# Make Cards in Microsoft Publisher
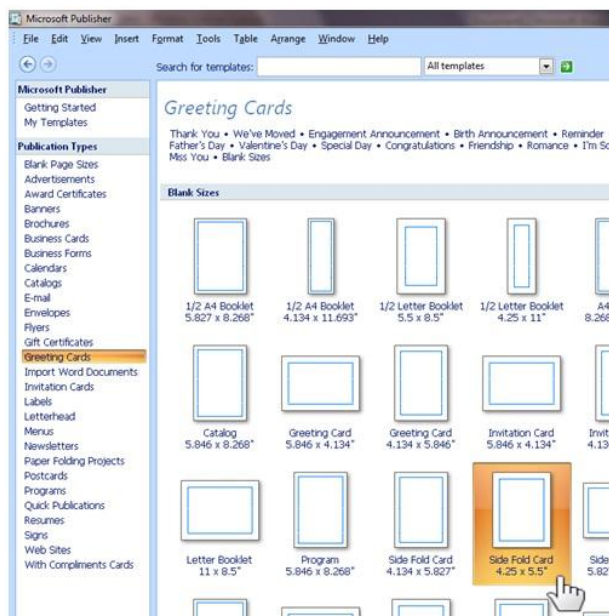
1. Open Microsoft Publisher…
   - Start,
   - All Programs,
   - Microsoft Office,
   - Microsoft Office Publisher 2007

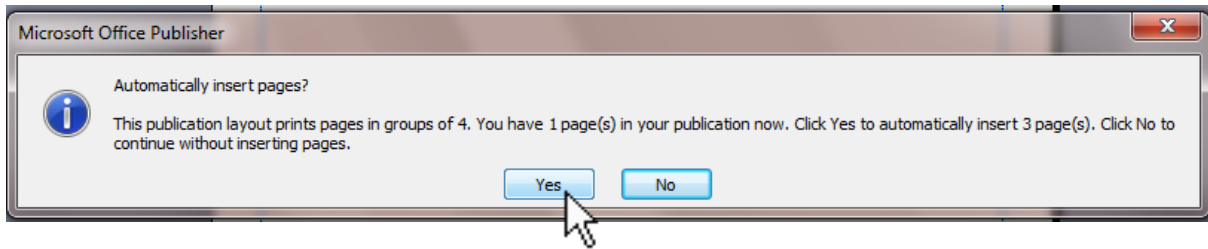2. When **starting** the assignment for the first time…

   a) Click Greeting Cards…

   

   b) Scroll down till you get to Blank Sizes, and click Side Fold Card, 4.25 x 5.5", click Create.

   

c)



Microsoft Office Publisher

Automatically insert pages?

This publication layout prints pages in groups of 4. You have 1 page(s) in your publication now. Click Yes to automatically insert 3 page(s). Click No to continue without inserting pages.

Yes    No

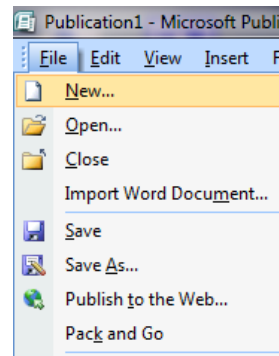4. You are going to make a holiday card. If time allows, you may make more than one card.

5. Save your cards to your home directory. Name the first file **Holiday Card**.

6. Include the following on each card…

- on page 1(front of card) – one piece of WordArt, picture(s), and a border
- on page 2 (inside left) – a picture
- on page 3 (inside right) – the message using a text box, it can be personal or generic
- on page 4 (back of the card) – your name and section, you can use either WordArt or a text box

7. When ready to start a new card, click…
   - File,
   - New,
   - Repeat steps 2a), 2b), and 2c) of these instructions.



Publication1 - Microsoft Publis

File  Edit  View  Insert  F

New...
Open...
Close
Import Word Document...
Save
Save As...
Publish to the Web...
Pack and Go

8. Name your second card **Holiday Card 2**.