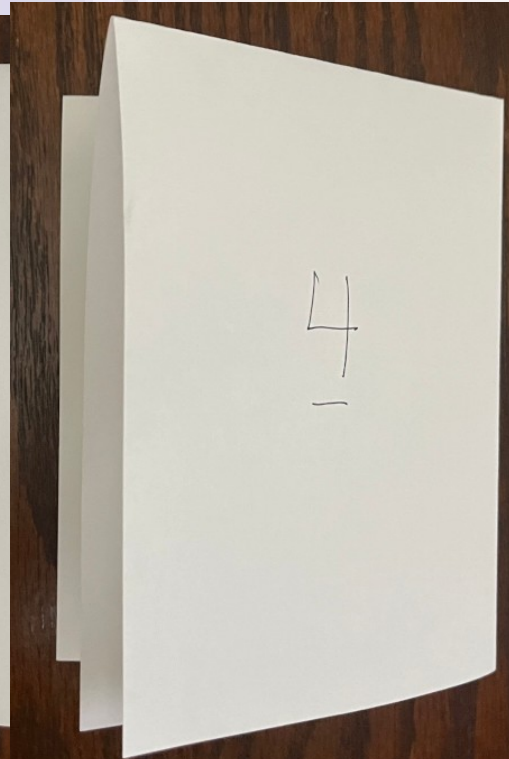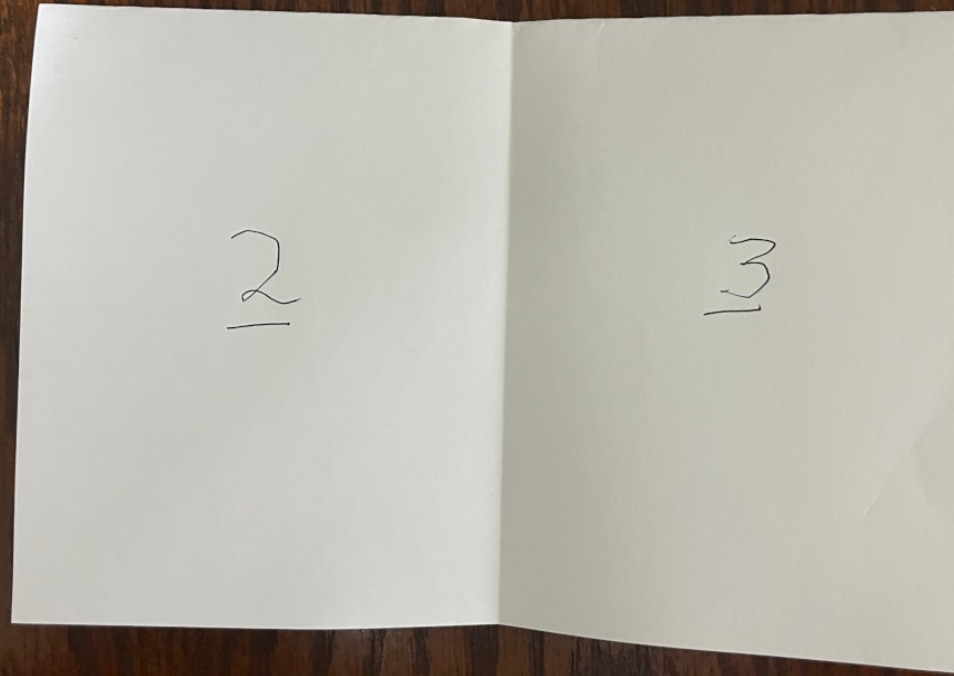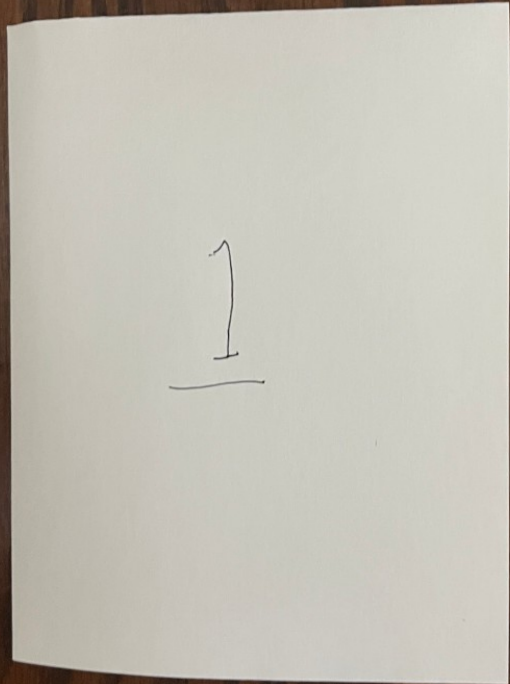- **Fold on long edge**

How to Fold 8.5 x 11
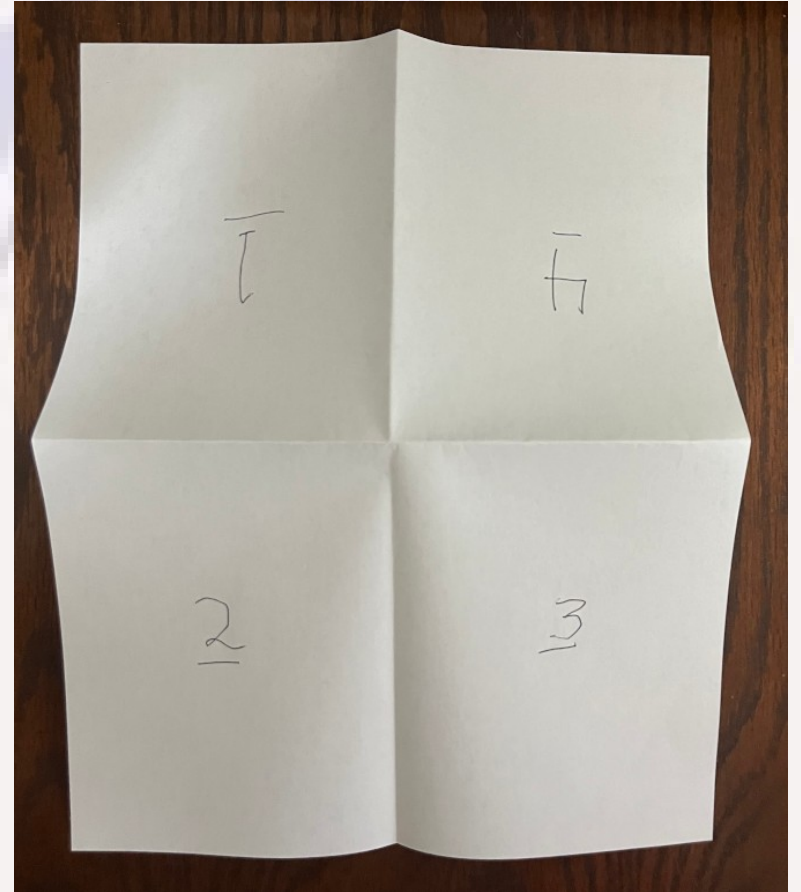
- **Fold again on 8.5 inch edge**

For a 4.25 W x 5.5 H Card

- **Number all sides front to back**

For a 4.25 W x 5.5 H Card

- **Unfold the paper to show how content must be printed.**

- **Inside pages (2 & 3) need to be printed right side up in bottom quadrants**

- **Front and back content (1 & 4) need to be printed rotated by 180°**

For a 5.5 W x 4.25 H Card

- **Do a similar process assuming 5.5x4.25 content**

- **Page needs to be printed in landscape mode with inside pages (2 & 3) in right side quadrants and front and back (1 & 4) inverted on the left side**
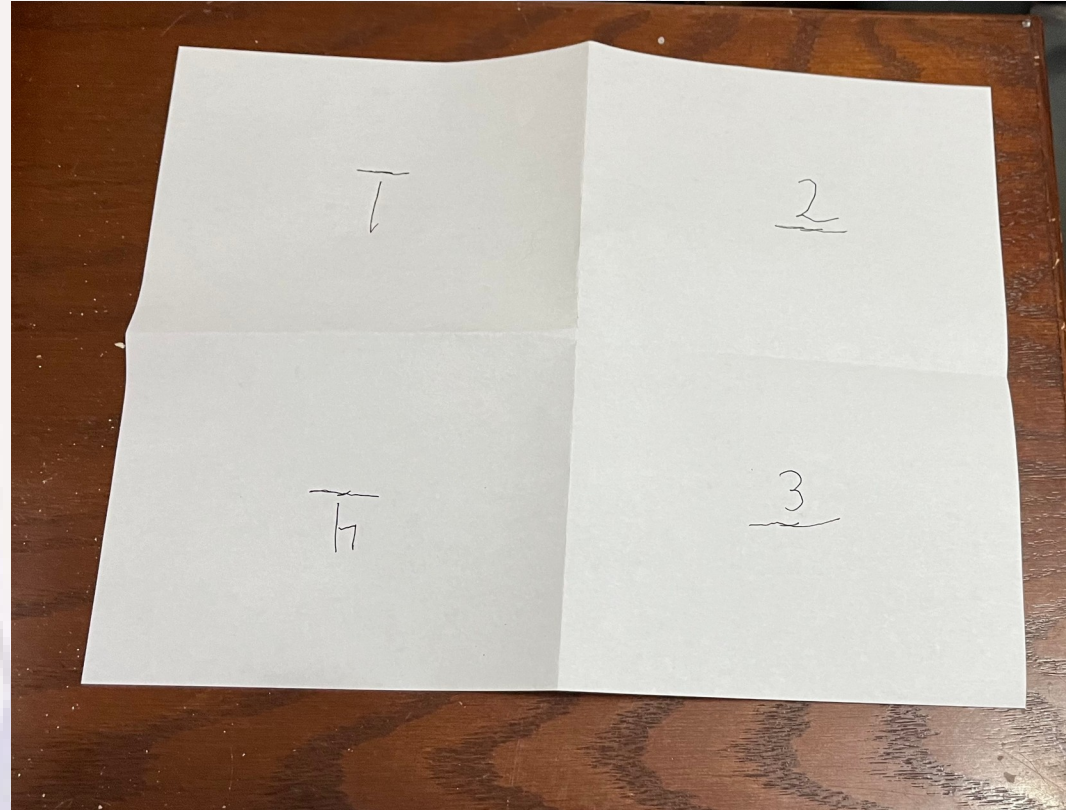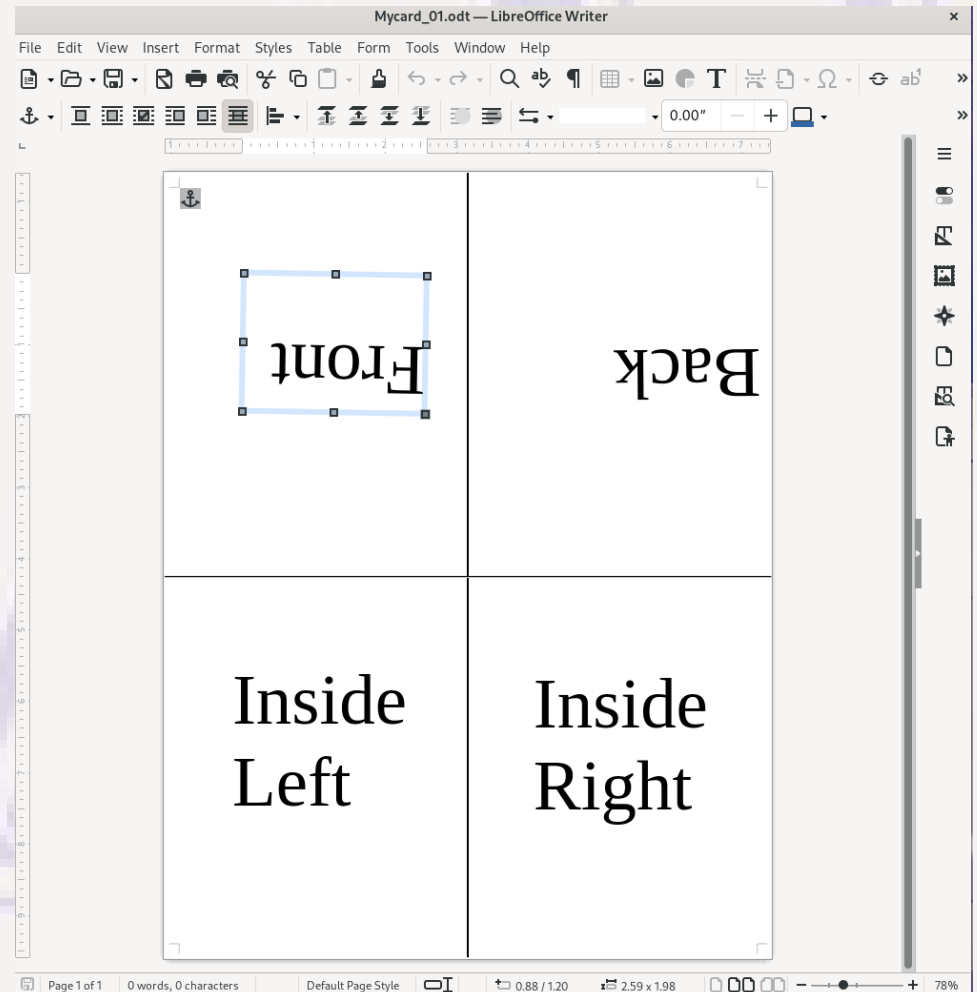
Creating A Card with LO Writer

- **Templates for 4.25x5.5 and 5.5x4.25**
  - **card_template_5.5x4.25.odt   card_template_4.25x5.5.odt**
  - **Shows which content goes in each quadrant and orientation**
  - **Has guide lines for fold points for visual centering of content which should be selected and deleted before printing**
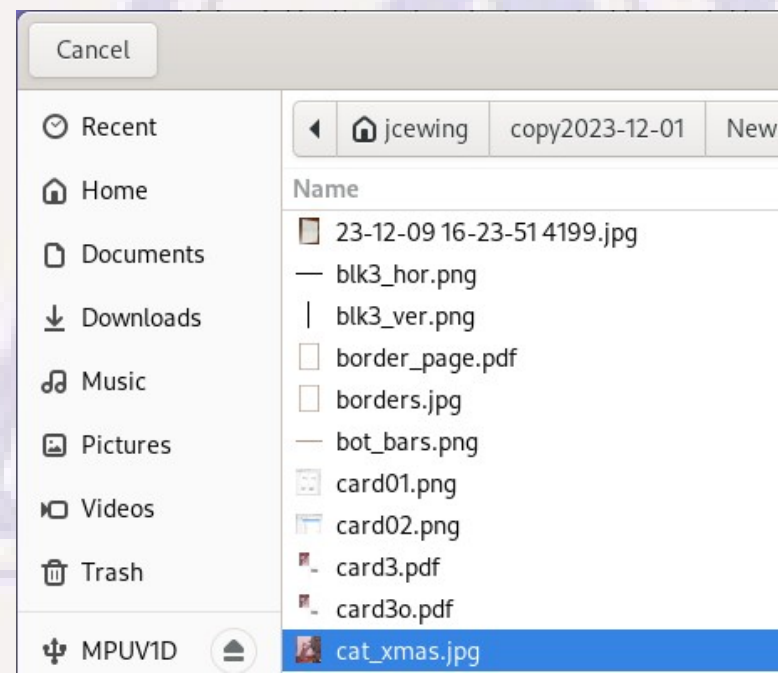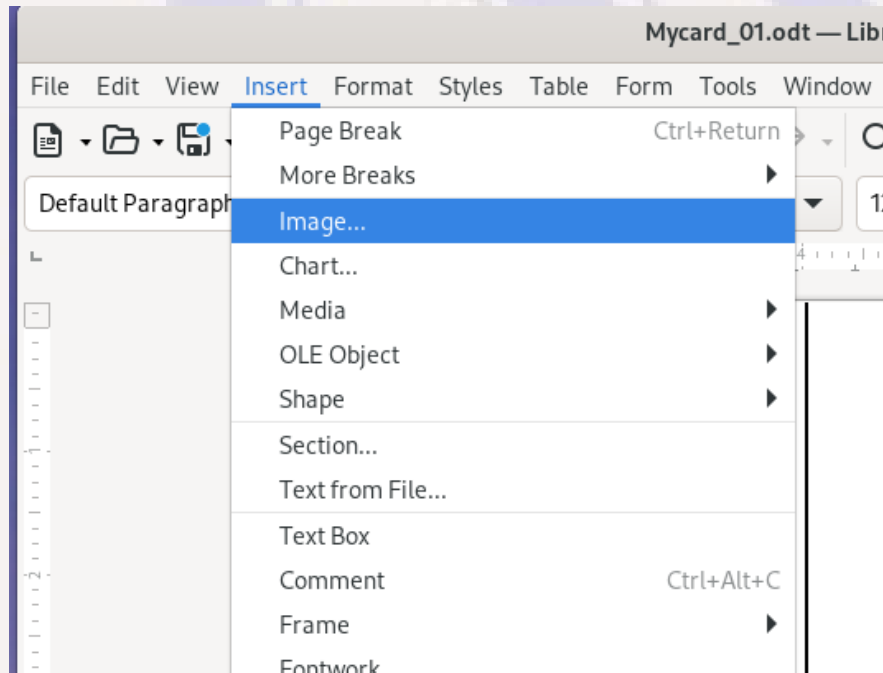
Creating A Card with LO Writer

- **Create a 4.25x5.5 card. Start with template and save-as card name to avoid changing template**

- **Clicking on the text in one of the quadrants selects that text block, which can then be deleted when no longer needed**

- **Front has been selected. "Delete" will delete. Will replace with an image, which must be upside down.**
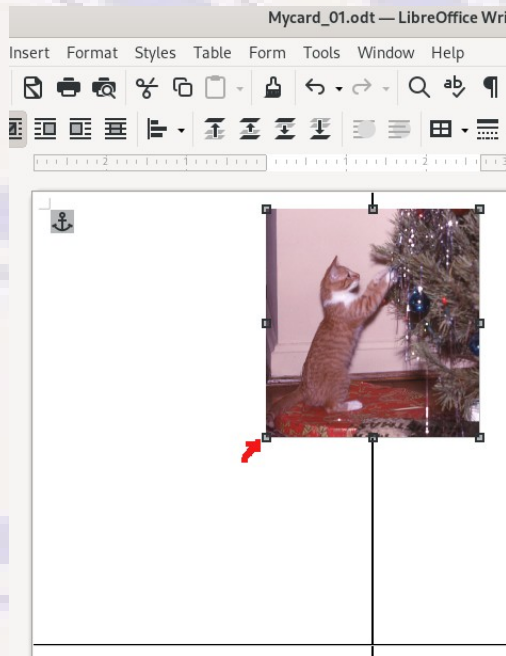
Creating A Card with LO Writer

- **From "Insert" submenu select "Image…", then browse to the folder with the desired image and select it and Open. Helps if the image is reasonable resolution.**

Creating A Card with LO Writer

- **Select a corner handle of the picture and pull it diagonally to change the size of the picture to where it will about fit in the desired quadrant (don't pull midpoints of side as that will distort image).**
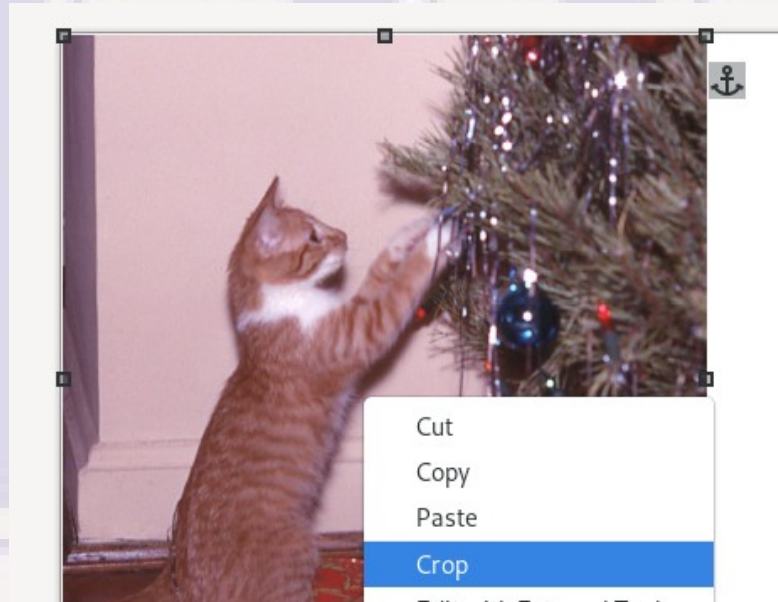
Creating A Card with LO Writer

- **Move cursor over the image, select it, left-click and drag the image into a position where cropping will position the desired part of the image in the quadrant.**
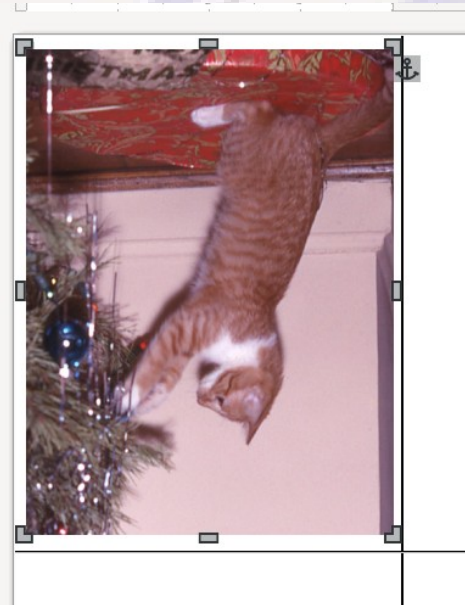
Creating A Card with LO Writer

- **Crop the image by right-click on image, select crop, and move cursor to center of each side, left-click and drag the side to determine where the image will be cropped to keep it within the quadrant. If necessary, click and drag image to center in quadrant.**

Creating A Card with LO Writer

- **Now we need to put this image upside down so it will print in the correct orientation. Right-click on the image, select "Rotate or Flip" and "Rotate 180°**
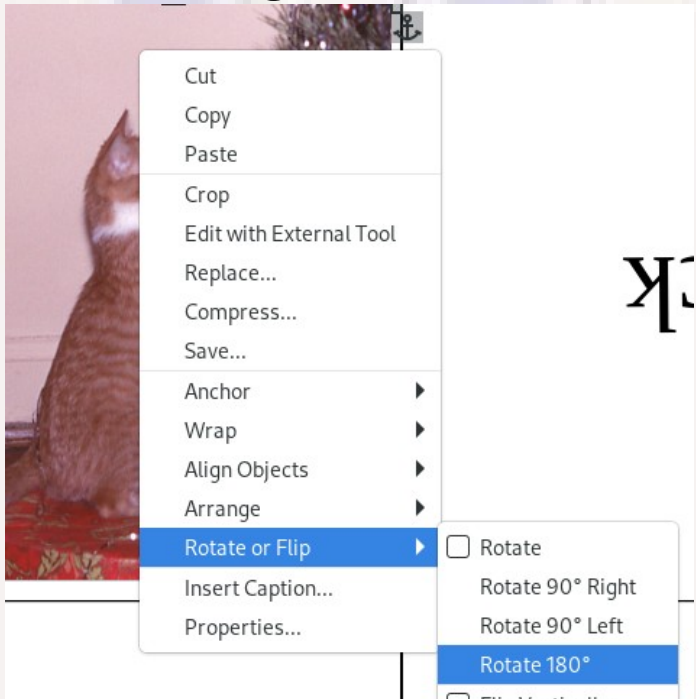
Creating A Card with LO Writer

- **For this example, I will only put text content on the inside right page. Click on the "Inside Right" text and "Delete"to get rid of that Text Box. Click on "Insert" and click on "Text Box" (or alternatively use the "T" icon on the tool bar), then click and hold in the quadrant where you want one corner of a Text Box and drag to the opposite corner to create a Text Box, release the mouse button, and start typing your text**

Merry Christmas and Happy New Year from the Ewing family
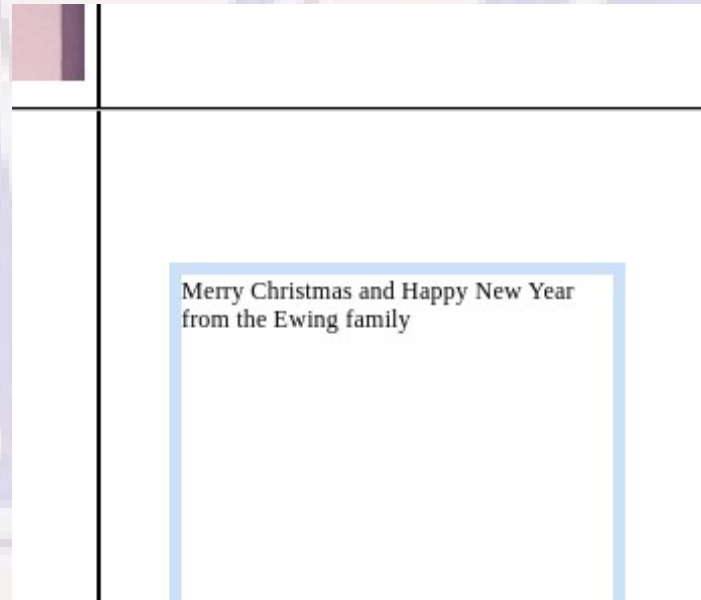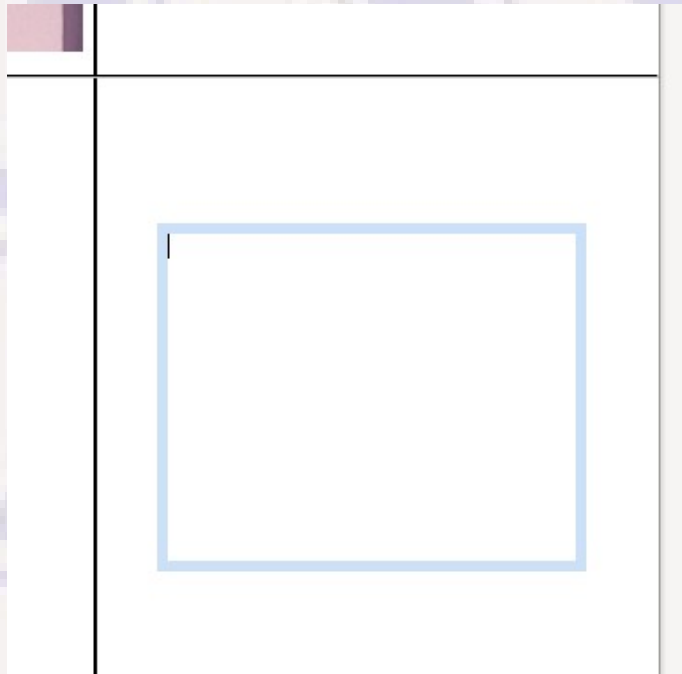
Creating A Card with LO Writer

- **OK. That text isn't very impressive, but we can select the text, choose a new font, font size, and color using the options below the tool bar. I changed it to "Cantarell Extra Bold" 28pt Red.**
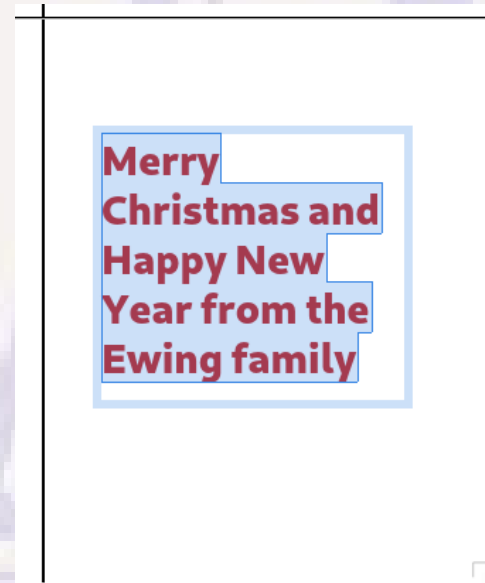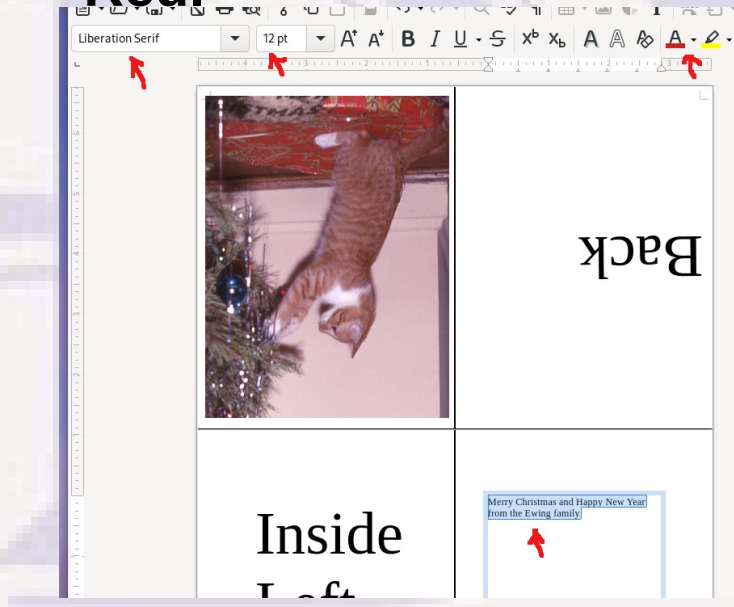
Creating A Card with LO Writer

- **It still looks a little rough.   Let's center the text by clicking on the "center" icon. Then by clicking on the Text Box boundary, you can click on one of the box handles to change the size of the text box, and click and drag from the center of the box to move the entire Text Box so it is visually positioned as desired in the quadrant. At this point the card is almost complete.**

Back

Inside Left

Merry Christmas and Happy New Year from the Ewing family
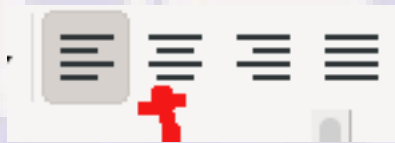
Creating A Card with LO Writer

- If there is text and or images for the inside left or back, those would be similarly entered. For this example we are done with positioning content into the quadrants, so click on and "Delete" each of the "Inside Left" and "Back" Text Boxes, and also click on and "Delete" the vertical and horizontal guide lines.

- The card could actually be printed at this point, but let's add some text on top of the image to show how a Text Box can be rotated and placed on top of an image

Merry Christmas and Happy New Year from the Ewing family

Creating A Card with LO Writer

- **Create a Text Box in a blank area of the card and enter the text "Now it's purrfect!. Use CTRL+A to select all the text in the box and change the attributes: I chose Liberation Serif, 22 pt, Bold and Red.**
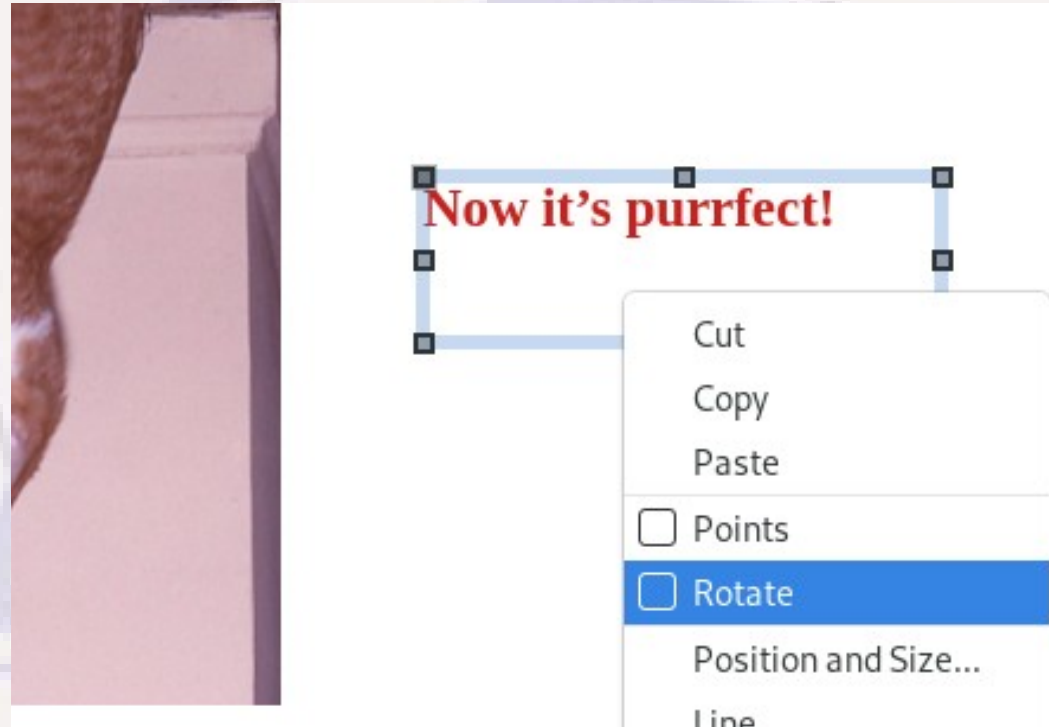
Creating A Card with LO Writer

- **Now click and drag one of the corners of the Text Box until the desired angle has been reached. Then right-click and turn off rotate mode. Finally click and drag the Text Box to the desired place on top of the image**

- **It makes a difference that the Text Box is created after the image insertion; otherwise by default the image covers the text unless the image properties Wrap option is "in background"**

Creating A Card with LO Writer

- **You can now save and print the final version**
  - **The first fold must leave printed side out**
  - **Make the second fold so that the front of card is out**
  - **A small amount of glue in strategic spots keeps the two-sheet front and back of card from separating and improves looks**
- **The fonts available may depend on your Operating System and what additional fonts may have been added.**

Creating A Card with MS Word (2021)

- **Open the desired ODT template with Word, but save the work copy with your file name and as a DOCX file. (File → Save As**

- **In Word, when a Text Box is selected, not only can you delete, change text, resize, and move, but there is also a "rotate" handle to click and drag to rotate.**

- **To insert a picture, use the "Insert" ribbon, the "Picture" icon, select "This device…", browse to find and select the desired image and click on "Insert"**

Creating A Card with MS Word

- **Won't go into as much detail as details vary based on which release of Word is used.**

- **Will point out the major user interface differences from LibreOffice encountered using MS Word 2021.**
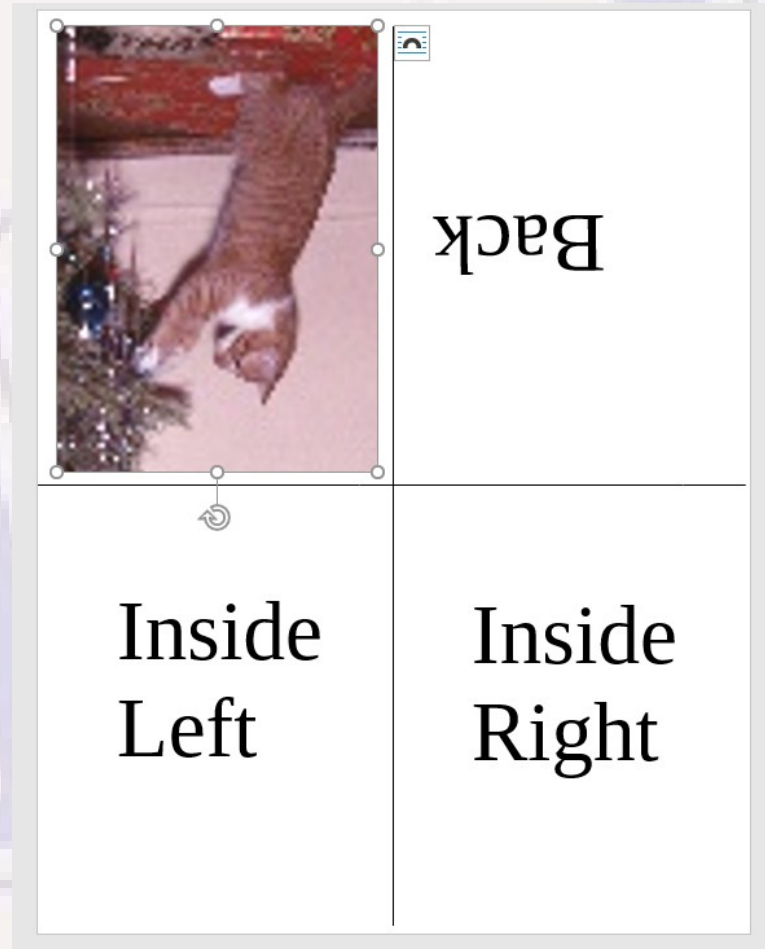
Creating A Card with MS Word (2021)

- **Handles on the selected image work in Word the same way for clicking and dragging corners to resize the image. One minor difference is that when resizing an image, Word won't allow the image to override the margins. If necessary the image center will be moved to prevent that from happening.**

- **In Word the position defined for the picture cannot be overridden by simple drag and drop. Instead, you can right click on the image, select "Size and Position…" and change values under the "Position" tab to move the picture.**

Creating A Card with MS Word (2021)

- **Online help to crop an image describes different ways to do this, so it apparently depends on Word version. In Office 2021, right-click on image, select "Format Picture…", in the "Format Picture frame select the rightmost icon ("Picture"), and then there is a "Crop" section under which you have to enter values**
    - **Record the starting values until you understand how it works**
        - **Decrease (down arrow) Picture Offset X to crop off the Left side**
        - **Decrease Picture Offset Y to crop off the Top.**
        - **Decrease Crop Width to crop off the Right side**
        - **Decrease Crop Height to crop off the Bottom.**
    - **Word will keep the picture aligned against the margins, so I found it easiest to work with the sides against the margins, and then adjust the other sides to provide the same visual margins against the other sides of the quadrant**
    - **Click the close "X" in right corner of the Format Picture window frame when done cropping. The last values will be retained.**
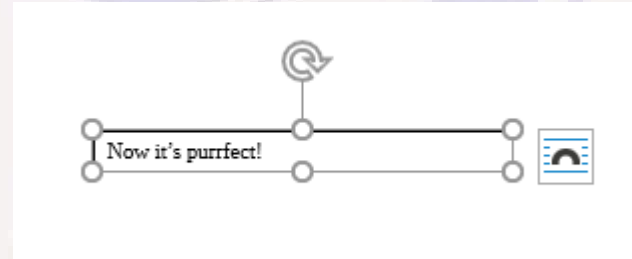
Creating A Card with MS Word (2021)

- **To rotate the front image so it will print correctly, right-click on the image, select "Size and Position…" and under the "Size" tab, change the "Rotation" value from 0 to 180. The result at this point should look like this   ----->**
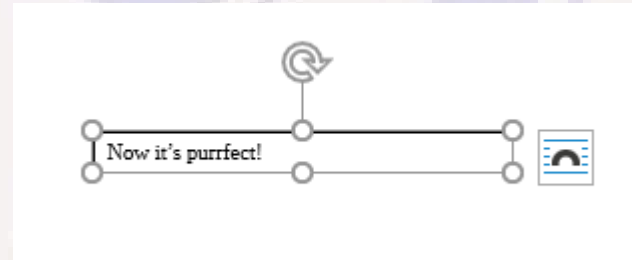
Creating A Card with MS Word (2021)

- **Select & Delete the "Back" & Left Inside" Text Boxes that won't be used (after Box is visible, click on boundary of box and delete.**

- **Click on Text Box icon on "Insert" ribbon, select "Simple Text Box", and enter the text "Now it's purrfect!". The text box is created on a separate page.**


Now it's purrfect!

Creating A Card with MS Word (2021)

- **Word defaults to work the same as Writer. We need to change the Wrap attributes (icon to right of box). Click on Wrap icon and select "Through" (3rd icon in top row). Also select the image, right-click, select "Wrap Text" and select "Behind Text". Now the Text Box and Image can occupy the same space with text overridding.**

Now it's purrfect!

Creating A Card with MS Word (2021)

- **Select all the text in Text Box and now get options to change font, font size, color, etc. or can use similar option in "Home" ribbon. Change size to 24pt and color to Red. Now click and drag the rotate handle attached to top center of Text Box to rotate the text and then move to reposition in the image. Close, but need to get rid of unwanted white area around text.**
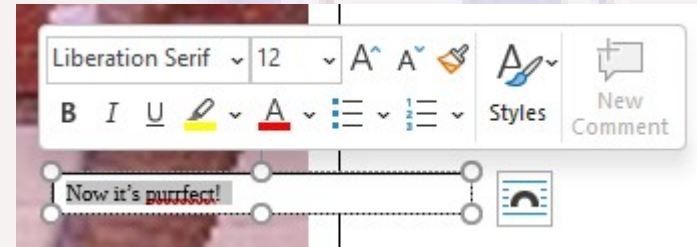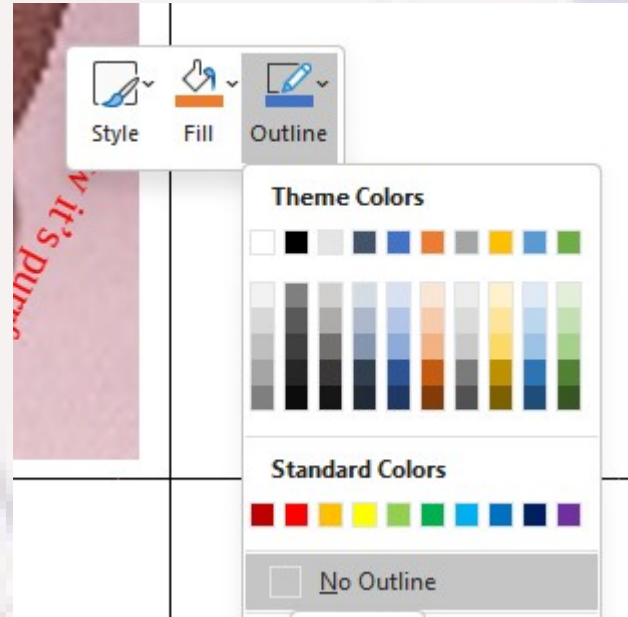
Creating A Card with MS Word (2021)

- **Right click on Text Box, select "Fill", then select "No Fill", and now underlying part of image shows through; but still have annoying outline of Text Box.**
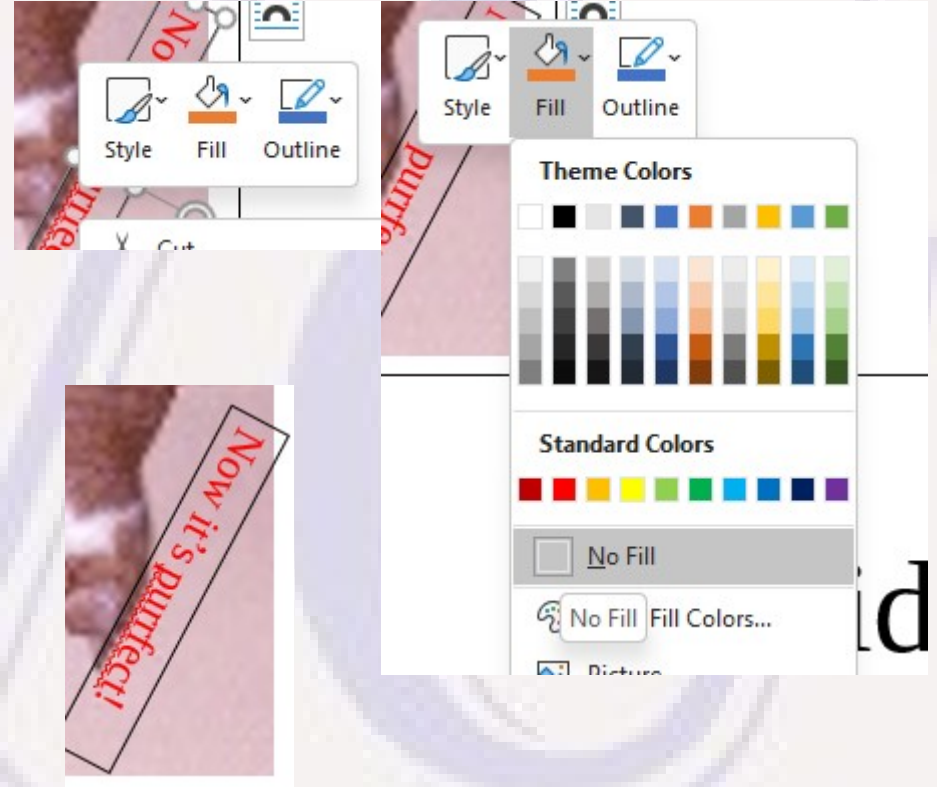
Creating A Card with MS Word (2021)

- **Right click on Text Box, select "Fill", then select "Outline", and then "No Outline" and the border of the Text Box finally vanishes.**

Creating A Card with MS Word (2021)

- **Somewhere in this process, Word seems to have totally trashed the resolution of the underlying image. May have discovered a bug in Word that makes text on top of images a bad choice. Could always use GIMP instead to overlay text on image, but a lot more work. The wavy "spelling error" warning on "purrfect" disappears on the printed version.**

Now it's purrfect!

Creating A Card with MS Word (2021)

- **There is nothing unusual about Text Box for the Inside Right page, except that Word by default has more interesting font choices.**

- **The final step is the clicking on and deleting of the horizontal & vertical guide lines.**

Now it's purrfect!

Creating A Card with MS Word (2021)

- **The final version with Word**
  - **MS Office comes with many more fonts than LibreOffice; but, LibreOffice running on the same system will see MS fonts as well.**
  - **There are open-source similar fonts available in many cases if you hunt enough on the Internet. They just aren't included with LibreOffice by default.**