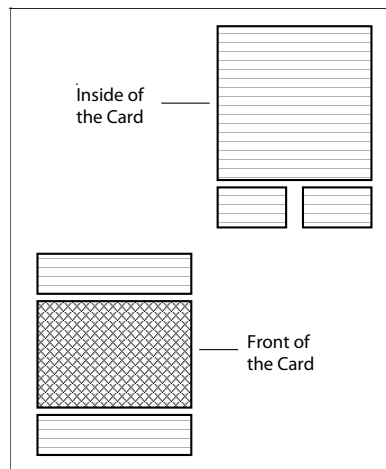


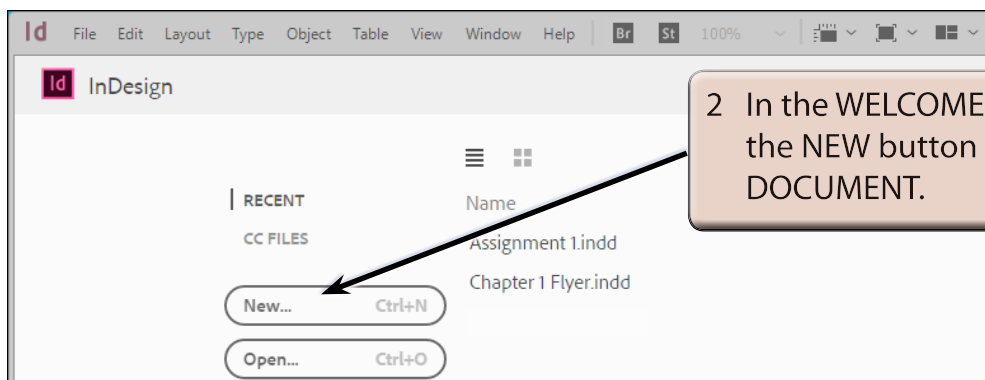
# Creating Greeting Cards

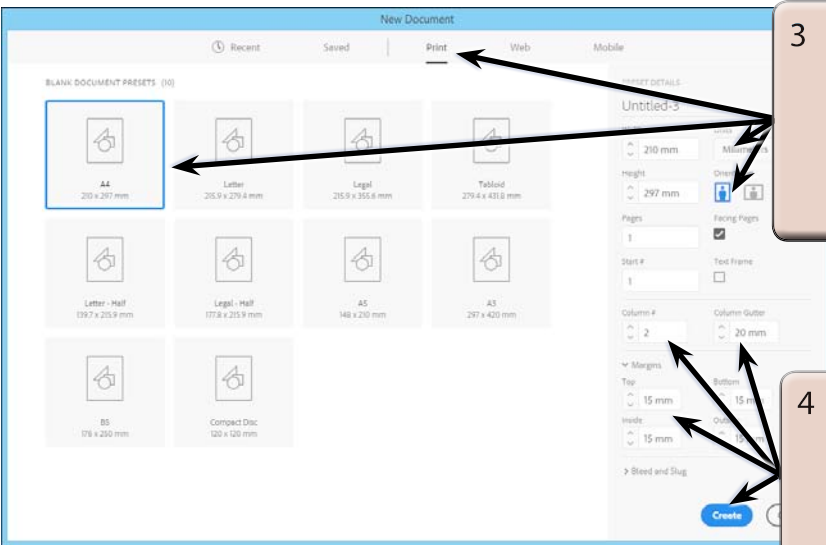
Over the next few chapters you will be shown how to use InDesign to create a range of different publications. In this chapter you will create a greeting card. This involves splitting a page into quarters and printing two quarters upside down. An example of what the card will look like is shown on the page 2-16. The following diagram shows a thumbnail sketch for the card.



## Starting a New Publication

- 1 Load Adobe InDesign CC or close the current file.





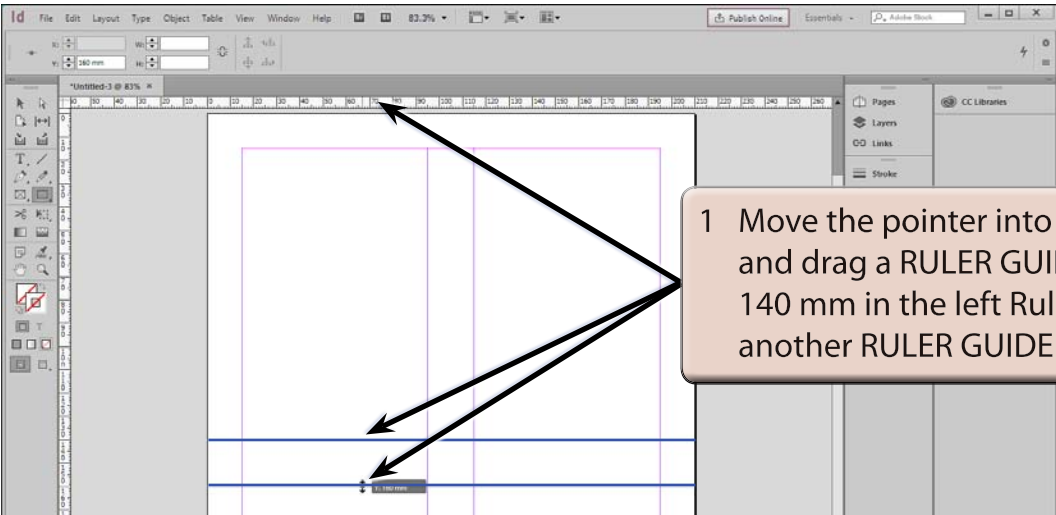
3 Select the PRINT category followed by the A4 PRESET and check that the UNITS are set to MILLIMETRES and the ORIENTATION to LANDSCAPE.

4 Set the COLUMNS - NUMBER to 2 with a GUTTER of 20 mm and the MARGINS to 15 mm and select CREATE.

**NOTE:** By setting the COLUMNS to 2 we have been able to set an area through the centre of the page where the card can be folded.

## Setting the Ruler Guides

Column Guides have been used to set the vertical fold area for the card. HORIZONTAL RULER GUIDES will be used to set the horizontal fold area. An A4 page is 297 millimetres high so the horizontal centre of the page is at 148.5 mm. We will set ruler guides at 140 mm and 160 mm which will be close enough to the centre of the page for this document.



1 Move the pointer into the top Ruler and drag a RULER GUIDE in line with 140 mm in the left Ruler then drag another RULER GUIDE to 160 mm.

- 2 Save the document in your STORAGE folder as:

## Chapter 2 Greeting Card

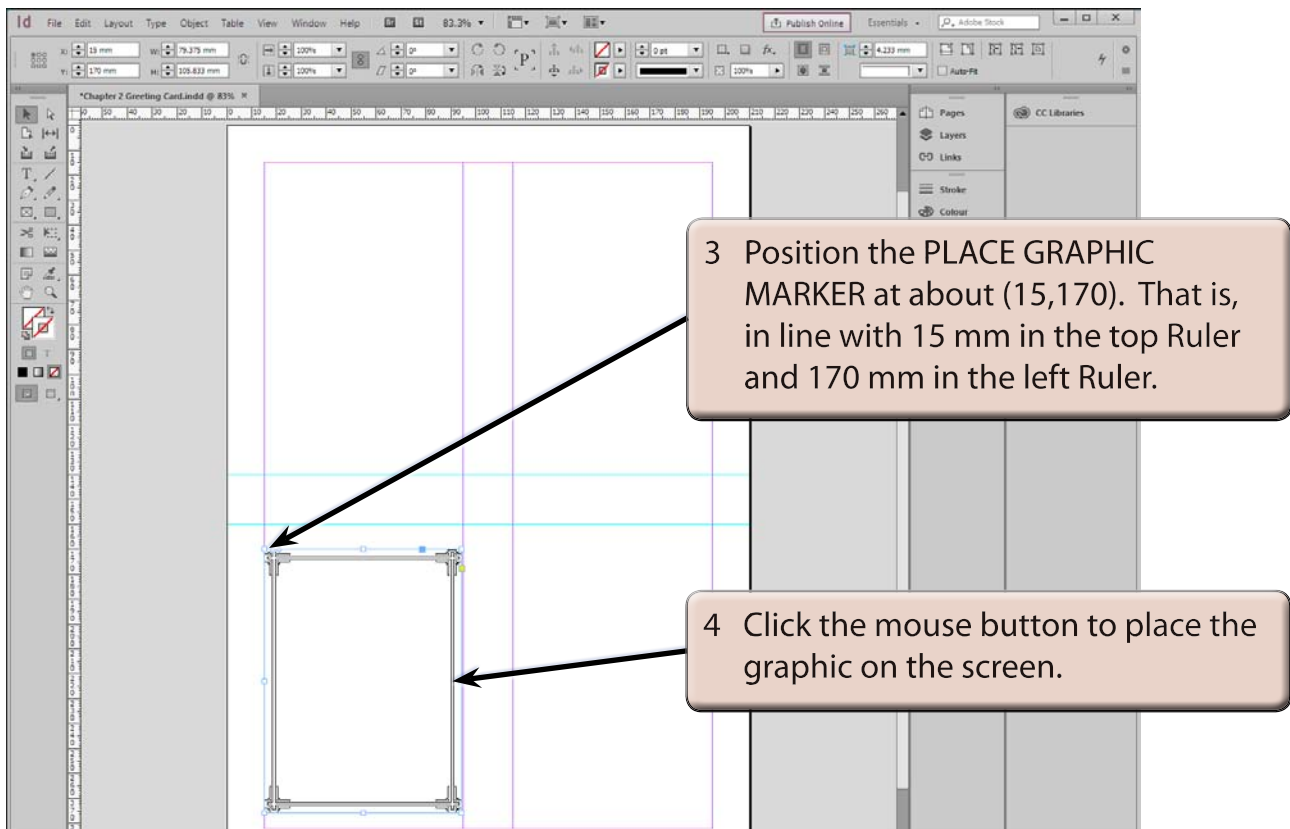
### Creating the Front Section

The front cover of the card will be entered in the bottom left quarter of the page then rotated 180° to turn it upside down.

#### A Inserting the First Graphic

The first graphic will be the border.

- 1 Click on the SELECTION TOOL in the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the CHAPTER 2 folder of the IDcc SUPPORT FILES and double click on the BORDER file to insert the image.



## B Inserting the Second Graphic

The second graphic will be placed slightly down from the centre of the border.

- 1 Click outside the BORDER frame to turn its selection handles off. If you have a frame selected when placing an image, that image will replace the existing image in the selected frame.
- 2 Press CTRL+D or COMMAND+D to select the PLACE command.
- 3 Double click on the FRONT image from the CHAPTER 2 folder of the IDcc SUPPORT FILES to insert the graphic.

