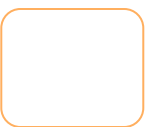


Postcard



Creativity takes courage
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How I Make My L.Y.A. Postcards In Publisher

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Start with an 8.5 x 11 page. Click on create blank page, then 8.5 x 11 letter landscape page.

1. Set guidelines— Click the ruler to create guide, drag to page. Set guides at 1/4 inch on all sides. Set guides at vertical and horizontal center. That gives you four cards. For card fronts you may want to set guides for the center of each of the four cards. These lines will help with placement and will not be visible when printed.
2. Over the center guides (4 1/4 inch and 5 1/2 inch) draw a dashed line in a light grey. This will be your cutting guide after printing.
3. Insert duplicate pages—click on insert, then duplicate page. (I did two because I printed multiple designs, but you only need one if your cards are all going to be the same image.)
4. Create the elements for the back of the post card. You only need to do one, then you can group and copy to place on the other three cards. You can also create your message, if you do not want to handwrite it to the recipients. Draw lines, create a rectangle for the stamp placement, choose fonts for the “postcard” and messages. Be sure to include your website so they can find you online :) To group, click and drag to select all of the elements, then click on the group objects box.
5. Right click to copy selected group. Then right click to paste (3 times), and place copies in the card quadrants.
6. If your card images (fronts) are portrait oriented, you can change the page layout to portrait on the format publication bar on the left side of the document.
7. Click on the new page (page tabs are at the bottom of the window), and insert your image (s). Insert - Picture - From File.
8. Click on inserted image, drag from a corner to resize. You can also click on a side, but that will distort, by stretching your image. You can do this to fill the card area if it is only a little, and does not look funny. If it does not matter to you, and you just want to fill the card area. Some images it will not look distorted, and others it will.
9. Click on print preview to check your spacing. the icon is the page with a magnifying glass on it, located just under the insert tab at the top of the window.
10. I print my postcard fronts on matte or glossy photo paper. Be sure to change the paper setting in the print dialog box. Usually under properties, then paper quality. You can also print on a card stock paper as well. Be sure to select only the page(s) with your art on them.
11. Print the card backs on card stock, again select only the backs page when printing.
12. Attaching the two sheets of paper together makes them strong enough to survive the mail. I use double sided tape on a roller.
13. You may need to trim a few of the edges with a paper cutter after they are glued.