

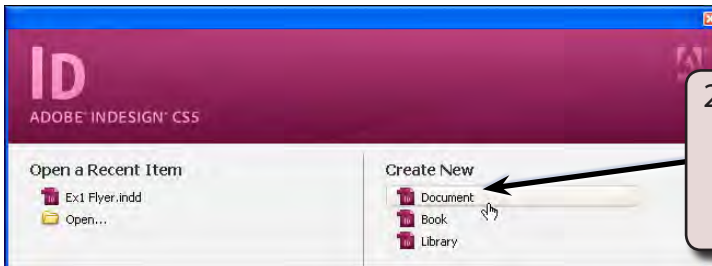
Creating Greeting Cards

In this exercise 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 below.

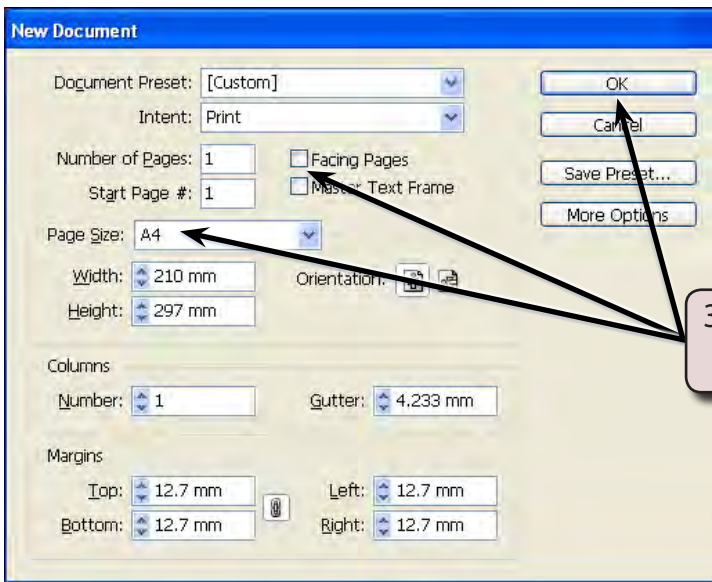


Starting a New Publication

- 1 Load Adobe InDesign CS5 or close the current document.

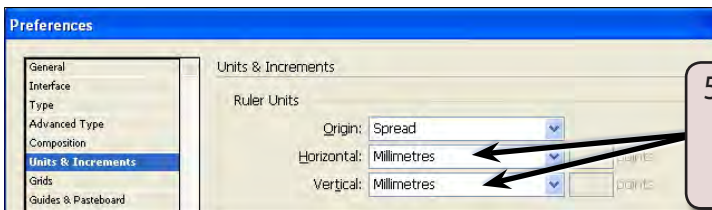


2 In the CREATE NEW section of the WELCOME SCREEN click on DOCUMENT to start a new document.



3 Set the PAPER SIZE to A4, turn off FACING PAGES and click on OK.

- 4 The Ruler units will need to be in millimetres. Display the EDIT or INDESIGN menu, highlight PREFERENCES and select UNITS & INCREMENTS.



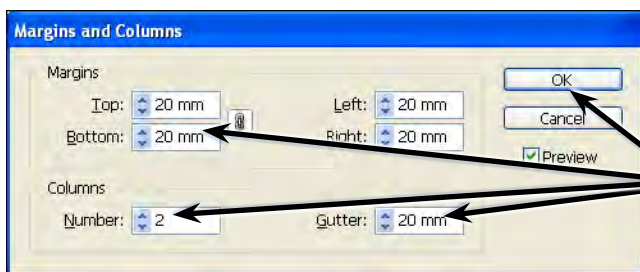
5 In the RULER UNITS frame set the HORIZONTAL and VERTICAL boxes to MILLIMETRES, then select OK.

Laying out the Page

We could simply place vertical and horizontal ruler guides through the centre of the page, however, we need to ensure that we leave an adequate gutter through the centre of the page so that the greeting card can be folded. So a combination of column and ruler guides will be used.

A Setting the Column Guides

- 1 Display the LAYOUT menu and select MARGINS AND COLUMNS.

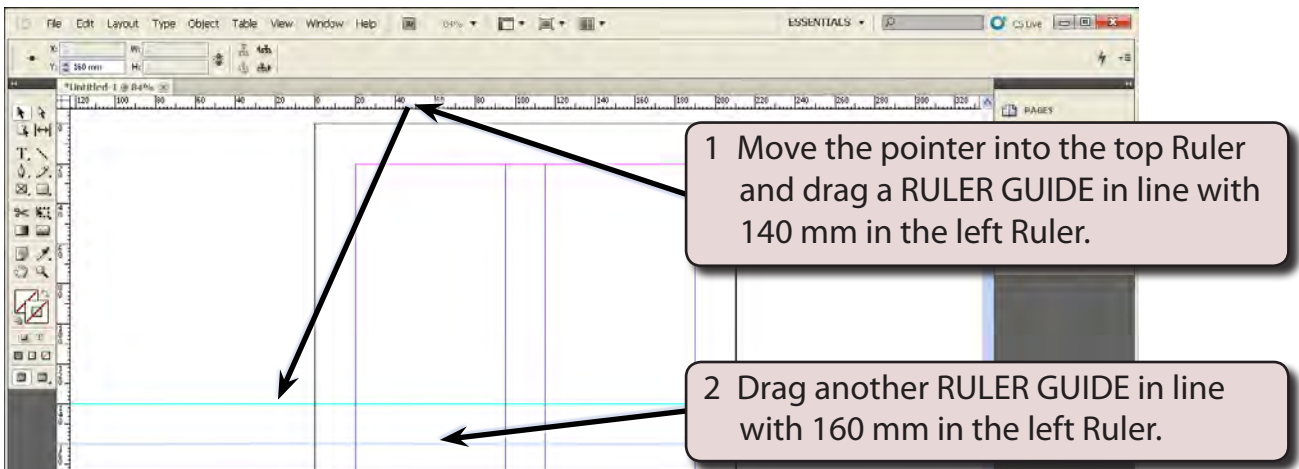


2 Set the MARGINS to 20 mm, the COLUMNS NUMBER to 2 and the GUTTER to 20 mm, then select OK.

NOTE: This will place a 20 mm gutter through the centre of the page, which will be sufficient space for the card to be folded once it is complete.

B Setting the Ruler Guides

An A4 page is 297 mm high. The 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.



- 3 Save the layout in your DTP folder as:
Ex2 Greeting Card

Creating the Front of the Card

The front of the card will be placed in the bottom left quarter of the page.

A Inserting the Graphic

- 1 Select the SELECTION TOOL from the TOOLS panel.
- 2 Display the FILE menu and select PLACE (or press CTRL+D or COMMAND+D).

