

Preparing Greeting Cards in AppleWorks

by *Phil Russell*

Lets make a template for a greeting card in AppleWorks, Draw module. This is handy when you want to use your own .jpg image for the cover, and insert your own personalized text inside.

To start, find some envelopes to use for your project. Measure them. You are going to make your personalized card .25 inch smaller than the envelope in each dimension. I found some envelopes measuring 7.25 x 5.25, so my personalized card will be 5 x 7 inches folded, or 10 x 7 unfolded.

At this point it might be nice to print out these instructions, so you can easily follow them step by step. Do that now. I will wait. Dum de dum de dum.

Open AppleWorks and start a new document in the Draw module. Go to the Format menu and select Rulers | Show Rulers. You should be in inches, not centimeters or pixels. Go to Page Setup under the File menu and select the horizontal (middle) setup. Click OK.

Since your paper is 11 x 8.5, and your card, unfolded, is 10 x 7 (it folds to 5 x 7), you will have an excess 1 inch at the top and an excess 1.5 inches in width. But you will want enough room for cut lines (Fig. 1.) You will be using the cut lines to trim your greeting card down to the actual 7 x 5 size accurately.

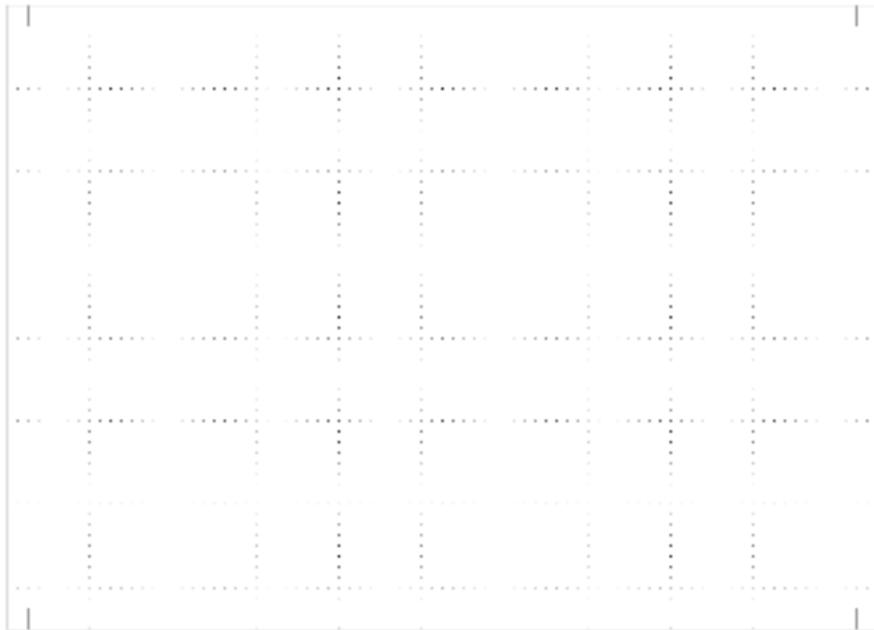


Fig. 1. Cut lines

So in order to leave enough room for the cut lines, you need to create a document space that is .5 inch larger in each direction than the actual card, using .25 top, bottom and 2.5 on each side to allow room for cut lines. So open

Document... under the Format menu and type Margins in as .5 for Top, .5 for Bottom, .25 for Left and .25 for Right (Fig. 2.).

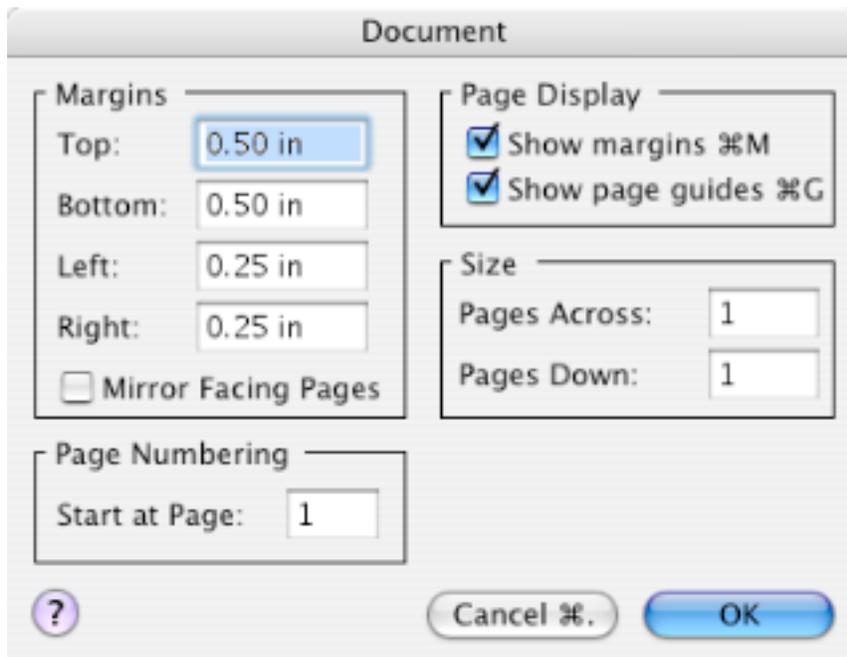


Fig. 2. Typing in Margins

Save your document now, but not as a Template yet. Name it Inside 7 x 5 (or 5 x 7, it does not matter)

Increase the image size to 200% or 400% using the small icons at lower left of the page to make the next task easier. Select the line tool. At the bottom of the Toolbar, second item on the right, is the Line Weight Palette. Select Hairline. With the Shift key held down, make a .25 inch straight horizontal line. At one end of that line, hold the Shift key down and draw a vertical line .25 inch long. Select both lines. Click Command + G or go to the Arrange menu and select Group. We are looking to create a cut line like Fig. 1.



Fig. 3. Cut line

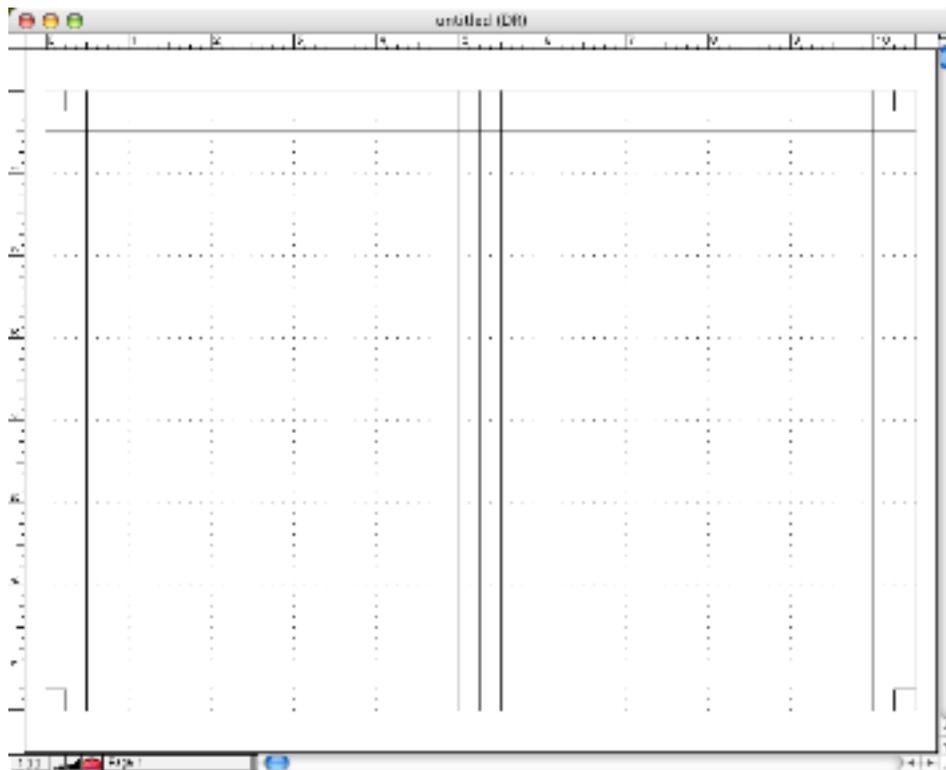
Select the lines. Copy. Move the cursor a bit, click and Paste. Move again and Paste, Do it one more time. Now you have four sets of cut line corners. Select one set and under the Arrange menu select Rotate 90°. Select another one and Rotate 90° two times. Select a third one and Rotate 90° three times.

Keep the document at the larger size. Drag these cut lines to the four corners of your document as seen in Fig. 1. Being at a larger document size will make you scroll around to do this, but you will find it easier to be accurate.

Now we are going to create some guidelines to help you place your text and images centered and within the boundaries of the card. Move down to 100% document size. Using the marks on your ruler, drag straight horizontal hairlines across .25 under the top cut line and .25 above the bottom cut line from edge to edge. Drag straight vertical hairlines up and down .25 inside of the left and right cut lines from top to bottom. This means that each of these lines will be .5 inside the document edge. Re-Save your document.

Find the vertical center of the document. Since the document is 10.5 in width, the center will be at 5.25 inches. Now draw a vertical line .25 to the right, and another at .25 to the left of the center line.

Carefully select all seven of the lines we drew in the last two paragraphs. Do not include the four cut line corners. When you have them selected, Group them (Command + G). Now select the four cut line corners. When all are selected, Group them, then under the Arrange menu select Lock. Your template looks like Fig. 4.



Save As... and name this document Inside 7 x 5. Save As again. Name this document Outside 7 X 5

In the Outside 7 x 5 document, on the right hand side, type a block of text reminding you that this is the Front of your card. On the left hand side, type a block of text reminding you that this is the Back of your card, AND a reminder that the LAST thing before you print, you are going to select all those guidelines (which you grouped) and Delete them. Do not delete the corner cut lines, and besides, they are locked, so you cannot delete them anyway.

At this point I always create a little text box at the bottom of the Back page, like the “Made by Hallmark” you see in that position on the back of their cards. Mine might say “Made by Trolls in Waldport” or something equally cutely.

Now go to the File menu and Save As.... Select Template. AppleWorks senses this will be a Template and wants to place it in the Templates folder, which is located in the Starting Points folder within the AppleWorks folder. If you want it elsewhere, navigate there before saving. See finished templates in Figs. 5 and 6.

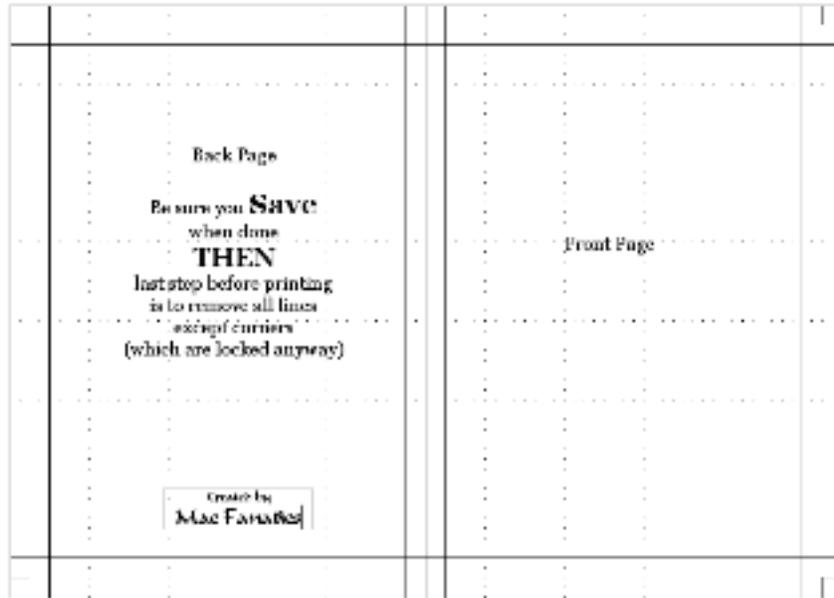


Fig. 5 Outside (Front) Template

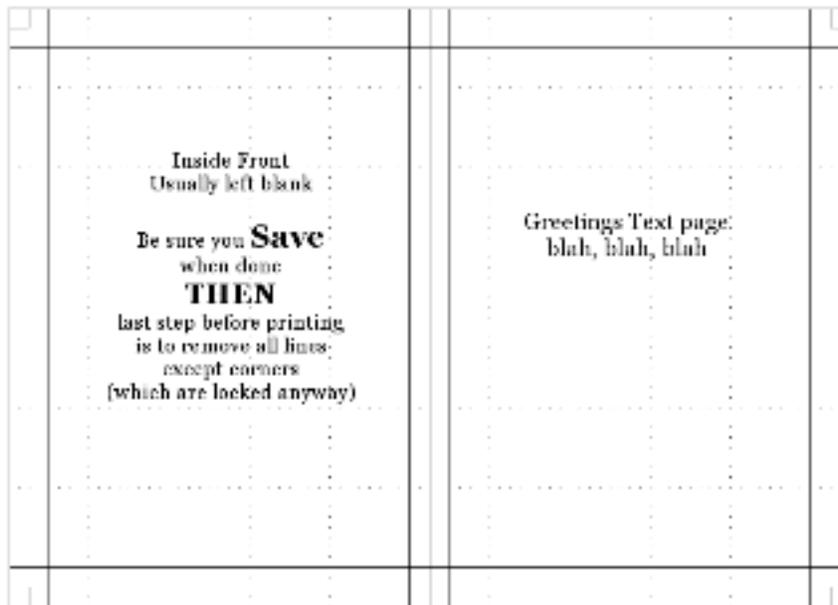


Fig. 6. Inside Template

Open the Inside 7 x 5 document. Make a text notation on the Right side that this is where you put the greeting text. Make a text notation on the Left side reminding you that this side is usually blank and reminding you that the LAST thing you do before printing is to delete the set of guidelines. Save As.... Now select Template, name it Inside 7 x 5. Save it where you want it.

To use, open the Outside template. Place your text and image content, replacing the Template's instructions, centered and within the guidelines. When you like it. Save. Name it. Take a last look. Ready to print? Delete the guidelines, leaving only your content plus the corner cut lines. Print. Save the printout.

Now open the Inside template. Place your text and images. Save. Name it. Take a last look. Ready to print? Delete the guidelines. Position your Outside printout in the printer correct side up, ready to print the reverse side. Print.

Your card is ready for cutting to size. Use an Exacto knife and a steel rule. Do not cut all the way to the paper edge. If you do, you will lose the cut line for the other cuts. Make each cut just a teeny bit beyond the cut line. When all four cuts are made, your card pops out. Carefully fold it down the middle. You are done.

You can make other templates for different size cards. Just be sure to leave the .25 inch space around the actual card size for the cut lines. And come in another .25 inch draw guidelines to keep your card content neat and orderly.