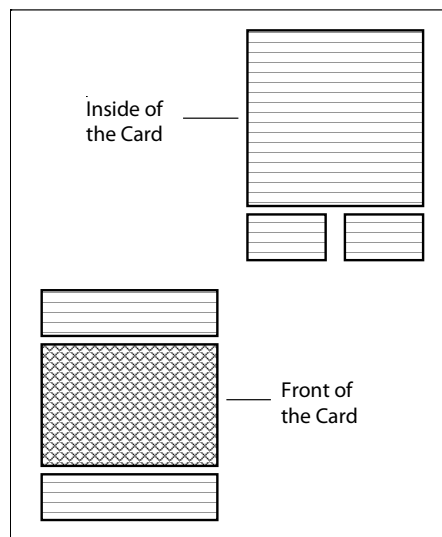


# Creating Greeting Cards

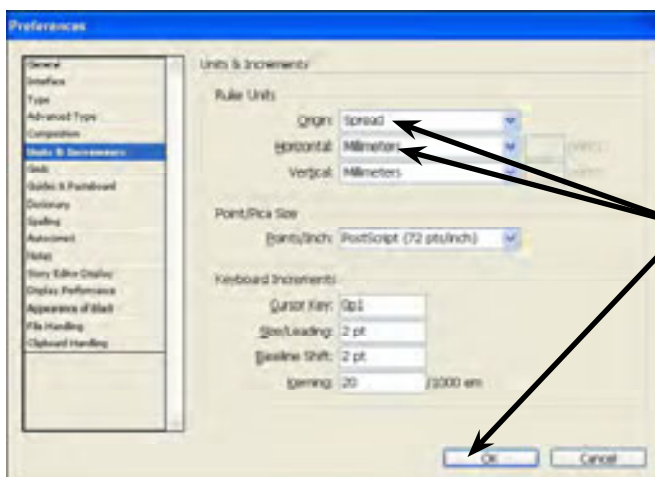
Now that you have been introduced to Adobe InDesign CS3 you will be shown over the next few chapters how to use it to create a range of different publications.

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 2-18. The thumbnail sketch for the card is shown in the following diagram.



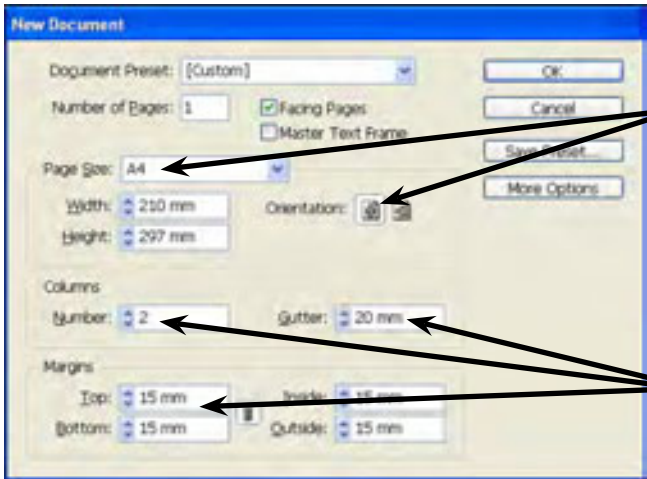
## Starting a New Publication

- 1 Load Adobe InDesign CS3 or close the current file to return to the START SCREEN.
- 2 Display the EDIT menu, highlight PREFERENCES and select UNITS & INCREMENTS.



3 In the RULER UNITS frame set the HORIZONTAL and VERTICAL boxes to MILLIMETRES, then select OK.

- 4 Click on DOCUMENT in the CREATE NEW section of the START SCREEN to start the document.



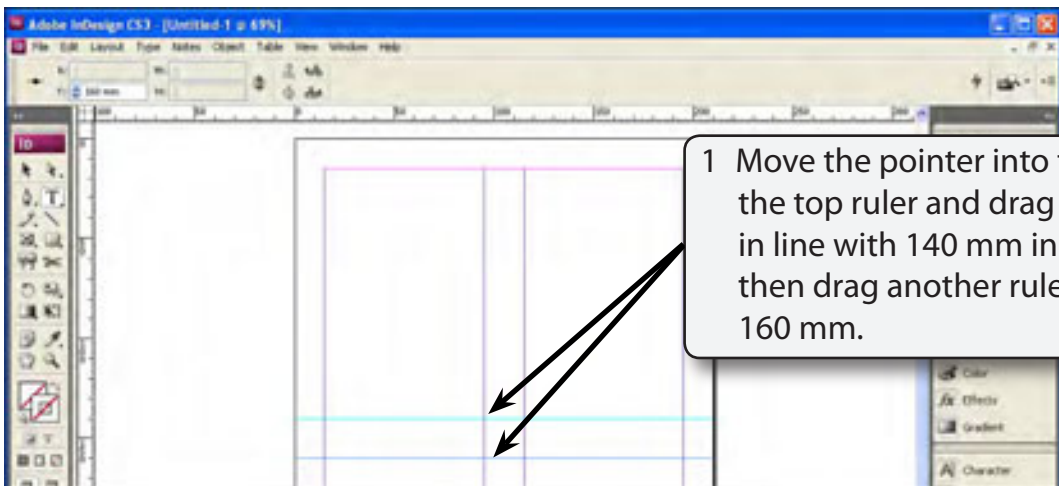
5 In the NEW DOCUMENT dialogue box, set the PAPER SIZE box to A4 and orientation to PORTRAIT.

6 Set the COLUMNS to 2 with a GUTTER of 20 mm, set the MARGINS to 15 mm and select OK.

**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. The horizontal centre of the page is at 148.5 mm. We will set ruler guides around 150 mm which will be close enough to the centre of the page for this document.



1 Move the pointer into the centre of 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 on your STORAGE folder as:  
Chapter 2

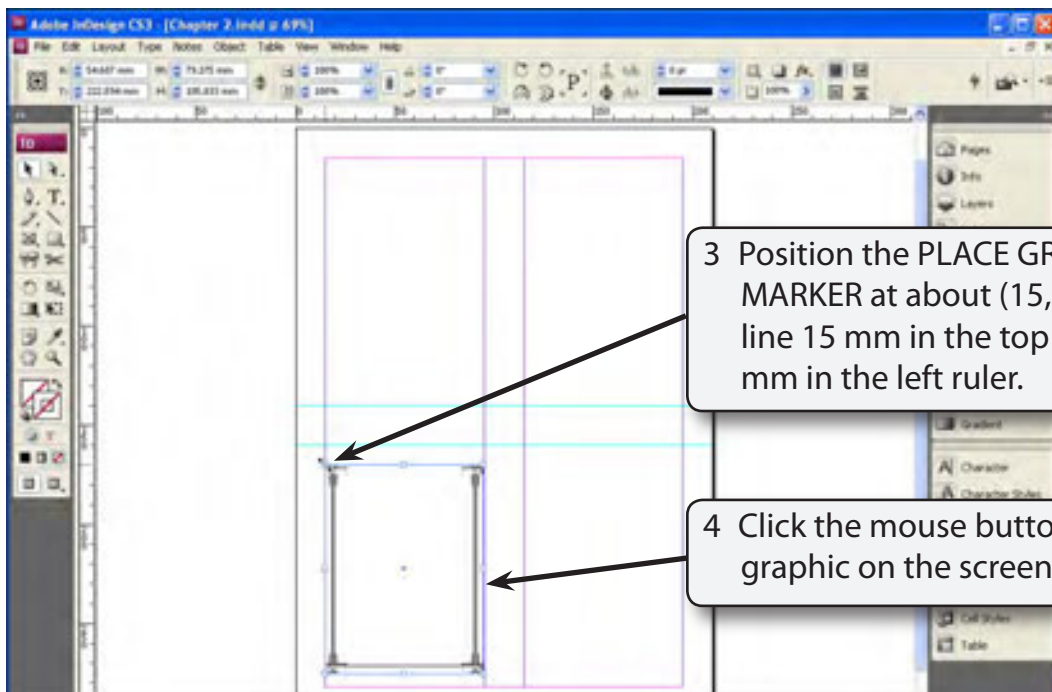
## Creating the Front Section

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.

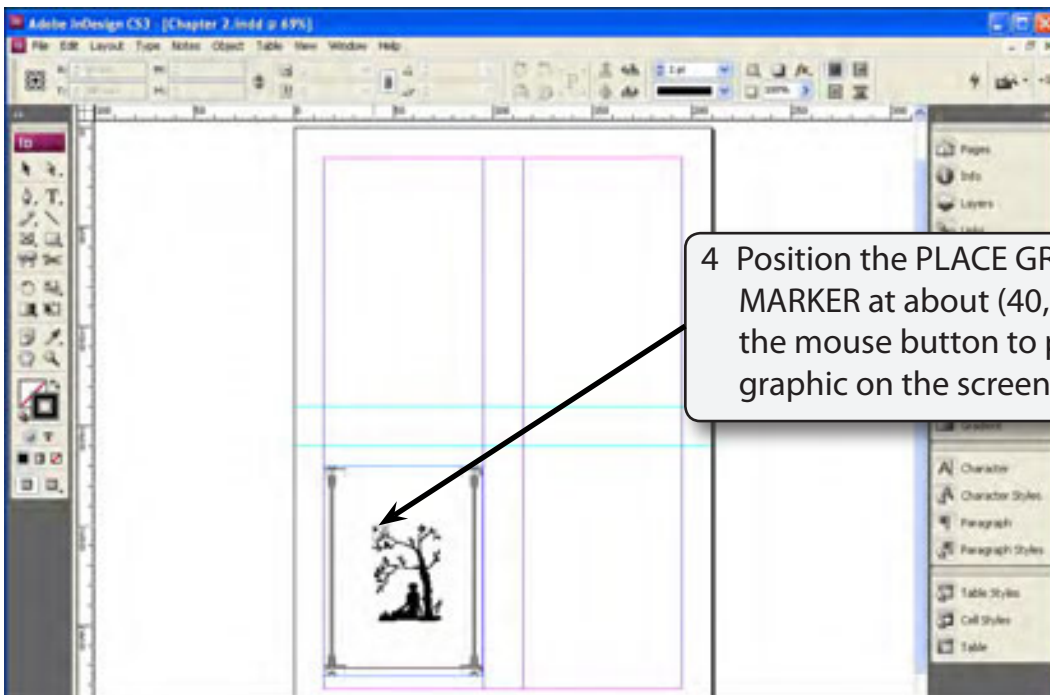
- 1 Click on the SELECTION TOOL in the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the CHAPTER 2 folder of the IDcs3 SUPPORT FILES and double click on the BORDER file to insert the graphic.



## B Inserting the Second Graphic

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

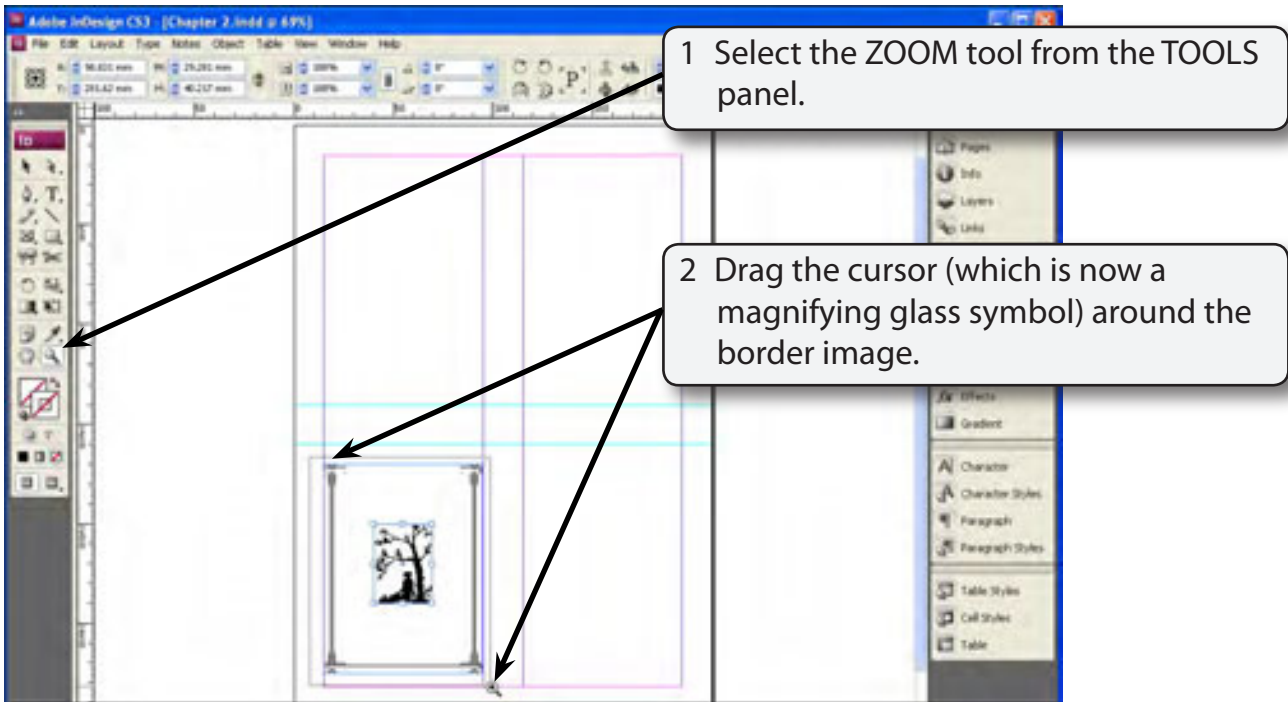
- 1 Click outside the BORDER frame to turn its 'handles' off. If you have a frame selected when placing an image that image will replace the existing image in the selected frame.
- 2 Press CTRL+D or COMMAND+D to select the PLACE command.
- 3 Double click on the FRONT image from the CHAPTER 2 folder of the IDcs3 SUPPORT FILES to insert the graphic.



4 Position the PLACE GRAPHIC MARKER at about (40,200) and click the mouse button to place the graphic on the screen.

## C Zooming in

Text frames will be added above and below the centre graphic. To make this process easier we can zoom in on the bottom left corner of the page.



3 When you release the mouse button the screen zooms in on the enclosed part.

## D Adding the Text

